

HAMPTON BOARD OF EDUCATION

Hampton, Connecticut

**Request for Qualifications
and
Request for Proposals**

For

**School Building HVAC Inspection and Evaluation Services,
and Design Professional Services For:**

**School Building HVAC Upgrades, Replacements, and Indoor Air Quality
Improvements at Hampton Elementary School**

Date of Issuance: August 14, 2024

District Contact:
Andrew Skarzynski, Superintendent
Hampton Board of Education, Hampton Elementary School
380 Main Street
Hampton, CT 06247
Phone: (860) 455-9409
E-mail: askarzynski@hamptonschool.org

HAMPTON BOARD OF EDUCATION

REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS

1. INTRODUCTION AND DESCRIPTION OF THE PROJECT

The Hampton Board of Education (the “**Board**”) is requesting sealed qualifications and sealed proposals from qualified design professional firms to provide school building HVAC system inspection and evaluation services, project planning, design, and engineering services, construction oversight and administration services, and other professional services (collectively the “**Services**”) to the Town of Hampton (the “**District**”), in relation to a project for HVAC (heating, ventilation, and air condition) system upgrades, replacements, and other indoor air quality improvements at Hampton Elementary School (the “**Project**”). The selected firm will be the Engineer-of-Record or Architect-of-Record for the Project.

The Services, generally, will include, for the Project: school building HVAC system inspection, evaluation and reporting in accordance with Connecticut General Statutes § 10-220(d), as amended; development of a conceptual design and preparation of a feasibility assessment report; preparation of schematic design documents, outline specifications, and a Project Cost Estimate for use by the Board in applying to the Connecticut Department of Administrative Services (“**CTDAS**”) for a school building construction grant through the HVAC Indoor Air Quality Grant Program for Public Schools (the “**HVAC IAQ Program**”); preparation of detailed design, plans, specifications, and other necessary construction documents for competitive bidding for the Project; bid phase administration and support; and construction phase administration and oversight services. The District intends to seek a grant for the Project through the HVAC IAQ Program, should an additional round of the Program be administered by CTDAS. The Services will further include preparation of a cost estimate, detailed design, plans, specifications, and other necessary construction documents for the installation of a new power generator for the Hampton Elementary School building which will provide backup power to the building during power outages (the “**Generator Design services**”), which will be separate from the design, plans, specifications and other construction documents prepared as part of Services for the Project, so as to allow for the power generator installation and related work (the “**Generator Work**”) to be treated as a stand-alone project and competitively bid separately from the Project if desired by the District.

This solicitation is both a Request for Qualifications (“RFQ”) and a Request for Proposals (“RFP”). This RFQ/ RFP has been publicly advertised. Proposers are required to respond to both the RFQ and RFP in accordance with the requirements set forth below.

Please see Sections 4 through 7 of this document for very important details about the submission process and requirements.

2. SCOPE OF SERVICES

All Services must be provided with the highest level of professional skill, care, and judgment and in compliance with all federal, state, and local requirements. The scope of the Services is described in Exhibit B.

3. TIMING OF PROJECT

The Board anticipates that the professional firm selected for the Project (the “Selected Firm”) will be retained in the month of October 2024. Subject to the Board’s receipt of appropriate authorizations to proceed with the Project, the Board’s goal is to have:

1. HVAC system inspection and evaluation completed by October 31, 2024;
2. Conceptual Design services for the Project completed by November 15, 2024;
3. Design Development services for the Project completed by December 16, 2024;
4. Construction Document services for the Project completed by January 6, 2025;
5. Generator Design services, including construction documents, completed by December 20, 2024;
6. Competitive bidding for the Project during January 21, 2025 through February 28, 2025.

The Board intends for construction activities for the Project to take place during summer 2025, and if necessary, summer 2026. Construction of the Project will take place during summer 2025 and/or 2026 during periods of time that school is not in session, and will be completed by December 31st of the calendar year following the year in which a grant is awarded for the Project through the HVAC IAQ Program pursuant to Connecticut General Statutes § 10-265r, which the Board presently anticipates will be December 31, 2026.

4. IMPORTANT DATES

1. Issuance of RFQ/RFP **August 4, 2024.**
2. Mandatory Pre-Submission Walk-through of Hampton Elementary School: **August 16, 2024, at 10:00 AM** at Hampton Elementary School (Main entrance), 380 Main Street, Hampton, Connecticut, 06247
3. Submission of Questions/Requests for Information: **August 23, 2024, at 10:00 AM.**
4. Response to Questions/Requests for Information **August 28, 2024, by 12:00 PM.**
5. **Deadline for Submission of Responses: 12:00 PM on September 20, 2024.**
6. Interviews (by invitation only) **week of September 23-27, 2024.**
7. Preliminary Notification of Award pending budget approval from the Town: **October 4, 2024**
8. Contract Execution

5. RFQ and RFP PROCESS

5.1 Responses to the RFQ and RFP

Proposers must respond to both the RFQ and the RFP separately, and such responses must be submitted in **separate sealed envelopes** clearly marked with the name of the Proposer and the words: “**Response to Request for Qualifications for School Building HVAC Inspection and Evaluation Services, and Design Professional Services For School Building HVAC Upgrades, Replacements, and Indoor Air Quality Improvements at Hampton Elementary School**” and “**Response to Request for Proposals for School Building HVAC Inspection and Evaluation Services, and Design Professional Services For School Building HVAC Upgrades, Replacements, and Indoor Air Quality Improvements at Hampton Elementary**”.

The response to the RFQ must not contain any information pertaining to the fees or costs for the Services or the Project. Responses that are not submitted in this manner will be rejected.

Responses must be received no later than the submission deadline set forth above by 12:00 p.m., to Andrew Skarzynski, Superintendent, at Hampton Elementary School, 380 Main Street Hampton, CT 06247.

Each sealed envelope must include three (3) paper copies of the response. Responses must be delivered by U.S. mail or hand delivered.

Additionally, 1 electronic copy of each firm’s qualifications and proposal must be sent via electronic mail to: askarzynski@hamptonschool.org

Facsimile (FAX) proposals will not be accepted by the Board under any circumstances.

5.2 Selection

Evaluation of responses to this RFQ/RFP and the selection of the Selected Firm will be the responsibility of the Board. The Board may reject any or all proposals for any reason as the Board deems appropriate.

The evaluation and selection process will take place in two stages.

First, the Board will review all responses to the RFQ and, based on those responses and the Qualification Criteria described below, the Board will identify all proposers which are determined by the Board to be responsible qualified proposers (the “Qualified Proposers”).

Second, the Board will open and review the responses to the RFP submitted by the Qualified Proposers. **Responses to the RFP submitted by proposers who are not Qualified Proposers will be returned unopened to the submitting proposers.** The

Board will evaluate the responses to the RFP submitted by the Qualified Proposers and determine the “four most responsible qualified proposers” using the Qualification Criteria and the Proposal Criteria set forth below in Sections 6 and 7, respectively, giving due consideration of the Qualified Proposer’s pricing for the Services, as well as Qualified Proposer’s (i) experience with work of similar size and scope as required for the Project, (ii) organizational and team structure for the Project, (iii) past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for prior projects, (iv) the approach to the work required for the Project, and (v) documented contract oversight capabilities. The Contract for the Services will be awarded to one of the “four most responsible qualified proposers” after consideration of all of the foregoing.

In its review of responses to this RFQ/RFP and selection of the Selected Firm, the Board will be guided by the selection that would best serve the interest of the Board and the District. The Board reserves the right to negotiate with one or more of the “four most qualified proposers” and to accept modifications to the scope of the Services and fees proposed when such action would be in the best interest of the Board and the District.

If determined to be warranted by the Board, the Board may conduct interviews of some or all of the Qualified Proposers to assist the Board in the selection process. Included in the Board’s request that a Qualified Proposer participate in an interview, the Board will provide the name(s) of the member(s) of the Board who will conduct the interview and the date by which the Qualified Proposer must submit an affidavit disclosing its relationship(s) with the interviewer(s) or confirming that it has no relationship(s) with the interviewer(s). The names of interviewers will be released solely to enable the Qualified Proposer to prepare the affidavit and neither the Qualified Proposer nor its representatives shall directly or indirectly contact the interviewer(s) prior to or following the interview process.

The submission of responses to this RFQ/RFP constitutes a declaration by the submitting proposer that no person or persons other than members of the proposer’s own organization are interested in the Project or in the contract proposed to be awarded through this RFQ/RFP; that the submission is made without any connection with any other person or persons making a proposal for the same services and is in all respects fair and without collusion or fraud; that no persons acting for or employed by the Board or the Town is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the Board.

5.3 Form of Contract

The Board intends to use, and the Selected Firm will be expected to execute, an appropriately modified AIA form contract (e.g. AIA B101-2017), or other form of contract approved by the District, as negotiated and amended with the Selected Firm (the “Contract”). The form of agreement to be used will be made publicly available as an addendum to this RFQ/RFP, and which will be accessible at the following URL:

5.4 Board's Right to Withdraw/Reject

The Board reserves the rights to amend or terminate this RFQ/RFP, accept all or any part of a response, reject all responses, waive any informalities, irregularities, or non-material deficiencies in a response, and award the Contract to the proposer that, in the Board's judgment, will be in the Board's best interests.

6. REQUEST FOR QUALIFICATIONS

6.1 Qualification Criteria

The Board will identify those proposers that the Board deems to be Qualified Proposers based on the criteria below (the "Qualification Criteria"):

- 6.1.1 The proposer is a legal entity properly licensed or registered under the laws of the State of Connecticut to perform the services that are the subject of this solicitation and is otherwise authorized to do business in the State of Connecticut. The HVAC system inspection services shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board of Global EHS Credentialing, or a mechanical engineer; the Project Cost Estimate and schematic drawings for the Project shall be prepared by a duly licensed engineering firm or a professional cost estimating firm; and the preparation of construction documents and performance of all other design services for the Project and/or included in the Services shall be performed by persons duly licensed as engineer(s) and/or architect(s).
- 6.1.2 The proposer has adequate experience in providing public school building HVAC system inspection and evaluation services in Connecticut, generally, including the ability to evaluate the physical condition of existing systems, and, in particular, has adequate experience in the past five years performing such services of a similar size and scope as the Project.
- 6.1.3 The proposer has adequate experience in providing project planning, cost estimating, engineering, preparation of designs, plans and specifications, construction documents, and bid and construction phase administration services for public school building construction projects in Connecticut, generally, and in particular for HVAC system and indoor air quality upgrade, replacement or improvement projects which include building electrical system and/or backup power generator upgrades and improvements, and has adequate experience in the past five years performing such services of a similar size and scope as the Project.
- 6.1.4 The proposer has adequate knowledge of and prior experience with school building construction grants awarded by the State of Connecticut, including but not limited to grants awarded and/or administered by CTDAS through the HVAC IAQ Program pursuant to Connecticut General Statutes § 10-265r for HVAC system projects and/or pursuant Chapter 173 of the Connecticut General Statutes.
- 6.1.5 The proposer has adequate knowledge of state and federal laws, and applicable codes and standards, pertaining to Connecticut public school building HVAC systems and/or electrical systems, including without limitation, state and federal

requirements, life safety requirements relating to air quality, and other laws, regulations, and rules relating to providing a healthy indoor air environment in school buildings.

- 6.1.6 The proposer is able to demonstrate an adequate level of performance on past projects, including, without limitation, adherence to project schedules and project budgets and the satisfaction of past owners with such performance.
- 6.1.7 The proposer's staff proposed to be assigned to the Project ("Project Team") has satisfactory qualifications and experience on past projects of similar size and scope as the Project.
- 6.1.8 The proposer is able to demonstrate that the members of the Project Team have performed satisfactorily on past projects to the satisfaction of the owners of such projects.
- 6.1.9 The proposer has an adequate degree of contract oversight capability and the organizational, team, and management structure proposed for the Project is satisfactory.
- 6.1.10 The number, context, and, where applicable, outcomes, of claims, disputes, arbitration, and litigation proceedings involving the proposer are acceptable.
- 6.1.11 The proposer's approach to the Project, the degree of the proposer's demonstrated ability to develop and control project costs, quality, and schedule, and the proposer's methods for doing so, are satisfactory.

6.2 Content of Response to RFQ

Each proposer will be evaluated using the above Qualification Criteria. To assist and expedite this evaluation, each proposer must provide the following information in the order listed below:

- 6.2.1 A Letter of Transmittal signed by a principal of the proposer, not to exceed two (2) pages, describing in narrative form the proposer and proposer's qualifications and why such proposer is the best professional for the Project and the Services.
- 6.2.2 Proposer Overview Information
 - The name and location of the proposer, including the office location that will be serving the Board.
 - A brief general description of proposer's business.
 - The number of years the proposer has been in business for the services identified.
 - Is the proposer and entity that is a subsidiary of another entity? If so, what is the name of the parent entity?
 - The number of personnel employed by the proposer (please include the number of staff dedicated to providing the requested services).
 - The primary line of business of proposer.
- 6.2.3 Client Base: Provide specific reference information for three clients the proposer has served, relevant to the work proposed, to include:
 - Client name and location
 - Starting date of service
 - Contact name, title and telephone number

- References must be relevant to service in the last forty-eight (48) months and shall include specific details on how the project represents a project of similar scope. Information on proposer's specific role in each project must be included.
- 6.2.4 Statement of Qualification to include, but not necessarily limited to, the following:
- Name and address of proposer.
 - Identify proposer's contact person for the Services and provide a phone number, and e-mail address that the Board may use to issue further information.
- 6.2.5 Provide a list of proposer's Project Team Members, including any consultants and subconsultants.
- 6.2.6 List the staff proposed to work on the Services and Project along with related responsibilities they will devote to the Project. Provide resumes of key personnel that would be assigned to the Project and a brief description of similar projects. If a specified design team will be used for the Services and Project, please provide an organization chart showing the personnel of the design team, their proposed involvement in the Services and the Project, and the qualifications of all design team members. Please indicate how the design team will be managed.
- 6.2.7 Indicate if any claims, disputes, arbitration or litigation proceedings have occurred on any of past projects. If so, identify if they were between Owner/Architect and/or Engineer or Owner/Contractor, and give the status of each.
- 6.2.8 List five (5) references, of similar projects as the Project, providing for each:
- List of project Team Members, consultants and staff involved.
 - Size (project cost and square feet) and location of project.
 - Provide contact name and telephone numbers for the Owner and Contractor (specific individuals).
- 6.2.9 List the last five (5) public school projects that proposer has completed. Demonstrate the Team's ability to perform the services, and control project costs, quality and schedule, and provide for each:
- The proposed budget and schedule.
 - List the awarded contract amount.
 - Provide contact name and telephone numbers for the Owner of each project.
- 6.2.10 Provide a statement up to two (2) pages of the proposer's public school design philosophy for the Project and the Generator Design services, including, without limitation, a description of the proposer's understanding of issues presented by the design and construction of HVAC-focused projects similar to the anticipated scope of the Project, possible solutions, and any critical issues that have the potential to affect the successful completion of the design and/or construction of the Project.
- 6.2.11 Additional information, not included above, that the proposer feels may be useful and applicable to the Project and the Generator Design services, and helpful to the Board's evaluation. Please limit response to three (3) pages.
- 6.2.12 **A fee schedule for the Services should *not* be included in the RFQ response.**

7. REQUEST FOR PROPOSALS

7.1 Proposal Criteria

The Proposal Criteria includes the following:

- 7.1.1 The proposer's fee proposal **Exhibit C**.
- 7.1.2 The proposer's proposed schedule.
- 7.1.3 The level of financial stability of the proposer.
- 7.1.4 The level of the proposer's insurance coverage.
- 7.1.5 The degree of resources of the proposer that will help facilitate the Project.

7.2 Content of Response to RFP

Please provide the following information in the order listed below:

- 7.2.1 A fee proposal for the Services using the Fee Proposal Form in Exhibit C. Fee proposal for the Services shall include a proposed lump sum fee for the Services for the Project, and separately, a proposed lump sum fee for the Generator Design services. On the Fee Proposal Form, include hourly billing rates to be used or any optional or additional services not within the scope of the Services, including rates for each of the following job classifications and any other applicable job classifications: Principal; project manager/director; engineer; architect; draftsman. Include any specific exceptions for work or services not included within the lump sum fee amounts proposed.
- 7.2.2 Bank references and/or financial statements reflecting financial stability.
- 7.2.3 Evidence of proper insurance coverage.
- 7.2.4 Descriptions of other resources of the proposer that will help facilitate performance and completion of the Services and that will help facilitate the Project.
- 7.2.5 Any objections to the terms and conditions of the form contract(s) between the District and the Selected Firm.

8. INSURANCE REQUIREMENTS

Prior to the execution of a contract(s) for the Services, the Board will require the Selected Firm to provide to the Board, a certificate of insurance (Accord or other approved format) evidencing the following insurance coverage:

- Commercial General Liability (including completed operations coverage): \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence/\$2,000,000 general aggregate coverage.
- Automobile Liability: \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage and medical payments.
- Professional Liability (claims made): minimum \$1,000,000 per claim/\$2,000,000 aggregate; with a maximum deductible of \$50,000.
- Valuable Papers and Records Coverage (coverage to reestablish, recreate or restore any and all records, papers, maps, statistics, survey notes and other data, lost or rendered unavailable by fire, theft, flood or other cause, regardless of physical location: \$50,000
- Umbrella Liability: \$2,000,000 per occurrence/\$4,000,000 aggregate
- Workers' Compensation and Employer's Liability: As defined by and required under Connecticut law and Connecticut General Statutes, as follows:

- (i) \$500,000 for each accident, for bodily injury by accident
- (ii) \$500,000 for each employee, for bodily injury by disease
- (iii) \$500,000 for each disease policy limit

The liability insurance coverages shall be primary and noncontributory. The total liability limits may be accomplished with a combination of primary and excess coverage, if necessary.

The certificate of insurance shall reflect that the Board and the Town of Hampton, Connecticut are each named as an additional insured as to the General Liability and Automobile Liability insurance. If requested by the Board, the Selected Firm shall provide a copy of the endorsements to such policies evidencing the required additional insured status. Any sub-consultant to the Selected Firm shall be likewise covered, and the Selected Firm shall furnish certificates of coverage acceptable to the Board before starting work.

It is understood that if actual insurance coverage purchased by the Selected Firm is greater than the required minimum limits, those actual limits are available to the Town and Board.

9. PROJECT FUNDING

The obligations of the Board under any contract executed by the Board in connection with the Project are conditioned upon and subject to the appropriation of funds for the Project on an annual basis.

10. ADDITIONAL INFORMATION

- 10.1 The Board prohibits harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and applicable state laws.
- 10.2 The Board reserves the sole and absolute right to reject the proposal of any proposer offering services which, in its opinion, does not meet the standard or quality established by this RFQ/RFP.
- 10.3 Proposals that are conditional or qualified shall be rejected.
- 10.4 If it becomes necessary to revise any part of this RFQ/RFP or if additional data is necessary to enable interpretation by proposers of provisions of this RFQ/RFP, revisions or addenda will be posted on the Board's website.
- 10.5 Questions regarding this RFQ/RFP should be referred to Andrew Skarzynski, Superintendent, askarzynski@hamptonschool.org
A summary of all questions and answers will be posted on the Board's website <https://www.hamptonschool.org/facilities-maintenance/>

11. BACKGROUND CHECKS

The Selected Firm shall comply with all applicable laws including, without limitation, Connecticut General Statutes § 10-222c, as applicable.

To the extent permitted by law, the Selected Firm shall perform (or cause to be performed) as regards all of its employees, agents, and representatives (each, a “Contractor Employee”), and all of the employees, agents, and representatives of Subconsultants, sub-subconsultants, subcontractors, and sub-subcontractors (each, a “Subcontractor Employee”), who will be physically present on the School Grounds in connection with the Project, appropriate background checks on all such Contractor Employees and Subcontractor Employees. Such background checks shall include, at a minimum and without limitation, a search of both the Connecticut Department of Emergency Services and Public Protection’s sexual offender registry and the Abuse and Neglect Registry of the Connecticut Department of Children and Families.

EXHIBIT A

LEGAL NOTICE – Request for Qualifications and Request for Proposals Hampton Board of Education (Owner)

The Hampton Board of Education (the “Board”) is requesting sealed qualifications and sealed proposals from qualified design professional firms to provide school building HVAC system inspection and evaluation services, project planning, design, and engineering services, construction oversight and administration services, and other professional services (collectively the “Services”) to the Town of Hampton (the “District”), in relation to a project for HVAC (heating, ventilation, and air condition) system upgrades, replacements, and other indoor air quality improvements at Hampton Elementary School (the “Project”), as well as services for the preparation of a cost estimate, detailed design, plans, specifications, and other necessary construction documents for the installation of a new power generator for the Hampton Elementary School building. The selected firm will be the Engineer-of-Record or Architect-of-Record for the Project.

Sealed qualifications and sealed proposals in response to the Request for Qualifications and Request for Proposals must be received by the Hampton Board of Education at the Hampton Elementary School office located at 380 Main Street, Hampton, CT 06247 (Attention: Andrew Skarzynski), no later than 12:00 p.m. **on September 20, 2024**, after which time the sealed qualifications submissions will be publicly opened. Submissions must be delivered in hard copy by mail or hand delivery. **Faxed or emailed submissions will not be accepted.**

This Request for Qualifications and Request for Proposals, with Instructions to Proposers, are available for viewing and downloading on the Board’s website at the following **URL:** <https://www.hamptonschool.org/facilities-maintenance/> and may be examined at the Board’s Offices located at the Hampton Elementary School at 380 Main Street, Hampton, CT 06247 by contacting Andrew Skarzynski, Superintendent at (860) 455-9409. In addition, this legal notice inviting sealed qualifications and proposals shall be published in a local newspaper.

A mandatory **pre-submission meeting and walkthrough of Hampton Elementary School** will be held and begin at **Hampton Elementary School, 380 Main Street, Hampton, CT 06247 at 10:00 AM on August 16, 2024.**

The Board reserves the right to amend or withdraw this Request for Qualifications and Request for Proposals for any reason, to accept or reject any or all qualifications or proposals submitted, to waive any informalities or non-material deficiencies in any such submission(s), and to make such award (or make no award) of a contract in connection with this Request for Qualifications and Request for Proposals, all as determined by Board, in its discretion, to be in the best interest of the Board. Submitted qualifications or proposals may be rejected for irregularities of any kind, including without limitation, alteration of form, additions not called for, conditional proposals, and incompleteness. Submitted qualifications or proposals may also be rejected if, in the opinion of the Board, the same do not meet the standard of quality established by the Request for Qualifications and Request for Proposals. Any or all submitted qualifications or proposals may be rejected if there is any reason to believe that collusion exists among two or more parties who

submit qualifications and proposals. The foregoing provisions are for illustrative purposes and shall in no way limit the right of the Board to reject any and all qualifications or proposals submitted, in whole or in part.

EXHIBIT B

SCOPE OF SERVICES

The Selected Firm shall provide the services set forth herein. For purposes of this Scope of Work, “heating, ventilation and air conditioning system” (“HVAC”) means the equipment, distribution network, controls and terminals that provide, either collectively or individually, heating, ventilation or air conditioning to a building.

A. SCOPE OF THE SERVICES

The Services shall be performed and provided in three (3) phases, as follows:

1. PHASE 1: SCHOOL BUILDING HVAC SYSTEM UNIFORM INSPECTION AND EVALUATION

For the Project, the Selected Firm shall:

- Provide all services and tasks necessary to perform and complete a uniform inspection and evaluation of the HVAC system in the Hampton Elementary School building, pursuant to and in accordance with Connecticut General Statutes § 10-220(d), as amended (the “HVAC Inspection Services”). The HVAC Inspection Services shall be performed by either (i) a certified testing, adjusting and balancing technician, (ii) an industrial hygienist certified by the American Board of Industrial Hygiene or the Board of Global EHS Credentialing, or (iii) a mechanical engineer.
- The inspection and evaluation shall include, at a minimum, the requirements set forth in subsection (d) of Connecticut General Statutes § 10-220, as amended, for uniform inspection and evaluation of the heating, ventilation and air conditioning system with a school building, including but not limited to:
 1. Testing for maximum filtration efficiency;
 2. Physical measurement of the outside air delivery rate;
 3. Verification of the appropriate condition and operation of ventilation components;
 4. Measurement of air distribution through all system inlets and outlets;
 5. Verification of unit operation;
 6. Measure and test each air handler’s total including its percentage of fresh air;
 7. Verification that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers;
 8. Verification of control sequences;
 9. Verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors;
 10. Collection of field data for the installation of mechanical ventilation if none exist.
- The inspection and evaluation shall include identification of the extent that the school

building's current ventilation system components, including any existing central or noncentral mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers.

- The inspection and evaluation shall include preparation of a written report for the school regarding the inspection and evaluation for the school building, which includes the findings, determinations and conclusions for each of the foregoing aspects of the inspection and evaluation, and further includes, if applicable:
 1. any corrective actions necessary to be performed to the mechanical ventilation system or the HVAC infrastructure of the school building, including installation of filters meeting the most optimal level of filtration available for a given HVAC system, installation of carbon dioxide sensors, and additional maintenance, repairs, upgrades or replacement;
 2. a suggested replacement schedule for each unit;
 3. a spreadsheet prepared by a design professional of each space that requires testing, and which identifies which system serves each space, and which records and documents air flow in each area; and
 4. For those systems with Automated Building Management feedback, document the computer reading compared to the actual readings in the space.

Work is to be performed when the building is not occupied with students or children and will be conducted when school is not in session. Working hours will be Monday through Friday, 7:00 a.m. to 5:00 p.m. and/or when school is not in session. **The anticipated start date is no later than October 7, 2024, with a completion date of October 31, 2024 for the HVAC Inspection Services.**

2. PHASE 2: DESIGN SERVICES

The Design Services for the Project shall include all necessary services for the development of the design, drawings, plans and specifications for the Project, and shall include all phases of design, site and field investigation of existing facility conditions, final design, and construction documents including a final bid set of plans and specifications for the Project for use in competitive bidding for the Project, and Project bid support for the Project.

Design Guidelines

The design services performed for the Project by the Selected Firm should include and/or reflect the following:

- The Hampton Elementary School is a 65,000 square foot public school building used for grades pre-kindergarten through grade six.
- The anticipated budget for the cost of construction of the Project is approximately

\$_1,300,000 _____.

- The desired basis of the design for the Project is a high efficiency heat recovery variable refrigerant flow (VRF) system to provide cooling and air conditioning, heating, and air exchange throughout the school building.
- Incorporation of: condensate pumps for all mounted evaporators; inclusion of outside concrete pads for condensing units; CO2 monitoring; and demand control of fresh air when required.
- Incorporation of a centrally controlled energy management system and building automation system, including networking of all devices, remote scheduling, and temperature adjustment from off-premises.
- Compliance with code requirements for fresh air must be met for all classrooms and common areas.
- Evaluation of the existing structure and infrastructure for physical constraints that impact the constructability of HVAC upgrades and/or replacements including structural/weight evaluations of the building roof to assess the sufficiency of structural support for new HVAC equipment.
- Architectural evaluation of locations where HVAC equipment or other HVAC system elements are expected to be installed for constructability issues or other architectural concerns.
- Evaluation and study of electrical capacity of existing building electrical system to assess the sufficiency of available power for as-built HVAC systems.
- Modification and upgrades to existing electrical systems to the extent necessary to increase capacity and provide adequate power sources as needed to power HVAC upgrades and new equipment as-installed, wiring, and switches, and a backup system for power outages including transfer switch.
- Specified equipment should be available in supply and Air-Conditioning, Heating, and Refrigeration Institute certified.
- Design concepts which incorporate energy efficient systems are preferred, considering the lifecycle cost of energy.
- Maximization of potential financial incentives, other incentives which may otherwise offset project costs, and/or favorable project financing options that can be obtained by the Board through available and applicable electric utility and/or energy conservation programs offered by Eversource Energy (e.g. Eversource's Municipal Program).
- Specified equipment and equipment warranties should satisfy any requirements to obtain rebates, financial incentives, or favorable project financing options through programs offered by Eversource Energy which are applicable to the Project.

The Generator Design services relating to the Generator Work performed by the Selected Firm should include and/or reflect the following:

- A detailed cost estimate for the Generator Work as designed by the Selected Firm;
- Incorporation of: a diesel or propane fueled 300 KVA power generator(s) which will provide sufficient backup power for the entire Hampton Elementary School building during power outages, including without limitation all HVAC upgrades and improvements to be completed as part of the Project; generator pad(s); fuel tank(s) of appropriate size and capacity.

- Incorporation of and interconnection of building electrical systems to a transfer switch.
- Preparation of design, plans, specifications, and other 100% complete construction documents for the Generator Work, including new construction or equipment, as-required to facilitate competitive bidding for construction of the Generator Work as a stand-alone project separate from the Project, and as necessary to obtain a building permit for the Generator Work.

2.a. Conceptual Design Development

The Selected Firm shall:

- Perform all services necessary to develop an initial conceptual Project design scope, conceptual design drawings, and preliminary estimates of construction costs for the Project, for consideration by and further discussion with the Board. The conceptual design and preliminary cost estimate for the Project shall include upgrades to the HVAC system with indoor air quality enhancements, and shall be developed utilizing, as appropriate, information obtained and received through the Selected Firm's performance of the HVAC Inspection Services for the school building, as well as the Design Guidelines set forth above.
- Prepare a Project Feasibility Assessment report for the Project, which describes, in narrative format, the primary characteristics of and scope of work for the initial conceptual design for the Project.
- Meet with District staff and administrators to gain insight into the requirements and existing conditions regarding the existing HVAC system and related conditions in the school building.
- Attend cost estimate reconciliation meetings with District representatives, as required.
- Attend and participate in work sessions, public information meetings, building committee meetings, Board meetings, Board of Selectmen meetings, and other community or committee meetings as requested.
- Assist the Board and District in selection of Project design elements for the Project that will be further developed by the Selected Firm and included the final design created for the Project.

2.b. Project Design Development-Schematic Design Documents, Outline Specifications, and Project Cost Estimates

The Selected Firm shall:

- Develop and provide a set of design development/schematic drawings and outline specifications for the Project which are sufficiently detailed to comply with, and are in accordance with, CTDAS's then-applicable requirements to apply for a project grant through the HVAC IAQ Program. The schematic drawings shall, at a minimum, depict anticipated floor plans and Project layouts.
- Assist the Board, as needed, for development of Educational Specifications for the Project which comply with CTDAS's then-applicable requirements to apply for a project grant through the HVAC IAQ Program.

- Assist the Board and District representatives with all elements required for design development review meetings with CTDAS, if any, including but not limited to narratives, estimates, and other state required forms.
- Attend estimate reconciliation meetings with District representatives, as required.
- Attend and participate in work sessions, public information meetings, building committee meetings, Board meetings, Board of Selectmen meetings, and other community or committee meetings as requested.
- Develop and provide a detailed Project cost estimate for the Project, on a document titled “Project Cost Estimate,” which is in accordance with CTDAS’s then-applicable requirements to apply for a project grant through the HVAC IAQ Program. The Project Cost Estimate must be prepared by an engineering firm or a professional cost estimating firm.
- The Project Cost Estimate must distinctly itemize project costs which are then-eligible for grant reimbursement through the HVAC IAQ Program, and project costs which are ineligible. The Project Cost Estimate:
 - Must include, as eligible costs, the District’s estimated costs for: Project design; uniform HVAC system inspection and evaluation; reasonable owner’s representative services; construction phase Project administration and construction oversight services by the Selected Firm; HVAC improvements; code updates for HVAC improvements and replacements; roof work and Roof Top Units directly relating to Project HVAC improvements; Indoor Air Quality improvements; and other costs reasonable and necessary to the Project.
 - Must identify, as ineligible costs, Project costs which are then-ineligible for HVAC IAQ Program grant reimbursement. As of the date of this RFQ/RFP, pursuant to Connecticut General Statutes § 10-265r(e), ineligible costs include the following: (1) Routine maintenance and cleaning of the heating, ventilation and air conditioning system; (2) work that is otherwise eligible for a school building project grant under Chapter 173 of the Connecticut General; and (3) work performed at or on a public school administrative or service facility that is not located or housed within a public school building.
 - Should include the estimated cost of evaluation of the existing structure for physical constraints that impact the constructability of the Project design, including structural/weight evaluation of the building roof, electrical capacity evaluations to ensure adequate power is available for as-built HVAC systems, and/or architectural evaluation of locations where HVAC equipment is expected to be installed for constructability issues.

2.c. Project Construction Documents

The Selected Firm shall:

- Provide detailed design, plans, specifications, and other 100% complete construction documents for any coordinated demolition and Project new construction or equipment,

as-required to facilitate competitive bidding for construction of the Project and as necessary to obtain a building permit for the Project.

- The design and construction documents for the Project shall comply with all applicable codes and regulations, and the Selected Firm will be considered Engineer-of-Record or Architect-of-Record, as appropriate, and shall have full responsibility for the final design for the Project.
- Provide coordination with the District's HVAC systems controls vendor, as required, where integration to the existing energy management and building automation systems is expected, with updates as appropriate.
- The design and construction documents for the Project shall include equipment and design systems that will maximize energy efficiency to the greatest extent possible.
- Coordinate the final approved design for the Project with the requirements for the District to participation in incentive programs administered by the District's electric service utility (Eversource Energy).
- The final approved design for the Project must meet the then-applicable grant eligibility requirements of the CTDAS HVAC IAQ Program.
- Provide a construction document set of drawings and specifications for the Project as-required by CTDAS's then-applicable requirements for the HVAC IAQ Program.
- Provide all design work required to modify drawings and specifications for preparation for public bidding.
- Construction documents shall be completed no later than January 6, 2025.

2.d. Generator Design services and Generator Work Construction Documents

For the Generator Design services, the Selected Firm shall:

- Provide a detailed cost estimate, and design, plans, specifications, and other 100% complete construction documents for the Generator Work, including new construction or equipment, as-required to facilitate competitive bidding for construction of the Generator Work as a stand-alone project separate from the Project, and as necessary to obtain a building permit for the Generator Work.
- Design, plans, specifications, and 100% construction documents for the Generator Work shall, at a minimum, include and provide for:
 - Furnishing and installation of: a diesel or propane fueled 300 KVA power generator(s) which will provide sufficient backup power for the entire Hampton Elementary School building during power outages, including without limitation all HVAC upgrades and improvements to be completed as part of the Project; generator pad(s); fuel tank(s) of appropriate size and capacity;
 - Furnishing, installation, and connection of building electrical systems to a transfer switch.
- The design and construction documents for the Generator Work shall comply with all applicable codes and regulations, and the Selected Firm will be considered Engineer-of-Record or Architect-of-Record, as appropriate, and shall have full responsibility for the final design for the Generator Work.
- Provide all design work required to modify drawings and specifications for the Generator Work for preparation for public bidding.

- Construction documents for the Generator Work shall be completed no later than December 20, 2024.

2.e. Project Competitive Bidding and Bid Support

The Selected Firm shall:

- Assist the Board and District with the preparation of bidding documents for the Project.
- Attend and lead pre-bid conferences and pre-bid walkthroughs with prospective bidders/contractors for the Project.
- Assist with preparation of answers to pre-bid questions and requests for information from prospective bidders during the bidding phase of the Project and prepare addenda to bid documents as necessary or appropriate.
- Attend the public bid opening for the Project, attend and lead the bid scope review meeting, and assist the Board in the review of bids, reference checks, and bid award.
- Attend estimate reconciliation meetings with District representatives, as required.
- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.
- Assist the Board and District with all elements required for Project plan completion review meetings with CTDAS relating to any Project grant under the HVAC IAQ Program or other school construction grant program administered by CTDAS, including but not limited to narratives, estimates, and other state required forms.

3. PHASE 3: CONSTRUCTION PHASE SERVICES

Construction phase services performed by the Selected Firm shall include the following construction oversight and administration services for the Project during the Project's construction phase:

- Receipt, review and approval of product submittals and shop drawings.
- Review all proposed subcontractors and verify insurance documentation.
- Receipt, review and response to the contractor's requests for information during the construction phase.
- Prepare bulletins and supplemental drawings as required.
- Review and approval of the contractor's proposed schedule for pre-construction and construction activities. Coordination with the Board to avoid interference of construction activities with school operations.
- Review change requests and change order proposals from the contractor and provide recommendations for approval or modification as required.
- Assist the District with generating change orders to the contract documents for the Project as required.
- Maintain a list of Requests for Information, change orders, and bulletins.
- Review of the contractor's Schedule of Values for adequate detail for use in the submission, review and approval of contractor payment applications through Project completion, including progress payment and final payment.

- Review of the contractor’s applications for progress payments and application for final payment.
- Attend and participate in work sessions, public information meetings, building committee meetings, Board meetings, Board of Selectmen meetings, and other community or committee meetings as requested.
- Attend and participate in periodic Owner-Engineer-Contractor meetings to review progress of construction work, address and resolve construction issues, and coordinate the performance of near-term scope of work activities by the contractor, and prepare minutes of meetings as requested.
- Review product data for all new components and equipment.
- Visit the site a minimum of once per week during construction or periodically as construction progress warrants to review and verify the construction work in-place to ensure work is in accordance with the design, specifications and plans of the contract documents for the Project.
- Coordination with the Town of Hampton building department and other authorities having jurisdiction over the work for the Project, for any necessary inspections of the work and provide advance notice as required.
- When Project construction nears substantial completion, provide a detailed inspection of work performed and in-place, and generate a “punch list” of work yet to be completed or which requires correction. Review the punch list items against work-in-place for completion, before approval of final payment to the contractor.
- Provide a determination as to substantial completion status for the Project at or about the end of the construction phase of the Project, and communicate with the contractor for the Project regarding completion of all work items for which completion is a condition of achieving substantial completion of the contractor’s work.
- Review and approval of closeout documentation provided by the contractor for the Project prior to turnover to the Board, and ensure closeout packages are in compliance with contract documents and specifications and complete.
- Coordinate participation by the District in applicable electric utility and/or energy conservation programs offered by Eversource Energy (e.g. Eversource’s Municipal Program) to maximize receipt of financial incentives, other incentives which may otherwise offset project costs, and/or favorable project financing options that can be obtained by the Board and District in relation to the Project.

EXHIBIT C

FEE PROPOSAL FORM – HAMPTON ELEMENTARY SCHOOL PROJECT

To: Hampton Board of Education (“BOE”)
380 Main Street
Hampton, CT 06247
Attn: Andrew Skarzynski, Superintendent

From: _____ (“Proposing Firm”)
Address: _____
Email: _____
Tel. No. _____

Project: School Building HVAC Inspection & Evaluation, and Design Professional Services for HVAC Upgrades, Replacements, and Indoor Air Quality Improvements - Hampton Elementary School
380 Main Street, Hampton, CT 06247

The Proposing Firm hereby proposes and agrees to provide the Services described in the Request for Qualifications and Request for Proposals issued on August 4, 2024 by the Board for the Hampton Elementary School Project, for the following fees as compensation:

Scope Description

- | | |
|---|----------|
| 1. Project Services Phase 1: School HVAC System
Uniform Inspection and Evaluation | \$ _____ |
| 2. Project Services Phase 2: Design Services: | |
| 2.a. Conceptual Design Development | \$ _____ |
| 2.b. Design Development-Schematic Design Documents,
Outline Specifications, and Project Cost Estimates | \$ _____ |
| 2.c. Construction Documents | \$ _____ |
| 2.d. Competitive Bidding and Bid Support | \$ _____ |
| 3. Project Services Phase 3: Construction Phase Oversight and Administration | \$ _____ |

Lump Sum Proposed Fee for Services for Hampton Elementary School HVAC Project
(including compensation for the Proposing Firm and any subconsultants) Total: \$ _____

Lump Sum Proposed Fee for Generator Design services Total: \$ _____

Hourly Rates for Additional for Optional Services:

Principal	\$ _____ per hour
Project Manager/Director	\$ _____ per hour
Engineer	\$ _____ per hour
Architect	\$ _____ per hour
Draftsman	\$ _____ per hour

Compensation for all expenses incurred by the Proposing Firm (and its subconsultants, if applicable) in providing the Services shall be included in the lump sum proposed fee amounts set forth above. The Board will not reimburse or otherwise pay additional compensation the Proposing Firm for any such expenses.

The Board is exempt from all Federal and State excise, transportation, and sales taxes.

Under penalty of perjury, the undersigned declares that no person or persons other than members of Proposing Firm's own organization are interested in the Project or in the Contract proposed to be awarded; that the submission is made without any connection with any other person or persons making a proposal for the same services and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Board is directly or indirectly interested therein, or in the services or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the Board and the Town of Hampton.

Signed By:

Title: _____

Date: _____