



**Champlain Valley School District
CVU-HS and Shelburne Community School
PREQUALIFICATION SOLICITATION FOR
Mechanical Subcontractors
16 January 2024**

The Champlain Valley School District is seeking interested Mechanical Subcontractors to pre-qualify for an improvement project at CVU High School, 369 CVU Rd, Hinesburg, VT 05461 and Shelburne Community School, 345 Harbor Road, Shelburne, Vermont 05482. The scope of improvements for this subcontract include HVAC system upgrades, and upgrades to supporting mechanical-associated electrical and plumbing systems. **The school district will be executing a single contract with a Construction Manager (CM) for all the work but requires that the Mechanical Subcontractor be prequalified for its portion of the work.**

To facilitate long-lead mechanical items, the Owner will be buying out certain mechanical equipment in advance to initiate its manufacture. The ownership of that equipment will be transferred and assigned to the Mechanical sub upon its hire and execution of contract.

1. Project Description:

The project includes limited renovations to two schools:

A. Shelburne Community School, 345 Harbor Road, Shelburne, VT 05482

- Mechanical ventilation improvements consisting of replacement of HVAC systems and equipment.
- Replacement of electrical switchgear.
- Interior and exterior alterations incidental to the work.

B. Champlain Valley Union High School, 369 CVU Road, Hinesburg, VT 05461

- Mechanical ventilation improvements consisting of replacement of HVAC systems and equipment.
- Interior and exterior alterations incidental to the work.

Preliminary Schedule:

The preliminary schedule is as follows:

1/16/24	Publicly Advertise RFQ for Mechanical Contractor qualifications - bid package >\$500K
1/31/24, 12:00 PM	Due date for prequalification statements
2/1/24- 2/7/24	Notify qualified bidders of their eligibility (at least 30 days prior to receipt of bids)
2/2/24-2/7/24	Issue Bid Packages to Subs
3/15/24, 10:00 AM	Subcontractor Bids Due – Bid Opening immediately following (60 days after public advertisement)
3/26/24	Bid evaluation, leveling, and de-scoping
3/27/24	Award Mechanical Subcontract Bid
4/1/24-6/1/24	Submittals
5/1/24-6/1/24	Mobilize
10/30/24	Substantial Completion

Estimated Construction Costs:

The total budget estimate for Mechanical Systems, including equipment purchased by Owner: \$1.2M

MECHANICAL SUBCONTRACTOR Pre-Qualification Criteria

Mechanical Subcontractors must meet the pre-qualification criteria established by the School District as outlined, and demonstrate competence and an ability to meet the criteria below:

1. Completed AIA Document A305-1986 with the following exception: If a company does not wish to submit financial statements as required by this AIA Document, the following two documents shall be provided instead:
 - a letter from a surety or bonding company stating that the company is able to be bonded for the construction amount listed above.
 - a letter from the company’s independent auditor stating that the company is in good financial standing and is financially stable to successfully complete the project as outlined herein according to their respective scope of work and schedule.
2. Maintain a clear and stable organizational structure, both company-wide and for the Project.
3. Have all necessary registrations/licenses to perform the work.
4. The respective subcontractor foreman planned to be used on this project shall have had experience with at least five (5) projects of similar size and scope. Three (3) out of the five shall be elementary or secondary school

(grades K-12) construction projects. Each of these projects shall have reached final completion and received “very good” to “excellent” references for each. These projects shall have been completed within the last eight (8) years. All applicants must provide reference information for each of the five (5) projects including the name, mailing or email address, phone number, and title of each reference. Applicants shall provide more references if available.

5. The respective subcontractor foreman planned to be used on this project shall have worked as an employee of the company for the past five (5) consecutive years. Applicants shall clearly highlight conformance to this requirement in their pre-qualification statements.
6. Have sufficient financial capacity to carry out the work, including access to sufficient capital or other resources to allow it to complete the work.
7. Provide suitable evidence of the capacity to complete the project within the estimated construction schedule and have a current construction load that would not interfere with their ability to perform the work of the Project. All applicants shall provide information (name, location and type of project, construction cost, schedule and percent completion) for all work currently under contract.
8. Have ability to furnish 100% Payment and Performance Bonds for a project with a construction value as noted above for each respective trade category.
9. Have the manpower to successfully complete approximately \$1.2M worth of work in similar construction duration. This project may require multiple teams to work in different areas of both buildings, simultaneously and/or during different shifts to complete the work. Please provide a statement confirming your ability to meet this requirement, followed by examples of similar projects that were successfully completed.

Evaluation and Selection Process:

The School District will review each submission based on the criteria outlined above and apply weighted scores for each criterium. The school district will prequalify contractors based on this evaluation.

PreQualification and Bidding Procedures:

- The school district is requesting prequalification statements from Mechanical Subcontractors directly.
- Once the school district completes its review of qualifications, the school district will notify all respondents of the results of the qualifications process prior to issuing construction documents out for bid. (See schedule above)

- ❑ The CM shall select from the prequalified list of Mechanical Subcontractors to incorporate as a part of their GMP bid.
- ❑ The Construction Manager will oversee and coordinate the work of all subcontractors.

Three (3) copies of Pre-qualification Applications shall be submitted no later than:
Noon (12 PM) on January 31st, 2024 to:

Chris Giard
CVSD Director of Facilities
Champlain Valley School District
5420 Shelburne Rd, Suite 300
Shelburne, VT 05482
Email: cgiard@cvsdvt.org

Questions regarding the project may also be directed to:

Conor Donnelly, Dir. Of MEP Services
DEW Construction
(802)383-8823
Email: cdonnelly@dewconstruction.com

Roberto Fitzgerald, Assoc. AIA, Project Manager
Dore + Whittier Architects
email: rfitzgerald@doreandwhittier.com

LEGAL NOTICE

The Champlain Valley School District is seeking interested Mechanical Subcontractors to pre-qualify for an improvement project at CVU High School and Shelburne Community School. The scope of improvements for this subcontract include HVAC system upgrades, and upgrades to only mechanical-associated electrical and plumbing systems. **The school district will be executing a single contract with a Construction Manager (DEW Construction, Williston, VT, hereinafter referred to as the CM) for all the work but requires that the Mechanical Subcontractor that the CM will hire be prequalified for its portion of the work.**

Estimated construction cost for this portion of the work is approximately \$1.2M

The District has established prequalification criteria a bidder must meet. Request for Qualifications (RFQ) can be requested **by mail or email from:**

Chris Giard
CVSD Director of Facilities
Champlain Valley School District
5420 Shelburne Rd, Suite 300
Shelburne, VT 05482

Office Phone: (802) 985-1930
Cell: (802) 383-8597
Email: cgiard@cvsdvt.org

Completed prequalification statements shall be received by Mr. Giard at the above address by mail or delivery no later than **Noon (12 PM) on January 31st, 2024**. Applicants for prequalification shall be notified at least 30 days prior to bid opening whether they are eligible to bid. The CM anticipates receiving and opening the bids for the subcontract on or around **March 15th, 2024**.