

Request for Qualifications

**Town of Berlin
Unit Ventilator Replacement at Emma Hart Willard Elementary School
1088 Norton Road, Berlin**

BID # 2017-07

September 30, 2016

TOWN OF BERLIN, CONNECTICUT

**REQUEST FOR QUALIFICATIONS FOR:
Unit Ventilator Replacement at Emma Hart Willard Elementary School**

Bid NUMBER: 2017-07

Bid OPENING DATE: October 20, 2016

Bid OPENING TIME: 12:00PM

Bid OPENING PLACE: Berlin Town Hall, Room 8, Town Engineer's Office
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The Town of Berlin is seeking Qualifications with fee proposals for a mechanical engineering consultant to prepare plans and specifications for the Unit Ventilator Replacement at Emma Hart Willard Elementary School, 1088 Norton Road, Berlin, CT. The Town will accept qualifications from independent, qualified, firms for the design, bidding, construction administration, and associated work items related to this IAQ project.

A **Mandatory** pre-bid meeting/site walk will be held at Willard Elementary School, 1088 Norton Road, Berlin, CT on Tuesday, October 11, 2016 at 9:00AM. All prospective bidders are required to attend.

Four (4) paper copies of your qualifications package must be received no later than 12:00PM on Thursday October 20, 2016, in the Town Engineer's Office of the Berlin Town Hall, 240 Kensington Rd., Room 8, Berlin, CT 06037.

Additional information, including the RFQ, is available on the Town's website www.town.berlin.ct.us under Government, Purchasing, Current Bids and RFPs, or by calling the Purchasing Agent at 860-828-7136 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town of Berlin reserves the right to reject any and all proposals, waive any informalities, or defects, and award to the bidder deemed to be in the best interest of the Town. The Town is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

Adam Tulin
Purchasing Agent

KEY DATES

RFQ Advertised	09/30/2016
Mandatory Pre-Bid Meeting	10/11/2016 at 9 A.M.
Questions Due from Vendors	10/13/2016
RFQ Open Date	10/20/2016 at 12 P.M.
Interview of Top Vendors	week of 10/31/2016
Recommendation to Town Council	11/15/2016
Project Design	early-mid winter
Construction Bidding Process	late winter-early spring
Project Completion	Summer 2017

INTENT

FOR ENGINEERING CONSULTING SERVICES RELATED TO UNIT VENTILATOR REPLACEMENT AT EMMA HART WILLARD ELEMENTARY SCHOOL, FOR THE TOWN OF BERLIN.

The Town of Berlin is interested in retaining a mechanical engineering consultant to prepare plans and specifications for the Unit Ventilator Replacement at Emma Hart Willard Elementary School, at 1088 Norton Road, Berlin. It is the intention of the Town to replace the school's forty-four (44) standalone hot water coil self-contained DX unit ventilators, and upgrade to a four pipe fan coil system. The main floor of the building is approximately 65,000 square feet with 38 classroom ventilators; the lower level of the building is approximately 23,000 square feet with 6 classroom ventilators. The task of the consultant will be to prepare plans and specifications for this IAQ project and other associated work items or related services as required, including bidding process, and construction administration services. Additional information may be obtained on the Town's web site at www.town.berlin.ct.us under Government, Purchasing, Current Bids and RFPs.

SCOPE OF WORK

General Statement of Work

Task I - Design Plan

1. Selected consultant will meet and walk proposed project area with Town staff to review and confirm proposed scope of improvements. The Town will provide any information and plans prepared to date.
2. An updated design plan will be prepared and presented for discussion, review and approval.

3. The plan will be sent for review to any necessary local agencies or commissions, such as Planning and Zoning, Public Buildings, Public Works, etc. Their input on the proposed design will then be used during the construction documentation phase. Revisions will be made based on the Town's input.
4. A conceptual cost estimate will be prepared based on current construction costs and a detailed take-off of materials included in the design and the design will be adjusted to fit the project budget.

Task II - Bid Package/Bidding & Approvals

1. With an approved design plan and estimate, consultant will proceed with preparation of final construction plans.
2. Technical specifications for all work will be prepared. Consultant will assist the Town, as needed, in preparing the "boiler plate" portion of the specification.
3. A final detailed cost estimate will be prepared based on the completed construction plans.
4. Consultant will assist the Town during the Bid process.
 - a. Consultant will answer Requests for Information; prepare addenda if needed, conduct a pre-bid meeting, etc.
 - b. Consultant will review the bids of the two apparent lowest bidders, check their qualifications, contact references, and then report its finding to the Town to assist with final recommendation for selection and award of the bid.

Task III - Construction Administration Services

1. **Pre-Construction Meeting.** The Consultant will meet with The Contractor and The Town of Berlin Project Representative prior to the start of construction. The meeting will discuss details of the construction of the project including but not limited to: start of construction, construction observation, necessary permits, construction job meetings, change orders & addenda, hours of work, traffic control and clean-up. The Pre-Construction Meeting date, time, and location will be determined by The Town of Berlin Project Representative. The agenda for this meeting will be prepared by The Consultant with review by The Town of Berlin Project Representative.
2. **Construction Job Meetings.** The Consultant will provide one engineer to attend job meetings on a regular basis with the Contractor to document construction. The Consultant will prepare meeting minutes for each

Construction Job Meeting. The Consultant will provide one engineer or architect to perform Site Visits that include Construction Observation during the construction period. The Consultant will review site shop drawings.

3. **Requisitions for Payment.** The Consultant will review for acceptance the unit quantities provided by the Contractor and each certificate for payment. The Consultant will prepare change orders as required to accommodate field conditions, Contractor, Town, and/or State requests.
4. **Addenda/Sketch Plans.** The Consultant will prepare revised plans in the form of an Addenda or Sketch Plans for minor changes or modifications which arise during the construction process. The Consultant will prepare a final punch list after inspection of completed work by the contractor, but prior to final payment, to determine if any adjustments and/or corrections are needed before project close-out.

SUBMISSION REQUIREMENTS

1. A letter of interest.
2. A general statement of qualifications for the firm(s). Proposed sub-consultants should be clearly identified.
3. Information on specific experience with the design, cost estimating and construction oversight of IAQ/HVAC design projects, particularly those within the State of Connecticut.
4. Demonstration of experience in designing cost effective IAQ/HVAC design projects given both the initial cost of construction and the long-term maintenance of improvements.
5. Resumes of the specific staff proposed to be assigned to the project.
6. Attachment A: Fee Proposal Form.
7. Attachment B: Proposer's Statement of References
8. Submit 4 paper copies of your proposal package.

*Fee Proposals shall include a **Lump Sum Fee** for Task 1 – Design Plan, Task 2 – Bid Package, and Task 3 – Construction Administration Services.

LICENSING

Staff employed by the awarded consultant must hold and submit copies of pertinent licenses, if any.

RESPONSE DATE

All qualification packages and fee proposals must be received and stamped in at the Town Engineer's Office, Town Hall, 240 Kensington Road, Room 8, Berlin, CT no later than 12 PM on Thursday, October 20, 2016.

SELECTION PROCESS

All proposals will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this RFQ. Proposers may be present at the opening.

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If any error exists in an extension of prices, the unit price shall prevail.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFQ to any combination of separate proposals or proposers.

A consultant selection committee may be formed by the Town to review the qualifications and fee proposals, interview firms and recommend one or more firms to the Berlin Town Council which will make a final selection of the successful Consultant for this project. Among the selection criteria will be related experience with IAQ/HVAC design projects, successful experience working for the Town of Berlin and/or other similar Towns, expertise and availability of staffing, experience in assembling bid documents, history of completing projects on time and on budget, design and technical competence and fee for design and construction administration services.

The Town will accept the proposal that, all things considered, the Town determines to be in its best interests.

The Town will not award the contract to any business that or person who is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.

TOWN CONTACTS

Questions concerning the process and procedures applicable to this RFQ are to be submitted **in writing** (including by e-mail or fax) and directed **only to:**

Name: Adam Tulin
Position: Purchasing Agent
Email: atulin@town.berlin.ct.us
Fax: (860)828-8628

Name: Doug Solek
Position: Superintendent of Facilities
Email: dsolek@town.berlin.ct.us

Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, www.town.berlin.ct.us. **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

Berlin is an Affirmative Action / Equal Opportunity Employer. Minority / Women's Business Enterprises are encouraged to apply.

TOWN OF BERLIN, CONNECTICUT
ATTACHMENT A: FEE PROPOSAL FORM
Unit Ventilator Replacement at Willard Elementary School #2017-07

PROPOSER'S FULL LEGAL NAME:

Pursuant to and in full compliance with the RFQ, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Pricing:

Lump Sum Fee for completion of Task 1, Task 2, and Task 3:

\$ _____ (_____ Dollars and _____ cents)

Please attach Description and Pricing for any additional/alternate services or other costs.

Name and Title of Authorized Representative

Signature of Representative, Duly Authorized

Date

Email

Phone # and Fax

TOWN OF BERLIN, CONNECTICUT

ATTACHMENT B: PROPOSER'S STATEMENT OF REFERENCES
Unit Ventilator Replacement at Willard Elementary School #2017-07

Provide at least three (3) references:

1. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

2. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

3. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION