

REQUEST FOR QUALIFICATIONS/FEE PROPOSAL
PULASKI/ SLADE MIDDLE SCHOOL HVAC IMPROVEMENTS

including estimate development for DAS Non-Priority List requirements
and construction administration services.

A. Overview

The Consolidated School District of New Britain and School Building Committee is soliciting fee proposals from design or other qualified firms for the following professional services for HVAC Systems replacement: (1) Estimate development for DAS Non-Priority List requirements and (2) Construction administration services.

The project budget is \$12.5 Million Dollars.

This project will include, but not be limited to the following:

1. Evaluation of the existing conditions. Refer to Educational Specifications.
2. Addition of air conditioning to classrooms and auditorium, cafeteria and gymnasium. Refer to Educational Specifications.

The Consolidated School District of New Britain and School Building Committee reserves the right to reject any or all qualifications and fee proposals submitted. The New Britain Public Schools reserves the right to waive any informality or defect in any or all qualifications if such action is in the best interests of the Consolidated School District of New Britain and School Building Committee. The selection of the successful firm will be based on several factors including, but not limited to, qualifications, track record, and experience working with school districts. To that end, the Consolidated School District of New Britain Schools and School Building Committee reserves the right to award this contract to a firm other than THE LOWEST QUALIFIED BIDDER if, in its sole discretion, it is in The New Britain Public Schools' best interests to do so.

B. Background

Pulaski Middle School located at 757 Farmington Ave., New Britain, CT 06053. Slade Middle School is located at 183 Steele Street, New Britain, CT 06052. As such, the Consolidated School District of New Britain and the School Building Committee are requesting qualifications from qualified firms to implement the design and oversee the construction of the Slade and Pulaski HVAC Systems.

Note: The roof system replacement at Pulaski Middle School will be ongoing in conjunction with this project. The Design Team must take into consideration and coordinate the replacement of rooftop units/exhaust fans/air handlers, etc with the roofing contractor (done under HVAC contract) to ensure that the warranty of the roofing remains intact.

For Slade Middle School Auditorium, Gym and Cafeteria HVAC work, coordination with existing roof system contractor to ensure warranty of the roof remains intact. Owner will provide the name of the roofing contractor. Slade roof was replaced in 2023.

C. Selection Process

The solicitation, review and, selection process to be used for procurement of the professional services firm for the project will be conducted as outlined in the following four phases:

1. A public notification (Request for Qualifications and Fee Proposal) shall be made requesting qualifications and fee structure from firms interested in providing the services.
2. A selection will be made on the basis of references and information provided in the qualification response including, but not limited to, the following criteria:
 - a. The firm's and the firm's proposed project team members' experience with projects of similar size and scope. The firm will be committed to assigning the "proposed project team" to this project;
 - b. Number of years in business and the financial condition of the firm;
 - c. Demonstrated ability to work with the Consolidated School District of New Britain as a member of a team for the benefit of the school district;
 - d. Knowledge of the requirements of the State Department of Education Office of School Facilities;
 - e. Demonstrated knowledge of roof and design;
 - f. Recommendations from previous clients with an emphasis on working with boards of education and the design of educational facilities especially roof systems;
 - g. Scope of services offered and firm capabilities;
 - h. References and reputation;
 - i. Fee structure (including the proposed fee as a percentage of total construction costs, reimbursable rates, expense multipliers and the like), See Fee Proposal attachment.
 - j. Insurance capabilities and costs for project specific insurance.

D. Required Information

Responses to this Request for Qualification shall include the following information:

1. Firm history
 - a. Name of firm, and location of principal and branch offices;
 - b. Number of years in business under current name or any other name;
 - c. Firm ownership structure;
2. Personnel
 - a. List total number of firm's and/or team's personnel, other than secretarial/clerical, by professional or skill group (i.e., Architects, Engineers, Cost Estimators, etc.).
 - b. List any outside firms that will be used to provide such services as estimating, value engineering analysis, scheduling or computer services.
 - c. Identify your company's proposed management team for the project. Provide an organizational chart identifying all of your key staff members and showing how each interacts with other staff members assigned to this project. For each key staff member, include a detailed resume that summarizes:
 1. Education, including name of institution, field of study, degree(s) earned and year(s) received;
 2. Professional registration(s) and/or professional society membership(s);
 3. Professional experience.

Please note that the personnel proposed by the firm shall be the personnel used for the project. Substitution of personnel shall not be allowed without the written consent of the New Britain Public Schools, which it may grant or deny in its sole discretion. Substitutions will be allowed if a member of the proposed project team ceases to be employed by the firm. This will be a contract requirement.

3. Firm Experience

- a. List all projects of a similar nature, with emphasis on projects performed in the State of Connecticut, in which the firm has provided design and/or construction administration services for the past five years. The following information is requested on each completed project:

1. Project name and address;
2. Year completed;
3. Reference (name, position and telephone number).

(Submission of these names shall constitute your permission for the Consolidated School District of New Britain to contact those individuals at the District's discretion.)

- b. Provide any information on any involvement in litigation or arbitration. Explain the circumstances that led to it and describe the resolution.

4. Fee Structure

- a. Fee structure should assume full architecture and engineering services; please note which engineers/consultants are included in your assumptions. At the conclusion of the selection process, the selected firm will be required to submit a contract between the City of New Britain and the selected Architect.

1. Any State and Local approvals including CT Department of Education Bureau of Education grant submission and administration;
2. Schematic design;
3. Design development;
4. Construction documents;
5. Cost estimating and budgeting if not included in the above;
6. Construction Administration;

- b. Provide the following additional cost information:

1. Schedule of reimbursable expenses;
2. Personnel rates;

3. Proposed multiplier on contracted services and expenses;
4. Other miscellaneous costs, expenses or fees (please specify)

5. Insurance

a. Contractor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders rating according to Best Publication's latest edition Key Rating Guide.

b. The vendor shall also agree to name the city as additional insured on all insurance policies except Workers Compensation.

c.	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

d. The City of New Britain and Consolidated School District shall be named as Additional Insured. Coverage is to be provided on a primary, noncontributory basis.

e. 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.

f.	Workers' Comp and employers Liability	WC Statutory Limits
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

E. Time Frame

1. Consolidated School District of New Britain Schools expects to award a contract to the successful firm on about December 31, 2025.
2. Along with the submittals, provide a timeline schedule with critical activities to accomplish the start of construction for June 15, 2026 to substantially complete roof work by September 1, 2026 and project closeout by December 31, 2026.
3. Substantial Construction completion will be by September 1, 2026.

F. Form of Agreement

The successful firm will be required to execute a modified version of the AIA B141-2007 (or the most recent one) Standard Form of Agreement between Owner and Architect with Standard Form Architect's Services. The successful contractor shall be required to execute a modified version of the AIA A101-2007 (or the most recent one) Standard Form of Agreement between Owner and Contractor and a modified version of the AIA A201-2007 (or the most recent one) General Conditions.

G. Site Visits

Any firm wishing to visit the site no later than July 15, 2025 should contact Robert Smedley. Smedley@csdnb.org or 860-827-2287

H. Responses

Responses to this Request for this project shall be in a bound booklet with a table of contents and tabs for each heading. Eight (8) copies of the response are to be submitted to the office of Robert Smedley, Special Project Manager, Consolidated School District of New Britain, 250 John Downey Drive, New Britain, CT 06051 by NOON on Tuesday July 22, 2025. Late submissions will not be accepted and will be returned unopened.

I. Questions and Clarifications

Any questions of clarifications should be directed to Robert Smedley, Special Projects Manager, Consolidated School District of New Britain via email at Smedley@csdnb.org. No telephone calls will be accepted. Responses to questions submitted shall be provided to all known respondents to this Request for Qualification. No questions will be accepted or answered after NOON on July 18, 2025.

FEE PROPOSAL

BIDDER NAME: _____

BIDDER ADDRESS: _____

BIDDER AUTHORIZED SIGNATURE: _____

A.

FEE PROPOSAL – HVAC SYSTEM

Construction Documents Phase \$ _____

Bid Assistance Phase \$ _____

Construction Administration Phase \$ _____

Total fee includes all phases listed above \$ _____

B.

SCHEDULE OF REIMBURSABLE EXPENSES

C.

PERSONNEL RATES