

**TOWN OF THOMPSON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
HVAC
STUDY, DESIGN & CONSTRUCTION

THOMPSON PUBLIC SCHOOLS**

The Town of Thompson will be accepting proposals from qualified individuals or firms to provide a complete HVAC Study, Overall Design and Construction Services cost estimate for Thompson Public Schools. Interested individuals and firms should obtain the complete RFP and related information from the Board of Education website at www.thompsonpublicschools.org or via the Town's website at www.thompsonct.org

Proposals must be submitted to Melinda Smith Superintendent of Schools,
785 Riverside Dr. North Grosvenordale, CT 06255 no later than 05/18/2022 1:00 PM

LATE PROPOSALS WILL NOT BE CONSIDERED.

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to bid.

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SECTION I – GENERAL INFORMATION

Background – The Town of Thompson along with the Board of Education has identified a need for HVAC Improvements in Thompson Public Schools. The Thompson Public Schools are located in a single structure consisting of the Mary R. Fisher Elementary School, Thompson Middle School, Tourtellotte Memorial High School, and an Administration building totaling approximately 300,000 square feet. Since its original construction in 1909, the campus has grown with several additions over the course of a century with the latest being a major renovation of existing buildings with a substantial addition to Fisher Elementary School in 2007.

General Intent - It is the general intent of the Town of Thompson to retain a consultant to provide a complete study, overall design, management services and estimates of probable cost for the installation and/or upgrading of HVAC at the Thompson Public Schools. Again, the Thompson Public Schools are the Mary R. Fisher Elementary School, Thompson Middle School, Tourtellotte Memorial High School, and an Administration building totaling approximately 300,000 square feet. The study/design and estimating effort would include evaluating different systems applicable for the school, and associated capital and operating costs. Also included for consideration are ancillary tasks required to support the HVAC systems including but not limited to structural, architectural, insulation, controls and electrical work. Rebates/Utility offsets shall be identified as well as life cycle costs of the options and yearly operating costs.

All of the existing buildings are mechanically ventilated to some extent, and few spaces are air conditioned. The high school contains indoor ceiling hung and roof mounted air handling units along with standalone exhaust fans that provide ventilation to all areas of the building. Some of the RTUs serving the High School are equipped with DX cooling, the remainder are heating and ventilation only.

The Middle School is ventilated with heating only, Aeon roof mounted air handlers installed in 2007 with integral exhaust, variable frequency drives and heat recovery. The area also has baseboard radiation heat. The 2007 addition is ventilated and air conditioned with Aeon, roof mounted air handlers containing energy recover wheels. Rooftop Aeon air handlers also serve a portion of the Elementary School. Ground level unit ventilators and standalone exhaust fans installed in 1978 service the remaining area of the elementary school. Most spaces in the Administration building are not mechanically ventilated. An energy recovery ventilator and heating/cooling heat pumps serve the Museum, Special Services, and the Superintendent's office.

Hot water for heating is provided by 13 boilers located in 6 boiler rooms in various locations around the campus. All buildings are also served by miscellaneous mechanical terminal equipment including hot water unit heaters, finned tube radiation, exhaust fans, split DX ACs, radiant panels, etc. Several different types of control systems exist on campus, including pneumatics, local controls, and an Allerton controls building management system (BMS)

Existing electrical service consists of one 2,000-amp service that powers all buildings and a 600-amp subpanel serves the Middle School. Much of the electrical distribution was upgraded in 2006.

Thompson Public Schools are requesting that a mechanical and electrical engineering study/design be completed to provide recommendations to upgrade and replace the buildings air handling and ventilation system equipment to ASHRAE standard 62.1-2019 or the most

recent revision, and review of the existing electrical service's capacity to accommodate new mechanical equipment. The study/design will address mechanical ventilation for all spaces, energy efficiency, remaining equipment life expectancy, zoning, and replacing all HVAC system controls with a single, new BMS.

We also request that each firm present an option to provide chilled water to all air handlers via a new central chiller plant. Thompson Public Schools also requests each firm to review the roof's capacity to accommodate new air handling equipment.

As part of this study/design and construction, we will propose a phased approach to design, construction and other recommendations over a 25-month period (approximately).

This project may request funding through the State of Connecticut, the American Rescue Plan Act (ARPA), the Towns Capitol Planning Committee or some combination of those. The result of the study/design effort will be a selected system for the school and associated estimates suitable for approval by Town Boards. It is expected that the selected firm's scope will include all necessary work through occupancy and project closeout.

Although unlikely, The Town reserves the right to contract with more than 1 design firm for these services.

SECTION II – CONSIDERATIONS AND RESTRICTIONS

Consideration for the integration of these systems into the existing school envelope to the extent available.

Schedule of installation of systems during non-school hours and the use of multiple contracts/contractors

Consideration for the historical significance of the original Tourtellotte Memorial High School building.

The successful respondent shall ensure the building and systems will comply with all applicable codes.

All drawings, reports, data, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Consultant pursuant to this solicitation shall become property of the Town of Thompson.

No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant's negligent performance of any of the services furnished under this Agreement.

The Consultant shall conduct regular meetings with the project team, at a location established by the Town to review progress. The Consultant will provide written notes of each meeting to all attending parties before the next meeting. The Consultant will be responsible to attend public meetings associated with this project.

Consideration will be given to the type of building components and delivery system proposed, the associated cost, and the impacts of construction, and sustainability and energy efficiency.

The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.

SCOPE OF WORK

The Town intends to contract with one or more design professionals to provide a complete study and design for HVAC in the Public Schools. The design effort would include evaluating different systems and associated costs and benefits. The study/design would include but not be limited to; system cost, efficiency, maintainability, applicability to facility, project delivery and schedule for the school. Preliminary schedule information (terms of service) is listed below, which shall allow for submission to the Towns Planning review/processes. Upon approval, the final design and construction would take place in accordance with agreed upon schedules.

PROJECT SUBMITTALS

Proposals shall demonstrate that the firm has the resources and capabilities necessary to meet all project requirements. Firms will be responsible for budget and construction costs estimates including escalation, architectural/engineering fees, contingency, administrative costs, and grant reimbursement assistance for each type of system considered in the period required. This shall include sub-consultants, estimators and other resources as proposed.

A proposed schedule, include milestones and critical path tasks shall be included in the proposal.

The respondent shall be expected to be present at meetings, which may need to be conducted with user groups, either at the Town or Board of Education offices, on site, or elsewhere.

Specifics will be identified prior to start of work in conjunction with the Respondent.

TEXT

Printed material shall be 8-1/2 x 11,
General text within the document shall be no smaller than 11 point font,
Fold-out pages shall be 11" x 17",
Full Size and 50% Scale Prints.

PROJECT COORDINATION

The Respondent will work closely with the project team through all phases of the project. The Town/Board of Education will provide access to the property, all available plans and drawings.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

Respondent shall submit detailed resumes for any proposed Design Professional assigned as project manager to oversee this work and act as liaison to the Town as well as any other member of the design team including sub-consultants.

Respondent shall be licensed by the State of Connecticut to perform the required work.

Respondent shall have an assigned project manager to oversee this work and act as liaison to the Town. Respondent shall list all proposed staff.

Respondent shall demonstrate sufficient staff resources to perform the work within the required period.

Respondent shall have demonstrated experience designing systems with similar scope, complexity and schedule within the past five (5) years.

TERM OF SERVICE / TIME FOR COMPLETION

The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as may be agreed to with the Town. The Town anticipates allocating

- Two (2) months for a Feasibility Study (FS), (1) month for estimating and review/approval
- Two (2) months for Schematic Design (SD), (1) month for estimating and review/approval
- Two (2) months for Design Development (DD), (1) month for estimating and review/approval
- Three (3) months for Contract Documents (CD), (1) month for estimating and review/approval
- Twelve (12) months for Construction

All totaling Twenty-Five (25) months of overall time for the design & construction described herein including but not limited to data collection, meetings, agency approval, consultant coordination, etc.

The Town reserves the right to modify the schedule in the best interest of the Town as required.

SITE INSPECTION

An optional pre-proposal meeting is scheduled for 10:00 AM 04/20, 2022 at 785 Riverside Dr. North Grosvenordale, CT 06255

PROPOSAL INSTRUCTIONS

By submitting a proposal, Respondent represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town's objectives.

All firms are required to submit a **clearly marked original** and four (4) copies of their proposal to Melinda Smith Superintendent of schools 785 Riverside dr. N. Grosvenordale, CT 06255 by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received at the Facility Directors Office at 785 Riverside dr. **Respondents may be present at the opening; however, there will be no public reading of Proposals.** Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked with the firm's name and address as well as follows:

**SEALED REQUEST FOR PROPOSAL PROFESSIONAL SERVICES PROCUREMENT NOTICE
HVAC STUDY, DESIGN & CONSTRUCTION
OF THOMPSON SCHOOLS**

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

- Table of Contents to include clear identification of the material provided by section and number.
- A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
- Name, email address and telephone number of person(s) to be contacted for further information or clarification.
- Copy of State of Connecticut license to perform the work required and involved if required.
- Name and qualifications of assigned project manager and a list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
- A background statement including a description of relevant experience of the firm/individual submitting the proposal.
- Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed within the last five years with the contact name, address and telephone number of the owners' representative in each project.
- Schedule. Must be able to accommodate schedule, time is of the essence.
- A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
- Proposal Response Form (**ATTACHMENT A**). Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
 - Include any other Technical Data from the respondent.
- Statement of Non-Collusion (**ATTACHMENT B**).

Any technical questions regarding this RFP shall be made in writing and directed to John Rice, Thompson Building Committee Chairman by email at johnr992001@yahoo.com (with Subject "**HVAC STUDY, DESIGN & CONSTRUCTION**").

For administrative questions concerning this proposal, please contact John Rice, Thompson Building Committee Chairman by email at johnr992001@yahoo.com (with Subject "**HVAC STUDY, DESIGN & CONSTRUCTION**").

All questions, answers, and/or addenda, as applicable, will be posted on the Board of Education website at: www.thompsonpublicschools.org or via the Town's website at www.thompsonct.org

It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.

Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

The Town of Thompson shall select the responsible and responsive proposal, which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town based on the criteria included in this Request for Proposal. The Town expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.

Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.

The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.

Successful performance of similar work.

Technical Solution/Approach to Project: Types, capabilities, efficiency, applicability, efficient use of space and resources.

Demonstrate ability to meet schedule.

The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

SELECTION PROCESS

This request for proposal does not commit the Town of Thompson to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Thompson. The Town of Thompson reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional services, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the Town to do so.

A Selection Committee, appointed by the Superintendent of Schools, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFP. The Committee will then interview the specific firm(s) whose statements best meet all criteria required. Upon completion of interviews, the Selection Committee will forward to the Superintendent of Schools, a recommendation of contract award.

The awarded firm will be asked to submit a specific Scope of Services and associated fee proposal. The School/Town shall review said proposals and negotiate an agreement based on

those discussions.

Additional technical information may be requested from any respondent for clarification purposes, but in no way changes, the original qualification statement submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	03/18/2022
Pre-Proposal Meeting: 10:00 AM	04/20/2022
RFP Due Date	05/18/2022 01:00 PM
Interviews with Top Respondents	06/11 2022
Award of Contract	06/15/2022
Contract Effective Date	TBD

INSURANCE REQUIREMENTS

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Thompson and the Board of Education its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

Worker's Compensation Insurance:

Statutory Coverage

Employer's Liability

\$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee

A Waiver of Subrogation shall be provided in favor of the Town of Thompson and its employees and agents.

Commercial General Liability:

Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.

Limits of Liability for Bodily Injury and Building Damage

Each Occurrence \$1,000,000

Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)

A Waiver of Subrogation shall be provided in favor of the Town of Thompson and its employees and agents.

Automobile Insurance:

Including all owned, hired, borrowed and non-owned vehicles

Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000

A Waiver of Subrogation shall be provided in favor of the Town of Thompson and its employees and agents.

Errors and Omissions Liability or Professional Services Liability Policy

Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy.

The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

ATTACHMENT A

**TOWN OF THOMPSON PROFESSIONAL SERVICES PROCUREMENT NOTICE
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HVAC STUDY, DESIGN & CONSTRUCTION**

PROPOSAL RESPONSE PAGE

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal. Due: 05/18/2022 1:00 PM

	Task	Total Cost
1.	Feasibility Study	\$
2.	Schematic Design	\$
3.	Design Development	\$
4.	Construction Documents	\$
5.	Construction Services	\$
		Misc. Items Below
	Number of Addendum Received/Reviewed	#
	Respondent Technical Proposal is Attached along with Hourly Wage Rates	Yes or No

The above values are mutually exclusive and will be phased and approved independently

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E-Mail Address

SS # or TIN#

(Seal – If proposal is by a Corporation) Attest

ATTACHMENT B

**TOWN OF THOMPSON PROFESSIONAL SERVICES PROCUREMENT NOTICE
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HVAC STUDY, DESIGN & CONSTRUCTION**

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____
