# Brooklyn Public Schools

# DESIGN/BUILD HVAC AND INDOOR AIR QUALITY REQUEST FOR QUALIFICATIONS

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**Date:** October 1, 2022

**RFQA:** Qualified Contractor: to design/build an HVAC system with qualified indoor air quality enhancements

**Required Walkthrough:** Tuesday, October 11, 2022 8:00 AM
Beginning at Central Administration Office, Bring photo ID
**Proposal Due Date:** Tuesday, October 25, 2022, 10:00 AM
**Proposal Opening:** Tuesday, October 25, 2022, 10:15 AM

**To:** Brooklyn Public Schools
Central Office - Tammy McManaway
119 Gorman Road
Brooklyn, CT 06234

**From:**

- Primary Contact Name/Company Name:
- Title:
- Address:
- Phone Number:
- Email Address:

**Table of Contents:**

# Brooklyn Public Schools

- Agreement to meet all contractual state and local guidelines

**Additional Instructions for Responding to this RFQA:**
*Please limit contact to individuals identified above.* Submit your response via mail or electronically. Submissions by mail must be sealed, clearly marked with the project name and include a digital copy. Email submissions can be sent to mcmanaway@brooklynschools.org with the project name listed in the subject line.

**Scope:**
The Town of Brooklyn requests your response to this Request for Qualifications. We are seeking to partner with the most qualified contractor to design/build an HVAC system with qualified indoor air quality enhancements for each Brooklyn Elementary School and Brooklyn Middle school.

Please note that the Town of Brooklyn has previously made the choice and investment to standardize in a Siemens Talon energy management system (EMS) consisting of all Siemens hardware, and all software programmed at the controller level for all schools. This project will be an extension of the existing Siemens Talon system. No other manufacturers, systems, integrations or substitutions, will be considered Please describe how you would adapt to and expand upon the existing EMS.

The final approved project must meet the requirements of the State HVAC reimbursement program. Brooklyn expects to receive a 72% reimbursement HVAC and indoor air quality grant from the State of CT on the overall project.

The basis of design should be a ductless variable refrigerant flow (VRF) system where practical and ducted systems where necessary. Code requirements for fresh air must be met for all classrooms and common areas. Energy efficient systems will be looked upon more favorably, considering the lifecycle cost of energy.

Please note that time is of the essence. The successful bidder must respond to questions below and be prepared to provide the necessary information that is required for the DAS Grant application within 2 weeks after being awarded the RFQA. This includes, but not limited to, an engineering sketch and/or conceptual schematics describing the type and location of equipment, and stamped by a Professional Engineer.

**Contractor Qualifications**
Company: Please tell us about your company: private entity, or publicly owned. Describe the areas of engineering, estimating, mechanical contracting, electrical contracting, general trades, project management, construction management, contract administration and other that you perform in-house. Provide a resume or short bio of the key members of your team who may be involved in this project.

Timeline: Provide your company's ability to perform said project including an anticipated construction schedule.

Subcontractors: What areas of contracting would you provide through the use of a sub-contractor? Please describe how you would control the work associated with your sub-contractors. How would you control cost increases, schedule and quality of work?

# Brooklyn Public Schools

Experience and Qualifications: Please describe your experience with the design/build process for previous clients. Who performed the design, engineering, installation? Do you have in-house mechanical (PE) engineers? Provide a list of at least (3) recent jobs including the customer name, contact information, date of completion and a description of the job and references.

Design Build Process: Describe your design process. What steps would you take in the design of this project? Which of the recent projects used a design build process?

Quality Control: Describe your quality control process. How would you control quality with your in-house personnel as well as sub-contracted labor?

Safety: Please describe your safety program. Please provide a copy of your safety program. Describe how your safety program would be utilized for accident prevention in this project.

Insurance: Are you bondable? Provide a COI showing your overall Insurance coverage.

**Design Qualification**

Design Approach: Provide a design approach that you would follow, if awarded the RFQ. Separate designs may be used for classrooms, offices, gathering areas and common use hallways.

Design Detail: Please describe the design in detail. What technology do you propose for cooling, heating, indoor air enhancements, control strategies, energy conservation measures and sequences of operations? How will this meet the State DAS Reimbursement for Indoor Air Quality? Describe the efficiency of your proposed system as compared to a basic Code compliant system and the Code requirements that you will adhere to. Where would the equipment be physically located? Describe the effectiveness in your design to enhance the indoor air quality for our occupants.

Drawings: Who will be producing the design drawings? What is your process for controlling the work flow from conceptual design to As-Builts? Will you be using any 3rd party design or modeling software? Please describe it and the employees certified to use it. The correctly sized equipment listed.

Quality Control: What is your process for Quality Control?

System Certifications: What certifications are required for the type of HVAC system that you are proposing? Provide a list of those personnel that are certified for and will complete work on this project.

**Price Qualifications**

Budget: Please provide a budget price for your preliminary design. Qualify your assumptions, inclusions and exclusions.

Cost Containment: How do you propose to control the overall cost of the job? What *strategy* do you propose for cost containment of the job? How is the Town of Brooklyn protected from scope creep or price increases over time?

Letter of Intent: Propose a letter of intent (LOI) for this project for the schematics necessary for DAS application process. Drawings must show what the design looks like and path to follow for project completion. Identify a breakage fee to be paid should the DAS Grant not be approved.

# Brooklyn Public Schools