

**REQUEST FOR PROPOSALS
For
ENGINEERING SERVICES**

HEATING, VENTILATING AND AIR CONDITIONING (HVAC)
ASSESSMENT

Regional School District No. 12
Bridgewater, Roxbury and Washington, Connecticut

November 30, 2023

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INTRODUCTION

Regional School District No. 12 (the “District”) requests professional services from an engineering firm to conduct a comprehensive review of the District’s four schools heating, ventilating and air-conditioning (HVAC) systems located in Bridgewater (The Burnham School), Roxbury (Booth Free School) and Washington (Washington Primary School) and (Shepaug Valley School). The selected Firm will be working with the Superintendent of Schools and Board of Education to assess the existing (HVAC) equipment conditions and provide the district with the following:

1. Prepare a summary report of all HVAC condition assessment findings, including a balancing report;
2. Provide a cost analysis of potential repair or replacement needs; and
3. Submit a recommendation including cost projections for improvements of all HVAC equipment that would meet the current and proposed State of Connecticut school air quality requirements.

Regional School District No. 12 is an Affirmative Action – Equal Opportunity employer. Respondents to the proposal agree and warrant that in the performance of the work on these projects, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

Dr. Marc Gosselin
Superintendent of Schools

Gregory Cava
Chairman of the Board of Education

1.0 General

- 1.1 The District is soliciting proposals from engineering firms (hereinafter referred to as the “Firm”) to develop recommendations in order to:
 - 1.1 a. Prepare a summary report of all (HVAC) assessment findings, including a balancing report;
 - 1.1 b. Provide a cost analysis of potential repair or replacement needs; and
 - 1.1 c. Submit a recommendation including cost projections for improvements of all heating, ventilating and air-conditioning equipment that would meet the current and proposed State of Connecticut school air quality requirements.
- 1.2 The Firm will provide all condition assessments, summary reports, balancing reports, repair/replacement cost analysis, recommendations and cost projections required for the District to evaluate the best course of action with respect to repair and/or replacement of each facilities’ HVAC systems.
- 1.3 The Firm will have demonstrated experience in compliance with the State of Connecticut statutory and regulatory school construction procedures that are grant funded.
- 1.4 The Scope of Work presented in the proposal is general in nature. The Firm shall provide a detailed Scope of Work in its proposal which outlines various services it will provide for this project.
- 1.5 The Firm shall obtain and maintain, at the Firm’s expense, Professional Liability Insurance in a minimum amount of \$1,000,000.
- 1.6 The Firm shall obtain and maintain, at the Firm’s expense, such insurance as will protect the Firm from claims under Workers’ Compensation and Comprehensive General Liability Insurance that will protect the District from all claims of bodily injury, death or property damage which may arise from the performance by the Firm or the Firm’s employees in their functions and services to the District. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers’ Compensation shall be in accordance with Connecticut Statutes.
- 1.7 The District intends to award the work after funding for the study is secured. All proposals must include pricing valid through June 30, 2024. The committee shall evaluate the Firm’s Scope of Work proposed and its experience in similar areas.
- 1.7 The District reserves the right to reject any and all proposals and to waive any informalities in the process. It shall be understood that any award made by the District shall be final and conclusive and without recourse or appeal by the remaining Firms.

2.0 Scope of Work

- 2.1 The Firm shall present in their proposal a detailed Scope of Work relative to how the Firm would approach the project identified in paragraph 1.1.
- 2.2 The Firm will provide recommendations/solutions to accomplish each separate goal as outlined in paragraph 1.1.
- 2.3 The proposal shall include a listing of all services and related costs for services identified in paragraph 1.1. All proposals will include a listing of any anticipated services which the Firm will not provide.

3.0 Method of Payment

- 3.1 Services will be paid for as the contract progresses. The proposal submitted should include an outline of the payment schedule with percentage of contract amount due at each timeline. The Firm will then be required to submit an invoice, and upon acceptance, payment will be made. Such payments shall be subject to all technical and procedural requirements of the District.
- 3.2 The successful Firm will be expected to provide and execute a standard AIA contract or other contract as approved by the District.

4.0 Documentation

4.1 Submittal Letter

The Firm shall submit a cover letter addressed to Dr. Marc Gosselin, Superintendent of Schools, signed by an authorized principal or agent of the Firm, which provides an overview of the Firm's proposal, as well as the name, title, phone number, and email address of the person to whom the District may direct questions concerning the request for proposals.

4.2 History of the Firm and Resumes

The Firm must include a brief history of the company including:

- a) Firm size and organization;
- b) Length of time the Firm has been in business;
- c) Products and services offered; and
- d) Resumes of key individuals that will be assigned to this project.

4.3 Key Issues and Experience

The Firm must demonstrate:

- a) Relevant Connecticut public school experience;
- b) Previous work consistent with condition assessment of HVAC systems in Connecticut public schools.; and

- c) Strength and experience of the engineering team assigned to the project.

4.4 Qualifications

The Firm must demonstrate knowledge of the following:

- a) Experience and expertise in the engineering, design, repairs and installation of school facilities as well as the ability to evaluate the physical condition of systems.
- b) Knowledge of state and federal laws pertaining to school building (HVAC) systems such as state and federal requirements, life safety requirements including air quality issues, and other laws, regulations, and rules that provide for a healthy indoor air environment.
- c) Ability to provide full services to the project including engineers, air balancing firms, controls firms, and other as necessary consultants to deliver focused comprehensive reports on the HVAC building systems.
- d) Experience in presenting findings and recommendations to the Board of Education or a sub-committee thereof.

4.5 References

A list of at least five (5) current schools for which the Firm has completed such projects.

5.0 Responses to Proposal

- 5.1 The Firm shall provide their proposal electronically and may be required to meet with the District to discuss their proposal.
- 5.2 The Firm is required to submit a proposal that contains all costs associated with the scope of work. The proposal is to include the cost of any sub-contracted work as well as the cost of development of proposal specifications for the summary reports, recommendations and cost projections. The Firm shall include in its proposal the fees and total cost relative to the services they propose to provide as identified in the proposal. A complete list of those items that will be considered reimbursable expenses must be included with the proposal.

- 5.3 The Firm shall submit proposals via email to Nicole Grant, Director of Finance, at grantn@region-12.org with the subject line “Response to RFP for Engineering Services”.
- 5.4 The District will receive proposals until **12:00 PM on January 18, 2024** at which time all proposals will be opened publicly and read aloud in a live Zoom environment. Instructions to join the Zoom meeting will be sent by return email to all Firms who submit a proposal.
- 5.5 No proposal may be withdrawn before June 30, 2024.
- 5.6 Questions should be emailed to Donald J. O’Leary, Director of Facilities at olearyd@region-12.org on or before December 10, 2023. All questions and answers will be published as an Addendum to RFP on or before December 20, 2023 on the District website

EXHIBIT A

**REGIONAL SCHOOL DISTRICT NO. 12
INVITATION TO SUBMIT PROPOSALS**

The Board of Education of Regional School District No. 12 of the State of Connecticut hereby invites the submission of Proposals by qualified engineering firms for:

**HEATING, VENTILATING AND AIR CONDITIONING (HVAC) ASSESSMENT
Bridgewater, Roxbury and Washington, Connecticut**

Specifications and other information may be obtained on the District website under Central Office/Business Office/Bids & RFPS.

The Proposals will be received via email to the Director of Finance, Nicole Grant, at grantn@region-12.org until 12:00 pm on January 18, 2024 at which time they will be opened and read aloud. All proposals will be opened via Zoom through a live online environment. Meeting instructions will be provided to respondents. All emailed proposals will remain unopened until the designated date and time.

The Board of Education of Regional School District 12 reserves the right to reject any and all proposals.

Nicole E. Grant
Director of Finance
Regional School District No. 12
11A School Street
Washington, CT 06793

November 30, 2023