

**TOWN OF HARTFORD, VERMONT  
REQUEST FOR PROPOSAL  
FOR  
HARTFORD POLICE DEPARTMENT VENTILATION  
SYSTEM**

**ISSUANCE:** JANUARY 29, 2020

**PRE-BID INSPECTION:** FEBRUARY 6, 2020 at 11:00 AM

**RESPONSES DUE:** February 27, 2020 by 4:00 PM (EST); Bid Opening to Follow

**Contact: Geoff Martin, Energy Coordinator**

Department of Planning and Development Services

Town of Hartford

171 Bridge Street

White River Junction, Vermont 05001

802-295-9353, ext. 223; [gmartin@hartford-vt.org](mailto:gmartin@hartford-vt.org)

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## PART 1 REQUEST FOR PROPOSAL

### 1.1 REQUEST FOR PROPOSAL

Hartford Police Department (PD) Ventilation System RFP

Proposals are requested for a heat recovery ventilation system at Hartford Police Department.

For questions regarding this RFP, submit all inquiries via email to [gmartin@hartford-vt.org](mailto:gmartin@hartford-vt.org) by February 21, 2020, 5:00 PM. Responses to the questions will be posted on the [Town of Hartford website](#) no later than February 25<sup>th</sup>, 2020. All proposers are recommended to visit the above mentioned Town of Hartford website on a regular basis as responses will be posted when available.

Proposals must be received by February 27<sup>th</sup>, 2020 at 4:00 PM at which time the opening will take place. Paper submittals are required. Contractors interested in this project must submit four (4) copies to:

Town of Hartford  
c/o Town Manager's Office  
171 Bridge Street  
White River Junction, VT 05001  
(802) 295-9353

Proposals must be submitted in separate sealed envelopes with the following information clearly printed on the outside:

"Hartford PD Ventilation System"  
Name of Contractor  
Due date and time

**Disclosure: Proposals must be received by 4 PM on February 27<sup>th</sup>, 2020. Proposals that do not arrive by the specified date and time WILL NOT BE ACCEPTED and will be returned unopened. Vendors may submit their proposal any time prior to the above stated deadline. Email or fax submissions will not be accepted.**

*At its sole discretion, the Town may reject incomplete proposal submittals if, in its judgment, the submittal lacks information needed to effectively evaluate the proposal. Nothing in this request for proposals implies a contractual obligation with any firm, nor will the Town reimburse costs for submittal preparation.*

A **pre-bid inspection** at the project site will be held on **Thursday, February 6<sup>th</sup> at 11:00 AM.**

### 1.2 NAME OF PROJECT

Hartford PD Ventilation System

### 1.3 OWNER/BUYER

Town of Hartford

171 Bridge Street  
White River Junction, VT 05001

**1.4 PROJECT SITE**

Police Department  
812 VA Cutoff Road  
White River Junction, VT 05001

Contact, Geoff Martin  
Energy Coordinator  
Department of Planning & Development  
Phone: 802-295-9353, Ext. 223

**1.5 CONSULTANT**

Dynamic Integrations LLC  
767 Barker Rd  
Post Mills, Vermont 05058  
Phone: 802-333-9689  
chris.hebb@gmx.com

**1.6 TYPE OF BID**

Firm Fixed Design/Build

**1.7 SUMMARY OF WORK**

This design/build project consists of removal of one exhaust fan, furnishing, installing, and putting into good operating condition two heat recovery ventilators with related ductwork and controls.

**1.8 IMPLEMENTATION TIMELINE**

It is the Town's preference to have work completed as soon as possible. Depending on funding needs, however, this project may need to be completed over FY 20 (current fiscal year) and FY 21 (beginning July 1, 2020). This will be determined during contract negotiations. If all necessary funding is available in FY 20, all work must be completed by June 1, 2020. If funding is split over FY 20 and FY 21, all work must be completed by August 1, 2020.

<b>Event</b>	<b>Date</b>
Request for Proposal Issued	January 29, 2020
Pre-bid walkthrough	February 6, 2020
Questions due to Town	February 21, 2020
Proposals due to Town	February 27, 2020
Contractor selection	March 6, 2020
Contracting completed	March 20, 2020
Work completed	No later than June 1, 2020 or August 1, 2020*
System testing and approval	Completion date + 5 business days

\*Completion date depends on funding. See above explanation.

## 1.9 AWARD

The Town of Hartford does not obligate itself to accept the lowest or any proposal, and reserves the right to reject any or all proposals, and to waive any formalities, informalities, and minor deviations in any proposal.

Bid will be awarded primarily based on the lowest cost for the options selected by the Town. Other factors may include, but are not limited to Contractor's ability to complete the work on time or ahead of schedule as defined in Section 1.8, the Vendors' Better Business Bureau rating, references, and experience providing the services as defined in this RFP.

## 1.10 INSURANCE REQUIREMENTS

The Contractor and any subcontractors if not covered by the Contractor, shall maintain the following minimum coverages for the duration of the contract. The Certificates of Insurance shall name the Town as additionally insured party as its interests may appear. All policies shall be noncancellable without 30 days prior written notice from the insurance carrier to the Town.

Workers' Compensation: Workers' compensation insurance at minimum of \$500,000 for any one occurrence, in accordance with the laws of the *State of Vermont* and any other state in which it is performing the Contract Scope of Work.

General Liability Insurance: Commercial general liability written on an occurrence form with limits of not less than:

- \$1,000,000 Each Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$50,000 Damages for Premises Rented to You

Commercial general liability insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract.

Automotive Liability: Automotive liability insurance covering all motor vehicles, no matter the ownership status, used in connection with the contracted project. Limits of coverage shall be in the amount required by any applicable state law.

### Indemnification

The Contractor shall defend, indemnify and hold the Town harmless against: any injury, death, loss, suit or claim, including expenses and attorneys' fees arising from any negligent action or omission on the sole part of Contractor and its Subcontractors in connection with the project.

## 1.11 CONTRACTING

The Developer, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service

– 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Developer is registered with the Secretary of State's Office. The successful Developer will be expected to execute sub-agreements for each subcontractor named in the proposal upon award of this contract.

Prior to signing the contract, the Developer shall provide the Town with a completed W-9 form and provide proof of Insurance Coverage in accordance with this Request for Proposal requirements. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Hartford Selectboard, 171 Bridge Street White River Junction, VT 05001. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all proposals received as a result of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This Request for Proposals in no way obligates the Town to award a contract.

## **1.12 NON-APPROPRIATION**

If this Contract extends into more than one fiscal year of the Municipality and if appropriations are insufficient to support this Contract, the Municipality may cancel at the end of the fiscal year.

## **PART 2 PROPOSAL REQUIREMENTS**

### **2.1 PROPOSAL FORM**

To permit expeditious and comparative evaluations of proposals, Contractors are instructed to follow the form and order of the Proposal Form (see Attachment A below).

At the Contractor's option, extra sheets or additional data may be incorporated into the Proposal Form.

### **2.2 TECHNICAL PROPOSAL**

The Contractor's technical proposal, including duct layout, list of proposed equipment (including HRV's, grills, diffusers and controls), voluntary alternates, and any other material that the Contractor may consider advantageous to consideration of his/her proposal, shall follow the completed Proposal Form.

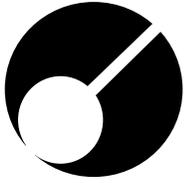
### **2.3 REFERENCES**

Contractor shall provide three (3) current references in the Proposal. References provided shall include the customer's company name, title, email address and phone number of the point of contact who can verify that the Vendor has successfully provided the services as defined in this RFP.

### **2.4 TIMELINE**

Contractor shall include a project implementation timeline, including project start and completion dates, and as much of a detailed schedule of work as possible. Proposals shall include a project schedule for completing all work by June 1, 2020 and for completing all work by August 1, 2020.

## ATTACHMENT A – SPECIFICATIONS AND PROPOSAL FORM



DYNAMIC INTEGRATIONS LLC

CONSULTANTS IN ENERGY AND THE ENVIRONMENT

767 Barker Road, Post Mills, Vermont 05058

802-333-9689

### SPECIFICATIONS

All applicable provisions of the Request for Proposal shall apply to this work.

### EXISTING SYSTEM INFORMATION

- A. Existing ductwork and electrical may be reused. Demo existing exhaust fan and accessible unused associated ductwork.

### BASE BID SYSTEMS AND EQUIPMENT

- A. Provide fresh air quantities as shown in Figure 1, PROPOSED CONFIGURATION, Base Bid.
- B. HRV to be LifeBreath 350 DCS or approved equal. Alternates must match efficiency at specified flow.
- C. Control – 7 day programmable on/off.
- D. Locate diffusers away from work stations.
- E. Returns may be via undercut doors or door grills
- F. Separate outdoor inlet and outlet as far as possible.
- G. Unused section of outside exhaust grill to be sealed and insulated to R25.

### ALTERNATE 1 – HOLDING AREA, PROCESSING ROOM, AND CELLS

- A. Provide fresh air quantities as shown in Figure 1, PROPOSED CONFIGURATION, Alternate 1.
- B. HRV to be LifeBreath 155 Max or approved equal. Alternates must match efficiency at specified flow.
- C. Control –12 hr wind up timer. Coordinate location with owner.
- D. Any exposed diffusers or grills to be low security rated
- E. Outside vent may be Co-axial.

### SITE EXAMINATION

Each Bidder will be held to have examined the premises. No allowance will be made subsequently in this connection in behalf of a Contractor for an error or negligence on his/her part. The Contractor is responsible for verifying information given in these documents.

### GUARANTY AND WARRANTY

Warranty period is one year from date of issuance of Certificate of Substantial Completion. Provide Electronic Warranty Documents.

## **CODES, ORDINANCES, INSPECTIONS AND PERMITS**

- A. General-Work is to be executed and inspected in accordance with local, state, and federal codes, laws, ordinances, rules, and regulations applicable to particular class of work. Any required permits and inspections shall be obtained by the Contractor.

## **COMPLETION OF WORK**

- A. Operation and Maintenance Manual – A bound manual shall be prepared in duplicate containing complete repair parts list and operating, service and maintenance instructions. Provide an electronic copy as well.
- B. As-Built Drawings – At completion of this project, Contractor shall provide two sets of schematic drawings showing all work installed. These drawings shall incorporate all changes made in course of project so as to enable Owner to properly maintain, operate, and repair all components, parts, and assemblies.
- C. Upon notification by the Contractor, the Consultant will witness final testing of the system and, if found acceptable, approve as complete.

PROPOSAL FORM

TO: Town of Hartford  
171 Bridge Street  
White River Junction, VT 05001

DATE: \_\_\_\_\_

1. In accordance with the Request for Proposal the undersigned proposes to provide all Design/Build services necessary to perform all work for the Hartford PD Ventilation System project in accordance with the contract documents prepared by Dynamic Integrations LLC, for the lump sum price as follows:

BASE BID DOLLARS \_\_\_\_\_ (\$\_\_\_\_\_)

2. ALTERNATE 1

A. Holding Area and Cell Ventilation system \_\_\_\_\_ (\$\_\_\_\_\_)

3. EXTRAS The undersigned hereby agrees that any additional work authorized by the Town of Hartford shall be computed at cost of the work plus \_\_\_\_\_% including subcontractor mark up, said percentage to cover all overhead and profit.

DELIVERY DATE AND ACCEPTANCE If awarded this contract within thirty (30) days after the time set for the opening of bids, Contractor agrees to provide work and materials as proposed without escalation of prices, and to complete installation by August 1, 2020.

Respectfully Submitted,

By \_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Company

**FIGURE 1. PROPOSED CONFIGURATION**

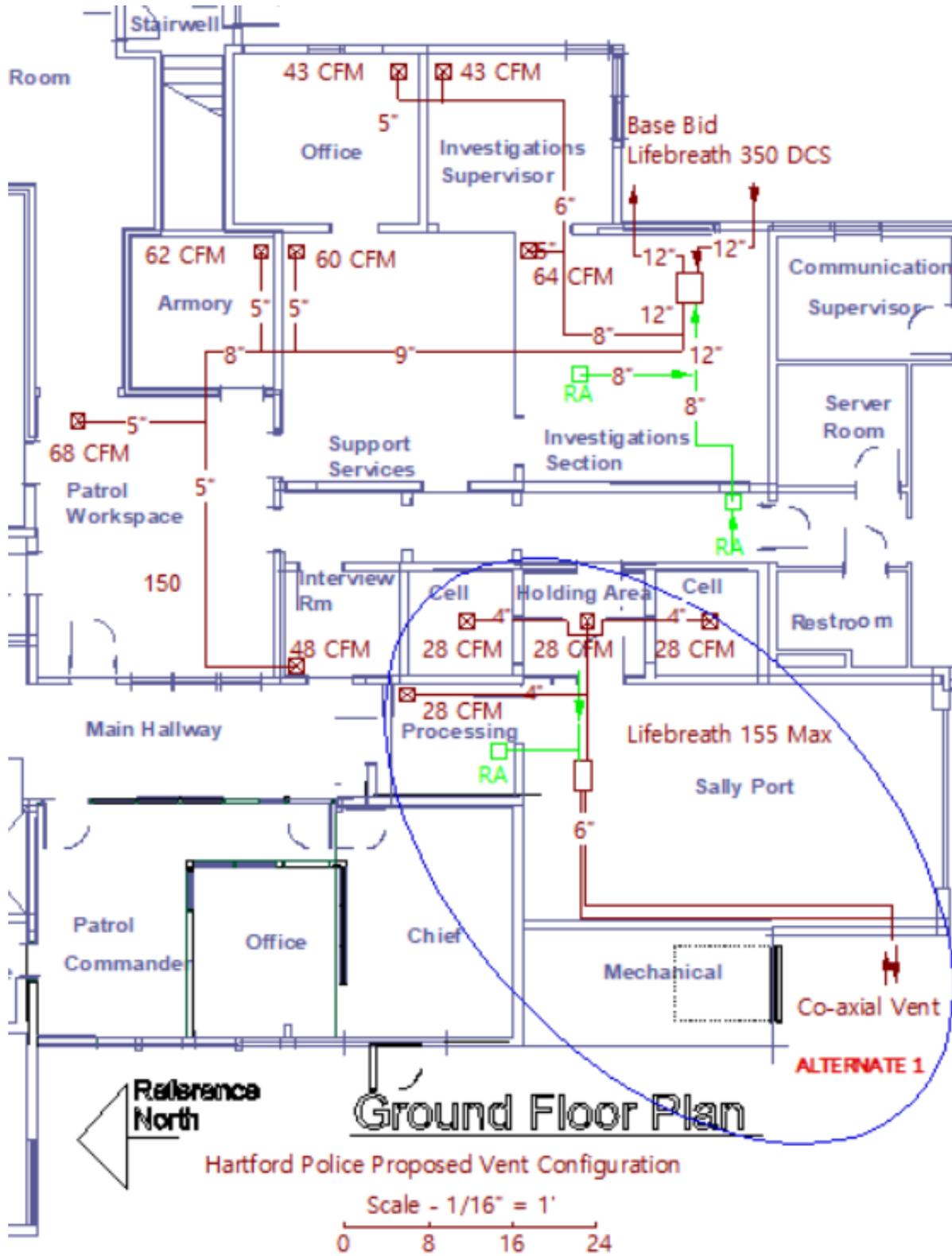


FIGURE 2. EXISTING EXHAUST SYSTEM

