



TOWN OF BURLINGTON

Department of Public Works

Request for Qualifications: 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 qualifications from 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 Qualifications (RFQ) 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.



25 CENTER STREET • BURLINGTON, MASSACHUSETTS 01803 • TEL (781) 270-1670

www.burlington.org • dpw@burlington.org

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 PACKAGE

The submission must correspond exactly to the format and required content listed below. Clearly tab documents in order to increase the efficiency of the review process. Responses that do not meet the required format may be rejected outright, or may be subject to a lower rating when evaluated. Please also note the suggested lengths of each section, excessively large submissions with unnecessary, extra content are discouraged.

Information about the logistics of the actual submission process is provided in Section 7 below.

A. Cover letter 1 to 2 pages

- Overview of the proposer
- Project Understanding.
- Appointment of a key point person for the proposer during the selection process and his/her contact info

B. Experience & References - 1 page per project - No more than 10 pages

- The proposer must have completed at least 5 projects in this size range, and at least 3 public projects under Chapter 149 rules.
- If a proposer has been or is currently involved in litigation on a project, provide a narrative description of the litigation.
- Information provided in the chart about each project must include:
 1. Name and location
 2. Client
 3. Proposer's role and responsibilities in the project
 4. Building use
 5. Completion date
 6. Dollar value of total project (approx.)
 7. Dollar value of construction (approx.)
 10. Name and contact information for reference
 11. Other comments or description as relevant

C. Project Approach - 1 to 2 pages

- Describe proposer's approach to project management
- Discuss proposer's methods of communicating with clients throughout a project

D. Proposed Staffing 1 page per person, 1 page for staffing plan and estimated hours

- Names, experience, and qualifications, including professional credentials such as registration as an designer, professional engineer, or construction supervisor of all staff who would be assigned to the project (attach resumes

- of all individuals).
- Proposed project organization, describing levels of involvement and responsibility, and contingency plans
 - Projected hours per week by each team member at each phase throughout the project.

E. Stability & Capacity 1 to 2 pages

- Describe the history and ownership of the proposer firm and/or individual
- List any past financial problems that were made public, such as bankruptcy filings
- Describe proposer's work load at this time and proposer's ability to undertake and commit to this project

F. Required Forms

- Certificate of Non-Collusion and Compliance with State Tax Laws
- Standard Designer Application

G. Insurance

- Provide evidence of general liability insurance, workers' compensation, and automobile.
- Provide evidence of at least \$2.0 million professional liability insurance policy.

4.0 EVALUATION CRITERIA

Proposers who have met the minimum stated qualifications will be evaluated and ranked based on the criteria below.

The RFQ will be evaluated and rated using the following categories: Highly Advantageous, Advantageous, Acceptable, or Unacceptable. Any proposal that receives an "Unacceptable" rating for any of the criteria sections may be rejected. In addition to the materials submitted within the proposal, the Town may contact the listed references and may ask for additional information or a clarification of any responses. All RFQs will be evaluated by the same criteria and the evaluation will be documented in writing. A minimum of three (3) top-ranked proposers will be interviewed.

The RFQs shall be evaluated based upon the following:

1. RFQ format and content.
2. Prior experience of both the Firm and Employee(s) to be assigned to the project.
3. Qualification and past performance of the Firm.
4. Applicant's understanding of the project and technical approach
5. Project Manager's availability.
6. Applicants demonstrated ability to prepare, support and implement an effective project as well as to estimate costs, meet schedules and monitor the quality of the work performed.
7. References from similar projects.
8. Capacity and capability of the firm.

5.0 Submission Requirements

Provide 5 copies of the proposal and a PDF digital copy.

All proposals clearly labeled with the Project Name 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

6.0 SELECTION PROCESS

- Based on the ranking of respondents using the evaluation criteria and process explained above, the Town may interview a minimum of three proposers and will rank them in accordance with the stated criteria.
- The Town requires that the person(s) who will be the principal contact(s) for the project participate in the interview.
- Following the interviews, the highest ranking firm will be contacted, and a fee negotiation period will take place between the selected firm and one or more representatives of the Town.
- If a mutually acceptable compensation agreement cannot be worked out between the parties, the Town reserves the right to terminate negotiations with the highest ranked proposer, and begin discussions with the next highest ranked proposer.

7.0 CONTRACTOR CERTIFICATION

NON-COLLUSION

I certify under penalties of perjury that this bid or proposal has been made and submitted under good faith and without collusion or fraud with any other person. As used in this certification, the word “person” means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

TAX COMPLIANCE

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Name and Title

Attach

Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction