

## **SCOPE OF SERVICES**

### **SCHEMATIC DESIGN DEVELOPMENT:**

- Visit sites to become familiar and document existing conditions.
- Review existing drawings to determine accuracy.
  - Explore funding opportunities, Grants and Federal Aid to address COVID-19 air handling concerns.
- Review and refine the scope of work with the owner.
- Prepare basis of design narratives describing the anticipated scope of work to be performed.
- Prepare Design Development level drawings showing the locations of relevant equipment, ductwork, and piping. Include preliminary equipment schedules.
- Prepare Design Development level cost estimating of proposed work.
- Submit drawings and cost estimates to the owner.
- Conduct a review meeting with the owner to review the Design Development drawings and cost estimates.

### **QUALIFICATIONS AND PROPOSAL REQUIREMENTS**

There is a non - mandatory walk-through on Wednesday December 14<sup>th</sup> at 10:00a.m and the site will be available for inspection. Site visit can be by appointment starting Wednesday, November 30, 2022 and ending on Thursday, December 15<sup>th</sup> between the hours 9:00 a.m. to 3:30 p.m. Monday - Thursday. Appointments can be made by calling 860 – 295 – 6202.

Any addenda will be posted on the Town and CT Source websites by Monday December 19, 2022. Each proposer is responsible for checking the website to determine if any addenda have been issued and, if so, complete its proposal in accordance with the RFP as modified. No oral statement shall be effective to waive, change, or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

### **SUBMISSION DEADLINE AND FORMAT**

**All sealed proposals must be CLEARLY MARKED “DESIGN SERVICES FOR HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEMS” will be received by the Office of the Town Clerk, 26 North Main Street, by Thursday, December 29, 2022 until 11:00 a.m. One (1) original and four (4) copies are to be submitted. All proposals will be opened publicly and recorded as received. Information detailed below.**

Submissions shall include a Letter of Introduction on the firm’s letterhead explaining the engineering firm’s interest in the project and why the engineering firm is the most qualified to design the project. An officer of the company must sign this letter of introduction and intent.

## **Engineering Firm Overview**

- a. Name of firm and firm's representative and his/her contact information
- b. Location of principal and branch offices that would work on the project.
- c. Length of time in business
- d. Names and verification of current registrations for both Mechanical and Electrical of all Connecticut Professional Engineers that will be stamping the design documents for the project. These Engineers of Record shall be principals or at least senior employees of the firm and shall actively participate in responsible roles in the project.
- e. Copy of State of Connecticut license to perform the work required and involved if required.

## **Experience and References**

List similar size and scope projects completed in the last five (5) years and highlight any work completed in Connecticut or other major municipal building. Include name and contact information of the prime consultant (if any).

## **Capacity of the Firm**

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

## **Past Claims or Disputes**

List any claims, disputes, or arbitration proceedings that have occurred on any projects that the engineering 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.

## **Proposed Project Approach Minimum information to be included:**

1. **Discussion of Key Milestones:** Provide a description of how the engineering firm will accomplish key milestones (including, but not limited to: project kick-off, design development, review, and approval steps).
2. **Schedule:** Include a high-level project schedule for key milestones
3. **Staffing:** Identify key staff to be assigned, including lead engineers and managers, with roles and responsibilities. Identify sub-consultants anticipated to be used, their discipline, and their role in the project.
4. **Periodic Progress Meetings:** Describe how the engineering firm proposed to update the Town on project progress and next steps.
5. **Price Proposal Base:** Scope design service fee estimate is to be a separate table indicating the basis (hours, rates, and direct costs) for the cost estimate.

**Please note that the final scope, schedule, and fee will be negotiated with the selected design firm.**