

The Center for
Family Justice
Bridgeport, CT

Request for Qualifications (RFQ)
and Fees Proposal (RFP)
for Construction Manager Services

**Proposals Due Date: May 11, 2026
at 4:00 PM**

The Center for Family Justice
Request for Qualifications and Fee Proposal
Due Date: 05.11.2026
4:00 PM

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Section 1: General Information

1.1 Introduction

The Center for Family Justice (“CFJ” or “Owner”) of Bridgeport, CT seeks proposals from qualified organizations with the objective of engaging a firm to provide Construction Management (CM) services for the delivery of interiors fit-out preconstruction and construction work at the Owner’s facility located at 753 Fairfield Ave., Bridgeport CT.

The proposed project will consist of a phased interiors renovation in portions of their existing 21,542 SF building. Fit-out to include program elements such as new office spaces, Meeting Rooms, Toilet rooms, and new playground. The project will be in phases of construction to accommodate these elements. The selected CM will be working with CFJ’s Architecture firm, Antinozzi Associates.

CFJ will remain operational during construction. Work schedules and material deliveries will require coordination with the CFJ. **All contractors and employees working on site are subject to screening for prior convictions.**

The project is partially funded by a State award from the State Department of Economic and Community Development (DECD). The proposer to be selected as Construction Manager shall have experience with, and, upon selection, must comply with DECD requirements Bidding, Contracting and Procurement for Construction Guidelines for DECD Programs (Rev. Jan. 2026) and applicable Connecticut state and local laws.

1.2 Selection Process & Timeline

The CM selection process will be comprised of submitted written proposals and fee proposals. The review committee will consist of CFJ staff and Antinozzi Representative’s. The review committee may choose to conduct formal in- person presentations/interviews before a final recommendation is made. A pre-bid meeting will be held at the project site per the timeline below. The schedule for the RFP process is as follows:

- **RFP issued** **April 7, 2026**
- **On-Site Pre-bid Meeting** **April 15, 2026 9:00 AM**
- **Questions due** **April 22, 2026**
- **Response to questions** **April 29, 2026**
- **RFP Submittals due** **May 11, 2026 by 4:00 PM**
- **Interviews (if needed)** **May 18 - 22, 2026**
- **CM Selection** **May 27, 2026**

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1.3 Tentative Bid & Construction Schedule

The estimated construction cost is \$3 million. The following Bid and Construction schedule is anticipated:

Bid Docs Completion	4 Months
Bidding Period	4 Weeks
Contracting	4 Weeks
Construction	6 Months

Preparation and assembly of Construction Bid Packages for all trades will be prepared by the selected CM during the Pre-Construction Services Phase.

Section 2: Required Services

2.1 Construction Delivery Method

The Owner intends to use a Construction Manager at Risk with a Guaranteed Maximum Price (“CM at Risk/GMP”) construction delivery method. CM services will be contracted under a modified AIA Document A133-2019 Standard Form of Agreement between Owner and Construction Manager as Contractor and related AIA Document A201 General Conditions, which shall attach and incorporate “Federally Funded Terms and Conditions” (Attachment 3), as well as the RFP, and the successful proposer’s proposal, together with any negotiated terms and pricing (“the Contract”). The successful proposer will not be permitted to assign its Contract with Owner or to subcontract any of the work requirements to be performed under the Contract, without obtaining prior written approval from the Owner. The proposer shall inform itself in full of the conditions relating to the performance of the Contract. Failure to do so shall not relieve the successful proposer of its obligations to furnish services, materials, and other services necessary to carry out the provisions of this solicitation and resulting Contract.

Selected CM shall provide preconstruction and construction services including cost, schedule estimating, and bidding to subcontractors with a single bid package approach and day-to-day construction management.

2.2 Pre-Bid Services by the Construction Manager

Selected CM will provide services as set forth in AIA Document A133-2019 and AIA Document A201, in compliance with applicable Federal and CT State Regulations, including “Federally Funded Terms and Conditions” attached.

CM Pre-Bid Services shall include assisting Antinozzi Associates with preparation of Bid Documents to ensure compliance with CFJ’s budget, including preparation of Division 00 – Contracting

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Requirements, coordination and preparation of all documents needed for Bidding, and securing all Permits required for Construction by the City of Bridgeport. Building Permit fees will be reimbursed by the Owner at cost.

CM Pre-Bid Services shall also include periodic meetings with Antinozzi Associates and key trade subcontractors to review project progress to assure compliance with CFJ's budget and construction schedule, logistics and constructability reviews, including value engineering efforts. CM Pre-Bid Services and Deliverables will include, but are not limited to:

- Value Engineering reviews
- Project Budget, including project soft costs
- Critical Path Construction Schedule.
- One Construction Cost Estimate to include Schedule of Values for each Trade

Bidding, Contract Award, Construction and Post-Construction Services

The CM shall provide administration of the Contracts for Construction in cooperation with Antinozzi Associates, and shall bear the risk of such contracts, and provide services as set forth in the referenced modified AIA Document A133-2019 Standard Form of Agreement between Owner and Construction Manager as Contractor, AIA Document A201 General Conditions, and corresponding Federally Funded Terms and Conditions.

Bidding and contracting shall conform with DECD procurement standards.

Following CFJ's approval of Bids, the CM shall update and submit the Project Cost Estimate and Construction Schedule for the Architect's review and CFJ's approval.

Section 3: Instructions for Submitting Proposals

3.1 Construction Management Services Fee(s) Proposals

While anticipated construction budget costs currently stand at \$3 million, fee proposals should not be based on "percentage of construction cost", but should stand scrutiny when judged against comparable projects in the relevant market, which states: "To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work."

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3.2 Information Contact

Questions or requests for clarification must be emailed to Alicia Connery at aconnery@Antinozzi.com no later than **3:00PM on Wednesday, April 22, 2026.**

3.3 Proposal Submission Packages

Proposals are to be submitted in a sealed envelope clearly marked **“PROPOSAL FOR CM SERVICES FOR RENOVATIONS/UPGRADES TO THE CENTER OF FAMILY JUSTICE”** and must be received no later than **4:00pm on Monday, May 11, 2026. Late proposals will not be considered.** Submissions shall be in 8 ½ x 11 format (minimum 11 pt. font)

- Deliver TWO hard copies to:
Paul Santos
The Center for Family Justice
753 Fairfield Ave.
Bridgeport, CT

3.4 Submittal Package Checklist:

1. Cover Letter
2. Completed Attachment 1 – Fee Proposal & Worksheet
3. Completed AIA Document A305-2020, including Exhibits A through E
4. (3) Client References. Client references for renovation projects similar to the work related to this project.
5. Statement of Qualifications Form
6. Resumes of Key Players that will be assigned to the Project Team
7. Hourly Fee and Expense Schedule

Section 4: Evaluation Criteria:

An internal selection committee at The Center for Family Justice and Antinozzi Associates will review and score each Construction Management firm’s submittals. The State of Connecticut’s Department of Economic and Community Development reserves the right to review all submittals and monitor the selection committee’s review process.

Firms will be scored in the following categories:

1. Completeness and Review of the Statement of Qualifications Form – 25%
2. Experience of the Personnel Assigned to the Project – 20%
3. Review of similar projects completed by the Firm – 20%
4. Review of Feedback from References on similar projects – 15%
5. Fee Proposal & Worksheet – 20%

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Each scoring category is worth a specific percentage of the firm's total score. The firm that scores the highest in each category will receive the most number of percentage points available for that category. Should a tie occur, each firm will be awarded the highest number of points available for that category.

One firm will be awarded a contract to perform the work outlined in this RFQ/RFP process.

Section 5: Owner's Reservation of Rights:

1. Owner reserves the right, in its sole discretion, before awarding the contract, to require a proposer to submit any evidence of qualifications as Owner may deem necessary, and to consider any evidence available of financial, technical, and other qualifications and capabilities including performance experience with past and present users.
2. Owner reserves the right to request clarifications, additional information and/or oral presentation from all proposers prior to awarding a contract and Owner's request of said clarifications, additional information or oral presentation shall not bind Owner to accepting a proposal or awarding a contract to a proposer simply because the proposer provided clarification, additional information, or oral presentation.
3. Owner reserves the right to award the contract to the proposer or proposers who, in Owner's sole discretion, best serve Owner's interests and, in Owner's sole discretion, to accept or reject any or all proposals, whether they are deemed compliant with the RFP submittal specifications or not.
4. Owner reserves the right to waive any minor irregularities or deviations from the RFP specifications in submitted proposals and in the evaluation process.

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5. Owner reserves the right, in its sole discretion, to reject all proposals, or parts thereof. Proposals may be rejected if they show any omission, alteration of form, additions or deductions not called for, conditional or uninvited alternate proposals, or irregularities of any kind.
6. Owner reserves the right to amend this solicitation at any time prior to the deadline for submitting proposals or to extend the deadline at Owner's sole discretion.
7. Owner reserves the right, in its sole discretion, to modify or rescind this RFP, even after submission of proposals and expiration of the time to submit same and to notify a new RFP if warranted, in Owner's sole discretion, to fulfill Owner's responsibility as a steward of federal funds. Any deadline extension, modification, rescission, or new RFP will be notified in the same manner of notification as the instant RFP.
8. Owner reserves the right to request that proposers provide a Best and Final Offer submittal before final determination for recommendation of a contract award. Owner reserves the right to negotiate any or all elements of a contract resulting from this solicitation or to not award a contract hereunder.

ATTACHMENT # 1

**CM Fee Proposal &
Worksheet The
Center for Family
Justice Fit-out**

INSERT FIRM NAME HERE:

DATE: _____

PRE-CONSTRUCTION Services Fee:	\$
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CONSTRUCTION MANAGEMENT Fee:	\$
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Monthly Expenses (average per month – NOT included in FEES above):	
For RFP cost comparisons please limit REIMURSABLE COSTS to the following:	
1. Construction and Admin Staff Billing <u>ALSO ATTACH "PERSONNEL CATEGORIES and THEIR HOURLY RATES" SCHEDULE</u>	1. \$.....
2. CM Main Office – Project Monthly Expenses (Software Subscriptions, Tel / Data, Supplies)	2. \$.....
3. Insurance (assume \$3 million Construction Cost)	3. \$.....
4. Job Site / Office Trailer	4. \$.....
5. Job Site / Office Equipment	5. \$.....
6. Job Site / Office Supplies	6. \$.....
7. Construction Trailer / Office Phone / Data	7. \$.....
8. Site Clean-up / Dumpsters	8. \$.....
9. Misc (write description) -	9. \$.....
MONTHLY EXPENSES TOTAL:	\$

CONSTRUCTION MANAGER CERTIFICATION AND SIGNATURE:

Signature:

Printed Name:
