REGIONAL SCHOOL DISTRICT NO. 20

REQUEST FOR PROPOSAL (RFP)

Professional Engineering and Testing,

Adjusting and Balancing (TAB) Services to Satisfy

Connecticut's Indoor Air Quality (IAQ) Testing Requirements and HVAC Systems Assessments for Regional School District No. 20

DUE: Monday, Aug 3, 2026 at 1:00 PM

REQUEST FOR PROPOSAL

LEGAL NOTICE

Sealed Proposals for Regional School District No. 20's HVAC/IAQ Inspections will be received by Regional School District #20 on **August 3rd, 2026 at 1:00PM,** at which time the Proposals will be opened publicly and read aloud.

Regional School District #20 reserves the right to accept or reject any or all Proposals, to waive any technicalities of the Proposal process, and to select the Proposal that meets the best interests of the District.

GENERAL PROVISIONS

Regional School District No. 20 (hereinafter referred to as the Board), is seeking to hire a professional engineering firm to provide Testing, Adjusting and Balancing (TAB) services and HVAC systems assessments to satisfy **Connecticut's Indoor Air Quality (IAQ) testing requirements** at all seven schools in the District.

SCOPE OF WORK

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful firm and, as such, should be modified and augmented based upon the experience of the firm, as necessary to complete the project.

PROJECT DESCRIPTION

It is important to note that all school spaces must remain functional for education and extracurricular activities to the fullest extent possible during the work of the successful firm.

This field-work aspect of this project is expected to commence in late October or early November, 2026. It must be **completed and all reports submitted to Regional School District No. 20 no later than December 1, 2026**.

Engineering, TAB and HVAC System Assessment Services

All services included in the scope and the project description will be performed and completed at each of the seven (7) school buildings in the District as follows:

School	Address	Square Footage (Gross Area)	Year Built
Lakeview High School & ASTE	98 Wamogo Road. Litchfield, CT 06759	120,463 & 25,877	1957 &2002
Litchfield Intermediate School	35 Plumb Hill Road. Litchfield, CT 06759	56,609	1962
Litchfield Center School	125 West Street. Litchfield, CT 06759	56,915	1925

Plumb Hill Middle School	14 Plumb Hill Road. Litchfield, CT 06759	132,007	1956-1986
Warren Elementary School	21 Sackett Hill Road. Warren, CT 06754	33,697	1973
Goshen Center School	50 North Street. Goshen, CT 06756	38,439	1967
James Morris School	10 East Street. Morris, CT 06763	33,822	1990

Extensive knowledge and understanding of the Connecticut State Statutes (CGS § 10-231e, CGS § 10-220(d), and Public Act 23-167), that codify the requirements for school districts regarding Indoor Air Quality testing and HVAC systems assessment, is essential and must be demonstrated by proposing firms.

The Scope of Services is based on language and requirements, some of which is taken directly from the legislative text and is broken into three (3) phases of the process. **Important note:** Phase 3 will not be priced at this time since the initial two steps will need to be completed first. **Please do not include Phase 3 in your proposals.**

Phase 1- Ventilation Verification Assessment Phase

A uniform inspection and evaluation of the heating, ventilation, and air conditioning system within the school.

Phase 1 shall include:

- Testing for maximum filtration efficiency.
- Physical measurements of outside air delivery rate.
- Verification of the appropriate condition and operation of ventilation components.
- Measurement of air distribution through all system inlets and outlets.
- Verification of unit operation and that required maintenance has been performed in accordance with the most recent ASHRAE indoor ventilation standards.
- Verification of control sequences.
- Verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors.
- Collection of field data for the installation of mechanical ventilation if none exists.
- A written report including ventilation rates for each

occupied area.

Phase 2- Reporting Phase

Issue a report in the format that satisfies all State of Connecticut requirements including, but not limited to, any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation, and air conditioning infrastructure to achieve compliance with current ventilation standards.

Phase 2 shall include:

- A review of the data collected in the ventilation verification report and determination to what extent the systems are providing appropriate ventilation to the building.
- Recommendation for installation of filters meeting the most optimal level of filtration.
- Recommendation for the installation of carbon dioxide sensors.
- Recommendation for any additional maintenance or repairs required.
- Recommendation for any additional upgrades or equipment replacement.

Note: For Phases 1 and 2 it will be required of the prospective firm to have the ability to transfer information electronically.

Phase 3- Implementation Phase (Future Phase)

This is included in this RFQ/RFP for contextual purposes only - DO NOT INCLUDE PRICING FOR THIS PHASE IN PROPOSALS.

With the reports and results from Phases 1 and 2, the District may begin to enact the recommendations outlined in the final report issued by the successful firm. The District may need engineering and consultative services for this phase.

Some of the steps for Implementation Phase 3 may include:

- Determine cost effective solutions to promote healthy indoor air quality.
- Provide design for recommended measures.
- Provide cost estimates for recommended work.
- Apply for state grants or federal funding, as applicable.
- Begin repairs, replacements, and upgrades as needed.
- Test and Re-inspect Systems upon completion of work to confirm they meet the requirements.

PREPARATION OF PROPOSALS

The following items must be considered and addressed by the Bidders as they prepare

their proposals.

- **Project Schedule**

All work must be substantially completed by **early November, 2026. Written reports are due in electronic format no later than December 1, 2026.**

- **Building Access and Availability**

Student safety and security are of primary importance to the Board of Education. Weekdays after school dismissals or on days when school is not in session, access to the buildings is available. On an individual case-by-case basis, supervised access can be requested from the BOE.

BID SUBMISSION

1. Proposals shall be submitted in a sealed envelope clearly stating that it is a response to bid “Regional School District No. 20 HVAC/IAQ Inspections”, including one (1) ORIGINAL and two (2) EXACT COPIES of their bid. Bidders should submit bids in a clear, concise, and legible manner to permit proper evaluation of responsive bids.

2. Bids are to be submitted sealed in an envelope and addressed as follows:

Regional School District No. 20
Attn: Julia Cardillo
35 Wamogo Road
Litchfield, CT 06759

3. The person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations for the delivery period requested.
4. Proposed fees for all services enumerated herein shall be in the form of a **fixed lump sum for each school.**

BID DUE DATE & TIME

Bids will be received at the Regional School District No. 20, District Office until Monday, August 3 2026 at 1:00PM at which time they will be opened and publicly read aloud.

A bidder may withdraw a proposal at any time prior to the above-scheduled date and time. Any bid received after the above-scheduled date and time shall not be considered or opened.

BOARD OPTIONS

The Board reserves the right to reject any or all bids and to waive any requirements, informalities, or technical defects or service therein when it is deemed to be in the best interest of the Board of Education. The award shall be made after careful consideration of all factors, including but may not necessarily be limited to price.

TAXES

Purchases made by the Board of Education are tax-exempt. A tax exemption certificate shall be furnished upon request.

INQUIRIES

All inquiries regarding this request from responsible bidders will be received up to the close of business on Wednesday, July 29th 2026 after which time no additional questions will be accepted.

These Inquiries and questions can be emailed to the BOE CFO at jcardillo@rsd20.org

AWARD AND AUTHORITY

The Board of Education shall issue notification of an award in writing.

METHOD OF SELECTION/CRITERIA

The firms will be evaluated on their qualifications using the following criteria**:**

1. Technical competence: The respondent should demonstrate knowledge, understanding and practice of the Statutes and Regulations requiring IAQ testing and HVAC system assessments in CT schools including, but not limited to, CGS § 10-231e, CGS § 10-220(d), and Public Act 23-167, etc.

2. Demonstrated experience working on similar scope as this project, specifically, IAQ testing, TAB and HVAC system assessments that satisfy the requirements of Connecticut Statutes, including, but not limited to, CGS § 10-231e, CGS § 10-220(d), and Public Act 23-167, etc.;

3. Must be properly insured and licensed to practice engineering and required services in the State of Connecticut;

4. Past record of performance on contracts with respect to such factors as schedule, cost control, work quality and cooperation with client;

5. Demonstrated presence of certified professionals on its staff who possess the knowledge, understanding and practice required for this project ;

6. Experience with other similar school districts in CT on projects of this size and scope;

7. Ability to perform this work in the specified timeframe;

8. Cost of services;

9. Method of Electronic Transfer of Information;

10.Strength of References.

PRICING

All prices quoted are to be firm for a period of 180 days following the bid

opening.

HOLD HARMLESS CLAUSE

The Contractor further agrees to indemnify, hold harmless and defend the Board from and against any and all liability for loss, damage or expense which the Board may suffer or for which the Board may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

INSURANCE REQUIREMENTS

The successful Submitting Contractor and his subcontractors shall maintain insurance in the following amounts for the duration of this project, and submit proof of insurance prior to the start of any work:

1) Worker's compensation insurance for all employees

2) Comprehensive general liability insurance (bodily injury: $1,000,000.00 each person; $1,000,000.00 each occurrence; property damage: $1,000,000.00 each person; $1,000,000.00 each occurrence); general liability aggregate coverage of $2,000,000.00

3) Comprehensive automobile liability insurance ($1,000,000.00 each person; $1,000,000.00 each occurrence)

4) Excess liability umbrella coverage: $4,000,000.00

The successful Submitting Contractor and his subcontractors shall name Regional School District #20 as additional insured.

WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Board in accordance with current Federal, State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

DELIVERY AND TERMS

All prices shall be quoted as DELIVERED PRICES. The terms of the sale must be

stated. No advance payments will be made to the vendor. Payment will be made as soon as the work is accepted.

PROPOSAL FORM

Project: Regional School District No. 20 HVAC/IAQ Inspections

Owner: Regional School District #20

35 Wamogo Road

Litchfield, CT, 06759.

Contractor: Firm: _____

Address: _____

Tel: _____

Email address: _____

Representative & title: _____

Proposal Amounts:

School	Address	Individual Proposal Amount
Lakeview High School & ASTE	98 Wamogo Road. Litchfield, CT 06759	
Litchfield Intermediate School	35 Plumb Hill Road. Litchfield, CT 06759	
Litchfield Center School	125 West Street. Litchfield, CT 06759	
Plumb Hill Middle School	14 Plumb Hill Road. Litchfield, CT 06759	
Warren Elementary School	21 Sackett Hill Road. Warren, CT 06754	
Goshen Center School	50 North Street. Goshen, CT 06756	
James Morris School	10 East Street. Morris, CT 06763	

- Proposal Form continued on next page -

Projected substantial completion date: _____

By submission of this proposal, the undersigned Contractor acknowledges inclusion of all elements contained and described in the project documents.

Signature: _____

Name (print): _____

Title: _____

Date: _____

-End of Proposal Form-

NON-COLLUSIVE STATEMENT

The undersigned Contractor certifies the following:

1) This Proposal has been arrived at by the Contractor independently and has been submitted without collusion with, and without any agreement, understanding, or planned course of action with, any other vendor of materials, supplies, equipment, or services, or any company, person(s) or agency, designed or intended to limit independent competition, and

2) The contents of the proposal have not been communicated by the submitting Contractor or its employees or agents to any person not an employee or agent of the submitting Contractor or its surety, and will not be communicated to any such person prior to the official opening of the proposal.

_____

Contractor (company name)

_____

_____

Business address

_____

Signature and Title of authorized agent

_____

Date

~submit with Proposal~

CONTRACTOR QUALIFICATIONS STATEMENT

1) Name of company: _____

2) Address: _____

3) Incorporation date: _____

4) How many years have you been engaged in the business under your present firm name?

_____

5) Contracts on hand (with gross amounts and completion dates):

_____

_____

_____

_____

6) Have you ever failed to complete any work awarded to you?

_____

7) Have you ever defaulted on a contract?

_____

8) List the more important projects recently completed by your company, with approximate cost of each, brief description of project, month and year completed, and a contact person with telephone number.

_____

_____

_____

_____

9) Supply three (3) references with firm and telephone number that may be contacted by the Owner with regard to your firm and performance thereof:

1._____

2._____

3._____

10) Provide applicable CT trade licensing numbers and other CT trade registration as applicable for all prospective employees who may work on this project. Include subcontractor CT licensing and registration as applicable. Attach accordingly to this Contractor Qualifications Statement.

The undersigned hereby authorizes any person or agent of Regional School District #20 to contact the Contractor or its referenced persons or entities and obtain any information relevant to this statement or its intentions with regard to this proposal, at the Owner's discretion, and authorizes release of that information to Regional School District #20 for the purposes of evaluation of this proposal:

_____

Contractor (company name)

_____

Authorized agent (signature) and Title

_____

Date

-End of Contractor Qualifications Statement-

-End of section-

~submit with Proposal~