



Clifford Gurnham
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November 10, 2020

Matthew T. Hoey
First Selectman
Town of Guilford
31 Park Street
Guilford, CT 06437

Subject: Standing Building Project Award Recommendations for Cox Elementary School

Dear Mr. Hoey:

This letter is to inform you that at the regular schedule meeting of the Standing Building Committee on November 3, 2020 the committee reviewed proposals from Silver Petrucelli & Associates and Antinozzi Associates from the On-Call Bid list and unanimously voted to recommend the contract for the design and engineering for the design of the heating and cooling system including the replacement of the boilers be awarded to Silver Petrucelli & Associates (SP&A) in the amount of \$48,060.00.

This project is funded through bond referendum in FY 2019-20 with a balance of \$3,005,000.

Sincerely,

Clifford Gurnham
Director of Operations, GBOE

SILVER/**PETRUCELLI**+ASSOCIATES

Architects and Engineers

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 Fax: 203 230 8247

silverpetrucelli.com



September 4, 2020
(Rev. 11/11/20)

Mr. Clifford Gurnham
Director of Operations – Guilford Board of Education
701 New England Road
Guilford, CT 06437

RE: Professional Design Services for HVAC Upgrades, A.W. Cox Elementary
S/P+A #20.209.03

Dear Cliff:

Thank for the opportunity to submit this proposal for mechanical and electrical engineering services related to the above referenced HVAC upgrade project. We understand the general scope to include the design of new HVAC, including the related electrical services for the connection of equipment to the existing electrical service. We propose to accomplish Schematic Design, Contract Documents, Bidding and Construction Administration services as outlined below.

SCHEMATIC DESIGN

Our work during the Schematic Design phase will be focused on evaluating equipment options and identifying a preliminary project cost. Our tasks will include the following:

1. Perform a detailed site investigation to assess and document existing conditions.
2. Review available documentation of existing conditions.
3. Calculate preliminary HVAC loads for all systems based on current existing conditions.
4. Evaluate Building Management System interconnection options.
5. Provide brief narrative of viable options and implications.
6. Develop preliminary opinion of probable construction cost.

Based on the walkthru conducted at the school related to this project, our assessment is that one of two types of variable refrigerant flow (VRF) systems will be the focus of our schematic design effort do to equipment size restraints on a like-for-like system replacement, therefore we will concentrate our comparative analysis and opinion of probable cost development on either the air-cooled VRF or water-cooled VRF options and

the re-utilization of existing system components to the greatest extent possible based on current condition analysis. Additionally, rooftop HVAC equipment, boiler and domestic hot water system components will be replaced with higher efficiency units to better meet the current state energy conservation code, existing reused ductwork will be cleaned and sanitized and fresh air improvements will be put into place. Lastly, a form of dedicated outdoor air system (DOAS) will be introduced to serve the heat pump areas with tempered, filtered and dehumidified fresh air to all the spaces, which will include energy recovery capability as well as the capability to increase ventilation rates to the greatest extent possible.

CONTRACT DOCUMENTS

We will produce construction documents that are suitable for securing building permits, obtaining competitive bids from qualified contractors, based upon Owner approved system schematic design determination.

As such, we envision our tasks in this phase to include the following:

1. Perform additional site investigations.
2. Design replacement of existing equipment.
3. Finalize detailed building heating and cooling loads.
4. Design interface with existing Building Management System.
5. Design of architectural details incidental to the mechanical work.
6. Develop final opinion of probable construction cost.
7. Attend two (2) Building Committee meetings.

Our deliverables will include, but not be limited to, the following:

- A complete set of Construction Drawings suitable for bidding by a qualified contractor; including Demolition, Mechanical, Electrical, Schedules, Details, etc.
- Produce 3-part AIA MasterSpec technical specification sections.
- In coordination with the Town's purchasing staff, produce Project Manual front end specification sections in conjunction with Town contract officials.

BID PHASE SUPPORT

We will provide the following assistance during the Bid Phase:

1. Attend pre-bid conference.
2. Respond to contractor's inquiries and requests for additional information (RFI's).
3. Prepare Addenda as required to clarify the scope of the work.
4. Review the bid proposals, checking the contractor's references and work experience, as well as verifying the completeness of the bid submissions.

CONSTRUCTION ADMINISTRATION

We will provide construction administration services which will include the following:

1. Attend pre-construction meeting.
2. Review contractor submittals, including Product Data and Shop Drawings.
3. Provide contract interpretations and issue design modifications and sketches when necessary.

4. Provide periodic site visits to assure general conformity with the construction documents – twelve (12) visits have been allowed for based on a single-phased project implementation.
5. Attend job coordination and progress meetings as part of allowed site observations.
6. Review and process contractor's payment requisitions.
7. Review Proposed Change Orders from contractor.
8. Perform Punch List of final installation to determine that the work is complete and in compliance with the Contract Documents.
9. Provide a follow-up Punch List visit to review noted and outstanding items.
10. Review of contractor's closeout documents (warranties, O&M Manuals, Record Drawings, etc.) and accomplish contract closeout.

SERVICES NOT INCLUDED

We have the capability of providing a wide range of services should any additional assistance be required or if the project scope is revised. Examples of these additional services include:

- Limited architectural design services incidental to the mechanical scope. Major architectural/structural overhauls are excluded until determined that they are deemed necessary for the upgrade of systems and equipment.
- Plumbing and electrical design services other than very specific work that is incidental to the mechanical scope.
- Kitchen Exhaust and Makeup Air design or upgrade.
- Fire protection engineering.
- Environmental inspection, testing, design and/or construction administration / monitoring services.
- Civil engineering or Structural engineering analysis other than specific work related to supporting mechanical equipment.
- Phased Design or Construction
- Commissioning services.
- Printing of Bid Sets.
- Preparation of As-Built or Record drawing sets.
- Support of an independent, third-party commissioning effort.
- Energy estimating, production of energy model and life cycle cost analysis.

COMPENSATION

For the services described above, we propose the following fixed fees:

Schematic Design:	\$ 11,100
Contract Documents:	\$ 35,240
Bid Phase Assistance:	\$ 1,710
<u>Construction Administration:*</u>	<u>\$ T.B.D. *</u>
Total Design Costs	\$ 48,050

* Construction Administration Fee is not in the scope of work at this time but has been budgeted to be \$12,830.00 pending more defined scope of required work.

These fees include all customary reimbursable expenses, including travel expenses, in-house progress printing, CAD services, plotting and delivery service. Any additional services that you may require during the project will be compensated on an hourly cost-plus basis, in accordance

with the "Standard Hourly Rate Schedule" that is associated with our On-Call Agreement or is currently in force otherwise. If the scope is well defined, a mutually agreeable fixed fee can be negotiated.

All other terms of our agreement will be in accordance with the amended "Standard Form of Agreement Between Owner and Architect", AIA Document B201.

We are grateful for the opportunity to submit this proposal and we are prepared to begin work immediately on this project. Please contact me with any questions that you may have.

Very truly yours,



Kenneth J. Eldridge, PE
Chief Mechanical Engineer

Accepted this _____ day

Of _____, 2020

By _____

Clifford Gurnham
Guilford Board of Education

20.209.03.MEPPRO