

Town of Colebrook, CT

Request for Qualifications and Proposals 05/09/23 For Engineering Design Services HVAC Grant Upgrades to the Colebrook Consolidated School

Town of Colebrook 562 Colebrook Road, Colebrook CT 06021

Request for Qualifications/Request for Proposals

Owner: Town of Colebrook (“Town”)

Issued By: Town of Colebrook

Project Name: Design Services for HVAC Upgrades to the Colebrook Consolidated School

Project Location: 452 Smith Hill Road, Colebrook, 06021 CT

Release Date: Tuesday May 9, 2023

Mandatory Walk Through: Friday, May 19, 2023

Question Submission Deadline: Thursday May 25, 2023

Submission Deadline: May 28, 2023 1:00 PM

Bid Opening Date: Sealed proposals for the Design Services RFQ/RFP will be received by the Superintendent of Schools, at 452 Smith Hill Road, Colebrook, CT, **May 28, 2023 1:00 P.M.**

Bids must be received in a sealed envelope clearly marked BID DOCUMENT RFQ/P Design Services HVAC Grant Project”, said proposals will be opened publicly.

Interviews & Selection: It is anticipated that interviews of prospective firms, **if needed**, will be held on a date following the bid opening (TBD)

Project End Date: It is expected that Design Professional services for the HVAC project will be required until close out and state audit of the project, anticipated to be October 1, 2024.

INTRODUCTION AND PROJECT DESCRIPTION

The Town was successful in procuring a state grant for HVAC upgrades to their elementary school. The project will require a significant amount of selected demolition and will entail a complete design and installation of a new heating system. The new system will include new ventilation, VRF heat pumps, new controls as well as air conditioning. The project is expected to be completed over a 16-month period and will require a phasing plan. In addition, there will be an upgrade to the electrical supply system, including the introduction of a 3-phase upgrade from Smith Hill Road, to support the improved HVAC. There are related project objectives that involve water mitigation of the plumbing access tunnels and a repurposing of the existing boiler room.

PROPOSED PROJECT SERVICES

The Town requires the services of a qualified professional engineering firm, experienced in similar projects to provide complete design services, primarily electrical, mechanical and structural engineering, including the development of bid documents, (plans and specifications). In addition, periodic reviews of project progress will be required to ensure compliance with project plans. Assisting the project manager in contractor review and related administrative requirements. The following list comprises the minimum responsibilities of the Design Professional:

1. Identify and confirm project objectives with the Building Committee.
2. Provide general project-related advice.
3. Provide bid-phase services, such as responding to questions submitted by prospective bidders by preparing formal written addendums that will be issued to all bidders and review bid submissions and provide an evaluation to the Building Committee.
4. Identify matters critical to project progress, schedule and budget or of urgent need and report these promptly to the Project Manager.
5. Work with the project manager to ensure compliance with projective objectives
6. Assist the project manager at key meetings and, as needed, submitting agenda items
7. Provide quality assurance/quality control procedures, assisting in evaluating contractor payment requests/invoices, providing monthly reporting, and facilitating issue resolution.
8. Provide oversight and assist in the securing of jurisdictional approvals and permits from any federal, state and local authorities having jurisdiction over the Project.
9. Provide oversight of the State plan review process prior to bidding as needed per OSCG&R
10. Participate in regularly scheduled on-site construction meetings and distribute meeting notes. Perform site visits to inspect progress and quality of work.
11. Review Change Orders and related Project Change Order Directives from the Contractor.
12. Assist Town Building Department and local Fire Marshal with outside plan review to ensure compliance with Connecticut State Building Code. This may include review of shop drawings and answering questions from contractors on the Town's behalf.
13. The project engineer will develop the punch list for project closeout, must ensure that all punch list items are completed.
14. The design professional will ensure that all warranty work has been done.

INSURANCE REQUIREMENTS

	<p>Independent Contractor (Major projects or engagements)</p>
<p>Commercial General Liability</p>	<p>\$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:</p> <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.
<p>Conditions</p>	<p>All coverage provided to the Town of Colebrook under this section must be primary and non-contributory with any other insurance available to the Town of Colebrook. the Town of Colebrook 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 Colebrook. the Town of Colebrook 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 Colebrook.</p> <p>Any Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
<p>Automobile Liability</p>	<p>\$1,000,000 each accident \$2,000,000 aggregate for bodily injury/property damage, including hired owned & non-owned vehicles.</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
<p>Umbrella Liability</p>	<p>\$5,000,000 Limits must be excess over underlying limits described above. All coverage provided to the Town of Colebrook 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 Colebrook.</p>
<p>Workers' Compensation</p>	<p>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</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
<p>Employers Liability</p>	<p>\$500,000 each accident</p>

	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.

QUALIFICATION REQUIREMENTS FOR RESPONDENTS

The Town of Colebrook will accept qualifications and proposals from firms experienced in school construction design services as they relate to electrical and mechanical projects. In order to be considered for design services work pursuant to this request, firms must also include the following items in their submission:

- A Proposed Scope of Work.
- The qualifications and experience (on similar projects) of any personnel that are to be assigned to the project team.
- At least 2 school projects completed within the last 3 years
- The ability to provide specified services within the proposed project schedule and budgets
- The firm’s awareness of potential projects issues, opportunities and constraints.
- Quality and performance of past services.
- Hourly fees and expense schedule.
- Professional references.
- A fee proposal corresponding to the scope of work stated.
- All respondents should provide one (1) hard copy of their proposals and one (1) electronic copy which should be submitted in a sealed envelope, clearly marked “BID DOCUMENT – RFQ/RFP “Design Services – HVAC Grant Project” on the outside of the envelope, to: Town of Colebrook, Robert Gilbert, Superintendent of Schools, 452 Smith Hill Road Colebrook, CT 06021 by 1:00 PM on May 28, 2023 at which time proposals shall be opened and read aloud publicly. Emailed or faxed bids will not be accepted.

All questions about the proposals should be directed to, Roger LaFleur by e-mail at Pmrlafleur@yahoo.com no later than 4:00 Thursday May 25, 2023). The Town of Colebrook will award this contract to a qualified Design Professional based on the overall ranking of the firm by the building committee and the fairness and reasonableness of the proposed fee. All proposals will be subject to review by the Town’s building committee and Interviews **may** be required.

The Town of Colebrook reserves the right to reject any or all proposals, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFP if it is deemed to be in the best interest of the Town. Proposals may not be withdrawn for sixty (60) days from the proposal due date. Proposals will be evaluated by Town of Colebrook, who reserves the right to reject any or all proposals received. The Town of Colebrook also reserves the right to exercise its discretion and be the sole judge of the proposal. The following will serve as the basic criteria for the selection of the consultant eventually selected.

- a. Understanding of the work required by the project manager as evidenced by the proposal and the ability of the contractor to commence work in a timely manner. Completeness of proposal will be critical.
- b. The qualifications of the company.

- c. The scope of the services offered.
- d. Completeness and responsiveness to the requirements of the RFP.
- e. Experience of the individual and/or team that will be assigned to the Town.
- f. Experience in evaluating operations and making recommendations that are feasible.
- g. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted.
- h. Professional service and good value shall weigh heavily in the selection process.

- i. Costs: Firm (s) may be asked to present and explain their proposals. If interviews are held, they will be 30-45 minutes long. Initial presentations will be limited to 10 minutes. The final 20-30 minutes will be reserved for questions from the Selection Committee and subsequent discussion.

The key person to be assigned to this project must be present at this interview. The Town reserves the right to waive non-material deficiencies in any proposal.

Addendums to RFP: In the event it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective firms submitting proposals.

Incurring Costs: The Town is not liable for any cost incurred by the Firms prior to the issuance of a contract and purchase order.

Ownership of Proposals: All proposals in response to the RFP are to be the sole property of the Town.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements.

MBEs/WBEs/SBEs are encouraged to apply.

CONFIDENTIALITY: The Town of Colebrook is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its proposal should be treated as confidential, that material shall be clearly marked. The Town of Colebrook shall endeavor to protect confidential materials from disclosure to non-Town employees or contractors to the extent required by State or Federal law. Any proprietary information submitted for review should be submitted in a separate sealed envelope plainly marked as proprietary information. The Town of Colebrook will disclose this information only to those involved in the selection process. In no event will the Town be responsible for the inadvertent disclosure of a response to this RFP. All information and material returned with proposals shall become part of any contract, which results from this proposal.