



TOWN OF BURLINGTON

Department of Public Works

Request for Proposal: Mechanical HVAC Engineering Services

Submission Deadline: August 29, 2025 at 12:00 PM (Noon) EDT

The Town of Burlington Department of Public Works (DPW) is soliciting proposals from qualified mechanical HVAC engineering firms to provide comprehensive engineering services for upgrades and replacements within the Town Hall building at 29 Center Street and the Town Hall Annex building at 25 Center Street, Burlington, Massachusetts.

1.0 Purpose and Background

The Town of Burlington is undertaking critical infrastructure improvements to its Town Hall and Town Hall Annex facilities. The current phase of this project involves significant upgrades to the HVAC systems and associated components. To date, 100% design drawings and specifications for HVAC and Roof Upgrades, including chiller replacement, have been developed by NV5. These documents, dated April 12, 2024, are available for review. While the 100% design specifies a particular chiller, the Town is seeking to review alternative chiller selections. This Request for Proposal (RFP) seeks an engineering firm to review, revise, and expand upon these existing designs, and to provide comprehensive services through construction completion.

2.0 Scope of Services

The selected engineering firm shall provide the following mechanical HVAC engineering services:

2.1 Design Review and Revision

- Review of existing 100% design drawings and specifications for HVAC and Roof Upgrades.
- Revision of the existing design to ensure compliance with all new and applicable building codes.
- Incorporation of recommended changes by the selected engineering firm to optimize system performance and efficiency.



2.2 New Design Elements

- **Fan Coil Replacement Design:** Develop a comprehensive design for the replacement of existing fan coil units throughout both the Town Hall and Town Hall Annex buildings.
- **Town Hall Generator Replacement:** Design the replacement of the existing Town Hall generator, which provides backup power to both the Town Hall building and the Town Hall Annex building.
 - The generator and the HVAC chiller currently share the same outside enclosure. The replacement design may include, but is not limited to:
 - Redesigning the layout of these equipment within the enclosure.
 - Replacing, modifying, expanding, or completely replacing the sound enclosure to accommodate new equipment and meet performance requirements.
- **Site Civil Survey and Design:** Provide necessary site civil survey and design services related to the generator and chiller replacement and enclosure modifications.
- **Permit and Planning Board Services:**
 - File all required permits with the Town of Burlington Planning Department.
 - Assist with and attend Planning Board meetings for any modifications or design elements that trigger Planning Board approvals.
- **Construction Phasing Planning and Specification:**
 - Discuss and strategize with the Town construction phasing that minimizes environmental impacts to the office spaces, and ideally allows work to be done without relocating town offices and remaining open to the public.

2.3 Post-Design Services

- **Procurement Services:** Provide expert assistance during the procurement phase for all HVAC and generator-related equipment and services.
- **Construction Administration/Resident Engineering Services:** Deliver comprehensive construction administration and resident engineering oversight throughout the construction phase to ensure adherence to design specifications and quality standards.

2.4 Project Closeout

- **As-Built Drawings:** Upon successful completion of construction, the engineering consultant shall be responsible for preparing and submitting a complete set of as-built drawings that accurately reflect all final installations and modifications.

2.5 Additional Considerations

- The existing chiller is approximately 28 years old and has been faulting at an increasing rate. Given this, the expected long lead times of the equipment, and the potential construction phasing around seasons, the Town will have a strong emphasis on expedited scheduling for proposals.

3.0 Submission Requirements

Interested engineering firms must submit a comprehensive proposal addressing the scope of services outlined above. Proposals shall include:

- Company background, relevant experience, and case studies.

- Detailed resumes of all key staff members who will be assigned to perform the duties described herein. This will include backup staff that will have some involvement with the project and able to replace key staff seamlessly if the need arises.
- A comprehensive list of any subcontractors anticipated to be utilized for any portion of the work.
- Project plan and detailed timeline with key milestones, deliverables, phases, and dependencies.
- A separate, sealed submission containing cost proposals. This sealed submission must clearly delineate the costs for each task outlined in Section 2 (Scope of Services) with estimated staffing hours and rates, and provide a total proposed cost for all services.
- List of references where services of similar size and scope have been provided.

4.0 Submission Details

All proposals must be submitted to the Town of Burlington Department of Public Works at the following address:

Town Hall Annex
DPW – 2nd Fl
25 Center Street
Burlington, MA 01803

Submission Deadline: August 29, 2025 at 12:00 PM (Noon) EDT.

Additional Information:

For reference, the following documents are associated with the existing project designs:

- Town Hall & Town Hall Annex 100% Design Specifications
- Town Hall & Town Hall Annex Combined Construction Set 100% Design - April 2024