



**REQUEST FOR QUALIFICATIONS AND PROPOSALS TO  
DESIGN REPLACEMENT CHILLER PLANT FOR BETHEL MIDDLE  
SCHOOL**

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

**Request for Qualifications/Request for Proposals "RFQ/RFP 2019-302"**

**Project Summary:** Town of Bethel, Connecticut ("Town") seeks a mechanical-electrical-plumbing engineering firm ("MEP firm") to develop design plans and specifications for replacement of antiquated chillers at Bethel Middle School. Town intends to use the plans and specification to solicit proposals from installation contractors. Town seeks a completed design by the end of summer 2019 to facilitate a winter/spring project completion.

**RFQ/RFP Release Date:** Friday April 26, 2019

**Site Visit:** Friday May 3, 2019, 10:00 a.m. (Details below)

**Response Deadline:** Tuesday May 21, 2019, by 11:00 a.m. (Submission details below)

**Owner:** The Town of Bethel

**Issued By:** Town of Bethel Procurement Committee/Town Finance Department ("BPC/TFD")

**Project Name:** Bethel Middle School Chiller Plant

**Project Location:** Bethel Middle School, 600 Whittlesey Drive, Bethel, CT 06801

**Town Contacts:**

- Lauren Cunningham, Town of Bethel Procurement Agent (203) 794-8514
- Ms. Theresa Yonsky, Board of Education Director of Fiscal Services (203) 794-8603
- Mr. Robert Germinaro, BOE Supervisor of Facility & Security Operations (203) 794-8603

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

## PROJECT REQUIREMENTS

### A. Brief description of existing chilled water system to be replaced

The Middle School chiller plant consists of the two antiquated 100-ton reciprocating water-cooled chillers located in the main mechanical room. A single cell Evapco cooling tower located on a ground level pad outside the mechanical room provides heat rejection and is in poor condition. See the table below for details on existing equipment.

Chilled water is circulated by one of two 10 hp / 500 gpm centrifugal pumps that are believed to be in good serviceable condition and have recently been updated with VFDs. Condenser water is circulated by one of two 10 hp centrifugal pumps.

Unit	Type	Age	Mfgr	Model No.	Serial No.	Capacity (Ton)
CH-1	Water-cooled recip	1991	Trane	CGWCD101RDNKK623FT	U90J02809	97
CH-2	Water-cooled recip	1991	Trane	CGWCD101RDNKK623FT	U90H02808	97
CT-1	Cooling tower	1991	Evapco	AT 8-92	3B-148	193

### B. Scope of Services

- Town seeks a qualified MEP firm to prepare plans and specifications to replace end-of-life water-cooled chiller plant equipment at the Bethel Middle School.
- The primary project objective is to restore functionality and reliability to the school's chilled-water based air conditioning system, but there is also interest in energy efficiency and concern about water chemistry and long-term maintenance of a water-cooled plant.
- The MEP firm is expected to provide recommendations for replacement equipment, where the Town has already conducted high level feasibility review of air-cooled versus water-cooled replacement options.
- The MEP firm shall select replacement chillers and auxiliary equipment and prepare demo and installation plans as necessary for building permits.
- Final selected replacement equipment shall maximize energy efficiency to the extent possible and shall be coordinated with Eversource to receive any available incentives.

#### 1. Design Services

Town will select the type (air-cooled vs. water-cooled) of replacement plant it wants before the design formally commences. Bidders should therefore assume a single design effort after some initial discussion.

Design services for the plant replacement shall include, but not be limited to:

- **Kickoff meeting.** Participate in an introductory kickoff meeting with the Town and/or Town Agent to: 1) Review the managerial and technical requirements of the project and 2) Identify and discuss considerations that require coordination or follow-up.
- **Site visits.** Make site visits to the work site to confirm equipment sizing and to identify existing conditions that may impact the work.
- **Load calculations.** Prepare cooling load calculations, as necessary, to ensure that the new plant is adequately sized. (At this juncture, it is assumed that 200 tons of capacity is sufficient; however, MEP firm shall not assume that existing equipment is properly sized.)
- **Complete and appropriate design.** Verify that all necessary system components are appropriately designed, that the new installation will be compliant with all state and local codes, and that any necessary components and/or subsystems have not been omitted from the overall system design.
- **Components to remain.** Verify that any existing systems or components to remain are in a condition suitable for re-use consistent with a “new” installation. These potentially include but are not limited to: foundation pad, chilled water pumps and piping in the mechanical room, valves, and electrical components.
- **Controls integration.** Coordinate with the controls contractor (SNE) for controls integration to ensure that the new chiller has the same level of control as the existing chiller plant.
- **Utility incentive application.** Prepare Eversource incentive application and assist Town to secure Eversource incentive.

## 2. Design Documents

Engineering deliverables and documents prepared by the MEP firm shall include, but not be limited to, the following:

- Mechanical demolition and construction plans.
- Mechanical details and schedules.
- Mechanical schematics.
- Electrical plans and details.
- Mechanical and electrical general specifications, including commissioning and test and balance requirements
- Cut sheets and/or shop drawings of new equipment
- Controls specifications and sequences for BMS integration purposes

### 3. Schedule for Design Deliverables

The MEP firm shall complete and submit the design deliverables as follows:

***50% Submittal:***

- MEP firm shall submit at minimum: Equipment selections & cut sheets; Initial demo and construction drawings; Equipment schedules and specifications.
- Submission will include an electronic set of drawings and documents for distribution and three (3) hard copies if requested.

***90% Submittal:***

- MEP firm shall submit a “draft” of the complete design, including all drawings and specifications, for review and approval by the Town or Town Agent.
- MEP firm shall provide an electronic set of drawings and documents and three (3) hard copies if requested.
- MEP firm shall provide an update on estimated construction budget for the project.

***100% Submittal:***

- MEP firm shall submit the completed PE stamped design marked “approved for construction” with all drawings, specifications and supporting documents in electronic form and three (3) hard copies.

***As-Built Drawing Set:***

- MEP firm shall submit a revised set of the 100% submittal drawings reflecting any approved changes incurred during the construction process and marked “As-Built”.

## **PROPOSAL REQUIREMENTS**

### **A. Site Visit**

All interested companies are invited to participate in an optional walk through of the site. This walk through will take place on Friday May 3, 2019 at 10:00 a.m. at the Bethel Middle School. Questions regarding the walk through can be directed to Mr. Bob Germinaro at (203) 794-8603.

### **B. Questions**

Questions can be submitted in writing to Theresa D. Yonsky at [yonskyt@bethel.k12.ct.us](mailto:yonskyt@bethel.k12.ct.us) through Thursday May 16, 2019. Responses will be supplied to all interested firms via email. No direct or indirect contact with selection panel members is allowed and will be grounds for immediate rejection of the proposal; all questions must be submitted as described in this paragraph.

### **C. Proposal Submission Deadline and Format**

All submissions must be received by the Town by **11:00 a.m. on Tuesday May 21, 2019.**

Qualifications and proposals must be submitted in a sealed envelope clearly marked "**Bethel Middle School RFQ/P 2019-302**". Five (5) copies should be submitted. The responses must be submitted to the office of Procurement Agent, Town of Bethel, 1 School Street, Bethel, CT 06801.

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

### **D. Cover Letter/Executive Summary.**

Submissions shall include a Letter of Introduction on firm letterhead explaining the MEP firm's interest in the project and why the MEP firm is the most qualified to design the project. An officer of the company must sign this letter of introduction and intent. Bidders are encouraged to include information pertinent to the projects or selection process that may not be specifically requested below.

### **E. Qualifications Package**

Minimum information to be included:

#### **MEP Firm Overview.**

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

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

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

**Past Claims or Disputes.**

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

**Affirmative Action.**

- Include statement of Affirmative Action compliance. Town can provide a sample, if needed.
- Also, as this is a Bethel Public School Project, adherence to Bethel Board of Education's Non-discrimination clause is required and is listed here:

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

Dr. Kristen Brooks (Title IX District Coordinator)  
 Assistant Superintendent of the Bethel Public Schools  
 1 School Street, Box 253  
 Bethel, CT 06801

Phone: (203) 794-8613  
 email: [brooksk@bethel.k12.ct.us](mailto:brooksk@bethel.k12.ct.us)

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

## F. Proposed Project Approach

Minimum information to be included:

**Discussion of Key Milestones.** Provide a description of how MEP firm will accomplish key milestones (including, but not limited to: project kick-off; design development, review, and approval steps)

**Schedule.** Include a high-level project schedule for key milestones that results in final deliverables by the August 2019 deadline.

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

**Periodic Progress Meetings.** Describe how MEP firm proposes to update Town on project progress and next steps.

**Pricing.** Complete and submit the attached Pricing Proposal form.

## G. Additional Requirements

Proposal shall confirm the following in writing:

### 1. Insurance coverage

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

As to the insurance required, the insurer(s) and/or their authorized agents shall provide Town of Bethel and Bethel Board of Education with certificates of insurance prior to commencement of the work, describing the coverage and providing that the insurer shall

give Town of Bethel and Bethel Board of Education written notice at least ten (10) days in advance of any termination, expiration or changes in coverage.

#### **Worker's Compensation**

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

#### **Commercial General Liability Insurance**

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

#### **Commercial Automobile Insurance**

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

#### **Umbrella Liability Insurance**

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

#### **Engineers Professional Liability Insurance**

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

**2. Independent Contractor**

All activities performed by the MEP firm and its agents, employees or representatives are, for all purposes under this Agreement, performed as an independent contractor and not as an employee of Town of Bethel and Bethel Board of Education and neither the Engineer or its employees shall be entitled to any benefits to which employees of Town of Bethel and Bethel Board of Education are entitled including, but not limited to, worker's compensation, overtime, retirement benefits, health care benefits, vacation pay or sick leave.

**3. Indemnification**

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

**H. Exceptions to RFQ/RFP Requirements Herein**

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

## **PROPOSAL REVIEW AND CONTRACTOR SELECTION PROCESS**

### **A. Selection**

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

- Price
- Experience with work of similar size and scope with successful outcomes
- Past performance/ References
- Project schedule and ability to meet August completion goal
- Capability to support utility incentive applications
- Other criteria specific to the project

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

### **B. Right to Reject Submissions**

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

**Schedule A: PRICE PROPOSAL FORM**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Phone #:** \_\_\_\_\_

**Company email:** \_\_\_\_\_

**Base scope design services fee:** \$ \_\_\_\_\_

**Project manager rate:** \$ \_\_\_\_\_ per hour

**Licensed engineer rate:** \$ \_\_\_\_\_ per hour

**CAD operator rate:** \$ \_\_\_\_\_ per hour

**Other Alternates recommended by bidder, not to exceed:** \$ \_\_\_\_\_

(Describe on separate sheet)

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Title** \_\_\_\_\_