

**TOWN OF SOMERS**  
**REQUEST FOR PROPOSAL:**  
**Somers Elementary School HVAC and Electrical Improvements Project**

**QUESTIONS & ANSWERS**

- 1. What is the specific budget range for the Program Management Oversight (PMO) Services?**

The entire project has an approved budget of \$10,500,000. This includes costs associated with project management, construction, and unexpected expenses.

- 2. Does the town use specific software to facilitate invoices and overall payments for contractors?**

Yes

- 3. Have all meeting dates and times been scheduled in advance? (ex. Pre-bid meetings, scoping meetings, pre-construction meetings, TAC meetings, etc.)**

No

- 4. As the Town is dedicated to waste reduction, would you consider an electronically submitted proposal instead of 5 printed copies?**

One printed hard copy can be provided and a flash drive with an electronic copy should be included.

- 5. Section 1 – Pre-Construction Phase Services – Item S a. Should the OPM include an estimator as part of their services?**

An estimator is not required. It may be included if the bidder would like to as an optional cost.

- 6. Section 2 – Construction Phase Services – Item B a. Please confirm the expectations of the construction observation and oversight. It was noted during the Pre-Bid Meeting that this may be dependent on how much activity is occurring. Does this mean more than 2 to 3 visits per week?**

It is not anticipated to exceed 3 visits per week.

- 7. Section 2 – Construction Phase Services – Item U a. Please confirm the scope of FF&E delivery and installation. This project is noted as being strictly HVAC and Electrical Upgrades – is there any FF&E that needs to be managed and accounted for?**

At this time we do not expect to have a need for furniture or fixture delivery and installation. Any equipment needed for the project would need to be managed and accounted for by the PMO.

- 8. Will the OPM be responsible for the procurement and coordination of Move Management services throughout the project?**

It is expected that the OPM would be responsible for the coordination of any moves and would work in collaboration with district administration who would manage any needed moves. It is expected that maintenance staff from the Somers Public Schools would do the physical work.

**9. Please confirm if there is any abatement or hazardous material work that will need to be completed or if it has already been completed during previous renovations or additions.**

It is not anticipated that there will be a need for abatement or hazardous material work as this should have been completed during prior renovations.

**10. At the Pre-Bid Meeting, it was noted that the District applied for HVAC Grant through the State. If this grant is not approved, will the project still proceed?**

The Town has committed \$10,500,000 to this project. The project will move forward with or without State funding, as long as construction costs do not exceed the approved budget. The timeline may be altered if additional grant funding is needed.