

NEW MILFORD PUBLIC SCHOOLS

Board of Education | Facilities Department

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ E-2627-006

On-Call HVAC Systems and Controls Engineering Evaluation and Recommendations

ISSUING AUTHORITY:

New Milford Public Schools Facilities Department

386 Danbury Road, New Milford, CT 06776

Contact: Matt Cunningham, Director of Facilities (cunninghamm@newmilfordps.org)

KEY PROCUREMENT DATES:

- Questions Due: Friday, November 13, 2026 @ 12:00 PM
- Proposal Submission Deadline: Thursday, December 3, 2026 @ 12:00 PM
- Public Bid Opening: Friday, December 4, 2026 @ 12:00 PM

TABLE OF CONTENTS

This document contains the following sections, specifications, and required submission forms:

1. Introduction & Background	3
2. Scope of Services	3
3. Deliverables	4
4. Qualifications and Experience	4
4.1 References	5
5. Proposal Instructions	5
5.1 Timeline Schedule	5
5.2 Questions and Communications	6
5.3 Addenda	6
5.4 Format & Submission Requirements	6
5.5 Submission Instructions	7
6. Selection Process	7
6.1 Disclaimers and Disclosures	8
7. Terms and Conditions	8
7.1 Indemnity	8
7.2 Assignment of Rights, Titles, & Interests	9
7.3 Availability of Funds	9

7.4 Tax Exempt	9
7.5 Insurance Requirements	9
7.6 Contract & On-Call Agreement Specifics	10
7.7 Permits and Codes	10
7.8 Price	10
7.9 Freedom of Information Act	10
Appendix A: Bidder Information Sheet	11
Appendix B: Affirmative Action / Equal Opportunity Statement	12
Appendix C: Fee Proposal	13

1. INTRODUCTION & BACKGROUND

New Milford Public Schools ("the District") maintains a large and somewhat heterogeneous HVAC infrastructure, encompassing a variety of equipment, controls, and system configurations across its facilities. The District is seeking a qualified mechanical engineering firm to provide on-call, as-needed evaluation, troubleshooting, and engineering recommendations for specific HVAC equipment and associated controls.

The purpose of this request for qualifications ("RFQ") is to identify a consultant with demonstrated experience evaluating existing HVAC systems, diagnosing the underlying causes of equipment and control problems, and developing practical recommendations for repair, modification, controls improvement, upgrade, or replacement where appropriate. The District seeks an independent, technically proficient consultant who can serve as an advocate for the District, objectively evaluate available alternatives, and recommend solutions that appropriately balance system performance, indoor air quality, and long-term fiscal prudence. In this capacity, the consultant will provide objective engineering judgment when evaluating recommendations from incumbent contractors, manufacturers, controls providers, and other service vendors. The consultant will be expected to help the District navigate these relationships, independently scrutinize vendor recommendations, and advocate for solutions that are technically justified and in the District's best interest.

The District anticipates assigning specific equipment or systems for evaluation on an as-needed basis. An assignment may involve an individual piece of equipment, associated controls, or related equipment and controls serving a particular space or system. The District is not seeking a general building-wide assessment under this RFQ.

The selected consultant will be expected to work closely with District Facilities personnel to investigate existing conditions, assess the interaction between equipment and controls, and help the District determine the appropriate course of action.

Selection under this RFQ will establish an on-call professional services relationship and does not guarantee any minimum amount of work, number of assignments, or compensation.

2. SCOPE OF SERVICES

The District will identify the specific HVAC equipment, systems, spaces, or operational concerns to be evaluated for each assignment. Depending upon the assignment, services may include:

- Evaluation of equipment sizing, capacity, application, and suitability for the space and intended use.
- Review of existing system design and operating performance.

- Field investigation of equipment and associated components.
- Evaluation of existing HVAC controls and control strategies.
- Evaluation of associated BMS/control systems, including Siemens Desigo and ESC, where applicable.
- Evaluation of Trane equipment and associated controls, where applicable.
- Evaluation of pneumatic, electronic, digital/DDC, and hybrid control systems.
- Review of control sequences, setpoints, schedules, alarms, trends, and other available BMS information.
- Identification of mechanical, operational, controls, or integration deficiencies.
- Diagnosis of potential underlying causes of observed problems.
- Evaluation of the interaction between HVAC equipment, controls, and the spaces served.
- Determination of whether deficiencies are attributable to equipment, controls, configuration, operation, maintenance, or a combination thereof.
- Evaluation of alternatives for repair, adjustment, modification, controls improvement, upgrade, or replacement.
- Identification of additional testing, investigation, or engineering required to reach a reliable recommendation.
- Evaluation of building envelope conditions and mechanical insulation as they relate to HVAC performance and space conditioning.
- Preliminary cost information for recommended corrective measures when requested by the District.

The consultant shall base recommendations on observed conditions and available information and shall not presume that equipment replacement is the appropriate solution without evaluating reasonable repair, controls, operational, or modification alternatives.

Where BMS or controls modifications are recommended, the consultant should consider existing system capabilities and, where appropriate, open-protocol integration such as BACnet/IP and the ability to maintain or integrate viable existing equipment and controls.

3. DELIVERABLES

For each authorized on-call assignment, the consultant shall provide a concise written engineering evaluation appropriate to the complexity of the work. The evaluation shall, as applicable, identify:

- Existing conditions and relevant field observations.
- Equipment and controls evaluated.
- Relevant BMS/control information.
- Identified deficiencies or concerns, including equipment sizing, application, design, performance, or controls.

- Likely causes of observed problems or deficiencies.
- Recommended corrective actions or alternatives.
- The basis for the recommended solution.
- Whether additional testing, investigation, or engineering is recommended.
- Preliminary cost information when requested.

Reports should clearly distinguish between observed conditions, conclusions, and recommendations. The consultant shall provide photographs, diagrams, BMS information, or other supporting documentation when useful to substantiate findings.

4. QUALIFICATIONS AND EXPERIENCE

The District is seeking an on-call engineering firm with demonstrated experience diagnosing and evaluating existing HVAC systems and their associated controls, particularly in occupied institutional facilities. Respondents shall demonstrate experience with:

- Evaluation and troubleshooting of existing HVAC equipment, including packaged rooftop units, air-handling equipment, and other commercial/institutional HVAC systems.
- Evaluation of equipment sizing, application, system design, and performance in existing occupied spaces.
- Diagnosis of HVAC performance, comfort, operational, and reliability problems.
- Evaluation and troubleshooting of HVAC controls and control strategies.
- Demonstrated knowledge and practical application of ASHRAE standards and guidelines to assess indoor air quality, evaluate existing HVAC performance, and design practical, code-compliant corrective measures in occupied facilities.
- Demonstrated knowledge of building envelope performance, insulation, moisture control, and their interaction with HVAC systems.
- Building management and control systems, including Siemens Desigo and ESC, or comparable systems.
- Trane HVAC equipment and associated controls.
- Pneumatic, electronic, digital/DDC, and hybrid HVAC control systems.
- Problems involving the interaction between HVAC equipment, controls, and the spaces served.
- Development of practical recommendations involving repair, modification, controls upgrades, equipment replacement, or combinations of these approaches.
- Work in K-12 schools, municipal buildings, higher education, healthcare, or other comparable occupied institutional facilities.

Preference will be given to firms demonstrating recent Connecticut K-12 experience, particularly experience evaluating existing HVAC equipment and controls in occupied schools.

Respondents shall identify the personnel who will perform the work and describe their specific experience with: existing-building HVAC troubleshooting; Siemens Desigo/ESC or comparable BMS systems; Trane equipment and controls; HVAC controls diagnosis; and development of corrective recommendations. The District may consider the qualifications and experience of the specific individuals proposed to perform the work, rather than solely the firm's overall experience.

4.1. References

Respondents shall provide a minimum of five (5) references for comparable HVAC engineering evaluation, troubleshooting, controls, or modernization work performed by the proposed project team. References should demonstrate experience with one or more of the following:

- Investigation of HVAC equipment suspected to be improperly sized, configured, applied, or controlled.
- Diagnosis of HVAC performance or comfort problems in existing buildings.
- Evaluation or troubleshooting of BMS/HVAC control systems.
- Evaluation of pneumatic, electronic, or digital controls.
- Siemens Desigo, ESC, Trane, or comparable HVAC and controls systems.
- Diagnosis involving the interaction between equipment and controls.
- Recommendations for repair, modification, controls upgrades, or equipment replacement.
- K-12 schools or other occupied institutional facilities.

Preference will be given to Connecticut K-12 references from projects completed within the previous five years. For each reference, provide: Client and facility name; Location; Approximate project date; Brief description of the work performed; HVAC equipment and controls involved; Specific role of the Respondent; Name and title of client reference; Telephone number; Email address. The District may contact references as part of its evaluation.

5. PROPOSAL INSTRUCTIONS

5.1. Timeline Schedule

The following schedule outlines the key procurement milestones for this solicitation:

RFQ Issuance Date	October 20, 2026
Deadline for Questions / Requests for Clarification	Friday, November 13, 2026 @ 12:00 PM

District Response to Questions / Addenda Issued	Wednesday, November 18, 2026
Proposal Submission Deadline	Thursday, December 3, 2026 @ 12:00 PM
Public Opening of Submission Packets	Friday, December 4, 2026 @ 12:00 PM

Submission & Receiving Location:

New Milford Public Schools Facilities Office
386 Danbury Rd, New Milford, CT 06776

5.2. Questions and Communications

Bidders are hereby notified not to contact any member of District staff and its elected officials, except as provided herein regarding this proposal until such time as a contract has been awarded. All questions about the proposals should be directed to Matt Cunningham, Director of Facilities, by email at cunninghamm@newmilfordps.org by Friday, November 13, 2026 at 12:00 PM. Answers to all received questions will be posted on the District website at <https://www.newmilfordps.org/fiscal-services/>

5.3. Addenda

The District reserves the right to revise any part of this RFQ by issuing an addendum at any time prior to the submittal deadline. Addenda notifications will be posted on the District's website at <https://www.newmilfordps.org/fiscal-services/>

5.4. Format & Submission Requirements

All submitted proposals must strictly adhere to the rules and format established within this RFQ. Failure to comply with all provisions of this RFQ may result in the immediate disqualification of the proposal. All physical proposals must be securely bound. Respondents must submit all required and completed appendices. To ensure consistency and ease of evaluation, respondents shall organize their submission into the following distinctly labeled sections:

1. Administrative and Introductory Documents:

- Cover Letter / Letter of Transmittal: Indicate the firm's interest in providing the requested services. This letter must clearly state the name, email address, and telephone number of the

person(s) to be contacted for further information or clarification. It must be signed by a representative legally authorized to bind the firm to a contract.

- Firm Profile and Licensing: Provide an overview of the firm. This section must include copies of any State of Connecticut or local licenses and/or permits required to perform the required work.
- References: Provide a minimum of five (5) references from clients of a similar size and scope. Include the client/contact name, phone number, and email address for each.

2. Technical Qualifications and Experience:

- Proposed Project Personnel: Identify the design team (including any sub-consultants). Submit detailed resumes for all assigned staff members, clearly outlining their assigned roles on this project, background, and specific relevant experience.
- HVAC Evaluation Experience: Detail the firm's specific experience in evaluating and troubleshooting HVAC systems.
- System-Specific Expertise: Highlight specific qualifications, certifications, and project experience working directly with Siemens Desigo, ESC, and Trane systems.
- Sector Experience: Describe the firm's historical experience working within K-12 schools and other institutional facilities within the State of Connecticut.

3. Project Approach and Execution:

- Technical Approach: Outline the firm's proposed methodology and technical approach to completing the required scope of work.
- Exceptions or Assumptions: Clearly identify any exceptions taken to the RFQ requirements or assumptions made in the development of the proposal and pricing.

4. Financial Proposal and Billing:

- Fee Schedule: Provide a schedule of hourly rates utilizing the "Fee Proposal" form located in Appendix C of this packet.
- Reimbursable Expenses and Billing Process: Detail any additional charges and/or expenses that may be billed to the District under this agreement. Include a comprehensive description of the firm/organization's billing process and any special payment terms.

5. Supplemental Information:

- Other Relevant Information: Provide any additional information or insights that are not explicitly requested but would assist the District in making an informed selection.

5.5. Submission Instructions

All proposals for service shall remain valid and be binding upon the respondent if accepted by the District within ninety (90) calendar days of the proposal submission date. All proposals shall

be signed by an authorized representative of such company. Response must include completed appendices.

Each proposal must be submitted in a sealed envelope bearing the bid number "RFQ E-2627-006" and titled "NMPS On-Call HVAC Mechanical Engineering and Controls Consulting Services". Three (3) printed copies of the proposal and one (1) electronic copy on a USB drive must be provided. Proposals must be delivered to New Milford Public Schools Facilities Office, 386 Danbury Rd, New Milford, CT 06776 by Thursday, December 3, 2026 at 12:00 PM. Proposals submitted after this time will not be considered. Each Bidder shall be responsible for all costs incurred in order to prepare and submit their response to this RFQ. All submitted materials including any work product, instruments of service and other deliverables shall become the property of the District, and the Bidders shall not claim any ownership interest in the same.

Submissions received after the deadline of Thursday, December 3, 2026 @ 12:00 PM will be considered informal and rejected.

6. SELECTION PROCESS

The District will evaluate proposals based upon the responses to the criteria presented in this request and any other factual information deemed appropriate.

To develop a comprehensive assessment of the submissions, the District may request written clarifications or additional information regarding a respondent's qualifications, references, proposed personnel, technical approach, and fees. During the evaluation process, selected firms may also be invited to participate in interviews or make oral presentations. No changes in or to the proposal submissions will be permitted subsequent to the proposed target date unless explicitly approved by the District.

Following the evaluation, a recommendation will be made to the Superintendent of Schools and the Board of Education for final acceptance of the selection. The District reserves the right, without prejudice, to reject any or all proposals or parts thereof for any reason, to waive minor inconsistencies with the request for qualifications, and to select the proposal deemed to best fit the needs of the District. Furthermore, the District reserves the right to negotiate any and all elements and terms of a proposal directly with the provider.

6.1. Disclaimers and Disclosures

The District has prepared this document to give background information to interested parties for participating in the RFQ process. While the District has taken due care in the preparation of this RFQ document and believes it to be accurate, neither the District nor the Town of New Milford nor any of their respective officers, employees, agents or advisors give any warranty or make any representations (collectively the "District Parties"), express or implied as to the

completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. The information disclosed herein is provided on the basis that it is non-binding on the District Parties. The District reserves the right to alter/increase/decrease the scope of work requirements as later determined. The District reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. The District reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. The District does not bind itself to accept the lowest or any offered RFQ and reserves the right to reject all or any or cancel the RFQ without assigning any reason whatsoever. The District also has the right to re-issue the RFQ without the Vendors having the right to object to such reissue. No oral statement of any representatives of the District shall be effective to waive, change or otherwise modify any of the provisions of this RFQ, and no proposer shall rely on any alleged statement.

The District may elect to meet with any, all, or none of the bidders prior to selection. The District reserves the right to reject any or all of the proposals submitted, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal. The District reserves the right to negotiate the cost of this proposal and to award the work to other than the bidder with the lowest cost, if it is in the best interest of the District. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for qualifications unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the proposer selected. The District may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this request for qualifications if it is determined that doing so is in the District's best interests. Any such action shall be communicated to prospective bidders via a posting on the District's website. Each prospective bidder shall be responsible for checking the District's website at <https://www.newmilfordps.org/fiscalservices> to determine if the District has clarified, modified or amended this request for qualifications and if so ensuring that its proposal is in accordance with the terms of the clarified, modified or amended request for proposal.

7. TERMS AND CONDITIONS

7.1. Indemnity

To the fullest extent permitted by law, the successful bidder on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify,

release and hold the New Milford Board of Education, Town of New Milford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Board and Town of New Milford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Board and Town of New Milford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Board and Town of New Milford, the successful bidder's, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from the successful bidder's performance of its work pursuant to the terms of this request for qualifications or any subsequent contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the successful bidder or any person or organization employed or engaged by the successful bidder to perform all or any part of the work contemplated pursuant to this request for qualifications or any subsequent contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Board, the successful bidder shall defend and provide legal representation to the Board and/or Town of New Milford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Board may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Board, its attorneys shall control the resolution of such matters. Upon demand, the successful bidder shall pay or, in the sole and absolute discretion of the Board, reimburse, the Board and/or Town of New Milford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with the work contemplated pursuant to this request for qualifications or any subsequent contract.

THE BOARD AND TOWN OF NEW MILFORD DO NOT AGREE TO INDEMNIFY THE SUCCESSFUL BIDDER IN CONNECTION WITH ANY LOSSES ARISING OUT OF OR RESULTING FROM, OR ALLEGED TO ARISE OUT OF OR ARISE FROM THE SERVICES CONTEMPLATED UNDER THIS REQUEST FOR QUALIFICATIONS OR ANY SUBSEQUENT CONTRACT.

7.2. Assignment of Rights, Titles, & Interests

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with the District's procurement shall not be permitted without the express written consent of the District.

7.3. Availability of Funds

Any contract award associated with this RFQ is contingent upon the availability of District funding. If funds for the continued fulfillment are at any time not forthcoming or are insufficient, through failure of any entity to appropriate funds or otherwise, then the District will have the right to terminate the Contract at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding. The District will provide at least thirty (30) days advance written notice of such termination and will use reasonable efforts to ensure appropriated funds are available. In the event that funds are not available, any agreement resulting from this RFQ shall become null and void.

7.4. Tax Exempt

The District is tax exempt under state and federal law. The successful vendor will be responsible for any and all federal, state and local taxes including personal property tax. Such taxes must not be included in the bid price.

7.5. Insurance Requirements

Prior to the commencement of any work and no later than ten (10) days after notice of award of the contract, the selected bidder shall submit to the District evidence of insurance demonstrating that the contractor has coverage for Worker's Compensation Insurance, Liability, Property Damage, and Automobile/Truck insurance with the minimum limits of liability set forth herein. Certificates of insurance shall contain a provision that such policies shall not be canceled or permitted to expire until at least thirty (30) days prior written notice has been provided to the selected bidder. Further, the District, the Town of New Milford and their current and former officers, members, agents and employees shall be named as an additional insured on a primary and non-contributory basis. The contractor and its insurers shall waive all rights of subrogation against the Town of New Milford and New Milford Board of Education and their current and former officers, members, agents and employees. Proof of insurance must accompany this proposal.

- a) Worker's Compensation Insurance shall not be written for less than the statutory limits and shall include Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000);
- b) General Liability Insurance shall be insured at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) for total aggregate liability; additionally, shall be insured with an umbrella coverage not less than One Million Dollars (\$1,000,000);

- c) Property Damage Insurance shall be written at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for each aggregate Liability.

7.6. Contract & On-Call Agreement Specifics

The selected bidder may be required to execute a contract subject to the terms set forth in this request for proposal. By submitting a proposal, bidders agree to all the terms and conditions of this RFQ and accept that the ultimate award of this project may be contingent upon the successful Bidder entering into a contract with the District that incorporates the terms of this RFP.

The selected firm will be engaged under an on-call professional services agreement to provide HVAC engineering services throughout the contract term. The District will identify individual assignments as specific needs arise. Assignments may include evaluation of specific HVAC equipment, systems, controls, operational problems, or related engineering issues within the scope of this RFQ.

Selection under this RFQ does not guarantee any minimum volume of work, minimum number of assignments, or minimum compensation.

Prior to each assignment, the District may provide the consultant with the equipment, location, reported problem, available documentation, and requested scope. The consultant may then be asked to provide a brief proposed approach, anticipated level of effort, schedule, and not-to-exceed fee based upon the fee schedule submitted in response to this RFQ. No work shall commence without written authorization from The District.

For routine evaluation and troubleshooting assignments, compensation may be based upon the approved hourly rates and an agreed not-to-exceed amount. For assignments where the scope can be sufficiently defined in advance, The District may instead request a lump-sum fee or other agreed compensation structure.

The District may authorize additional engineering services arising from an evaluation when appropriate. Such services may include design development, engineering calculations, specifications, construction documents, bidding assistance, construction administration, or other professional services. Any such additional services shall require separate written authorization and shall be subject to applicable procurement, statutory, and funding requirements.

The District reserves the right to engage additional vendors to perform the work covered by this RFQ as it deems appropriate.

7.7. Permits and Codes

The selected bidder will comply with all laws, codes, rules and regulations of the State, County and Town applicable to the work to be performed. Any permits lawfully required shall be obtained by the selected bidder, who shall pay all lawful charges.

7.8. Price

The price quoted shall include all contingencies, including but not limited to profit, BFO, administrative fees, direct costs, etc. to complete the project as described in this document.

7.9. Freedom of Information Act

All information submitted in a proposal or in response to a request for additional information is potentially subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. Proposals and the information contained therein shall not be treated as or considered confidential by the District.

APPENDIX A: BIDDER INFORMATION SHEET

Name of Bidder: _____

Business Address: _____

Telephone Number: _____ Date of Bid: _____

The bidder listed above declares and certifies:

- 1. That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.
- 2. That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.
- 3. That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the New Milford Public Schools, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.
- 4. That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.

(Person, Firm, or Corporation): _____

(Authorized Signature): _____

APPENDIX B: AFFIRMATIVE ACTION / EQUAL OPPORTUNITY STATEMENT

The New Milford Public Schools is an Equal Opportunity Employer and will not transact business with firms that are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

This form must be completed, (enter company name above lines below), signed and returned with any Invitation to Bid, Request for Proposal, or other public solicitation document in order to transact any business with the New Milford Public Schools.

_____ will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other legally recognized protected class status except in the case of a bona fide occupational qualification.

It is the policy of _____ that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other protected class status prohibited by state or federal law is prohibited.

_____ will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

_____ will remain in full compliance with the above while under contract with or performing work for the New Milford Public Schools.

Signed: _____ Date: _____

Name/Title of Officer: _____ Phone: _____

Business Address: _____

APPENDIX C: FEE PROPOSAL

Respondents shall provide hourly rates for the personnel proposed to perform this work.

Personnel Classification	Hourly Rate (\$)
Principal / Senior Engineer	\$_____
Project Manager / Mechanical Engineer	\$_____
Controls / BMS Specialist	\$_____
Field Engineer / Technician	\$_____
Other Classification: _____	\$_____

Respondents shall also identify any:

- Reimbursable expenses;
- Travel charges;
- Minimum charges;
- Subconsultant/subcontractor markups;
- Testing or specialty-service charges; or
- Other costs that may apply.

For individual assignments, The District may request a proposed scope of work, anticipated level of effort, schedule, and not-to-exceed fee based upon the specific equipment, systems, and investigation to be performed.

The fee schedule will be considered as one component of the District's overall evaluation of the respondent. The fee schedule will not, by itself, determine selection.