

# Amendment

to HVAC RFP originally posted March 18, 2022

In response to the questions raised at the April 20, 2022 meeting, the

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

**Is amended to include:**

1. The RFP states that the general intent of the project is to “retain a consultant to provide a complete study, overall design, management services and estimates of probable construction costs for the installation and/or upgrading of HVAC and the Thompson Public schools.”

It appears that the RFP is asking the consultant to include in their proposal and fee the full design of the HVAC systems. How can this effort be estimated before the study is completed? The study will identify several design approaches with one approach being selected. The effort and fee to design the system improvements will vary based on the selected approach.

- The Town of Thompson has broken the Bid into 5 Phases that are distinct and mutually exclusive.
  - Each Scope of Work for those individual Packages is clear. We understand and acknowledge the Feasibility Study will guide/steer the subsequent packages, but we also have provided enough scope data, sizing, and schedule information to the bidders to allow for a competitive bid for all of packages.
  - The Town of Thompson prefers to have an opportunity to maintain a consistent Designer throughout each phase, but also wants to obtain competitive bids. Our RFP allows for that strategy to be realized.
  - As a friendly reminder each bidder is allowed, via Attachment A, to provide “Respondent Technical Proposal is Attached along with Hourly Wage Rates”, allowing the opportunity for bidders to outline your specific approach for each of the 5 Phases of work.
2. How many project team meetings, or frequency of meetings to occur during the time for completion (9 months of design time), should the consultant include in their proposal for pricing purposes? **Submit how many meeting is in the bid and cost per additional meetings.**
  3. Does the Town anticipate progress meetings will occur on site, virtual, or a combination? If a combination, what percentage of meetings will occur on site? **To be determined.**
  4. How many public meetings should the consultant include in their proposal for pricing purposes? How long is each meeting? **To be determined.**

As approved by the Chairman of the Committee: John Rice

Submitted by: Danielle Pederson, Recording Secretary to the Board and Marie Mongeau, Administrative Assistant to the First Selectman, Town of Thompson

April 29, 2022