



ANSONIA PUBLIC SCHOOLS

42 Grove Street

Ansonia, Connecticut 06401

Office (203) 736-5095 Fax (203) 736-5064 www.ansoniam.org

Robert Evans

Facilities Director

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RFP – ENGINEERING SERVICE FOR SCHOOL HVAC REPLACEMENT AND UPGRADES AT ANSONIA PUBLIC SCHOOLS

LEGAL NOTICE
PUBLIC NOTICE

CITY OF ANSONIA, CONNECTICUT 06401

INVITATION TO BID

Sealed proposals in duplicate for ENGINEERING SERVICE in accordance with specifications to be distributed at www.ansoniam.org will be received in duplicate by the City Of Ansonia BOE, (ENGINEERING SERVICE) 42 Grove Street Ansonia, Ct. 06401 until 3 pm EDT on May 2, 2017

A Mandatory pre-bid conference will be held on April 25th @ 3 PM EDT starting at Ansonia High School 20 Pulaski Highway, Ansonia CT 06401

City of Ansonia reserves the right to reject any or all bids, to waive any defects in same, or to choose to make the sale other than strictly in accordance with price considerations, and/or to choose other than the highest bidder, if it be deemed in the best interest of the City of Ansonia. Under no circumstances will the City or Board of Education be responsible for the cost of preparing a bid or proposal.

REQUEST FOR PROPOSAL
FOR
ENGINEERING SERVICES

**Upgrade to add CHW coil to Gym Air Handling
unit @ Ansonia High School**

**Replacement of (2) Gym HVAC Units @John C.
Mead Elementary School**

**Ansonia Public Schools
Ansonia, Connecticut**

May 2, 2017

Ansonia Board of Education
Request for Proposal
For Engineering Services

1.0 General

- 1.1 The Ansonia Board of Education is soliciting proposals from Engineering firms (hereinafter referred to as the Firm). Return date is May 2, 2017.
- 1.2 A pre-bid conference will be held starting at Ansonia High School 20 Pulaski Highway, Ansonia CT 06401 on April 25, 2017 @ 3 pm in the Media Center.
- 1.3 The evaluation should be the preparation of a study assessing the items out lined in “scope of study”.
- 1.4 Scope of Work presented in this RFP is general in nature. The Firm shall provide a detailed Scope of Work in its proposal which outlines various tasks it will provide.
- 1.5 The Firm shall obtain and maintain, at the Firm’s expense, Professional Liability Insurance in a minimum amount of \$500,000.
- 1.6 The Firm shall obtain and maintain, at the Firm’s expense, such insurance as will protect the Firm from claims under Workers’ Compensation and Comprehensive General Liability Insurance that will protect the City Of Ansonia and the BOE from all claims of bodily injury, death or property damage which may arise from the performance by the Firm or the Firm’s employees in their functions and services to the City of Ansonia and Ansonia BOE. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers’ Compensation shall be in accordance with Connecticut Statutes.
- 1.7 Responses to this proposal shall be submitted in a sealed envelope clearly marked:

Ansonia Public Schools
Engineering Services
42 Grove Street
Ansonia, CT 06401
- 1.8 The Board of Education reserves the right to reject all proposals. It shall be understood that the award made by Ansonia Board of Education shall be final and conclusive and without recourse or appeal by the remaining firms. All documents, plans, drawings and specifications become the property of the Ansonia BOE.

2.0 Scope of Work

The work to be provided during this project shall include the following:

DESIGN PHASE:

1. Attend kick-off meeting at site to confirm project scope, budget, and other considerations.
2. Perform site investigation to document existing conditions, and review existing documentation. Each bidder is required to make their own measurements and drawings and provide those as part of the bid package.
3. Mechanical Design of the following:
 - A. Replacement of two heating & ventilating air handling units with two new heating, ventilating and air Conditioning units with associated condensing units on the roof. @ Mead Elementary School
 - B. Upgrade to add CHW Coil to Ansonia High School Gymnasium Air Handling Unit
4. Design minor electrical work that is incidental to the mechanical work.
5. Production of a Project Manual and technical specifications in CSI format
6. Coordination with the School's Environmental Professional for hazardous material sampling, testing and abatement
7. Coordination with CHRO
8. Furnishing electronic copies of the Project Manual and Plans

BID PHASE ASSISTANCE

Involvement during the Bid phase will be limited to attendance at the Pre-bid meeting and issuance of a Report of Meeting, evaluation of contractor questions, issuing of addenda as required, and assistance with the opening and evaluation of bids.

CONSTRUCTION ADMINISTRATION

Services provided under this phase will consist of the following:

1. Attendance at a Pre-Construction Meeting
2. Review of Contractor's Product Data and Shop Drawing submittals.
3. Provide site observation visits prior to completion of project – allow for a total of four (4) visits.
4. Coordination with contractors to clarify designs.
5. Provide Punch List of final installation

SCHEDULE:

Successful Bidder work to begin on this project immediately upon receipt of a written notice to proceed and anticipate the following schedule:

- Design Phase: MAY, 2017
- Advertise for Bids: May 15, 2017
- Bids Due: June 1, 2017
- Award Construction Contract: June 2017
- Construction Phase: June 13 – September 15, 2017

Award process

Project will be awarded to the qualified Firm with a proven track record of successful Engineering services and with the lowest overall cost, and most suitable for the Ansonia School system.

Project Sites:

Ansonia High School
20 Pulaski Highway
Ansonia, CT 06401

John C. Mead School
72 Ford Street
Ansonia, CT 06401

GENERAL REQUIREMENTS

The Firm is responsible to insure that all federal, state and local laws/codes are adhered to which apply to this particular work. Successful Firm shall insure the worksite is left in a safe and clean condition throughout the project. Contractors are required to obtain any necessary local permits (when applicable) and must insure that final inspections are completed as a requirement to submit invoicing. Only those Firms that are properly licensed in the State of Connecticut for this type work may bid on this project. Contract must obtain any and all local permits and inspections. Obtain any and all State permits and inspections. ***Work must be performed in a manner that does not interfere with school or student safety. Work to commence after June 13, 2017. Building will be open Monday-Friday from 6:30AM – 4 PM for contractor. Weekends as needed and arranged in advance with Facilities Director.***

Insurance Requirements: Successful bidder (Firm) shall be capable of providing "Certificate of Insurance" in the amount of \$1,000,000. Certificate must name the City of Ansonia and the Ansonia BOE as the certificate holder. Failure to obtain or provide certificate will result in the award of contract to next lowest bidder. Certificate must be received by BOE representative within three (3) business days of bid award.



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BID SHEET

Ansonia Public Schools

RFP-ENGINEERING SERVICE FOR SCHOOL UPGRADES

May 2, 2017 @ 3pm

Name and Contact Information of Firm

Upgrading of HVAC Air Handler Unit Number #17 @ Ansonia High School

\$ _____	\$ _____	\$ _____	\$ _____
Design Phase	Bidding Phase	Construction Phase	Total

Replacing of (2) Gymnasium HVAC Units @ John C. Mead Elementary School

\$ _____	\$ _____	\$ _____	\$ _____
Design Phase	Bidding Phase	Construction Phase	Total

Note: you may bid on one or both projects.

The lump sum bid is provided to the Ansonia Board of Education, to complete the work as outlined in the “scope of work”. It is understood that this price includes all insurance requirements and the specified completion requirements set forth in the “scope of work” Price to remain valid for 180 days.

Authorized Signature

Date