

TOWN OF SOMERS
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
HVAC STUDY FOR THREE
SOMERS SCHOOLS

The Town of Somers will be accepting proposals from qualified individuals or firms to provide a complete HVAC study and cost estimate for three (3) schools. Interested individuals and firms should obtain the complete RFP and related information from the Board of Education website at: www.somers.k12.ct.us or via the Town's website at www.somersct.gov

Proposals must be submitted to Stephanie M. Levin, Director of Business Services, 1 Vision Blvd Somers, CT 06071 no later than October 12, 2021

LATE PROPOSALS WILL NOT BE CONSIDERED.

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

TABLE OF CONTENTS

	Page No.
Section I General Information	3
Section II Considerations and Restrictions	3
Scope of Work	4
Project Submittals	4
Text	4
Project Coordination	4
Section III Submission of Proposal	4
Minimum Requirements	4
Term of Service	5
Site Inspection	5
Proposal Instructions	5
Evaluation Criteria	7
Selection Process	7
Timeline	8
Insurance Requirements	8
Indemnification	9
 Attachments	
● Attachment A – Schools Information Pages	10
● Attachment B - Town of Somers Response Page	11
● Attachment C – Statement of Non-Collusion	12

SECTION I – GENERAL INFORMATION

Background – The Somers Board of Education has identified a need for HVAC Improvements in three schools. Currently two of the schools now have limited or no cooling and one school has cooling but is in need of upgrading and/or replacement.

General Intent - It is the general intent of the Town of Somers to retain a consultant to provide a complete study and estimate of probable cost for the installation and/or upgrading of HVAC at three schools in Somers. The schools are: the Somers Elementary School, Maple B. Avery School, and the Somers High School. The study and estimating effort would include evaluating different systems applicable for each 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. 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 effort will be a selected system for each 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. The Town reserves the right to contract with more than one 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

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 Somers.

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 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 Elementary and High Schools and retrofit or replacement of the existing system in the Maple B. Avery School. The design effort would include evaluating different systems and associated costs and benefits. The study would include but not be limited to; system cost, efficiency, maintainability, applicability to facility, project delivery and schedule for each school. Preliminary information shall be provided by end of January 2022. The study and estimates need to be complete by June 30, 2022 to allow for submission to the Towns Capitol Planning process. 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 time frame 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".

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 time frame.

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 up to four (4) months for Schematic Design (SD) and Design Development (DD), three (3) months of Contract Documents (CD) development, one (1) month of estimating, totaling eight (8) months of overall time for the design project described herein including but not limited to data collection, meetings, agency approval, consultant coordination, etc. The intent is to have design at a point where a project budget estimate will be ready for inclusion in the Capital Planning process by the end of June, 2022.

SITE INSPECTION

An optional pre-proposal meeting is scheduled for 10:00 AM September 28, 2021 at the BOE Administration Offices, 1 Vision Blvd, Somers, CT 06071.

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 Stephanie M. Levin, Director of Business Services, 1 Vision Blvd Somers, CT 06071 by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. 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 OF SOMERS 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 B**). 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.

Statement of Non-Collusion (**ATTACHMENT C**).

Any technical questions regarding this RFP shall be made in writing and directed to James MacFeat, Building Superintendent, 1 Vision Blvd Somers, CT 06071 or by email at jim.macfeat@somers.k12.ct.us.

For administrative questions concerning this proposal, please contact Stephanie M. Levin, Director of Business Services, 1 Vision Blvd Somers, CT 06071 or by email at stephanie.levin@somers.k12.ct.us

All questions, answers, and/or addenda, as applicable, will be posted on the Board of Education website at: www.somers.k12.ct.us

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 Somers 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 on the basis of 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 Somers 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 Somers. The Town of Somers 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 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	September 14, 2021
Pre-Proposal Meeting: 10:00 AM	September 28, 2021
RFP Due Date	October 12, 2021
Interviews with Top Respondents	October 26, 2021
Award of Contract	November 9, 2021
Contract Effective Date	November 23, 2021

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 Somers 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 Somers 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 Somers 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 Somers 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 SOMERS
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School Facilities Information Table

	Somer Elementary School	Maple B. Avery School	Somers High School
Total Square Footage	102,000	96,000	120,000
Existing A/C Square Footage		100%	
Electrical Services	1600 Amp	1600 Amp	1600 Amp
Age of Boilers	2000 - 2014	AI Electric Building	1992
Fuel Type	Oil	Electric	Oil
Air Handling Type	AHU's & Return Exhaust Fans	Heat Pumps	AHU's, MAU's, HRU
Facility Scheduled Usage (M – F)	7:00 AM – 4:00 PM	6:00 AM – 3:00 PM	6:00 AM – 3:00 PM
After School Usage	Varies	Varies	Varies

ATTACHMENT B

**TOWN OF SOMERS
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PROPOSAL RESPONSE PAGE

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

	Task	Total Cost
1.	Elementary School HVAC Study and Estimate of Probable Cost	\$
2.	MBA Middle School HVAC Study and Estimate of Probable Cost	\$
3.	High School HVAC Study and Estimate of Probable Cost	\$

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 C

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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: _____
