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INVITATION TO BID

Town of Bethel
County of Fairfield
State of Connecticut

Request for Qualification/Request for Proposal # 2021-001

Notice is hereby given that sealed bids will be received at the Office of the Purchasing Agent, Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801 until 9:45AM on October 18th, 2021. The bids will be opened at 10:00AM on October 18th, 2021 in Meeting Room A of the Municipal Center and via Video/Teleconference video link <https://us02web.zoom.us/j/2964804903> Meeting ID: 296 480 4903. The Town seeks a contractor to replace two (2) packaged rooftop air conditioning and ventilation units (RTU's) at Bethel High School, 300 Whittlesey Drive. There is a mandatory site walk-through on September 28, 2021 at 3:30PM. Details for the project requirements and scope of services may be obtained at the Office of the Purchasing Agent at 203-794-8512 or the homepage of our website: bethel-ct.gov

The Board of Selectman, upon recommendation of the Procurement Committee, reserves the right to accept and/or reject any portion of said bid, to waive any technicality in any bid or part thereof, and to accept any bid as provided in Section 8-13c of the Charter of the Town of Bethel.

Dated at Bethel, Connecticut, this 10th day of September, 2021.

Town of Bethel Procurement Committee
Matthew S. Knickerbocker, First Selectman
Robert V. Kozlowski, Comptroller
Sebbie Preston, Purchasing Agent

**REQUEST FOR QUALIFICATIONS AND
PROPOSALS FOR
REPLACEMENT OF TWO ROOFTOP AIR CONDITIONING &
VENTILATION UNITS (RTUs) AT BETHEL HIGH SCHOOL**

**Town of Bethel Procurement Committee/Town Finance
1 School Street, Bethel, CT 06801**

Request for Qualifications/Request for Proposals “RFQ/RFP 2021-001”

Project Summary: Town of Bethel seeks a contractor to replace two (2) packaged rooftop units (RTU’s) at the Bethel High School. The existing equipment is deemed at end of life, and the primary project objective is to restore functionality and reliability to this portion of the school’s HVAC system. In addition, the new packaged RTU’s should maximize energy efficiency, and the installation should qualify for an Eversource incentive.

RFQ/RFP Release Date: September 13, 2021

Mandatory Site Visit: September 28, 2021 at 3:30PM

Questions Deadline: October 12, 2021

Response Deadline: October 18, 2021 at 9:45AM

Owner: The Town of Bethel (“Town”)

Issued By: Town of Bethel Procurement Committee/Town Finance Department (“BPC/TFD”)

Project Name: ROOFTOP UNITS REPLACEMENT

Project Location: Bethel High School, 300 Whittlesey Drive, Bethel CT

Town Contacts:

- Sebbie Preston, Town of Bethel Purchasing Agent (203) 794-8512
- Eric Swenson, Town of Bethel Public Works Director (203) 794-8550
- Ms. Theresa Yonsky, Board of Education Director of Fiscal Services (203) 794-8603
- Mr. Robert Germinaro, BOE Supervisor of Facility & Security Operations (203) 794-8603

Engineering Consultant to Town: Peregrine Energy Group, Inc.; Mr. Kaj Huld (207) 200-0167

PROJECT REQUIREMENTS

A. Brief Description of Project

The two (2) subject rooftop units are beyond their normal service life and require replacement. Information on the units follows. Also, see accompanying table for further details.

AHU-9 is a Trane rooftop unit that provides air conditioning and ventilation to the school's cafeteria. The RTU has a 15 hp supply fan and 40-ton DX coil and associated air-cooled condensing module with three compressors.

AHU-13 is a Trane rooftop unit that provides air conditioning and ventilation to the school's approximately 800-seat auditorium. The RTU has a 25 hp supply fan, 5 hp powered exhaust fan and 75-ton DX coil and associated air-cooled condensing module with two compressors.

.Unit	Serves	Age	MFGR	Model No.	Serial No.	Supply Fan HP	Exhaust Fan HP	DX Ton
AHU-9	Cafeteria	1995	Trane	TCH480A40A1A3LG1	J95A90097	15	-	40
AHU-13	Auditorium	1995	Trane	SXHFC7540EC5C79D1001 AELRT	J95G71661	25	5	75

B. Scope of Services

- The Town seeks a contractor to replace two rooftop units (RTUs) that are beyond their normal service life at Bethel High School.
- The contractor shall be a licensed mechanical/HVAC contractor.
- The Town requires that the new RTUs are fully operational by August 10th 2022.
- The primary project objective is to restore functionality and reliability to the schools HVAC system.
- The project involves installation of new high efficiency RTUs.
- Final selected replacement equipment shall maximize efficiency to the extent possible and shall be coordinated with Eversource to receive any available incentives.

1. Design Services

Design services requested for this RTU replacement project must satisfy building permit requirements. Contractor shall, at a minimum, complete the following design-related tasks:

- **Kickoff meeting.** Participate in an introductory kickoff meeting with the Town and/or Town Agent to: 1) Review the managerial and technical requirements of the project and 2) Identify and discuss considerations that require coordination or follow-up.
- **Site visits.** Make site visits to the work site to confirm equipment sizing and to identify existing conditions that may impact the work.
- **Load calculations.** Prepare cooling load calculations, as necessary, to ensure that the new equipment is adequately sized. (Contractor shall not assume that existing equipment is properly sized.)
- **Design preparation.** Specifications and drawings to confirm that all system and ancillary components necessary to replacing existing units “in kind” are appropriately integrated and designed, that the new system as designed will be compliant with all state and local codes, and that no necessary components and/or subsystems have been omitted from the overall system design.
- **Components to remain.** Verify and identify that any existing systems or components to remain are, at turnover, in a condition suitable for re-use consistent with a “new” installation. These potentially could include, but are not limited to: structural steel, curb, rooftop ductwork, electrical components, controls network wiring.
- **Controls integration.** Coordinate controls integration with the controls contractor (SNE) to ensure that new rooftop units have the same level of control as other (newer) RTU’s at the property.

2. Design Documents

Contractor shall prepare any and all engineering deliverables and documents necessary to obtain building permits as follows:

- Mechanical demolition and construction plans.
- Mechanical details and schedules.
- Mechanical schematics.
- Electrical plans and details.
- Mechanical and electrical general specifications, including commissioning and test and balance requirements
- Cut sheets and/or shop drawings of new equipment
- Calculations necessary to obtain a Building Permit, including, but not limited to, load calculations to ensure the new units are no heavier than existing units.
 - As-Built Drawing Set (if deemed applicable in consultation with the Town)

3. Utility Incentive

Contractor shall prepare the “prescriptive” Eversource incentive application and assist Town to secure Eversource incentive.

4. Demolition, Construction and Commissioning Services

Contractor shall provide comprehensive demolition, construction, and commissioning services necessary for a complete, high quality “turn-key” installation.

Responsibilities shall include, but not limited to the following:

- Obtain all required permits before work commences.
- Complete all necessary preparation work, including cutting back duct (if necessary), curb refurbishment, electrical demolition, repainting of steel, etc.
- Remove and dispose of existing AHU-9 and -13, including evacuation and recovery of all refrigerant in compliance with state guidelines.
- Furnish and place new Trane packaged rooftop unit (AHU-9) model VOYAGER3 – 40T HIGH EFF, or equivalent approved by Town or Town agent. See attached submittal from Trane. The new RTU shall be furnished with BACNet card for controls integration.
- Furnish and place new Trane packaged rooftop unit (AHU-13) model No. H_HF – 75T HIGH EFF, or equivalent approved by Town or Town agent. See attached submittal from Trane. The new RTU shall be furnished with BACNet card for controls integration.
- Coordinate all rigging services and HVAC downtime with Town, with pre-approval of work plan and date(s).
- Supply and reconnect duct components to the new RTU’s, as necessary. All exterior ductwork shall be insulated with new insulation and sheathing provided as required for seamless transition between new/old materials.
- Make electrical connection to the new RTU’s, including new disconnect boxes and overload protection. It is anticipated that the electrical feed to the units, including conduit and wiring can be reused, except as disturbed by demolition near units.
- Ensure controls integration as follows: High School’s BMS control system shall provide the following functions:
 - Fan start/stop/status and speed control
 - Economizer enable/disable
 - Compressor stage command/status
 - Discharge temperature control
 - RTU safeties and VFD fault output, etc. shall upload to the BMS for monitoring purposes.
- Trane factory technician startup services and report
- Commissioning services for BMS, including demonstrating full sequence functionality to Town and/or Town Agent.
- Train Town personnel on proper operation and maintenance of the new RTU’s
- Supply an O&M manual.

PROPOSAL REQUIREMENTS

A. Mandatory Site Visit

All interested companies must participate in a mandatory walk through of the site. This walk through will take place on September 28, 2021 at 3:30 p.m. at the Bethel High School, 300 Whittlesey Drive. Questions regarding the walk through can be directed to Mr. Bob Germinaro at (203) 794-8603.

B. Questions

Questions can be submitted in writing to Brittany Harrington at harringtonb@bethel-ct.gov through October 12, 2021. Responses will be supplied to all interested firms via email. No direct or indirect contact with selection panel members is allowed and will be grounds for immediate rejection of the proposal; all questions must be submitted as described in this paragraph.

C. Proposal Submission Deadline and Format

All RFQ & RFP submissions must be received by the Town by 9:45 a.m. on October 18, 2021.

Request for Qualifications and Request for Proposals must be submitted in a sealed envelope clearly marked “**Bethel RFQ/P 2021-001**”. Five (5) copies should be submitted. The responses must be submitted to the office of Purchasing Agent, Town of Bethel, 1 School Street, Bethel, CT 06801.

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

D. Cover Letter/Executive Summary.

Proposals shall include a Letter of Introduction on firm letterhead explaining the firm’s interest in the project and why your firm is the most qualified for these projects. An officer of the company must sign this letter of introduction and intent. Include any information pertinent to the projects or selection process that is not requested in the following.

E. Qualifications Package

Minimum information to be included:

Firm Overview.

- Name of firm and firm’s representative and his/her contact information
- Location of principal and branch offices that would work on these projects
- Length of time in business

Experience.

List similar size and scope projects you have completed in the last three (3) years and highlight if you have done work for a CT Public School District. *Submission of these projects shall constitute your permission for the Owner to contact those entities for references.*

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

Past Claims or Disputes.

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

Affirmative Action.

- Include statement of Affirmative Action compliance. If you need a sample, one can be provided.
- Also, as this is a Bethel Public School Project, adherence to Bethel Board of Education's Non-discrimination clause is required and is listed here:

The Bethel Public Schools are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Bethel Public Schools do not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws and provides equal access to the Boy Scouts and other designated youth groups. The Bethel Public Schools do not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Bethel Public Schools nondiscrimination policies should be directed to:

Dr. Kristen Brooks (Title IX District Coordinator)
 Assistant Superintendent of the Bethel Public Schools
 1 School Street, Box 253
 Bethel, CT 06801
 Phone: (203) 794-8613
 email: brooksk@bethel.k12.ct.us

Mrs. Susan Budris (Section 504 District Coordinator)
 Director of Special Education and Pupil Services
 1 School Street, Box 253
 Bethel, CT 06801
 Phone: (203) 794-8616
 email: budriss@bethel.k12.ct.us

F. Proposed Project Approach

Minimum information to be included:

Discussion of Key Milestones. Provide a description of how you will accomplish key milestones (including, but not limited to: project kick-off; design development, review, and approval; ordering of equipment; demolition; construction; startup; commissioning)

Schedule. Include a high-level project schedule for key milestones that results in project completion by the August 17 2022 deadline.

Staffing. Identify key staff to be assigned, including managers, with roles and responsibilities.

Sub-Contractors. Identify any subcontractors to be used, their roles and responsibilities, your prior experience working with these sub-contractors, and sub-contractor qualifications to assume assigned tasks.

Periodic Progress Meetings. Describe how you propose to update Town on project progress and next steps.

Pricing. Complete and submit the attached Pricing Proposal form.

G. Additional Requirements

Proposal shall confirm the following in writing:

1. **Insurance coverage**

The Contractor shall purchase the following types of insurance, and maintain all insurance coverage for the life of the contract, from an insurance company or companies with an A.M. Best rating of A- (VII) or better. Such insurance shall protect and indemnify Town of Bethel and Bethel Board of Education from all claims which may arise out of or result from the Contractor's obligations under this Agreement, whether caused by the Contractor or by a subcontractor or any person or entity directly or indirectly employed by said Contractor or by anyone for whose acts said Contractor may be liable.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide Town of Bethel and Bethel Board of Education with certificates of insurance prior to commencement of the work, describing the coverage and providing that the insurer shall give Town of Bethel and Bethel Board of Education written notice at least ten (10) days in advance of any termination, expiration or changes in coverage.

Worker's Compensation

Contractor shall provide worker's compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$1,000,000 each accident by bodily injury; \$1,000,000 each accident by disease; and a policy limit of \$1,000,000. Such policy shall contain a "waiver of our right to recover from others endorsement" in favor of the Town of Bethel and Bethel Board of Education.

Commercial General Liability Insurance

Contractor shall provide a commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance carried by the Town of Bethel and Bethel Board of Education. Such Policy shall name the Town of Bethel and Bethel Board of Education as an Additional Insured with respect to claims arising out of the Contractor's negligence or for the negligence of those for whom the Contractor is responsible, by endorsement, ISO Forms CG2010 and CG 2037 or their equivalent.

Commercial Automobile Insurance

Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

Umbrella Liability Insurance

Contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits and coverage described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

Engineers Professional Liability Insurance

Contractor shall purchase and maintain a policy covering their errors & omissions with limits no less than \$2,000,000 each claim and \$2,000,000 in the aggregate. If written on a claims made basis, such insurance shall be maintained for no less than three years after completion of the work.

Final Insurance Approval

All insurance coverage and policies required to be provided by Contractor shall be subject to final review and approval by the Town of Bethel's Insurance agent as to both form and substance.

Subcontractors

Any and all subcontractors of the Contractor shall provide the same insurance coverages as set forth both as Additional Insureds. For good cause shown, the Town of Bethel may waive any coverage requirements or other aspects of the insurance requirements for any subcontractors.

2. **Independent Contractor**

All activities performed by the Contractor and its agents, employees or representatives are, for all purposes under this Agreement, performed as an independent contractor and not as an employee of Town of Bethel and Bethel Board of Education and neither the Contractor nor its employees shall be entitled to any benefits to which employees of Town of Bethel and Bethel Board of Education are entitled including, but not limited to, worker's compensation, overtime, retirement benefits, health care benefits, vacation pay or sick leave.

3. **Indemnification**

The contractor shall indemnify and hold harmless the Town of Bethel & Bethel Board of Education and its agents and Employees from and against all claims, damages, losses and expenses, including Attorney's fees arising out of, or resulting from the performance of the work.

4. **Bonds**

The successful bidder must furnish 100 percent Construction Performance Bond and 100 percent Construction Payment Bond. Any questions bidders may have shall be addressed to Brittany Harrington, Engineering Technician, Bethel Public Works Department, at harringtonb@bethel-ct.gov. If questions arise that need a formal reply, they will be answered in the form of an addendum or information letter to all bidders.

H. Exceptions to RFQ/RFP Requirements Herein

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

PROPOSAL REVIEW AND CONTRACTOR SELECTION PROCESS

A. Selection

The BPC/TFD will review the responses for compliance with the required documentation to determine responsiveness. The responsive submittals will then be evaluated based on the responses to specifics outlined in this RFP/RFQ, including but not limited to the following criteria:

- Price
- Experience with work of similar size and scope with successful outcomes
- Past performance/ References
- Project schedule
- Warranty offered on equipment and labor
- Capability to support utility incentive applications
- Other criteria specific to the project

The BPC/TFD may narrow the list of applicants and schedule follow up questions as they deem necessary. Public Law 08-169 requires the Selection Committee to make an award "...from a pool of not more than the four most responsible qualified proposers..." The "most responsible qualified proposer" is the proposer "...who is qualified by the awarding authority when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in the request for proposals."

B. Right to Reject Submissions

The Town/BPC/TFD may at any time prior to the selection of a respondent reject any and all proposals and cancel this RFQ/RFP, without liability therefore, when doing so is deemed to be in the Town's best interests. Further, regardless of the number and quality of proposals submitted, the Town/BPC/TFD shall under no circumstances be responsible for any respondent's cost, risk and expenses. The Town accepts no responsibility for the return of successful or unsuccessful proposals. This RFQ/RFP in no way obligates the Town/BPC/TFD to select a respondent.

Schedule A – Standard Pricing Form

Base RTU replacement materials cost: \$ _____

Base RTU replacement labor cost: \$ _____

Base RTU subcontractor cost: \$ _____

Base RTU replacement total cost: \$ _____

Alternates recommended by bidder, not to exceed: \$ _____
(Describe on separate sheet)

Change Orders:

Hourly rates for installation technician: \$ _____

Markup on equipment and materials: \$ _____ %