

REQUEST FOR PROPOSALS

for

COLEBROOK CONSOLIDATED SCHOOL HVAC UPGRADES PROJECT

Issue date: Wednesday January 24, 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, February 13, 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.....	6
VII.	GENERAL TERMS AND CONDITIONS.....	6
VIII.	EVALUATION CRITERIA	7
IX.	BID FORM.....	8

I. INVITATION TO SUBMIT

The Town of Colebrook, located at 562 Colebrook Road, Colebrook, CT, 06021, is seeking a qualified Contractor to provide for the installation and upgrade of new mechanical HVAC equipment for the Colebrook Consolidated School located at 452 Smith Hill Road, Colebrook, CT 06021

Proposals should be addressed and delivered to:

Attn: **Colebrook Consolidated School**
Office of the Superintendent
Colebrook, Connecticut 06021
Attn. Mark Masslon, Chairman of the HVAC Building Committee

All Proposals shall be delivered by: Tuesday February 20, 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 on line at: [Link to be placed here](#)

II. PROJECT DESCRIPTION - SCOPE OF SERVICE

The Colebrook Consolidated School was recently awarded a grant from the State of Connecticut for the purpose of upgrading and improving their entire HVAC system. The intention of the Town of Colebrook was to utilize this opportunity to significantly improve the HVAC components of the school. It will commence with the demolition of selected items including but not limited to existing boiler plant, electrical service, exhaust systems and controls. Furthermore, it will include the installation of a new electrical service and MDP and coordination with Eversource for the upgrading of the electrical supply to a 3-phase service. It will also include the installation of a heat pump system that will provide both heating and cooling as well as the installation of a new high-efficiency boiler system. A new ventilation system is also part of the project and much of the work will be conducted within the building but also within the lower utility tunnels and the attic. In addition, there will be a significant amount of work taking place on the premises, such as the installation of DOAS units, propane tanks and electrical service connections through underground conduit.

Contractor Requirements

CHRO: This contract is subject to state contract compliance requirements, including nondiscrimination statutes and set-aside requirements. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract be set aside for award to subcontractors holding current certification as Small Business Enterprises (“SBE”) from the Connecticut Department of Administrative Services (“DAS”). A minimum of 6.25% of the state-funded portion must be set aside for subcontractors holding current DAS certification as Minority-, Women-, and/or Disabled-owned businesses (“M/W/DisBE”). The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

- Contractor(s) 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) any and all change orders, and (3) 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	Wednesday, January 24, 2024
Mandatory Site Visit	Thursday February 1, 2024 at the Colebrook School at 3:00 pm
No questions will be accepted after 5:00 p.m.	Tuesday, February 13, 2024
RFP due back from qualified firms	Tuesday, February 20 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 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. 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 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.
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 Town of Colebrook prior to purchase order/contract issuance. Contractor 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 constructed for municipalities within the last 5 years.
- Mechanical and electrical contractors must be licensed to work in the State of Connecticut
- Attendance at the mandatory site visit Thursday, February 1 at the Colebrook School at 3:00 pm

VI. WRITTEN PROPOSAL

The written proposal is due Tuesday, February 20 at 1:00 p.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**Town of Colebrook
Office of the Superintendent
452 Smith Hill Road
Colebrook CT 06021
Attn. Mark Masslon, Chairman of the HVAC Building Committee**

Submissions are to be clearly identified with the title; **Colebrook Consolidated 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 Colebrook**– Town of Colebrook reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of Colebrook. 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 Colebrook 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 Colebrook 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 Colebrook.
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 Colebrook 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 Colebrook to do so.
7. **Rejection for Default or Misrepresentation** – The Town of Colebrook 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 Colebrook 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 Colebrook** – the Town of Colebrook 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 Colebrook.
15. **Cost of Preparing Proposal** – The Town of Colebrook 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

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

BID FORM

The cost for providing HVAC Upgrades, per scope of work for the Colebrook school is:

Base Bid Proposal Amount \$ _____

Piping Repair Allowance: \$ 20,000.00

Electric Utility Allowance: \$ 15,000.00

Total Base Bid (inclusive of allowances): \$ _____

Add Alternate # 1 for providing an additional boiler (B-2) and all associated scope of work (see drawings for details): \$ _____

Add Alternate # 2 for providing three (3) sump pumps (SUMP -2) and all associated scope of work (see drawings for details): \$ _____

Add Alternate # 3 for installing the two (2) proposed propane underground (as opposed to on grade) and all associated scope of work: \$ _____

Deduct Alternate # 1 for removing the multipurpose room HVAC and all associated work from the project scope. (see drawings for details): \$ _____

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: _____