



Dear Interested Party:

Date: March 22, 2023

REQUEST FOR PROPOSALS FOR FULL OR PARTIAL REPLACEMENT OF HVAC SYSTEM

The Connecticut Housing Finance Authority (“CHFA”) requests written proposals from licensed and qualified engineering companies with offices in the State of Connecticut to modernize the building HVAC systems. CHFA will not reimburse for any expenses incurred in connection with this Request for Proposals (“RFP”) including, but not limited to, the cost of site visit attendance, preparing the initial response and any additional information requested or travel expenses relating to any oral presentation. Please be advised that responses will be considered property of CHFA, are matters of public record, and may be disclosed by CHFA after the awarding of a contract.

A MANDATORY SITE VISIT WILL BE HELD ON APRIL 4, 2023, 10:00 A.M. AT CHFA’S OFFICES AT 999 WEST STREET, ROCKY HILL, CT 06067. Anyone attending the site visit shall be required at any time to comply with federal, state and/or CHFA executive orders, guidelines and protocols regarding COVID-19 safeguards. Please email Shelly Mondo at shelly.mondo@chfa no later than MARCH 30, 2023, to indicate that you will be attending.

OVERVIEW

CHFA, a body politic and corporate constituting a public instrumentality and political subdivision of the State of Connecticut, was created in 1969 and operates pursuant to Chapter 134 of the Connecticut General Statutes, as amended. CHFA’s purpose is to help alleviate the shortage of affordable housing for low-income and moderate-income families and persons in Connecticut by providing single family mortgages, financing for rental housing, and mortgages for the purchase, development and construction of housing.

For additional information about CHFA, please reference CHFA’s website at www.chfa.org.

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I. Project Overview & Scope of Services

A. Project Background

CHFA (“Owner”) is seeking a qualified engineering firm (“Engineer”) to provide Mechanical, Electrical and Plumbing (“MEP”) services related to the HVAC (heating, ventilation, and air conditioning) modernization scope proposed heretofore. This project is anticipated to include a base scope and alternates to be selected based on the Owner’s requirements. The construction portion of this scope is anticipated to be phased in a logical order to address critical infrastructure needs, minimize impact to building occupants, and project funding.

The building consists of three stories, with brick and curtain wall façade. The single use occupancy is Business (Group B) and the total floor area is 49,356 SF. The building was originally constructed in 1984 with a renovation/ modernization in 1999.

The existing HVAC system consists of two (2) packaged Roof Top Units (“RTUs”), a ducted Variable Air Volume (“VAV”) system with hot water re-heat, pneumatic controls, penthouse boiler plant, and hot water heating distribution piping. The roof is accessible through an interior ladder and roof hatch.

- The two (2) packaged RTUs currently provide cooling and ventilation only. Existing units are Trane Intellipak manufactured in 2002.
- The boiler plant consists of one (1) 1984 HB Smith natural gas cast iron sectional (“CIS”), 1,310 MBH boiler, with manual lead/lag primary pumps and motor starters.
- The building management system is Johnson Metasys with pneumatic field controls and pneumatic tubing. The system operates via a single PC on-site. Thermostats are pneumatic.
- The Trane VAV system consists of interior VAVs with pneumatic controls, perimeter VAVs with integral hot water re-heat coils, pneumatic control valves, and pneumatic thermostats.
- Bathroom exhaust is provided via a single exhaust fan in the mechanical penthouse/ boiler room.

B. Scope of Services

Many of these existing HVAC systems have exceeded or are approaching their expected useful life. The site is located at 999 West St, Rocky Hill, CT 06067.

The selected Engineer will be responsible for the following:

- Conduct a field survey of existing facility to verify existing conditions of the mechanical, electrical power, and building controls. Such survey shall also include roof mounted equipment, mechanical penthouse/ boiler room, accessible mechanical spaces, above ceiling inspections throughout the building to confirm

existing conditions. Note: The Engineer is not responsible for verifying concealed conditions or confined space areas at this time.

- Compare existing engineered drawings and details against the field conditions and prepare as-built conditions necessary to provide accurate schematic design documents. The size and location of ductwork as well as location of any major devices (VAVs, dampers, air valves, etc.) shall be confirmed as well.
- Document central heating and cooling equipment. Sufficient field information shall be gathered to facilitate this specification of replacement equipment.

1. Design phase services:

- Engineer shall provide replacement option(s) for the existing packaged RTUs. New equipment shall be variable speed, provide heating (modulating; HW or NG), provide cooling (variable capacity), include dehumidification, and open protocol bacnet interface. Engineer shall specify equipment that meets or exceeds utility rebate incentives and coordinate applications for available incentives.
- Engineer shall provide replacement option(s) for existing CIS boiler system. New boiler(s) shall be NG fired, high efficiency/ condensing, with sealed combustion, capable of modulation, lead/lag (redundancy is mandatory), and open protocol bacnet interface. New boiler system shall be primary-secondary with variable speed secondary pumps to operate on differential pressure. Engineer shall assess the existing hydronic system accessories and recommend components suitable for reuse. All controls shall be open protocol bacnet interface.
- Engineer shall provide replacement option(s) for existing VAVs. New VAVs shall be sized for the zone being served (engineer to verify existing VAV and total terminal airflows), specify replacement VAVs for interior spaces and VAVs with modulating hot water re-heat for perimeter spaces. VAV controls shall be field mounted, open protocol bacnet, capable of modulating between maximum and minimum position.
- Engineer shall provide specifications for a new Direct Digital Controller (“DDC”) Building Management System. New system shall be open protocol and readily serviceable. This system shall monitor and control all equipment including, but not limited to, RTUs, boiler(s), pumps, exhaust fan(s), VAVs, and existing CRAC unit. Zone controllers shall provide temperature adjustment capability with daily reset for occupied/ unoccupied modes, humidity sensing, and CO2. Control system will facilitate demand control ventilation (based on zone level CO2), dehumidification, perimeter zone modulating heat, static pressure reset, unoccupied reset for zone control (where applicable), alarm monitoring for HVAC equipment, trending for monitor based on-going commissioning, remote access and the ability to dial out alarms via text, email, and voice.

- Design shall include stamped demolition and installation plans and specifications in accordance with all applicable codes and regulations, including architectural, electrical, mechanical, plumbing, and structural aspects of the project as necessary. The Engineer will be considered Engineer of record and shall bear full responsibility for the final design.
- Engineer shall provide construction administration to include:
 - Bid Support – Attend and lead one (1) pre-bid walkthrough with interested construction phase bidders, respond to bid period questions, issue addendum (as necessary), assist owner with bid review.
 - Construction Administration – Provide progress site visits during construction to verify progress and identify installation deficiencies; review submittals, shop drawings, Request for Information (RFIs); review and recommend for payment contractor requisitions; perform punch-list inspection(s); and certify substantial completion of work.
 - Warranty Phase – Provide one (1) post construction review of the work performed, interview CHFA's facilities staff to identify deficiencies and recommend corrective action; review BMS trending to verify system operation per design.

2. Milestones and Deliverables

- Kickoff meeting with Owner and Design Phase project team
- Site visit(s) to confirm existing conditions.
- Schematic design narrative to describe project approach and identify major scope items. Owner to provide review and comment.
- Design development (60%) submittal including: Equipment selections, demolition and new construction drawings, riser diagram, draft specifications.
- Bid set (100%) submittal including: Complete stamped set of construction documents marked 'For Construction'. Including specifications, drawings, owners "front end" bid requirements. It is the intent of this project to allow for phasing of independent systems; the final bid package shall enable separate bidding of Roof Top Units (RTU) replacement, Boiler System replacement, and VAV/ BMS replacement, as determined by Owner.
- Potential Utility Incentives for prescriptive measures included in schematic design.
- Meetings with Owner to review progress (virtual and in-person), as required.
- Bid Support: Assist owner with bid process, bid and scope review, RFIs, and bid period questions.
- Construction Administration: Visit the site as construction progress warrants to verify the work, hold project meetings regularly, maintain a list of RFIs, change orders, and bulletins, perform punch list inspections, and issue letter indicating substantial completion.

C. Construction Budget

Design phase scope will be facilitated in one single phase. Construction budget will be determined based on the Owners Capital Improvements Budget and is anticipated that construction will be phased.

D. Project Estimates

The Engineer shall provide “Opinion of Probable Cost” for each scope of work as described in Item ‘B’ above. Engineer shall provide a description of costing methodology, resources used, and source material for Owner review.

E. Project Schedule

The project is anticipated to occur in multiple construction phases, as determined by Owner. Award of this phase of the project is anticipated to occur in May. Design will start immediately upon award, and this phase is expected to be complete no later than September 2023.

F. Project Delivery Method

The delivery method for the final project is assumed to be a Single-Prime Contractor delivery but the final determination will be selected prior to the bidding phase of this project.

II. Designer Selection Process

A. Selection Process

Companies will be evaluated on the basis of written responses to this RFP, additional written information as requested by CHFA and interviews, if any, including, but not limited to, the following criteria:

- Qualifications, relevant experience and licensing
- Approach and recommendation for project
- References
- Costs
- Projected Design Phase Schedule
- Commitment to Affirmative Action and/or Diversity, Equity and Inclusion of company

CHFA may select multiple companies for the services described herein. No selected company is guaranteed or ensured any number of contracts or portion of business.

B. Presentation and Interview

The Owner may select a firm based solely on the submissions or elect to interview multiple firms prior to selection. Should the Owner elect to interview firms, the firms will be provided one-week to prepare for the interview. The interviews may be held in person or virtually.

III. Instructions for Submission of Design Services Proposal

A. Submission Logistics

Companies submitting a proposal should not contact members of the CHFA's Board of Directors or CHFA staff, which may be grounds for elimination from consideration.

Submissions must be sent electronically (not to exceed 25 MB) via electronic mail to the following recipient no later than **12:00 p.m. April 21, 2023: *Faxed responses will not be considered***

- Shelly Mondo - RFP.RFQ@chfa.org

Questions regarding this request for proposals should be directed via electronic mail to:

- Shelly Mondo - RFP.RFQ@chfa.org

Questions must be submitted by April 10, 2023.

It is anticipated that a final addendum will be posted to the CHFA website by April 13, 2023, by 12:00 p.m.

Please clearly mark all proposals with the following:

“CHFA – HVAC Modernization and Upgrades – Proposal”

B. Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal.

The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Cover Letter:** Signed by an individual authorized to enter into an agreement with CHFA on behalf of the company.

2. **Initial Project Thoughts:** Present any initial opinions and reactions you may have to this design commission if chosen. Specific design approaches, experience, and/or opinions that your firm and team have in response to this project's challenges and opportunities are encouraged.
3. **Project Approach:** A management plan and detailed task schedule outlining the firm's intended approach to this project and an initial plan for working with the Owner to ensure a successful project should be presented.
4. **Current Workload:**
 - Name of project
 - Owner's Representative and telephone number
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal and Engineer in charge
5. **Insurance:** Insurance shall be carried as required by the provisions herein.
6. **Project Team:** Include resumes for personnel assigned to this project. Any changes to this project team during design must be submitted in writing and approved by the Owner. Non-conformance with this requirement may result in dismissal for cause.
7. **Proposed Schedule:** Responding firms should provide their proposed project schedule on their approach to efficiently managing the design process and start of construction.
8. All companies must address the following issues and questions:

Company Information

- Description of your company and its history; presence in Connecticut, including corporate existence, whether formed in Connecticut or authorized to do business.
 - Include, but not be limited to, information on the number of offices your company maintains in Connecticut, the location, number of Connecticut residents employed in those offices, and payroll and corporate taxes paid in Connecticut.
 - Include any participation by your company in any civic or other non-profit activities, including any charitable contributions that your company made in Connecticut.
 - Provide, in tabular form, information on the employee composition of your company indicating the total number of employees and the total number and percentages of minorities and women employed and their titles.

- Describe your company's knowledge of and past experience with CHFA.

Project Staffing and Qualifications

- Project staffing matrix including the total number of staff available for this project, and available capacity of key staff required to perform the work.
- Experience with similar size projects. Include current project workload and any active State projects awarded.
- State of Connecticut licenses authorizing Engineer to practice in this state and license/ certifications for personnel assigned to this project.
- Sub-Consultants anticipated including scope provided, company profile, and personnel assigned to this project.
 - Any subcontracting is subject to CHFA review and written approval; and any subcontracted company utilized by the selected company is subject to all requirements of this RFP and any awarded contract.
- Submit specific information regarding your company's commitment to Affirmative Action and/or Diversity, Equity and Inclusion.
 - Include policies and practices, including but not limited to, hiring practices, information to demonstrate your company's commitment to expanding diversity in the workplace, including recruiting initiatives, retention, promotion efforts, and ongoing assessment of progress with respect to underrepresented groups (e.g. in terms of ethnicity, gender, sexual orientation, disability, etc.).
 - Please include your company's most recent EEO-1 report if required to file.
- Provide as references, a minimum of three clients for whom your company has performed similar and substantial services.
 - Include the name of the person to contact, his or her phone number and email address.
 - Include as references any other State of Connecticut agencies or departments that have engaged your company to perform services.

Commitment to Diversity, Equity, and Inclusion

- Describe your company's commitment to diversity, education, and training of the next generation of workers in your profession. Please include:
 - A brief description of any internship programs your company offers and the applicable percentage of the internships for the underrepresented groups.

- A brief description of any scholarships your company provides to students and the applicable percentage of the underrepresented recipients.
- Describe any written policy, program or initiatives to foster business relationships with the underrepresented groups. If applicable, please provide details of the program and the percentage of business conducted with those groups.

Legal History, Liabilities, Proceeding, and Conflict Disclosures

- Describe any and all material lawsuits, legal or administrative proceedings or governmental investigations, criminal actions or law enforcement activities (including those by federal, state or local authorities, or self-regulatory organizations) or non-routine inquiries or investigations relating to you, your company, or any of your affiliates, including any proceedings to which you, your company, your affiliates or any of their respective officers, directors or employees are a named party or of which any of such has been the focus, that have occurred in the last three (3) years or that are currently threatened, including whether you, your company, or any of your affiliates, or their respective officers, directors or employees have been censured by any regulatory body.
 - Describe any such circumstances and advise whether these investigations or proceedings will affect you or your company’s ability to complete the proposed transaction and perform the services in this RFP.
- Describe any potential conflicts of interest arising from providing professional services to CHFA.
 - If applicable, describe how your company would address potential conflicts of interest.
- Has your company ever been removed from an account prior to the expiration of its contract (i.e., been fired)?
 - If so, please explain. If you wish, list the name of a third party with whom the Authority could discuss this termination.
- Selected persons or companies must comply with CHFA and State Ethics requirements, laws and regulations. Persons or companies seeking to do business with CHFA are required to comply with the ethics statement, attached in **Exhibit E**, and the applicable provisions of the Code of Ethics and Code of Ethics for Lobbyists incorporated therein by reference.
- An authorized signatory of any company submitting qualifications or proposals is required to execute and submit with the proposals, qualifications and with any agreement or contract awarded in accordance herewith all applicable representations and certifications set forth on **Exhibit C**, attached hereto and made a part hereof, regarding:

- Whistleblowing; Connecticut General Statutes §4-61dd
- Gift and Campaign Contributions; Connecticut General Statutes §4-252, as amended by Public Act 21-76
- Entities Making Investments in Iran; Connecticut General Statutes §4-252a, as amended by Public Act 21-76
- Nondiscrimination; Connecticut General Statutes §4a-60 & Connecticut General Statutes §4a-60a, as amended by Public Act 21-76
- Consulting Agreements; Connecticut General Statutes §4a-81
- Campaign Financing Contributions; Connecticut General Statutes §9-612, as amended by Public Act 21-76
- Occupational Safety & Health; Connecticut General Statutes §31-57b
- Contractual Representations Concerning State Ethics Laws; Connecticut General Statutes §1-101qq, as amended by Public Act 21-76
- State Contractors Guide to the Code of Ethics

All of the above are attached hereto in full and incorporated herein on **Exhibit E**

C. Fee Proposal

Proposed fees for design services shall be submitted using the Fee Proposal Form in **Exhibit F**.

The fee must be based on the contractual terms of the Owner/Architect/ Engineer Agreement included in **Exhibit A** and **Exhibit B**. All costs for travel to and from project sites, food, telephone, postage, data transfer, photographs, and printing for Owner use (up to 6 copies of all documents) shall be included as part of basic services fee and will not be reimbursed by the Owner.

The fee proposal shall also include specific written exceptions to the contract at the time of submission. The Owner will not entertain any exception after submission nor additional exceptions that may have been omitted. Failure to submit such exceptions at the time of the proposal will constitute full acceptance of the contracts as written.

Include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classification listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

- Principal
- Project Manager
- Principal Engineer (Must be Professional Engineer/ PE)
- Senior Engineer
- Staff Engineer
- Draftsman/ Designer

Billing rates for sub-consultants shall be comparable to those listed above.

IV. Termination or Amendment

The Owner reserves the rights to:

- a. Reject any and all proposals received in response to this request;
- b. Modify the proposed Scope of Services at its discretion;
- c. Request additional information as needed;
- d. Negotiate the fees contained in any proposal;
- e. Waive or modify any irregularities in proposals received;
- f. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept a proposal based upon the lowest fee schedule; and
- g. Request additional information as determined necessary or request some or all companies responding to make oral presentations.

V. Freedom of Information Act

Please be advised that all information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act, as amended and judicially interpreted. If a company believes that its response contains financial, trade secrets or other data that it claims should not be public (“Confidential Information”), the company must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. An entire response marked Confidential Information will not be accepted. If CHFA receives a request for an applicant’s Confidential Information, it will use its best efforts to notify the company of such request and provide the applicant with a copy of any written disclosure request, *provided*, CHFA will not be liable to the company or any other party for any failure to act as described herein. The company may provide written consent to the disclosure or may object to the disclosure by notifying CHFA in writing, identifying in the notice the basis for its objection, including the appropriate statutory exemption(s) from disclosure. The company shall be responsible for defending any complaint brought in connection with the nondisclosure, including, but not limited to, appearing before the Freedom of Information Commission, providing witnesses and documents as appropriate, and for payment of CHFA’s costs and expenses, including attorney fees.

VI. Closing Statement

Each approved company will execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions. Selected company will also be required to provide evidence of the company's general liability, auto, workers' compensation, umbrella and professional liability insurance in the amounts listed on **Exhibit E**. Selected company will also be required to obtain any permits required by the Town of Rocky Hill. Failure to comply with the requirements of this RFP may result in CHFA's rejection of a proposal.

Thank you for your interest in the Connecticut Housing Finance Authority.

*The Connecticut Housing Finance Authority is
an Affirmative Action/Equal Opportunity Employer.*

VII. Exhibits

Exhibit A: AIA B101-2017 - Standard Form of Agreement between Owner and Architect/Engineer, as modified, and Appendices thereto

Exhibit B: AIA A201-2017 – General Conditions of the Contract for Construction, as modified

Exhibit C: Representations and Certifications

Exhibit D: OPM Form 1 and SEEC Form 10

Exhibit E: Additional Requirements

- CHFA Ethics Statement
- C.G.S. §4-61dd
- C.G.S. §4-252, as amended by P.A. 21-76
- C.G.S. §4-252a, as amended by P.A. 21-76
- C.G.S. §4a-60 & §4a-60a, as amended by P.A. 21-76
- C.G.S. §4a-81
- C.G.S. §9-612(f)(2)(A) & (B), as amended by P.A. 21-76
- C.G.S. §31-57b
- C.G.S §1-101qq, as amended by Public Act 21-76
- State Contractors Guide to the Code of Ethics

Exhibit F: Fee Proposal Form

Exhibit G: HVAC Plans (Provided to submitting principal firms only via email request)