

**REQUEST FOR PROPOSAL  
for  
ARCHITECT SERVICES**

**HVAC Mini-Split Project**

**Putnam Middle School  
35 Wicker Street  
Putnam, CT 06260**

March 22, 2024

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## **INTRODUCTION**

The Building Committee for the Town of Putnam requests professional services from an architectural firm for an HVAC Mini-Split project at Putnam Middle School. The selected Firm will be working with the committee to determine the most practical type of HVAC Mini-Split installation for the existing facility.

Putnam Middle School currently provides education for approximately 340 students in Grades 5-8 and is the only middle school in the town. Construction of the building was completed in 1992. The facility contains general classrooms with additional spaces for art, music, gymnasium, cafeteria, library media center, and office/administration.

The Town of Putnam and its Agencies and Commissions are Affirmative Action – Equal Opportunity employers. Respondents to the request for proposal agree and warrant that in the performance of the work on these projects, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

Steven Rioux  
Superintendent of Schools

Norman Seney  
Mayor, Town of Putnam

**1.0 General**

- 1.1 The Building Committee is accepting proposals from architectural firms (hereinafter referred to as the “Firm”) to develop auto-cad drawings for roof and floor plans for the placement of mini-split units at Putnam Middle School. Drawings are to include one-line riser diagrams and stamped schematic electrical and mechanical drawings for securing bids.
- 1.2 The project includes 29 HVAC mini-split units. Competitive bids will be sought for the following Mitsubishi Models or Approved Equal. The Scope of Services will include services through the bidding process as well as the entire installation phase.

**PUTNAM MIDDLE SCHOOL**

<b>Description</b>	<b>Quantity</b>	<b>Interior Unit</b>	<b>Exterior Unit</b>
Classroom	25	MSZGL18NAU1	MUZGL18NAU1
Gymnasium	4	MSZGS36NAU1	MUZGS36NAU1

- 1.3 The Firm will have demonstrated experience in compliance with the State of Connecticut statutory and regulatory school construction projects that are grant funded.
- 1.4 The Firm shall obtain and maintain, at the Firm’s expense, Professional Liability Insurance as indicated in the Insurance Requirements document.
- 1.5 The Firm shall adhere to the insurance requirements for both the Town of Putnam and the Putnam Board of Education. Please see the attached Insurance Requirements document.
- 1.6 The Building Committee will evaluate each Firm’s proposal based upon all of the information provided in **Section 8.0 Checklist and Evaluation** and intends to award the proposal to the lowest responsible qualified Firm. The committee may waive this provision for good cause if the total proposal is less than \$10,000.
- 1.7 The Building Committee reserves the right to reject any and all proposals and to waive any informalities in the process. It shall be understood that the award made by the Building Committee shall be final and conclusive and without recourse or appeal by the remaining Firms.

## **2.0 Scope of Services**

The scope of services is generally defined as noted below. Firms submitting a proposal are required to include information on how this scope of services will be addressed, including a timeline relative to the tasks defined below for the project identified under General, Sections 1.1 and 1.2.

- 2.1 Provide finished auto-cad roof and floor plan drawings as well as one-line riser diagrams and stamped schematic electrical and mechanical drawings and outline specifications.
- 2.2 Prepare bid package for purchasing and installing HVAC mini split units. Please note that the Town of Putnam Building Committee is subject to prevailing wage requirements in accordance with Connecticut General Statutes. Budgets developed must be comprehensive, including costs for installation, administration and inspection, permitting, printing, advertising, architectural/engineering, special inspections, materials testing, etc. A presentation of the design and cost estimates to the Building Committee should be considered in your response.
- 2.3 Perform all investigative work necessary to establish existing conditions including but not limited to the effectiveness of the placement of the mini split units internally and externally, core boring of exterior brick and interior block walls, and placement of the electrical subpanels and mechanical line sets.
- 2.4 Prepare all installation documents, including, but not limited to, notices, special provisions, and detailed unit price bid proposals.
- 2.5 Provide finished drawings and specifications to the Building Committee for review.
- 2.6 Review and evaluate bids received, including detailed analysis of the three lowest bids and return a recommendation for award of contract.
- 2.7 It is anticipated that the selected Firm's obligation during installation will involve plan and specification interpretation and clarification as necessary, attendance at meetings, assistance in compliance throughout installation, assistance in the coordination of special inspections, review of materials testing, limited inspection of work performed by contractor(s), and approval of payment requisitions from contractor(s).

It is the intent of this Request for Proposal to provide complete, detailed, timely, professional services for the design of the project. Incidental items necessary to complete this work shall be considered included in the Firm's proposal whether such items are specifically listed in Items 2.1 through 2.7, or elsewhere herein, or not.

### **3.0 Invoicing and Payment**

- 3.1 Services will be paid for as the contract progresses. The proposal submitted should include an outline of the payment schedule with percentage of contract amount due at each timeline. The Firm will then be required to submit an invoice, and upon acceptance of the Building Committee, payment will be made. Such payments shall be subject to all technical and procedural requirements of the Town of Putnam and the State of Connecticut School Construction Grant Process.
- 3.2 The successful Firm will be expected to execute a standard AIA contract or other contract as approved by the Town of Putnam and the State of Connecticut School Construction Grant Process. The Firm will be required to sign off on progress payments, substantial completion of the project and final completion of the project.

### **4.0 Documentation**

#### **4.1 Submittal Letter**

The Firm shall submit a cover letter addressed to James Purdon, Chair of the Building Committee, signed by an authorized principal or agent of the Firm, which provides an overview of the Firm's proposal, as well as the name, title, phone number, and email address of the person to whom the Building Committee may direct questions concerning the request for qualifications.

#### **4.2 History of the Firm and Resumes**

The Firm must include a brief history of the company including:

- a) Firm size and organization
- b) Length of time the Firm has been in business
- c) Products and services offered
- d) Resumes of key individuals that will be assigned to this project

#### **4.3 Key Issues and Experience**

The Firm must demonstrate:

- a) Relevant Connecticut public school experience
- b) Previous work consistent with HVAC mini-split projects
- c) Strength and experience of the consultant team assigned to the project

#### 4.4 Qualifications

The Firm must demonstrate knowledge of the following:

- a) Experience and expertise in the construction, design, and renovation of school facilities as it relates to the installation of HVAC mini-split units
- b) Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues, and other laws, regulations, and rules that provide for a healthy school environment
- c) Ability to provide full services to the project including engineers, architects, and consultants who will focus on delivering a comprehensive report on HVAC mini-split installations
- d) Experience in engaging the Building Committee in the HVAC mini-split installation process, including educating them and seeking their input during the entire process.

#### 4.5 References

A list of at least three (3) current schools for which the Firm has completed such projects.

### **5.0 Project Schedule**

The Building Committee will work with the selected Firm to develop a project schedule.

### **6.0 Fee Schedule**

- 6.1 Fee Schedule: The Firm is to provide a maximum total cost, including all fees and reimbursable expenses, for the services associated with the HVAC mini-split project. The total cost is to include the development of drawings as well as the development and printing of bid specifications for the project as described in Section 2.0 Scope of Services. The fee schedule is to be itemized by all costs relative to the services the Firm proposes to provide as identified in the Request for Proposal, including reimbursable expenses, so that the Building Committee is aware of the total liability for architectural services. It will be assumed that all items not set out as reimbursable expenses will be absorbed by the Firm as part of the contract. In order to equitably compare each proposal, all reimbursable items involving multiple sets or copies, such as plans, specifications, et cetera, shall be based upon five (5) sets. The Firm shall include a per copy cost for each set in their proposal. It is understood that the Committee can order additional copies if warranted at the per unit price shown in the proposal.

## **7.0 Responses to Request for Proposal**

7.1 The Firm shall provide three (3) copies of their proposal and may be required to meet with the Building Committee to discuss their proposal.

7.2 The Firm shall mail or hand-deliver their proposals in a sealed envelope and shall clearly mark the envelope as follows:

Putnam Public Schools  
Attn: RFP for Architect Services – Putnam Middle School  
152 Woodstock Avenue  
Putnam, Connecticut 06260

7.3 The Building Committee will receive proposals until **11:00 am on April 23, 2024**, at the Putnam Public Schools Administrative Offices. Proposals received after that time will not be considered. Interested parties are invited to attend. Proposals will be opened publicly and read aloud immediately after the specified closing time.

7.4 No proposal may be withdrawn within sixty (60) days of the proposal opening.

7.5 If you have any questions, contact the Director of Special Projects:

Marc Coderre  
Director of Special Projects  
Putnam Public Schools  
Phone: 860-963-6925 Ext 2021  
Email: [coderrem@putnam.k12.ct.us](mailto:coderrem@putnam.k12.ct.us)



## **8.0 Checklist and Evaluation**

The following checklist represents the minimum requirements that will be used to evaluate and determine the lowest responsible qualified Firm. Please review the list carefully and ensure that each item is included in your proposal. **Please return this sheet with your proposal and check off that each item is included.**

- 8.1 The Firm has provided information on how the Scope of Services will be addressed relative to the project identified in Sections 1.1, 1.2 and Section 2.0 Scope of Services.
- 8.2 The Firm has included a timeline relative to the tasks defined in Section 2.0 Scope of Services.
- 8.3 The Firm has included an outline of the payment schedule with percentage of contract amount due at each timeline. Refer to Section 3.1 under Invoicing and Payment.
- 8.4 The Firm has included a Submittal Letter signed by an authorized principal or agent of the Firm as outlined in Section 4.1 under Documentation.
- 8.5 The Firm has included History of the Firm and Resumes as outlined in Section 4.2 under Documentation.
- 8.6 The Firm has demonstrated Key Issues and Experience and outlined in Section 4.3 under Documentation.
- 8.7 The Firm has included Qualifications as outlined in Section 4.4 under Documentation.
- 8.8 The Firm has included at least three (3) References as indicated in Section 4.5 under Documentation.
- 8.9 The Firm has included a Fee Schedule that includes all costs associated with the HVAC mini-split project, including reimbursable expenses, as specified in Section 6.1 under Fee Schedule as well as a cost per copy as specified in Section 6.1 under Fee Schedule.
- 8.10 The Firm has provided three (3) copies of their proposal as specified in Section 7.1 under Responses to Request for Proposal.
- 8.11 The Firm has clearly marked the envelope as specified in Section 7.2 under Responses to Request for Proposal.
- 8.12 The Firm has mailed or will hand-deliver their proposal no later than the designated opening date and time as specified in Section 7.3 under Responses to Request for Proposal.
- 8.13 The Firm has submitted the Acknowledgement: Receipt of Request for Proposal form.

**INSURANCE REQUIREMENTS**

Contractor shall agree to maintain in force at all times during the contract the following minimum insurance types and coverages and shall name the Town of Putnam and the Putnam Board of Education as an Additional Insured on a primary and non-contributory basis per contract to all policies, except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation in favor of the Town of Putnam and the Putnam Board of Education except Professional Liability. A certificate of insurance is required and Contractor shall defend, indemnify and hold the Town of Putnam and the Putnam Board of Education harmless from and against any claims that arise from the “Project” to the fullest extent permitted by law.

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“ VIII. In addition, all Carriers are subject to approval by the Town of Putnam and the Putnam Board of Education.

		<b>(Minimum Limits)</b>
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit including owned, hired and non-owned	\$1,000,000
Umbrella/Excess Liability	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Professional Liability	Each Claim	\$2,000,000
	Aggregate	\$2,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Town of Putnam and the Putnam Board of Education prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies. Should any of the above-described policies be cancelled, limits reduced, or coverage altered, 60 days written notice must be given to the Town of Putnam and the Putnam Board of Education.

**RETURN THIS FORM IMMEDIATELY!**

**Acknowledgment: Receipt of Request for Proposal**

**Architect Services for HVAC Mini-Split Project  
Putnam Middle School**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: March 22, 2024  
Date documents received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Do you plan to submit a response? Yes\_\_\_\_ No\_\_\_\_

Print or type the following information:

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City or Town: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Received by: \_\_\_\_\_

**Note: Emailed acknowledgments are requested!  
Email: coderrem@putnam.k12.ct.us  
A cover sheet is NOT necessary.  
IMPORTANT: DO NOT FAX PROPOSALS.  
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**