

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
AIR CONDITIONING STUDY FOR SIX
GLASTONBURY ELEMENTARY SCHOOLS
RPGL-2016-15**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide a complete air conditioning study and cost estimate for six (6) elementary schools. Interested individuals and firms should obtain the complete RFQ and related information from Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at www.glastonbury-ct.gov.

There will be an optional pre-proposal meeting held on January 13, 2016 at 2:00 PM at the Gideon Welles School, Faculty Lounge, 1029 Neipsic, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than January 26, 2016 at 11:00AM. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone
Purchasing Agent

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SECTION I – GENERAL INFORMATION

Background – The Glastonbury Board of Education has identified a need for air conditioning in six elementary schools. Currently the schools now have limited cooling mostly in the administrative offices.

General Intent - It is the general intent of the Town of Glastonbury to retain a consultant to provide a complete study and estimate for an air conditioning installation project at six elementary schools in Glastonbury. The schools include: Buttonball Lane, Hopewell, Hebron Avenue, Naubuc, Eastbury and Gideon Welles. The study and estimating effort would include evaluating different systems applicable for each school, and associated capital and operating costs. Also included for consideration are ancillary tasks required to support the air conditioning systems including but not limited to structural, architectural, insulation, controls and electrical work. Rebates/Utility offsets shall be identified as well as life cycle costs of the options and yearly operating costs. This project may be submitted to the State of Connecticut School Facilities Unit for reimbursement. The result of the study effort will be a selected system for each school and associated estimates suitable for approval at public referendum. Subsequent design and construction would take place upon approval at referendum. It is expected that the selected firm's scope will include all necessary work through occupancy and project closeout. The Town reserves the right to contract with more than one design firm for these services.

SECTION II – CONSIDERATIONS AND RESTRICTIONS

- Consideration for the integration of the air conditioning system into the existing school envelope to the extent available.
- Schedule of installation of systems during non-school hours and the use of multiple contracts/contractors
- The successful respondent shall ensure the building and systems will comply with all applicable codes.
- All drawings, reports, data, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Consultant pursuant to this solicitation shall become property of the Town of Glastonbury.
- No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant's negligent performance of any of the services furnished under this Agreement.
- The Consultant shall conduct regular meetings with the project team, at a location established by the Town to review progress. The Consultant will provide written notes of each meeting to all attending parties before the next meeting. The Consultant will be responsible to attend public meetings associated with this project.

- Consideration will be given to the type of building and delivery system proposed, the associated cost, and the impacts of construction, and sustainability and energy efficiency.
- **The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.**

SCOPE OF WORK

The Town intends to contract with one or more design professionals to provide a complete study and design for air conditioning in six (6) schools. The design effort would include evaluating different systems and associated costs and benefits. The study would include but not be limited to; system cost, efficiency, maintainability, applicability to facility, project delivery and schedule for each school. Preliminary information shall be provided by end of April 2016. The study and estimates need to be complete by early June 2016 to allow for submission to the State of CT School Facilities Unit and to prepare for a Fall 2016 referendum. Upon approval at referendum, the final design and construction would take place in accordance with agreed upon schedules.

PROJECT SUBMITTALS

- Proposals shall demonstrate that the firm has the resources and capabilities necessary to meet all project requirements. Firms will be responsible for budget and construction costs estimates including escalation, architectural/engineering fees, contingency, administrative costs, site acquisition if necessary and grant reimbursement assistance for each type of system considered for all six schools in the time frame required. This shall include sub-consultants, estimators and other resources as proposed.
- A proposed schedule, include milestones and critical path tasks.

The respondent shall be expected to be present at meetings which may need to be conducted with user groups, either at the Town or Board of Education offices, on site, or elsewhere. Specifics will be identified prior to start of work in conjunction with the Respondent.

The Respondent shall be expected to submit the following materials, at a minimum:

Text:

- Printed material shall be 8-1/2 x 11. General text within the document shall be no smaller than a 12 point font;
- Fold-out pages shall be 11" x 17";
- Text will be bound in a manner acceptable to the Town;
- Text will be provided with printed or colored covers.

Drawings:

- All drawings shall be 24" x 36" or 30" x 42" in size, unless approved by the Town;
- Drawings shall be no smaller than 40 scale for engineering documents and 1/8" scale for architectural documents, unless approved by the Town;

- Each sheet of drawings shall be numbered as a part of a set;
- One set of reproducible Mylar record drawings and five sets of prints shall be provided;
- One copy of the final report, in MS Office format, and one set of final drawings in AutoCAD format, compatible with the Town's system, must be provided on a compact disk, unless otherwise directed.

PROJECT COORDINATION

The Respondent will work closely with the project team through all phases of the project. The Town/Board of Education will provide access to the property, all available plans and drawings.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Respondent shall submit detailed resumes for any proposed Design Professional assigned as project manager to oversee this work and act as liaison to the Town as well as any other member of the design team including sub-consultants.
- Respondent shall be licensed by the State of Connecticut to perform the required work.
- Respondent shall have an assigned project manager to oversee this work and act as liaison to the Town. Respondent shall list all proposed staff.
- Respondent shall demonstrate sufficient staff resources to perform the work within the required time frame.
- Respondent shall have demonstrated experience designing systems with similar scope, complexity and schedule within the past five (5) years.
- Demonstrate experience with State of Connecticut reimbursement process.

TERM OF SERVICE / TIME FOR COMPLETION

The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as may be agreed to with the Town. The Town anticipates allocating up to 2 months of overall time for the design project described herein including but not limited to data collection, meetings, agency approval, consultant coordination, etc. The intent is to have design at a point where a project budget estimate will be ready for inclusion in the referendum process by June 1, 2016.

SITE INSPECTION

An optional **pre-proposal meeting** is scheduled for **January 13, 2016 at 2:00 PM** at the Gideon Welles School, Faculty Lounge, 1029 Neipsic, Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that he has thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit a **clearly marked original** and seven (7) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked with the firm's name and address as well as follows:

**SEALED REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES PROCUREMENT NOTICE
AIR CONDITIONING STUDY OF GLASTONBURY SCHOOLS
RPGL- 2016-15
JANUARY 26, 2016
TIME – 11:00 A.M.**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

1. Table of Contents to include clear identification of the material provided by section and number.
2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
4. Copy of State of Connecticut license to perform the work required and involved if required.
5. Name and qualifications of assigned project manager and a list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
6. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
7. Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed within the last five years with the contact name, address and telephone number of the owners' representative in each project.
8. Schedule. Must be able to accommodate schedule, time is of the essence.
9. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
10. Proposal Response Form (**ATTACHMENT B**). Description of any exceptions taken to this RFQ. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.
12. Statement of Non-Collusion (**ATTACHMENT C**).

13. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFQ responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFQ for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
14. Any technical questions regarding this RFQ shall be made in writing and directed to David Sacchitella, Building Superintendent, 2143 Main Street Glastonbury, CT 06033 or by email at Dave.sacchitella@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588, or by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

- The Town of Glastonbury shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Qualifications. The Town expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to this RFQ. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.
 - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
 - The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
 - Successful performance of similar work.
 - Technical Solution/Approach to Project: Types, capabilities, efficiency, applicability, efficient use of space and resources.
 - Demonstrate ability to meet schedule.
 - The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

SELECTION PROCESS

- This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional services, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFQ. The Committee will then short list the specific firms whose statements best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager, a list of firms recommended for further consideration.
- Top rated firms will be asked to submit a specific Scope of Services and associated fee proposal. The Town Manager shall review said proposals and negotiate an agreement based on those discussions.

- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualification statement submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	January 6, 2016
Pre-Proposal Meeting	January 13, 2016 @ 2:00 P.M.
RFQ Due Date	January 26, 2016 @ 11:00 A.M.
Shortlist of Proposals Received	January 29, 2016
Interviews with Top Respondents	March 2, 2016
Fee Proposal and Scope of Services	TBD
Contract Effective Date	TBD

INSURANCE REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and the Board of Education its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer’s Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage

Each Occurrence \$1,000,000

Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)

- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.
- The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

ELEMENTARY SCHOOL FACILITIES INFORMATION FOR A/C STUDY – 2015 - ATTACHMENT A

	Buttonball Lane	Hopewell	Hebron Avenue	Gideon Welles	Naubuc	Eastbury
Total Square footage	56,190	52,548	56,400	128,246	68,069	41,355
Existing A/C square footage	1,900	2,310	1,510	5,600	50,000	2,100
Areas of existing A/C	Office Server Room Tech Room	Office	Office Server Room	Office Tech Offices Faculty Dining Room Pupil Services Offices	Media Center Computer Lab '69 wing less gym	Office Server Room Music Room
Electrical Services	1200 Amp	1200 Amp	800 Amp	3000 Amp	2500 Amp	1200 Amp
Year Boilers Installed	2011	2012	2013	Boiler 1967 Burner 1981	'69 wing 1983 '29 wing 1996	1996
Fuel	Gas	Gas	Gas	Gas/Oil	Gas/Oil	Gas/Oil
Air Handling	RTU 1996 Café Vent Unit 2011	RTU 1996 Café AHU 2012	RTU 1996 AHU 2013	1967	'29 & Gym RTU 1996 Gym 1998 Media A/C 2000	RTU 1996
Facility Scheduled Usage	M-F 7am-4pm	M-F 7am-4pm	M-F 7am-4pm	M-F 7am-4pm	M-F 7am-4pm	M-F 7am-4pm
After School Usage	M-F 4-9:30pm	M-F 4-9:30pm	M-F 4-9:30pm	M-F 4-9:30pm	M-F 4-9:30pm	M-F 4-9:30pm

**ATTACHMENT B
PROPOSAL RESPONSE PAGE**

BID / PROPOSAL NO: RPGL-2016-15 **DATE DUE:** 01-26-16
DATE ADVERTISED: 01-06-16 **TIME DUE:** 11:00 AM
NAME OF PROJECT: Air Conditioning Study for Six Glastonbury
Elementary Schools

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 _____ (Initial/Date) **Addendum #2** _____ (Initial/Date) **Addendum #3** _____ (Initial/Date)

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

***Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.**

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

(Seal – If proposal is by a Corporation)

Attest

ATTACHMENT C

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
AIR CONDITIONING STUDY FOR SIX
GLASTONBURY ELEMENTARY SCHOOLS
RPGL- 2016-15**

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____