REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Design Services

for the

Carl E. Allgrove Elementary School

Air Conditioning and Electrical Upgrade Project

Issue date: April 6, 2020

QUESTIONS: Contact Facilities Manager, Ray Carlson, in writing by email at rayc@egtownhall.com

No questions will be accepted after April 17, 2020**TABLE OF CONTENTS**

[I. INVITATION TO SUBMIT 3](file:///E%3A%5CPM%20Resources%5CWestbrook%5CMiddle%20School%20HVAC%5CRFQ-P%20Design-Build%5CRFQ%20for%20Design%20Build%20Services%20Draft.docx#_Toc397522574)

[II. PROJECT DESCRIPTION - SCOPE OF SERVICE](file:///E%3A%5CPM%20Resources%5CWestbrook%5CMiddle%20School%20HVAC%5CRFQ-P%20Design-Build%5CRFQ%20for%20Design%20Build%20Services%20Draft.docx#_Toc397522575) 3

[III. TIMELINE OF THE RFP PROCESS 4](file:///E%3A%5CPM%20Resources%5CWestbrook%5CMiddle%20School%20HVAC%5CRFQ-P%20Design-Build%5CRFQ%20for%20Design%20Build%20Services%20Draft.docx#_Toc397522576)

[IV. INSURANCE REQUIREMENTS 4](file:///E%3A%5CPM%20Resources%5CWestbrook%5CMiddle%20School%20HVAC%5CRFQ-P%20Design-Build%5CRFQ%20for%20Design%20Build%20Services%20Draft.docx#_Toc397522577)

V. MINIMUM QUALIFICATIONS…………………………………….………………..6

VI WRITTEN PROPOSAL……………………………………………………………...6

[VII. GENERAL TERMS AND CONDITIONS](file:///E%3A%5CPM%20Resources%5CWestbrook%5CMiddle%20School%20HVAC%5CRFQ-P%20Design-Build%5CRFQ%20for%20Design%20Build%20Services%20Draft.docx#_Toc397522580) 7

[VIII. EVALUATION CRIERIA](file:///E%3A%5CPM%20Resources%5CWestbrook%5CMiddle%20School%20HVAC%5CRFQ-P%20Design-Build%5CRFQ%20for%20Design%20Build%20Services%20Draft.docx#_Toc397522581) 8

 IX. BID FORM...…………………………………………………………………………9

### INVITATION TO SUBMIT

The Town of East Granby is seeking qualified Mechanical /Electrical design firms to provide the design of a new Air Conditioning system and upgrade of the main distribution panel for the Carl E. Allgrove Elementary School located at 33 Turkey Hills Road, East Granby, Ct. 06026

Proposals should be addressed and delivered to:

Attn: **East Granby Board of Selectman Office**

**9 Memorial drive**

**East Granby, CT 06026**

**Attn. Jim Hayden**

####  All Proposals shall be delivered by: 1:00 p.m. April 21, 2020

The documents included as part of this RFP are as follows:

1. Request for Proposals – this document

### PROJECT DESCRIPTION - SCOPE OF SERVICE

**Carl E. Allgrove Elementary School**

The Town of East Granby Building Committee (EGBC) is seeking an Electrical/Mechanical design firm to develop plans and specifications for a new Air-Conditioning system for the Carl E, Allgrove Elementary School. The Town is considering two options;

Option One is for the installation of ductless splits for the classroom spaces and

Option Two is for the installation of Roof-Top Units (RTU’s) with associated ductwork.

Additional items to be considered will be:

* Air conditioning of the Gymnasium
* Air conditioning of the corridors
* Combination of heating with the selected option

The scope will be separated into 2 distinct phases, Phase 1 will include an existing conditions report that provides an analysis of existing air ventilation within the school. This analysis must be completed by May 14, 2020, it will provide information to the EGBC and assist them in selecting one of the two options.

Phase 2 will include the design for either Option One or Option Two, both of which will require the design for a new 800-amp Main Distribution Panel to be installed next to the existing Panel which will be removed after the new panel is energized. This project must be ready for full operation by August 22, 2020. The design, where applicable, will include a controls interface compatible with the existing BMS Controls system. In addition, the selected Design Firm will be responsible for applying for any utility energy conservation incentives, if available, that will benefit the Town or Board of Education.

Systems to be considered acceptable are: Trane, Carrier, McQuay, Mitsubishi or any system of equal quality.

Any firm submitting a proposal must meet the minimum qualifications as expressed in the RFP. The selected firm will be expected to provide assistance through the bidding process and occasional field inspections to ensure compliance with the design .

**Additional Project Deliverables**

* Stamped drawings, specifications, and any associated technical data (calculations, suggested manufacturers’ products, photographs, etc.)
* A proposed schedule for achieving the **design** goals by June 14, 2020. Final design approval by owner no later than June 15, 2020
* Final “as built” drawings

**Notes:**

The design professionals are expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the Town Hall, on site, or elsewhere (unlimited).

**Design Professional Requirements**

* Design Professional(s) must show experience in providing similar scope of work for Connecticut municipalities in the previous five (5) years.
* Design Professionals must show experience with participation in the Connecticut Energy Efficiency Fund energy conservation programs.

**RFP Response**

**Prospective Design Professional(s) shall provide the following in response to this RFP;**

1. List individuals and background of employees responsible for this project.
2. 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.
3. Provide a minimum of three (3) client references.

TIMELINE OF THE RFP

The following timeline will be followed:

Issue RFP                                           April 7, 2020

Mandatory Site Visit                         April 14, 2020 at the Elementary School 3:00 pm

RFP due back from qualified firms April 21, 2020 at 1:00 p.m.

Interviews, if needed April 23, 2020

            Award of Bidder                                   April 27, 2020

### INSURANCE REQUIREMENTS

All Design Professionals and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the Town of East Granby. Design Professionals and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as “A-VII” or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of East Granby.

The Town of East Granby also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "East Granby locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of East Granby as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Town of East Granby with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the Design Professional or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the Town of East Granby.

The proper name for the entity to be named as additional insured is: “The Town of East Granby, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, plus copies of any required additional insured endorsements. Certificates should be sent to: Business Manager, Town of East Granby, 9 Memorial Drive, East Granby, CT 06026

Current insurance certificates must be furnished to the Town at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

The Town of East Granby reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

Design Professional shall agree to maintain in force at all times during which services to be performed the following minimum coverages and shall name the Town of East Granby and East Granby Board of Education as Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII. In addition, all Carriers are subject to approval by the Town of East Granby and the East Granby Board of Education.

 (Minimum Limits)

General Liability Each Occurrence $1,000,000

 General Aggregate $2,000,000

 Products/Completed Operations Aggregate $2,000,000

Auto Liability Combined Single Limit

 Each Accident $1,000,000

Umbrella Each Occurrence $1,000,000

(Excess Liability) Aggregate $1,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and WC Statutory Limits

Employers’ Liability EL Each Accident $500,000

 EL Disease Each Employee $500,000

 EL Disease Policy Limit $500,000

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

### MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

* A minimum of 2 HVAC projects designed within the last 5 years.
* Attendance at the April 14, 2020 mandatory site visit
* Plans and Drawings must be 100% complete by June 14, 2020
* The Team must demonstrate previous success in procuring utility rebates
* The Team must be capable of providing complete Mechanical and Electrical Engineering design needed to complete the project

### WRITTEN PROPOSAL

The written proposal is due April 21, 2020 at 1:00 a.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**East Granby Board of Selectman Office**

**9 Memorial drive**

**East Granby, CT 06026**

**Attn. Jim Hayden**

Submissions are to be clearly identified with the title; Carl E. Allgrove Elementary School Air Conditioning Project/Design Services Proposal.

### 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 East Granby East Granby reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of East Granby. 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 East Granby 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 East Granby 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 East Granby.
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 East Granby 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 East Granby to do so.
7. Rejection for Default or Misrepresentation – The Town of East Granby 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 East Granby 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 East Granby– the Town of East Granby 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 Town 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.
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 East Granby.
15. Cost of Preparing RFP – The Town of East Granby shall not be responsible for any expenses incurred by the organization in preparing and submitting an RFP. The RFP 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 “Design Team” and whenever the word “Design Team” appears, it shall refer to “respondent”.

### EVALUATION CRITERIA

Teams will be evaluated on the following criteria

* Their technical proficiency
* The Firm’s prior experience
* Their proposed methodology for design and schedule compliance
* Firm references from clients of previous completed projects
* The Firm’s concepts and approach for delivering a complete design

 BID FORM

The cost for providing Design Services for this project per this RFP, the price must include 100 % interface with the existing “BMS” system.

Phase One – Existing Conditions Report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phase Two – Design Specifications and Drawings

* Option 1 - Ductless Split System\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Option 2 – Roof Top Units System\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exclusions: Hazardous materials investigations or testing

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please Print)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_