

Issue date: Thursday, February 22, 2024

Re: RFP for Daisy Ingraham School HVAC Upgrade Project

The Westbrook Board of Education, located at 158 McVeagh Road, Westbrook, CT, 06498, is seeking a qualified Design Professional/Engineer to provide for the design of a new Variable Refrigerant Flow system for the Daisy Ingraham Elementary School located at 105 Goodspeed Drive, Westbrook, CT 06498

Proposals should be addressed and delivered to:

Attn: **Westbrook Public Schools**
Office of the Superintendent
158 McVeagh Rd
Westbrook, Connecticut 06498
Attn. Kristina Martineau, Superintendent of Schools

All Proposals shall be delivered by: Thursday, March 14, 2024 at 1:00 p.m.

The documents included as part of this RFP are as follows:

- 1. Request for Proposals – this document**
- 2. Plans and Specifications available online at:**
https://www.westbrooketschools.org/groups/5661/business_office/requests_for_proposals

PROJECT DESCRIPTION - SCOPE OF SERVICE - SEE ATTACHED EXHIBIT A - SCOPE OF WORK

The Westbrook Board of Education intends to introduce air conditioning to the Daisy Ingraham School. In 2022 an engineering firm conducted a study to determine the feasibility of several options. Once the study was completed the option recommended by the engineering firm and selected by the Board of Education was a Variable Refrigerant Flow (VRF) system. It was chosen on the basis of high efficiency, the ability to provide redundancy for heating and ability to interface with existing controls. The scope of services for this project is to develop and provide plans and specifications for construction bidding purposes.

- Design professional must show experience in providing similar scope of work for Connecticut municipalities in the previous five (5) years.
- The awarded contractor is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the site, or elsewhere (unlimited).

Submittals must be sealed and clearly identified with the title; **Daisy Ingraham School HVAC Upgrade Project, Proposal.**

The Westbrook Board of Education reserves the right to accept or reject any qualifications statements that it deems is in the best interest of Westbrook Public Schools.

Westbrook Public Schools is an Equal Opportunity Employer