



**REQUEST FOR QUALIFICATIONS AND  
DESIGN/BUILD PROPOSALS FOR  
NEW BOILER PLANT FOR BETHEL HIGH SCHOOL**

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

**Request for Qualifications/Request for Proposals "RFQ/RFP 2019-303"**

**Project Summary:** Town of Bethel seeks a design/build contractor to replace antiquated hot water boiler plant at Bethel High School. The Town requires that the new boiler plant be fully operational for the 2019-2020 heating season.

**RFQ/RFP Release Date:** Friday June 21, 2019

**Mandatory Site Visit:** Thursday June 27, 2019, 10:00 a.m. (Details below)

**Response Deadline:** Friday July 19, 2019, by 9:45 a.m. (Submission details below)

**Owner:** The Town of Bethel ("Town")

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

**Project Name:** Bethel High School Boiler Plant

**Project Location:** Bethel High School, 300 Whittlesey Drive, Bethel, CT 06801

**Town Contacts:**

- Lauren Cunningham, Town of Bethel Purchasing Agent (203) 794-8512
- 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

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## PROJECT REQUIREMENTS

### A. Brief description of existing hot water boiler plant system to be replaced

The high school's boiler plant consists of three (3) H.B. Smith 4500 Mils dual fuel sectional hot water boilers rated at 5,897 MBH input each. These boilers are believed to date to 1970. Although they are well constructed and able to achieve long service life, parts availability is a problem and thermal efficiency is poor compared to current technology. The burners are newer, presumably installed as part of dual fuel conversion when gas was introduced to the building.

There have been numerous repairs to the boilers, including recent internals work on one of the boilers that was nearly lost. Boiler No. 2 has been out of service for the last year due to failure of the induced draft blower. Boiler No. 3 has had an issue with leaking sections.

Under normal operations, one boiler will provide adequate heating, except in very cold weather when two boilers are kept on-line.

### B. Scope of Services

- Town seeks a Design/Build Contractor to replace end-of-life boiler equipment at the Bethel High School.
- Town requires that the new hot water plant be fully operational by October 1<sup>st</sup>, 2019 (if the project is not fully complete, the Town requires, at a minimum, sufficient equipment be installed and operational for proper heat and hot water to run the entire high school by October 1st, 2019).
- The primary project objective is to restore functionality and reliability to the school's hot water-based heating system.
- The project involves the installation of new high efficiency packaged boilers, new venting systems, new domestic hot water heating system, and new primary pumps. The existing secondary pumps shall be retained, if possible.
- 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

Design services required for the plant replacement will include, but shall 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 heating load calculations, as necessary, to ensure that the new plant is adequately sized. (At this juncture, it is assumed that 16,000 MBH of capacity is sufficient for a N+1 redundancy strategy using four (4) boilers; however, Engineer shall be responsible for final selection and sizing of boilers.)
- **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, at turnover, in a condition suitable for re-use consistent with a “new” installation. These potentially include but are not limited to: secondary hot water pumps and piping in the mechanical room.
- **Controls integration.** Coordinate with the controls contractor (SNE) for controls integration to ensure that the new boilers are being managed by the BMS in accordance with best practices and as defined further herein.
- **Utility incentive application.** Prepare Eversource incentive application and assist Town to secure Eversource incentive.

## 2. Design Documents

Engineering deliverables and documents prepared by the Design/Build Contractor 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
- ATC submittals, including control sequence of operations

## 3. Schedule for Design Deliverables

The Design/Build Contractor shall complete and submit the design deliverables as follows:

### ***50% Submittal:***

- Design/Build Contractor 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:***

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

***100% Submittal:***

- Design/Build Contractor shall submit the completed design marked “approved for construction” with all drawings, specifications and supporting documents in electronic form and three (3) hard copies.

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

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

**4. Demolition, Construction and Commissioning Services**

Design/Build Contractor shall provide comprehensive demolition, construction, and commissioning services necessary for a complete, high quality installation. Responsibilities shall include, but not limited to the following:

- Obtain all required permits before work commences.
- Complete all necessary preparation work, including drainage of hot water, cutting back pipe for access, electrical demolition, etc.
- Maintain hot water in the building throughout demolition and construction
- Coordinate all rigging services, or any other activity that impacts the facility’s parking and grounds with Town with pre-approval of work plan and date(s).
- Removal and disposal of existing boilers and related piping, electrical, gas and fuel oil provisions within the boiler room. [Note: The removal of anticipated asbestos from the boiler seals and potentially other internals is not part of this scope of work and will be arranged for by Town and provided by a hazardous materials specialist separately from this contract]
- Retain and reuse existing newer secondary centrifugal pumps (6) and related HW pipe headers.
- Site preparation, including building of new concrete pads for boilers.
- Arranging to be on site for all major deliveries that need to be made to the high school.
- Furnish, rig, and install four (4) high efficiency gas-fired condensing hot water boilers rated at 4,000 MBH each. At this time, the Town’s preference is to use Patterson Kelly model SC4000 boilers.
- Furnish and install 3-hp primary in-line pumps for each individual boiler

- Furnish, rig and install one (1) high efficiency gas-fired condensing boiler and insulated storage tank to serve a new indirect DHW system, including circulation pumps.
- Fabricate and install new welded steel hot water and gas piping sections, including isolation valves, etc. All new hot water piping and related hot components shall be appropriately insulated.
- Install new stainless steel venting directed up through the existing chimney, serving as a liner. It may be necessary to combine pairs of boiler and/or include venting via building wall depending on further evaluation of existing conditions.
- Install new combustion make-up air ducts in accordance with local and state codes directly to boilers.
- Install new, dedicated electrical service in the boiler room to serve new boilers.
- Use SNE to integrate building automation system with new equipment via BACNet communications for full control of plant, including boiler lead/lag staging and HW setpoint management. The boilers shall provide a status output to the BMS to indicate if the boiler is firing.
- TAB contractor to provide water-side balancing of all equipment in the boiler room, including hot water flow rate through new boilers and existing secondary pumping systems.
- Coordinate provision of factory technician startup services.
- Coordinate with commissioning agent hired by the Town to verify functionality of the installation.
- Train Town personnel on proper operation and maintenance of the new boilers and supply an O&M manual.

## PROPOSAL REQUIREMENTS

### A. Mandatory Site Visit

All interested companies must participate in a mandatory walk through of the site. This walk through will take place on June 27, 2019 at 10:00 a.m. at the Bethel High School. A HERA report for the boiler plant will be provided to all vendors interested in this project. 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 July 15, 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 RFQ & RFP submissions must be received by the Town by 9:45 a.m. on July 19, 2019.

Request for Qualifications and Request for Proposals must be submitted in a sealed envelope clearly marked "**Bethel High School RFQ/P 2019-303**". Five (5) copies should be submitted. The responses must be submitted to the office of Purchasing 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 firm submitting and no expense will be reimbursed by the Town/BPC/TFD. All submitted materials will be available for public review.

### D. Cover Letter/Executive Summary.

Proposals shall include a Letter of Introduction on firm letterhead explaining the firm's interest in the project and why your firm is the most qualified for these projects. An officer of the company must sign this letter of introduction and intent. Include any information pertinent to the projects or selection process that is not requested in the following.

### E. Qualifications Package

Minimum information to be included:

#### Firm Overview.

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

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

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

**Affirmative Action.**

- Include statement of Affirmative Action compliance. If you need a sample, one can be provided.
- Also, as this is a Bethel Public School Project, adherence to Bethel Board of Education's Non-discrimination clause is required and is listed here:

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

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

Phone: (203) 794-8613

email: brooksk@bethel.k12.ct.us

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

## **F. Proposed Project Approach**

Minimum information to be included:

**Discussion of Key Milestones.** Provide a description of how you will accomplish key milestones (including, but not limited to: project kick-off; design development, review, and approval; ordering of equipment; demolition; construction; startup; commissioning)

**Schedule.** Include a high-level project schedule for key milestones that results in project completion by the 2020 deadline.

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

**Sub-Contractors.** Identify any subcontractors to be used, their roles and responsibilities, your prior experience working with these sub-contractors, and sub-contractor qualifications to assume assigned tasks.

**Periodic Progress Meetings.** Describe how you propose to update Town on project progress and next steps.

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

## **G. Additional Requirements**

Proposal shall confirm the following in writing:

### **1. Insurance coverage**

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

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

commencement of the work, describing the coverage and providing that the insurer shall give Town of Bethel and Bethel Board of Education written notice at least ten (10) days in advance of any termination, expiration or changes in coverage.

### **Worker's Compensation**

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

### **Commercial General Liability Insurance**

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

### **Commercial Automobile Insurance**

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

### **Umbrella Liability Insurance**

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

### **Engineers Professional Liability Insurance**

Contractor shall purchase and maintain a policy covering their errors & omissions with limits no less than \$2,000,000 each claim and \$2,000,000 in the aggregate. If written on a

claims made basis, such insurance shall be maintained for no less than three years after completion of the work.

**2. Independent Contractor**

All activities performed by the Contractor and its agents, employees or representatives are, for all purposes under this Agreement, performed as an independent contractor and not as an employee of Town of Bethel and Bethel Board of Education and neither the Contractor nor its employees shall be entitled to any benefits to which employees of Town of Bethel and Bethel Board of Education are entitled including, but not limited to, worker's compensation, overtime, retirement benefits, health care benefits, vacation pay or sick leave.

**3. Indemnification**

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

**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
- Warranty offered on equipment and labor
- Capability to support utility incentive applications
- Other criteria specific to the project

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

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

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

**Schedule A: PRICE PROPOSAL FORM**

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

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

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

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

**Boiler replacement materials cost:** \$ \_\_\_\_\_

**Boiler replacement labor cost:** \$ \_\_\_\_\_

**Boiler subcontractor cost:**  
\$ \_\_\_\_\_

**Boiler replacement total cost:** \$ \_\_\_\_\_

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

(Describe on separate sheet)

**Change Orders:**

**Hourly rates (Attach separate sheet as needed):** \$ \_\_\_\_\_

**Markup on equipment and materials:** \_\_\_\_\_ %

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

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

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