



HVAC Upgrades at Juliet W. Long Elementary School

Town of Ledyard

RFP Issue Date: October 8, 2025

Addendum #1 Issued Date: October 22, 2025

Proposals are Due no later than Wednesday, October 29, 2025 by 2:00 p.m.

Addendum #1

Bidder Question #1: 7.1 Proposal Criteria contains several items not listed in 7.2 Content of Response to RFP. Are the following items needed: Schedule, Financial Stability, Insurance Coverage, Resources of the Proposer that will facilitate the Project (this item is already clarified with resumes). If any of these items are needed, should they be included in the qualifications or the fee proposal?

Answer #1: Proposals may be submitted as one package. The package should include requirements of the qualifications and shall include the fee.

Bidder Question #2: Please advise if Umbrella Liability insurance in the amount of \$3,000,000 per occurrence is sufficient. As an independent third-party provider of building commissioning services, this is the highest threshold available to us. Our firm does not perform MEP design and therefore has significantly lower liability exposure. Unlike MEP design firms, which face elevated risk due to potential design errors, often resulting in life safety concerns, code violations, or costly construction changes, commissioning firms are not responsible for creating design documents. Our primary responsibilities relate to verifying system performance and identifying deficiencies, which carries comparatively limited risk. For MEP design firms, the recommended levels of Umbrella Liability Insurance typically range from \$5,000,000 to \$10,000,000 per occurrence. In contrast, firms exclusively providing commissioning services typically carry \$1,000,000 to \$3,000,000 per occurrence.

Answer #2: The proposed Umbrella Liability Insurance of \$3,000,000 per occurrence is acceptable.

Bidder Question #3: Please confirm whether this project needs to conform to CT HPB guidelines.

Answer #3: The project is not required to conform to Connecticut High Performance Building requirements.

Bidder Question #4: The RFP clarifies "Because the Project is partially funded by the State of Connecticut, the selected CxA is to meet the requirements and conditions imposed by the state". The language in the RFP does not provide additional clarification if the project is required to meet CT High Performance Building program (CT-HPB), which includes many additional requirements of the CxA (including design phase milestones) that are not listed in the Cx scope presented in the RFP nor the project specifications. Please confirm if the project will be required to meet CT-HPB program requirements.

Answer #4: The project is not required to conform to Connecticut High Performance Building requirements.

Bidder Question #5: In the RFP Attachment A – Scope of services, line item #1 clarifies "Review of bid documents including addenda thereto". With the understanding that the project is under construction, please confirm if the CxA is being asked to provide a design review, or if this simply suggests that the CxA review the documents for proper project understanding for onboarding.

Answer #5: The intent is to ensure the CxA gains a proper understanding of the project design when onboarding to the project. A design review is not required.

This signed addendum must be signed and returned with your proposal.

Authorized Signature of Proposer

Company Name