

KILLINGLY BOARD of EDUCATION

**REQUEST FOR PROPOSALS
For
EVALUATION & IMPROVEMENT DESIGN
of the
HVAC SYSTEMS
In the
KILLINGLY SCHOOL SYSTEM**

Robert Angeli Superintendent
February 2023

ON BEHALF
of the
KILLINGLY BOARD of EDUCATION

KILLINGLY ENGINEERING DEPARTMENT

REQUEST for PROPOSALS

For
EVALUATION & IMPROVEMENT DESIGN
of the
HVAC SYSTEMS
In the
KILLINGLY SCHOOL SYSTEM

The Town of Killingly Board of Education (BOE) is seeking experienced firms licensed in the State of Connecticut to provide an inspection/evaluation of the existing HVAC Systems at the following locations:

- Central Office, 79 Westfield Avenue
- Goodyear School, 22 Williamsville Road,
- Intermediate School, 1599 Upper Maple Street
- Central School, 60 Soap Street
- High School, 226 Putnam Pike.

Upon completion of the inspection/evaluation the selected firm will provide recommendations for maintenance and improvements with complete price estimates for each location including but not limited to maintenance, equipment, design, development of plans & specifications, bidding, and construction administration services.

The recommended improvements will be presented to the BOE for review. The recommendations must bring the BOE into compliance with most recent requirements in 10-220(d)(3) which is attached for convenience.

Once the options are selected the firm will proceed with the design and after the bid opening will review and analyze the bids and make a recommendation for award.

A mandatory site walk will be held on **February 22, 2023 at 10:00 AM**. All persons attending will meet at the Central Office 79 Westfield Avenue, Killingly CT 06239 to sign in.

Any questions must be submitted in writing to the Town Engineer before 2:00 **PM March 8, 2023**. Any response or addendum will be issued by 5:00 **PM March 13, 2023**.

The RFP will be received by the office of the Town Engineer located in the Killingly Town Hall 172 Main Street until **2:00 PM March 16, 2023**. At which time they will be opened and read aloud in the Town Meeting Room on the second floor of the Killingly Town Hall.

The RFP must contain at a minimum:

- The qualifications of all the staff involved in the project
- A list of references and similar projects
- State or Federal licensing /registration of the Company
- Certificate of Insurance
- A Baseline inspection of the HVAC Systems for each location
- A price for the inspection / evaluation of each location
- Evaluate the operation of all HVAC equipment and systems
- A schedule of activities to include information gathering meetings, inspections monthly progress meetings and a presentation to the BOE for recommended design improvements

A. TECHNICAL SUPPORT and EMERGENCY ON CALL SERVICES

- List fee structure for Technical Support, Emergency Services and other on call services

GENERAL COMMENTS:

The BOE must be copied on all correspondence and inspection, data reporting and plan submittals. All data, plans etc. must be provided to the BOE in hard copy and pdf format or other format suitable to the BOE. All plans and documents relating to this project are the property of the BOE.

COMPLIANCE with CONNECTICUT GENERAL STATUTE

The selected firm must comply with the Connecticut General Statute shown below and all other applicable Connecticut General Statutes.

Sec. 10-220(d)(3)

(3) Prior to January 1, 2024, and every five years thereafter, a local or regional board of education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning system within each school building under its jurisdiction. Such inspection and evaluation shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing, or a mechanical engineer. Such heating, ventilation and air conditioning systems inspection and evaluation shall include, but need not be limited to: (A) Testing for maximum filter efficiency, (B) physical measurements of outside air delivery rate, (C) verification of the appropriate condition and operation of ventilation components, (D) measurement of air distribution through all system inlets and outlets, (E) verification of unit operation and that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating,

Refrigerating and Air-Conditioning Engineers, (F) verification of control sequences, (G) verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors, and (H) collection of field data for the installation of mechanical ventilation if none exist. The ventilation systems inspection and evaluation shall identify to what extent each school's current ventilation system components, including any existing central or noncentral mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. The inspection and evaluation shall result in a written report, and such report shall include any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation and air conditioning infrastructure, including installation of filters meeting the most optimal level of filtration available for a given heating, ventilation and air conditioning system, installation of carbon dioxide sensors and additional maintenance, repairs, upgrades or replacement. Any such corrective actions shall be performed, where appropriate, by a contractor, who is licensed in accordance with chapter 393. Any local or regional board of education conducting an inspection and evaluations pursuant to this subsection shall make available for public inspection the results of such inspection and evaluation at a regularly scheduled meeting of such board and on the Internet web site of such board and on the Internet web site, if any, of each individual school. A local or regional board of education shall not be required to provide for a uniform inspection and evaluation under this subdivision for any school building that will cease to be used as a school building within the three years from when such inspection and evaluation is to be performed

BID SHEET

Central Office, 79 Westfield Avenue

Item

DESCRIPTION

A

Cost for Services Provide in RFP

Price in numbers

Price in words

B

Attach a rate schedule for Technical and on call Services

BID SHEET

Goodyear School, 22 Williamsville Road,

Item

DESCRIPTION

A

Cost for Services Provide in RFP

Price in numbers

Price in words

B

Attach a rate schedule for Technical and on call Services

BID SHEET

Intermediate School, 1599 Upper Maple Street

Item

DESCRIPTION

A

Cost for Services Provide in RFP

Price in numbers

Price in words

B

Attach a rate schedule for Technical and on call Services

BID SHEET

Central School, 60 Soap Street

Item

DESCRIPTION

A

Cost for Services Provide in RFP

Price in numbers

Price in words

B

Attach a rate schedule for Technical and on call Services

BID SHEET

High School, 226 Putnam Pike

Item

DESCRIPTION

A

Cost for Services Provide in RFP

Price in numbers

Price in words

B

Attach a rate schedule for Technical and on call Services

Deliverables

1. **Six (6)** copies of the Proposal must be submitted in sealed envelopes marked “RFP EVALUATION & IMPROVEMENT DESIGN of the HVAC SYSTEMS In the KILLINGLY SCHOOL SYSTEM”

AWARD

The RFP's will be examined by the review panel and the top 3 applicants will be interviewed to go over their proposal. Once the interviews have been completed the review panel will make their selection. At which time the selected applicant and the BOE may enter into an agreement with the applicant or enter into negotiations to refine costs or scope of work. If an agreement cannot be reached the same process will repeat with the next applicant.

The BOE reserves the right to accept or reject any proposal in part or in whole when it is deemed to be in the best interest of the Town or BOE.

The BOE is an equal opportunity employer.