

**REQUEST FOR QUALIFICATIONS AND
PROPOSALS FOR
BETHEL HIGH SCHOOL HVAC MECHANICAL UPGRADES – 2024-007**

Town of Bethel Procurement Committee/Town Finance

1 School Street, Bethel, CT 06801

Request for Qualifications/Request for Proposals “RFQ/RFP 2024-007”

Owner: The Town of Bethel (“Town”)

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

Project Name: BETHEL HIGH SCHOOL HVAC MECHANICAL UPGRADES – 2024-007

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

Project Summary: The Town of Bethel seeks a contractor to provide the addition of air conditioning in the 1970 and 1975 portions of Bethel High School. It is anticipated that the project be bid with a general contractor or a mechanical contractor as the prime contractor and be responsible for the entire scope of work as required by the project document for a complete turnkey installation and functional system.

RFQ/RFP Release Date: Wednesday July 10th 2024

Optional Walkthrough: Thursday 7/18/23 from 2pm-4pm at the Bethel High School main entrance: 300 Whittlesey Drive, Bethel CT

Question Submission Deadline: Tuesday July 23rd, 2024

Questions Answered-By Date: Monday July 29th, 2024

RFQ/RFP Submission Deadline: Monday August 5th, 2024 at 8:15 am

Bid Opening Date: Sealed proposals for the BETHEL HIGH SCHOOL MECHANICAL UPGRADES will be received by the Town of Bethel on or before **Monday August 5th, 2024 at 8:15am**. Said proposals will be opened and publicly read aloud at a meeting of the Procurement Committee to be held **Monday August 5th, 2024 at 8:30 am**. at the Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801 in Meeting Room A and via Google Meet: meet.google.com/mqp-qknp-ksh OR join by phone (US) +1 385-404-0586 PIN: 267 472 342#

Construction Completion Deadline: **Substantially Complete by August 15, 2025**

Town Contacts:

- Sam Flynn, Town of Bethel Purchasing Agent (203) 794-8514
- Ms. Jennifer Variale, Board of Education Director of Fiscal Services (203) 794-8603
- Mr. Tyler Stevens, BOE Supervisor of Facility & Security Operations (203) 794-8603

Engineering Consultant to Town: Kohler Ronan, LLC, 93 Lake Avenue, Danbury, CT 06810.

Phone 203-778-1017.

Minority/Women/Disadvantaged Business Enterprises are encouraged to bid. The Town of Bethel affirms that in any contract entered into pursuant to this advertisement, said business enterprises will be afforded full opportunity to submit bids in response to this invitation, and that they will not be discriminated against on the grounds of race, national origin, or sex in consideration for award.

Instruction to Bidders

PROJECT REQUIREMENTS

A. Brief description: The Town seeks a general contractor or mechanical general contractor to provide air conditioning to the 1970 and 1975 portions of Bethel High School, 300 Whittlesey Drive. There is **an optional site walk through on Thursday 7/18/23 from 2pm-4pm at the Bethel High School main entrance: 300 Whittlesey Drive, Bethel, CT.** The project is required to be substantially complete not later than August 15, 2025.

B. Scope of Services

Base project includes furnishing and installing DOAS-1, ACCU-2, ACCU-3, and all associated indoor vrf units serving second and third floors. Work to include but not limited to, providing all associated equipment, ductwork, piping, controls, structure, electrical, architectural and components necessary for a fully functioning system. Cap DOAS-1 duct mains in first floor ceiling for future connection. Valve and cap DOAS-2 hot water mains in first floor ceiling for future connection. Perform unit ventilator demolition work and replacement with finned tube radiation in rooms being served by DOAS-1 on second and third floors. Provide all electrical work to support mechanical upgrades including replacing MMC-4 with new panel board and migrating existing electrical loads. When replacing MCC, the existing exhaust fans remaining in service shall be provided with motor starters and mechanical time clocks. Contractor to verify power requirements to match. There are seven fans on the 1970 roof. Refer to dwg M4.1 for building references and locations. MC to furnish motor starters, time clocks and control.

Alternate work includes additional air conditioning to portions of the 1970 and 1975 areas of the high school as well as removals of existing HVAC and electrical systems. Alternates are defined under specification section Alternates 012300. Work includes but is not limited to providing new dedicated outside air supply units, VRF systems, exhaust fans, controls, structural work, architectural work, roofing, curbs, supports, duct work, piping, draining and refilling heating system, insulation, electrical, electrical power upgrades, temporary power, power for construction activities, controls, cutting and patching, restoration, chases, fire stopping, smoke sealing, fire alarm, ceiling work, general conditions, restoration, coordination, supervision, phased construction, painting, rigging, mechanical and electrical system shut downs, commissioning, submittals, closeout, etc. as defined in the contract documents and as required for a complete and fully operational system. Contractor to maintain heating in the building between October 1 and May 15 of each calendar year.

The intent is to have a general or mechanical prime contractor coordinate all activities for the project and provide on-site supervision for all trade contractors whether mechanical work is ongoing or not. Contractor to coordinate all construction activities and schedules with Bethel High School prior to commencing construction activities.

Project is anticipated to be phased. Contractor to coordinate with Bethel High School for access to the site and areas of work. All work in the corridors to be completed outside of normal school hours. Work on the roof, mechanical type rooms and designated classroom areas can be performed during school hours. Groups of classrooms can be made available to the contractor to perform work during normal school hours. Assume blocks of up to 3 classrooms at a time. Contractor to coordinate all coring, saw cutting and hammer drilling activities to before or after school hours.

Lead or Prime contractor is to provide full time project supervision to coordinate and supervise all trades whether their specific trade is working on the site or not.

Respective contractors shall be on site to accept deliveries if materials are shipped directly to the site. The Town will not accept deliveries on behalf of the contractors. Contractors will be responsible for any cost associated with rejected deliveries.

Refer to the Division 1 specification for additional project requirements.

All work associated with hazardous material removal shall be provided under this contract. Refer to specification section 003126 for requirements.

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 “new” installation. These potentially could include, but are not limited to: structural steel, curbs, roofing, rooftop ductwork, electrical wiring and components, controls network wiring, technology systems, etc.

The Town seeks a contractor to perform abatement services of asbestos, lead & universal waste within Bethel High School.

These materials are to be removed and disposed of in accordance with all local and state statutes and regulations.

PROPOSAL REQUIREMENTS

A. Site Visit

All interested companies may participate in an optional walkthrough of the site on **Thursday 7/18/23 from 2pm-4pm at the Bethel High School main entrance: 300 Whittlesey Drive, Bethel, CT.** Questions regarding the walk through can be directed to Mr. Tyler Stevens at (203) 794-8603.

B. Questions

Questions can be submitted in writing to Sam Flynn flynns@bethel-ct.gov through **Tuesday July 23rd, 2024**. Responses will be provided in the form of an addendum or email to all bidders. 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 on **Monday August 5th, 2024 by 8:15am**. Request for Qualifications and Request for Proposals must be submitted in a sealed envelope clearly marked “Bid for BETHEL HIGH SCHOOL MECHANICAL UPGRADES RFQ/P 2024-007”.

Two (2) copies and One (1) Electronic copy should be submitted to the office of Purchasing Agent, Town of Bethel, 1 School Street, Bethel, CT 06801. The electronic copy must be provided in

PDF-format on a USB drive (or equivalent).

A \$50.00 non-refundable deposit is required for each set of printed Contract Documents obtained.

Contract Documents will be mailed upon receipt of an additional non-refundable \$15.00 mailing fee.

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 the 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, or arbitration proceedings that have occurred on any school projects your 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 or chose to leave during 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.

CHRO.

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 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 be set aside for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the total state-funded value with DAS-certified Small Businesses and 6.25% of the total state-funded value with DAS-certified Minority-, Women-, and/or Disabled-owned Businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

Affirmative Action.

- Include a 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

Ms. Christine Sipala (Section 504 District Coordinator)

Director of Special Education and Pupil Services

1 School Street, Box 253

Bethel, CT 06801

Phone: (203) 794-8616

email: sipalac@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 Construction Completion Deadline: Substantially Complete by August 15, 2025

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 Bid Price Worksheet to describe your pricing proposal. Please refer to Attachment A for the Bid Price Worksheet.

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

A Bid Security/ Surety Company Bond, for at least five percent (5%) of the amount of the bid, must accompany each proposal; certified checks will be accepted. Bid Security shall be payable to the Town of Bethel, and shall be properly executed by the bidder.

The successful bidder must furnish a separate one hundred percent (100%) Construction Performance Bond and one hundred percent (100%) Construction Payment Bond to the Town of Bethel at the time of contract signing.

5. Means & Methods

All Bidders are required to inform themselves fully of the conditions relating to the construction and labor under which the work will be or is now being performed, and the Contractor shall employ, as far as possible, such methods and means in the carrying out of this work as will not cause interruption or interference with any other contractor.

6. Bid Duration

Bids may be held by the Town of Bethel for a period of not to exceed one hundred and twenty (120) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the

qualifications of the Bidders prior to awarding the contract.

7. Prevailing Wage Rates

The minimum rates to be paid labor of the various classifications shall be in accordance with the current schedule of wages established by the State Labor Commissioner as provided in the General Statutes of Connecticut and the federal Davis Bacon Regulations, as revised.

Please refer to Exhibit A, for Prevailing Wage Rates.

8. Tax Exempt

Bidders shall not include any Federal Excise Taxes or State of Connecticut Sales Taxes which otherwise may apply.

G. 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.

BHS HVAC Mechanical Upgrades

Town of Bethel, Connecticut

BID PRICE WORKSHEET

Bidder Name: _____

Base Bid total cost: \$ _____

Alternate No 1 total cost: \$ _____

Alternate No 2 total cost: \$ _____

Alternate No 3 total cost: \$ _____

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

(Describe on separate sheet)

Unit Prices:

½" valve: \$ _____

¾" valve: \$ _____

1" valve: \$ _____

1-¼" valve: \$ _____

1-½" valve: \$ _____

2" valve: \$ _____

Change Orders:

Hourly rates for installation technician: \$ _____

Markup on equipment and materials: \$ _____ %

We, the undersigned, propose to furnish contracting services to the Town of Bethel as described herein for the price stated above.

By: _____
(Signature) (Title)

(Print Name) (Address)

(Date) (Telephone)

EXHIBIT A

(State wages will be inserted here)