

# TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237  
(860) 228-0110 FAX: (860) 228-1952

## REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE ENGINEERING SERVICES FOR THE HORACE W. PORTER SCHOOL INDOOR AIR QUALITY (IAQ) IMPROVEMENT PROJECT

~ RESPONSES DUE BY 3:00 PM (EST) ON THURSDAY, APRIL 13, 2023 ~

### PURPOSE:

The Town of Columbia, Connecticut (hereinafter “the Town” or “Town”) requests qualifications from Architects/Engineers that are licensed to work in the State of Connecticut, have experience working on Connecticut school IAQ grant projects, and are highly interested in providing Engineering services to the Town of Columbia. The current HVAC system at Horace W. Porter School was designed and installed in 1993-94. The Engineering services to be provided to the Town of Columbia include, but are not limited to, the following: evaluation of existing A-Wing building structure and landscape to provide professional advice/guidance with respect to sources of moisture and potential solutions to mitigate opportunities for the growth of mold or other microbiological airborne particles; evaluation of the existing condition of the Horace W. Porter School HVAC System; creation of HVAC replacement schedule(s); cost estimation of IAQ improvement options; issuance of professional advice/guidance with respect to possible state grant opportunities; creation of design documents and bid specifications for IAQ improvement services and supplies (e.g., electrical upgrades, new equipment, etc.); and guidance during the bid process as well as during the construction phase.

### ABOUT THE TOWN

The Town of Columbia is a community approximately twenty miles east of Hartford with a population of approximately six thousand (6,000) residents. The Town Meeting is the sole authority for a select number of issues, and a Board of Selectmen sets general policy. On February 23, 2023, a Town referendum approved an appropriation for this project, subject to conditions. A First Selectman serves as the Chief Executive Officer on a part-time basis, while a Town Administrator (appointed) serves as the Chief Administrative Officer on a full-time basis. The Columbia School District is guided by a Board of Education and a Superintendent of Schools. Horace W. Porter School is the School District’s sole building. It accommodates grades Pre-K through eight. Graduates of Horace W. Porter School have the choice of attending area high schools in Bolton and Mansfield.

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## REQUESTED INFORMATION

The following information shall be mailed (not emailed) or hand-delivered to Columbia Town Administrator, Mark Walter at 323 Route 87, Columbia, CT 06237 no later than 3:00 PM, EST on Thursday, April 13, 2023:

1. Brief history of architectural/engineering firm, including office locations;
2. Brief summary of the qualifications of the architect(s)/engineer(s) that would be assigned to the Columbia project;
3. Description of similar engineering services provided to Connecticut municipalities/schools to include, but not be limited to: mechanical, electrical, structural, civil, and to provide professional advice/guidance on moisture control and mitigation services; and
4. Statement of intent to service Columbia with respect to the Horace W. Porter School HVAC project.

## EVALUATION AND SELECTION PROCESS:

All qualifications submitted will be reviewed by the Horace W. Porter HVAC Building Committee. In reviewing the qualifications, the following factors will be weighed:

- a) Depth and breadth of engineering experience and expertise, most specifically in the area of Connecticut school IAQ improvement project;
- b) Capability to perform architectural/engineering services promptly and in a manner that permits the Town to meet deadlines and to operate in an effective and efficient manner;
- c) Knowledge of State of Connecticut grant opportunities and processes with respect to school IAQ improvement projects;
- d) Communication skills – both written and oral; and
- e) Other factors as deemed appropriate by the Horace W. Porter HVAC Building Committee, Superintendent of Schools and the Town Administrator.

The analysis of the submitted qualifications will lead to interviews with selected architectural/engineering firms. The interviews will result in select architectural/engineering firms being invited to submit financial proposals.

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## GENERAL INSTRUCTIONS AND CONDITIONS:

**Acceptance of Qualifications:** The Town reserves the right to accept and reject any and all qualifications and to waive informality, technical defect, or clerical error in any proposal, as the interest of the project may require. The Town reserves the right to meet with one or more respondents as it sees fit. All costs incurred in the preparation of the statement of qualifications will be borne entirely by the individual/firm submitter. Anything submitted to the Town for consideration becomes the property of the Town and becomes public record.

**Freedom of Information:** Respondents to this request for qualifications are hereby notified that all submittals and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

**Questions about Proposal Requirements:** Respondents with questions regarding the submission requirements may contact Town Administrator, Mark Walter via email at [townadministrator@columbiact.org](mailto:townadministrator@columbiact.org).