

LEGAL NOTICE

TOWN OF COVENTRY, CONNECTICUT

REQUEST FOR QUALIFICATIONS PROPOSAL FOR HVAC DESIGN SERVICES FOR
HVAC IMPROVEMENTS AT COVENTRY HIGH SCHOOL AND CAPTAIN NATHAN HALE
SCHOOL

November 24, 2020

The Town of Coventry invites sealed qualifications and price proposals from an engineering design firm to provide design-build services for the replacement of HVAC equipment at the Coventry High School and Captain Nathan Hale School building complex. The selected design firm will become the Engineer of Record. Documents are to be submitted to the Coventry Town Hall, Town Manager's Office, 1712 Main Street, Coventry, CT 06238 by 12:00 PM on January 5, 2021.

The documents comprising the Request for Qualifications Proposals can be downloaded from the Town's Bid Postings webpage (coventryct.org/bids.aspx), or they may be obtained in person at the Coventry Town Hall, Office of the Town Manager, 1712 Main Street, Coventry, CT 06238, during the hours of 8:30 AM - 4:30 PM Monday through Wednesday, 8:30 AM - 6:30 PM Thursday, and 8:30 AM - 1:30 PM Friday.

The Town of Coventry reserves the rights to amend or terminate this Request for Qualifications, accept all or any part of a qualification, reject all qualifications, waive any informalities or non-material deficiencies in a qualification.

**REQUEST FOR QUALIFICATIONS PROPOSAL FOR HVAC DESIGN SERVICES FOR
HVAC IMPROVEMENTS AT COVENTRY HIGH SCHOOL
AND CAPTAIN NATHAN HALE SCHOOL
TOWN OF COVENTRY, CT**

I. PROJECT SUMMARY

The Town of Coventry, Connecticut (“the Town”) seeks the services of a design-engineering firm to develop plans and specifications and provide construction oversight services for HVAC improvements at the Coventry High School (CHS) and Captain Nathan Hale School (CNHS) building complex. The selected firm will become the Engineer of Record. The Town intends for the design to be completed in late winter 2021, with some construction during the summer of 2021.

II. KEY DATES

RFQ Advertised	Tuesday, November 24
Mandatory Site Visit	Thursday, December 10, 2020, 2:30 PM Coventry High School 78 Ripley Hill Road, Coventry CT
Requests for Information (RFI’s) due to Town	December 18, 2020, by 12:00 PM All questions must be emailed to the Town Contact listed below
RFI Responses Issued by Town 12:00 PM	Tuesday, December 29, 2020 at
Proposal Submission Deadline PM	Tuesday, January 5, 2021, by 12:00
Interviews	Short-listed firms will be invited to an interview to be scheduled during the week of January 11, 2021
Preliminary Notification of Award	Monday, January 18, 2021
Contract Execution	Week of January 25, 2021

III. PROJECT INFORMATION

Owner: Town of Coventry, CT, 1712 Main Street, Coventry, CT 06238

Issued By: Town of Coventry

Project Name: HVAC Improvements, Coventry High School & Captain Nathan Hale School
Project Location: Coventry High School, 78 Ripley Hill Road, and Captain

Nathan Hale School Complex, 1776 Main Street, Coventry, CT 06238

Town Contact: John Elsesser, Town Manager (jelsesser@coventryct.org)

Additional information:

- Benis Assoc./Moser Pilon Nelson HVAC plans, 1996ASHRAE Level 1 Energy Audits, 2011

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IV. PROJECT REQUIREMENTS

A. Concurrent Construction Projects

The majority of construction for this project is expected to occur during the summer months when school is not in session. The Town typically utilizes this period to complete all major projects or other significant maintenance. The engineering firm is to coordinate with the Town regarding concurrent construction projects whose work area may overlap with the current project's scope. It is hoped to complete design by early May to allow bidding for summer construction.

B. Description of HVAC Systems

The project scope includes tasks associated with the following existing and proposed building systems.

1. CHS & CNHS Unit Ventilator Replacement

Classrooms and other rooms through the CHS & CNHS building complex are currently heated and ventilated by wall-mounted two-pipe unit ventilators. The existing units do not provide cooling. Replacement of a total of seventy-six (76) unit ventilators are to be included within the project scope. The existing units have hot water coils served by the complex's three (3) boiler plants. The units have exceeded their useful life and are non-compliant with ANSI standards for noise generation in a classroom. The units also are likely not adequate to provide fresh air filtration to address COVID-19 concerns.

It is requested that the engineering firm shall propose propose in their RFQ response for unit ventilator replacement to replace the units with either **A)** a traditional VAV system including ceiling-suspended four-pipe fan coil units with associated ductwork providing air directly into the occupied spaces. The units will be provided with heating hot water coils connected to the existing hot water supply. Cooling coils will be capped pending future installation of chilled water supply under separate bid. New roof-mounted Dedicated Outdoor Air System (DOAS) units are to provide code- required ventilation through centralized air distribution to the rooms affected by the unit ventilator replacement. DOAS units are to have hot water heating coils and direct expansion (DX) dehumidification coils. Ductwork is to be ceiling-suspended and concealed above the existing drop-ceilings. Fan coil and DOAS units are to be provided with controls to be integrated into the existing building management system.

The units are to be sized and selected to provide adequate heating capacity, code-required ventilation, and the units must be code-compliant for noise generation (<35 dBA) and be able to comply with COVID-19 air handling or requirements.

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B. Description of HVAC Systems (Continued)

1. CHS & CNHS Unit Ventilator Replacement (Continued)

Or **B)** An active chilled beam system in ceiling combined with the removal of existing unit ventilators and replacing with traditional radiant heat strips under the windows tied into existing piping. New roof-mounted dedicated outdoor air system (DOAS) units are to provide code-required ventilation through the chilled beam system. Provision shall include allowing the addition of future air chilling system.

The units are to be sized and selected to provide adequate heating capacity, code-required ventilation, and the units must be code-compliant for noise generation (<35 dBA) and be able to comply with COVID-19 air handling or requirements.

2. Add Alternate #1 - Microgrid Tie-In

The Town is in the process of completing a microgrid project, which will provide a substantial heat source for use by the CHS and CNHS building systems. The effectiveness of the microgrid installation depends upon the efficient use of equipment and resources to minimize the cost per unit energy paid by the Town. The Town is seeking options and associated pricing from the engineering firm for the possible expansion of heating equipment served by the microgrid equipment. Preferred solutions will increase the degree by which the microgrid equipment can meet the building complex's heating load in a cost-effective, or "financially attractive", manner.

As currently designed, the microgrid project will install hot water piping from the microgrid CHP field to the mechanical rooms at CHS, as well as heat exchangers, pumps and necessary controls to contribute heat for CHS. The microgrid also will provide appropriate connections and valves at the CHP field to enable extension to the CNHS central complex. The engineering firm is invited to propose concept options to take advantage of additional available heat from the CHP system by extending to the CNHS central complex.

3. Add Alternate #2 - Chilled Water

The engineering firm is to provide options and associated budget estimate for providing additional cooling to equipment within the current project's scope. The Town is open to cost-effective solutions. This is not to be designed beyond a broad concept stage. that will provide cooling to the buildings' classrooms and/or gymnasiums. Preferred solutions will include a means by which the heat rejected from the microgrid system can be utilized for cooling during the summer months.

4. Alternates which meet all standards are welcome.

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C. Scope of Services

The project shall be executed in two (2) phases as follows:

1. Design Phase

The engineering firm shall provide the town with the following deliverables during the Design Phase:

- **Schematic Design (SD)**
 - Conduct field investigations to become familiar with existing conditions. Review existing studies, plans and recommendations.
 - Review existing documentation including, but not limited to, available as-built drawings, maintenance reports, facility personnel interviews, and O&M manuals.
 - Explore funding opportunities, including School Construction Grants and Federal aid to address COVID-19 air handling concerns.
 - Prepare a Basis of Design (BOD) document outlining their approach to the project and identification of key pieces of equipment and control elements (new and existing). Include SD-level Sequence of Operations and preliminary construction schedule. A comparison of traditional VAV solutions to active chilled beam solutions is required.
 - Prepare SD-level drawings showing the locations of relevant equipment, ductwork, and piping. Include preliminary equipment schedules.
 - Outline of on-drawing specifications.
 - Submit SD package to Town for review and approval.
 - Attend School Building Committee monthly meetings to provide updates and get feedback.
- **Construction Documents (CD)**
 - Complete the drawings and bid specifications level with PE stamps.
- **Bidding**
 - Assist the Town in the bid review, reference checks, and bid award.

2. Construction Phase

The engineering firm shall complete the following during the Construction Phase:

- Review a Schedule of Values (SOV) in sufficient detail to support phased billing as project progresses.
- Review product data for all new components and equipment for review by Town and microgrid project team.
- Review all subcontractors and verify their insurance documentation.
- Review and approve a construction schedule. Coordinate with Town to avoid interference with school operations.
- Conduct periodic construction meetings with the Town to review progress of the Work, resolve construction issues, and coordinate with the School schedule for the next construction period.
- Review monthly payment requests preceded by a “pencil copy”. Use the

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payment

request forms provided in the Contract.

- Coordinate with Town Building Department for any necessary inspections and provide the advance notice required.
- When construction reaches substantial completion, review and approve the Contract Substantial Completion form and prepare a punch list inspection. Include the Town and other identified stakeholders in this communication. Review the punch list items for completion before approving final payment.

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V. QUALIFICATIONS AND PROPOSAL REQUIREMENTS

A. General

The Town requests the submission of qualifications from qualified firms. Each of these submissions are further defined below. The Town will review submissions and invite approximately three to five firms for interviews. At the interviews, a fixed price proposal shall be submitted.

B. Site Visit

A **mandatory** walk through will take place on Thursday, December 10, 2020 at 2:30 PM at the Coventry High School, 78 Ripley Hill Rad, Coventry, CT 06238.

C. Questions

Requests for Information (RFI's) must be submitted in writing to John Elsesser, Town Manager, (jelsesser@coventryct.org) by December 18, 2020, by 12:00 PM.

Proposers are prohibited from contacting any other Town employee, officer, or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

RFI's will be reviewed by the Town. The Town will answer all relevant written RFI's by issuing one or more addenda, which shall be a part of this RFQ and the resulting Contract, containing all requests received as provided for above and decisions regarding same. The Town will post any addenda on the Town's Bid Postings website, coventryct.org/bids.aspx posted by December 29, 2020. **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, complete its proposal in accordance with the RFQ as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change, or otherwise modify any of the provisions of this RFQ, and no proposer shall rely on any alleged oral statement.

D. Submission Deadline and Format

All submissions must be received by the Town by **Tuesday, January 5, 2021, by 12:00 PM**. Qualifications and proposals must be submitted in separately sealed envelopes clearly marked "**Qualifications Package - CHS & CNHS HVAC Improvements**". One (1) original and five (5) copies are to be submitted to the Coventry Town Hall, Town Manager's Office, 1712 Main Street, Coventry, CT 06238.

Any information or materials submitted as a response to this RFQ shall become the property of the Town of Coventry and will not be returned. Any expense incurred for the submission of this RFQ is the responsibility of the engineering firm submitting, and no expense will be reimbursed by the Town. All submitted materials will be available for public review.

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E. Cover Letter/Executive Summary

Submissions shall include a Letter of Introduction on the firm's letterhead explaining the engineering firm's interest in the project and why the engineering firm is the most qualified to design the project. An officer of the company must sign this letter of introduction and intent. Proposers are encouraged to include information pertinent to the projects or selection process that may not be specifically required below.

F. Qualification Package

Minimum information to be included:

1. Engineering Firm Overview.

- Name of firm and firm's representative and his/her contact information.
- Location of principal and branch offices that would work on the project.
- Length of time in business.
- Names and verification of current registrations for both Mechanical and Electrical of all Connecticut Professional Engineers that will be stamping the design documents for the project. These Engineers of Record shall be principals or at least senior employees of the firm and shall actively participate in responsible roles in the project.

2. Experience and References. List similar size and scope projects completed in the last five (5) years and highlight any work completed for a public school in Connecticut or other major municipal building. Experience with school construction grants shall be included. Include name and contact information of Owner and prime consultant (if any). Submission of these projects shall constitute engineering firm's permission for the Town to contact those entities for references.

3. Capacity of the Firm. Describe engineering firm's experience with similar size projects and available capacity of key staff required to perform the work within the required time frame.

4. Past Claims or Disputes.

- List any claims, disputes, or arbitration proceedings that have occurred on any school projects engineering firm has been involved with in the last five (5) years. Indicate whom they were with and give a status of each even if they are pending.
- List any municipal or school building projects in the last five (5) years in CT for which engineering firm was removed or chose to leave during the project.
- Information concerning any suits filed, judgements entered, or claims made against engineering firm during the last five (5) years with respect to services provided, or any declaration of default or termination for cause against engineering firm with respect to such services. In addition, state whether during the past five (5) years engineering firm or any proposed consultant(s) have been suspended from bidding or entering into any contracts.

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G. Proposed Project Approach

Minimum information to be included:

- 1. Discussion of Key Milestones.** Provide a description of how engineering firm will accomplish key milestones (including, but not limited to: project kick-off, design development, review, and approval steps).
- 2. Schedule.** Include a high-level project schedule for key milestones that result in construction start by summer 2021.
- 3. Staffing.** Identify key staff to be assigned, including lead engineer and managers, with roles and responsibilities. Identify sub-consultants anticipated to be used, their discipline and role in the project.
- 4. Periodic Progress Meetings.** Describe how engineering firm proposes to update Town on project progress and next steps.

H. Exceptions to RFQ Requirements Herein

Provide a detailed list with explanations of any and all exceptions being made in the proposal.

I. Price Proposal

If selected for an interview, submission of the attached Schedule A - Price Proposal Form in a separately sealed envelope labeled **“Price Proposal Estimate - CHS & CNHS HVAC Improvements ” is required** . The **Base scope design services fee estimate** is to be entered on the form and is also to include a separate table indicating the basis (hours, rates, and direct costs) for the cost estimate. Please note that the final scope, schedule, and fee will be negotiated with the selected design firm.

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VI. PROPOSAL REVIEW AND CONTRACTOR SELECTION PROCESS

A. Selection

The Town will employ a Quality Based Selections (QBS) followed by a base bid process in its review of the responses for compliance with the requirements. The submissions will then be evaluated based on the specifics outlined in this RFQ, including but not limited to the following list, though not necessarily weighted in the order listed below:

Step 1: Screening

1. Experience with work of similar size and scope with successful outcomes
2. Past performance/ References

Step 2: Interview:

1. Project schedule and ability to meet summer 2021 start goal
2. Results of interviews with finalist firms
3. Price: Price will be a factor in selection, but the Town will not be held to award to the lowest bidder.

The Town may narrow the list of Proposers and schedule interview with the finalists and ask follow-up questions as they deem necessary.

B. Award Criteria; Preliminary Selection; Contract Execution

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error, or FOB terms. If an error exists in an extension of prices, the unit price shall prevail. In the event of a discrepancy between the price quoted in words and in figures, the words shall control.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFQ to any combination of separate proposals or proposers.

The Town will select the firm which is in the best interests of the Town; meaning that, in addition to price, due consideration will be given to factors such as proposer's experience, references, capabilities, past performance, and other relevant criteria. The Town may reject any proposer if, in the sole judgement of the Town, the proposer's past performance gives rise to a substantial risk that the proposer may not provide satisfactory performance.

The Town generally will not award the proposal to any business that or person who is in arrears or in default to the Town with regard to any tax, debt, contract, security, or any other obligation.

The Town will issue a Preliminary Notice of Award. The preliminary notice of award may be subject to further negotiations with the proposer. The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the Town any obligations. The Town is free to withdraw the preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a Contract is executed by the Town and the proposer.

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If the proposer does not provide all required documents and execute the Contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer.

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VII. REQUIRED CONTRACT TERMS

A. CHRO Compliance

If applicable, the contractor who is selected to perform this State project must comply with Connecticut General Statute 4a-60, 4a-60g, and 46a-68b through 46a-68f, inclusive as amended by June 2015 Special Session Public Act 15-5.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of Connecticut General Statute 4a-60g. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

B. Prevailing Wages

If applicable, the successful proposer shall comply with the requirements of Prevailing Wage Rate Laws in accordance with Section 31-53 of the Connecticut General Statutes.

C. Insurance Coverage

The successful proposer shall, at its own expense and cost, obtain and keep in force at least the insurance listed in the Contractor’s and Subcontractor’s Insurance requirements that are a part of this RFQ. The Town reserves the right to request from the successful proposer a complete, certified copy of each required insurance policy.

D. Nondiscrimination and Affirmative Action

In the performance of the Contract, the successful proposer will not discriminate or permit discrimination in any manner prohibited by the laws of the United States or of the State of Connecticut against any person or group of persons on the grounds of race, color, religious creed, age (except minimum age), marital status or civil union status, national origin, ancestry, sex, sexual orientation, mental retardation, mental disability or physical disability, including but not limited to blindness, unless the successful proposer shows that such disability prevents performance of the work involved.

In the performance of the Contract, the successful proposal will take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age (except minimum age), marital status or civil union status, national origin, ancestry, sex, sexual orientation, mental

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retardation, mental disability or physical disability, including but not limited to blindness, unless the successful proposer shows that such disability prevents performance of the work involved.

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Any violation of these provisions shall be considered a material violation of the Contract and shall be grounds for the Town's cancellation, termination or suspension, in whole or in part, of the Contract and may result in ineligibility for further Town contracts.

E. Independent Contractor

The Town and the successful proposer are independent parties. Nothing contained in the Contract shall create or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of the Contract. The successful proposer understands and agrees that it is not entitled to employee benefits, including but not limited to workers compensation and employment insurance coverage, and disability. The successful proposer shall be solely responsible for any applicable taxes.

F. Defend, Hold Harmless and Indemnification

The successful proposer agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Town, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Town Indemnified Parties"), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgements, losses or expenses, including attorney's fees, arising out of or relating, directly or indirectly, to the successful proposer's malfeasance, misconduct, negligence or failure to meet its obligations under the RFQ or the Contract. The successful proposer's obligations under this section shall not be limited in any way by any limitation of the amount or type of successful proposer's insurance. Nothing in this section obligates the successful proposer to indemnify the Town Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of the Town Indemnified Parties.

In any and all claims against the Town Indemnified Parties made or brought by any employee of the successful proposer, or anyone directly or indirectly employed or contracted with by the successful proposer, or anyone for whose acts or omissions the successful proposer is or may be liable, the successful proposer's obligations under this section shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by the successful proposer under workers' compensations acts, disability benefit acts, or other employee benefits acts.

The successful proposer shall also be required to pay any and all attorney's fees incurred by the Town Indemnified Parties in enforcing any of the successful proposer's obligations under this section. The successful proposer's obligations under this section shall survive the termination or expiration of the Contract.

As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful proposer.

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VIII. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

The Contractor shall, after being awarded the Contract but prior to starting work, furnish Certificates of Insurance, including Automobile, Commercial General Liability, Professional Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

1. Commercial General Liability (CGL) Insurance:

The Contractor shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence from CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

2. Commercial Automobile Liability Insurance:

The Contractor shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance:

The Contractor shall provide Worker's Compensation insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

Bodily Injury by Accident - \$100,000 each
accident Bodily Injury by Disease - \$500,000
policy limit Bodily Injury by Disease -
\$100,000 each employee

4. Umbrella Liability Insurance:

The Contractor shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the Town of Coventry and shall provide no less than thirty (30) days' notice to the Town of Coventry in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile, and Umbrella Liability shall name the Town of Coventry as an additional insured.

Certificates of Insurance, acceptable to the Town of Coventry shall be delivered to the Town of Coventry prior to the commencement of the work and kept in force throughout the term hereof.

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The above insurance requirements shall also apply to all Subcontractors and the Contractor shall not allow any Subcontractor to commence work until all Subcontractor's insurance has been so obtained and approved.

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SCHEDULE A - PRICE PROPOSAL FORM
(TO BE SUBMITTED IF INVITED INTO AN INTERVIEW)
HVAC DESIGN IMPROVEMENTS AT COVENTRY HIGH SCHOOL AND
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Company Name: _____

Company Address: _____

Company Phone #: _____

Company Email: _____

Primary Contact Name and Title: _____

Primary Contact Phone #: _____

Primary Contact Email: _____

Lump base scope design services fee proposal: \$ _____

Add Alt. 2 \$ _____

Add Alt. 3 \$ _____

Alternate 4 Submit separately

Project manager rate: \$ _____ per hour

Licensed engineer rate: \$ _____ per hour

CAD operator rate: \$ _____ per hour

Other Alternates recommended by bidder, not to exceed: \$ _____

(Describe on separate sheet)

Signature _____ Date _____

Title _____