



MILFORD PUBLIC SCHOOLS

70 West River Street - Milford, CT 06460

Sean Brennan

Assistant Superintendent of
Business & Operations

sbrennan@milforded.org

Phone: (203) 783-3405

FAX (203) 783-3474

RFQ/RFP# 1806

Request for Qualifications & Proposals: Professional Engineering and Testing, Adjusting and Balancing (TAB) Services to Satisfy Connecticut's Indoor Air Quality (IAQ) Testing Requirements and HVAC Systems Assessments for Milford Public Schools

Issued on November 6, 2023

REQUEST FOR INFORMATION (RFI) #1 - November 22, 2023

The following are the responses to requests for information received from prospective proposers on or before November 17, 2023:

1. *Can a school Calendar be provided to aid in estimating project RFP costs for year 2023 and 2024 if available?*

The 2023-2024 Milford Public Schools Calendar can be accessed on the MPS website at the following link:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2156/MPS/3306853/2023-24_academic_calendar.pdf

The 2024-2025 calendar is not available at this time.

2. *Will air-side systems design data be available for all schools, including minimum outdoor air quantities? Design data can be useful for understanding performance, but the comparison ultimately will be against ASHRAE 62.1 for compliance with the statute.*

No, this will not be made available.

3. *Will detailed ductwork drawings be available in PDF format, or hard copy that can be scanned?*

These drawings will be made available to the selected firm but not during the RFQ/RFP phase.

4. *Are current PDF format TAB reports available? Please provide a listing of schools where Tab reports are not available.*

During the pandemic, commissioning studies were conducted at all schools. These reports can be accessed from the following [link](#). You may need to download the document once you click this link due to the size of the file.

5. ***Can occupancy density (people count) for classrooms and common areas such as Cafe, auditorium, gymnasium, media center be provided?***

We currently do not have a list of individual occupancy loads. This information may be provided after selection of a contractor.

6. ***What contractor access provisions will be provided for interior / exterior doors and roof, such as master keys, access badges etc.?***

The successful contractor will be provided with a key and access badge upon successful completion of appropriate security background checks.

7. ***Will coordinated access to occupied spaces, mechanical, and roof be allowed during normal school occupancy or after hours?***

This will be coordinated with the successful contractor. Some limited access may be possible during school hours but it is anticipated that the majority of the work will take place after school hours, on weekends and on school breaks.

8. ***Which schools have direct digital control building automation in place? Can a list be provided of BAS systems per school?***

All schools have Johnson Controls, Inc (JCI) however, not all systems are controlled. Please refer to the [attached list](#) for details.

9. ***It is important prior to TAB verification that systems coils and filters be clean, as well control dampers able to move freely under BAS or local controllers. Can it be assumed every effort will be made to have HVAC preventative maintenance services provided prior to TAB testing and verification?***

MPS has a regular ongoing program of preventive maintenance (PM). MPS will make every effort to coordinate the schedule of PM with the successful firm to perform these services prior to TAB and verification.

10. ***On page 9, item #3 mentions that we should provide similar project experience. Will this project experience be necessary in this section since it appears that item #4 (Relevant Experience) has project experience covered?***

Item #3 asks for a description of the firm's knowledge, understanding and practice regarding the Statutes and Regulations of the State of CT. We are asking that you demonstrate evidence of your firm's knowledge of this work including pertinent information such as the project type, size, scope of work performed, dates of services and any other pertinent features of projects that may have been performed.

Item #4 asks for a list of at least five (5) projects that your firm worked on or is currently working on that meets the same or similar scope as this project including client or agency, size, scope, cost and dates of the projects.

It may be somewhat redundant but please provide both.

11. RFP states that the completed reports need to be submitted no later than 10/1/24. Is this any leeway in this deadline? Please note that the legislative language provides for later submission of reports as long as the School District is under contract for the surveys before the deadline.

The language in the Statute is duly noted. It is the District's goal to have this work completed by 10/1/24 but it is understood that conditions may alter the desired schedule. MPS will work with the successful contractor to facilitate the most expeditious completion of the project.

PLEASE NOTE: This RFI will be posted on the MPS and City of Milford Purchasing Department websites. It is the responsibility of all Vendors to check the websites frequently for any responses to RFI that are issued. After the proposal deadline, a Vendor may not change any provision of the proposal in a manner prejudicial to the interests of MPS or fair competition.

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