



**TOWN OF MANSFIELD
Facilities Management Department
Request For Proposal (RFP)**

HVAC Update/Replacement for Town Hall Vault

Submission Deadline:

3:00 p.m., Friday, September 4th, 2015

Submission Contact and Address:

Allen N. Corson, Director
Facilities Management Department
4 South Eagleville Road
Mansfield, Connecticut 06268
860-429-3326

Corsonan@mansfieldct.org
www.mansfieldct.org

Background:

The facilities of the Town of Mansfield are located east of Hartford in Mansfield, Connecticut. The town takes care of four school buildings, grades pre-Kindergarten to eighth. Additional facilities also include, and the department maintains Mansfield Daycare, Mansfield Community Center, Senior/Wellness Center, Mansfield Library, Maintenance Shop, Town Hall, Public Works Complex, three small park buildings, Historical Society, Old Eagleville School House and three Fire Stations.

The Facilities Management Department has been maintaining these buildings drawing funds from the operating budget and also making Capital Improvements as needed.

Overview:

The Facilities Department is requesting a proposal from HVAC professionals experienced in removing existing equipment, and sizing and installation of a new unit for our public records, fire resistive vault. We request that companies provide pricing 1) as a lump sum cost, and 2) broken down per task. The selected vendor will need to submit and cover fees for any required permits to complete the work. The selected vendor will work with the Facilities Management Department, Principals, Superintendent of Schools, and Building Directors.

Scope of Work:

The selected vendor will be expected to:

- Remove existing unit (to be left for scrap metal)
- Size up and install new unit for complete control of heating, cooling, air conditioning and humidification.
- Plan on installation or replacement of any duct work for the proper air distribution within the conditioned space.
- Provide a turnkey project; all work to be planned and included.
- Provide professional cost estimates broken down so that the work can be compared.

SUBMISSION REQUIREMENTS

Submission Due Date:

Qualifications and proposals will be accepted at the Facilities Management Office, 4 South Eagleville Road, Mansfield, CT 06268, until 3:00 p.m., Friday, September 4th, 2015. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

Pre-bid Walk-Through:

Attendance at a pre-bid walk-through is **required** for your submission to be considered in the selection process. The project scope, site, and conditions will be reviewed, as well as any questions and answers regarding the project. The Pre-bid Walk-through will be held on Friday, August 28, 2015, at 10:00 a.m., starting in the Town Hall Council Chamber. You will need to call the Facilities Management Office at 860-429-3320 to arrange an appointment.

Directions for Submissions:

Interested companies are required to submit one (1) original hard copy, and either two (2) additional hard copies or an electronic (PDF) copy. Hard copies are to be delivered to the Facilities Management Office at the address listed on cover; electronic copy to be sent via email to: corsonan@mansfieldct.org.

Those companies applying must be licensed, certified or have a proven record to perform the work, and provide evidence of experience in HVAC installation, and cost estimation of similar projects in the Northeast region of the United States. Submissions must include the following sections:

- Letter of Transmittal
- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise
- Similar Projects/References
- Schedule of Fees
- A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve.

Proposal:

The proposal shall be a lump sum for the services to be provided, based on the scope. Please provide a breakdown of your fee by major task (condition analysis, preliminary design, etc).

Evaluation Criteria & Right to Reject:

The Facilities Management Department may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Facilities Management Department will be guided by what it deemed to be in the best interest of the town at the time of selection. The Facilities Management Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the town. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects and projected completion work dates. Jobs may be awarded as a package or broken down by task based on best value for the Town of Mansfield. Work will not be authorized to

commence prior to the Fiscal Year 2015-2016, starting July 1, 2015, and all billing will be scheduled within Fiscal year 2015-2016.

Responses will be reviewed and evaluated by the Facilities management Department and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

- Qualifications and required licensing or certification for stated work
- Minimum Liability Insurance for stated work
- Ability of professional personnel
- Past record and experience
- Willingness to meet time requirements (Summer 2015)
- Location
- Workload of the firm
- Technical experience of the company
- Responsiveness in clear understanding of the work to be performed
- Strength of client recommendations
- Attendance at Pre-bid Walk-through
- Local (City, County, Regional) experience

Additional Information:

Additional information may be obtained by contacting:

Allen N. Corson, Director
Facilities management Department
Phone: 860-429-3326 or
Email: corsonan@mansfieldct.org