

REQUEST FOR PROPOSALS

for

DAISY INGRAHAM SCHOOL HVAC UPGRADE PROJECT

Issue date: Thursday, February 22, 2024



QUESTIONS: Contact Project Manager Roger LaFleur in writing by email at Pmrlafleur@yahoo.com

No questions will be accepted after 5:00 p.m. Tuesday, March 12, 2024

TABLE OF CONTENTS

I.	INVITATION TO SUBMIT.....	3
II.	PROJECT DESCRIPTION - SCOPE OF SERVICE.....	3
III.	TIMELINE OF THE RFP PROCESS.....	4
IV.	INSURANCE REQUIREMENTS.....	4
V.	MINIMUM QUALIFICATIONS.....	5
VI	WRITTEN PROPOSAL.....	5
VII.	GENERAL TERMS AND CONDITIONS.....	5
VIII.	EVALUATION CRITERIA.....	7
IX.	BID FORM.....	8

I. INVITATION TO SUBMIT

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.westbrookctschools.org/groups/5661/business_office/requests_for_proposals

II. 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).

RFP Response

Prospective contractor(s) shall provide the following in response to this RFP;

1. One-page background of firm or firms (project teams are eligible). The background should include a brief description of the contracting firm(s) capabilities and experience associated with the scope of work described above.
2. List individuals and background of employees responsible for this project management.
3. List a minimum of two (2) projects with similar project components. Provide details of the project. Indicate whether the project was; (1) on budget, (2) project completed on schedule.
4. Provide a minimum of three (3) customer references from similar projects.

III. TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

Issue RFP	Thursday, February 22, 2024
Mandatory Site Visit	Wednesday, February 28, 2024 at the Daisy Ingraham School at 3:30 pm
No questions will be accepted after 5:00 p.m.	Tuesday, March 12, 2024
RFP due back from qualified firms	Thursday, March 14, 2024 at 1:00 p.m.
Interviews, scope review	TBD
Award of Bidder	TBD

IV. INSURANCE REQUIREMENTS

	Independent Contractor (Major projects or engagements)
Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage \$1,000,000 Personal and Advertising Injury \$2,000,000 Products-Completed operations aggregate The CGL policy must include coverage for: <ul style="list-style-type: none"> ● liability from premises and operations. ● liability from products or completed operations. ● liability from actions of independent contractors. ● liability assumed by contract.
Conditions	All coverage provided to the Town of Westbrook under this section must be primary and non-contributory with any other insurance available to the Town of Westbrook. the Town of Westbrook must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent acceptable to the Town of Westbrook. the Westbrook Board of Education must <i>also</i> be named as “additional insured” for Products/Completed Operations on your CGL policy with form CG 20 37 or equivalent acceptable to the Town of Westbrook. Any Aggregate limit must apply per job/project. Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.
Automobile Liability	\$1,000,000 each accident \$2,000,000 aggregate for bodily injury/property damage, including hired owned & non-owned vehicles. Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
Umbrella Liability	\$2,000,000 Limits must be excess over underlying limits described above. All coverage provided to the Town of Westbrook under this section must be at least as broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to the Town of Westbrook.

Workers' Compensation	Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of: \$500,000 each accident for bodily injury by accident \$500,000 each employee for bodily injury by disease \$500,000 policy limit for bodily injury by disease Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
Employers Liability	\$500,000 each accident Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
Professional Liability	\$2,000,000 per occurrence/ \$5,000,000 aggregate. Maximum deductible \$100,000. Extended reporting period for (6) years following termination of this agreement.

Original, completed Certificates of Insurance must be presented to the Westbrook Board of Education prior to purchase order/contract issuance. The Design professional agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 2 Mechanical HVAC projects designed for municipalities within the last 5 years.
- Design professional must be licensed to work in the State of Connecticut
- Attendance at the mandatory site visit Wednesday, February 28, 2024 at the Daisy Ingraham School at 3:30 pm

VI. WRITTEN PROPOSAL

The written proposal is due Thursday, March 14, 2024 at 1:00 p.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**Town of Westbrook
Office of the Superintendent
158 McVeagh Road
Westbrook CT 06498
Attn. Kristina Martineau, Superintendent of Schools**

Submissions are to be clearly identified with the title; **Daisy Ingraham School HVAC Upgrade Project, Proposal.**

VII. GENERAL TERMS and CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by the Town of Westbrook**– Town of Westbrook reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of Westbrook. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the Town of Westbrook and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Town of Westbrook unless stated otherwise in the RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the Town of Westbrook.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The Town of Westbrook reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town of Westbrook to do so.
7. **Rejection for Default or Misrepresentation** – The Town of Westbrook reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of Westbrook reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
12. **Rights Reserved to Westbrook**– the Town of Westbrook reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the school will be served.

13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission, which is set for 90 days.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by Westbrook.
15. **Cost of Preparing Proposal** – The Town of Westbrook shall not be responsible for any expenses incurred by the organization in preparing and submitting a Proposal. The Proposal shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
16. **Definition of Terms** – For the purpose of this RFP, whenever the word “respondent” appears, it shall refer to “Contractor” and whenever the word “Contractor” appears, it shall refer to “respondent”.

EVALUATION CRITERIA

Teams will be evaluated on the following criteria

- References from clients of previous completed projects
- Adherence to the instructions within this RFP
- Bid price

BID FORM

The cost for providing Design Services, per scope of work for the Daisy Ingraham School is:

Base Bid Proposal Amount \$ _____

Exclusions: Hazardous materials investigations or testing

By signing the Bid Form, the contractor acknowledges that the bid pricing submitted per this RFP will be held for a minimum of 90 days

Firm: _____

Name: _____
(Please Print)

Signature: _____ Date: _____

EXHIBIT A – SCOPE OF WORK

The scope of professional services, design documents shall address and specify the following items:

- Air conditioning systems for classrooms (29 classrooms)
- Line voltage connections related to the proposed AC equipment (the existing electrical services shall be adequate based on information contained within the feasibility report prepared by others).
- Integration of VRF controls into schools existing the DDC/BMS controls.
- Coordination of sequences of operation to interface with new air conditioning units with existing classroom unit ventilators.
- Related plumbing / condensate system piping required.
- Miscellaneous architectural upgrades / repairs required for routing and concealment or proposed mechanical and electrical components related to this project.

Scope of professional services must include the following services:

- Design Phases: • Coordination with your office. • Required field work during the design phase of the project.
- 90% Review Submission of Contract Documents.
- Final Contract Documents (Bid Set).
- Identify any (if any) rebates or incentive programs and provide any technical support required for application(s).
- Provide signed and sealed drawings and technical specifications suitable for permit and construction purposes.
- Bidding Assistance: The bidding phase shall include the following tasks:
- Attendance at pre-bid walk-thru.
- Respond to contractor's questions (RFIs) and issue an addendum if applicable.
- Review and vet the received bids, provide owner with recommendations.

Construction Administration: The construction administration phase shall include the following tasks:

- Attend pre-construction meeting.
- Review Contractor's product data and shop drawing submittals.
- Coordination with contractor / respond to questions (RFIs) to clarify designs.
- Two (2) site observations / meetings during the construction.
- Review of Contractor's payment requisitions.
- Provide punch list site visit of final installation.
- Review closeout documents including record drawings (as-builts) and O&M manuals provided by the Contractor.