

TOWN OF HARTFORD, VERMONT  
REQUEST FOR DESIGN/BUILD PROPOSAL

FOR

HARTFORD POLICE DEPARTMENT

HEAT PUMP SYSTEM

HARTFORD, VERMONT

ISSUANCE: JULY 22, 2020

PRE-BID INSPECTION: JULY 28, 2020, 12:30 PM

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## PART 1 REQUEST FOR PROPOSAL

### 1.1 REQUEST FOR PROPOSAL

Hartford Police Department (PD) Heat Pump System RFP

Proposals are requested for a Heat Pump 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 July 31, 2020, 5:00 PM. Responses to the questions will be posted on the [Town of Hartford website](#) no later than August 3, 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 **August 5, 2020 at 12:00 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 Heat Pump System"  
Name of Contractor  
Due date and time

**Disclosure: Proposals must be received by 12:00 PM on August 5, 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 **July 28, 2020 at 12:30 PM**.

### 1.2 RFP Timeline

Item	Deadline
Pre-bid inspection	July 28, 2020, 12:30 PM

Proposals due	August 5, 2020, 12:00 PM
Consultant selected	August 11 2020
Contract documents completed	August 14, 2020
Equipment purchased and equipment invoice submitted to Town	No later than August 28, 2020
Work completed	No later than September 25, 2020

### 1.3 NAME OF PROJECT

Hartford PD Heat Pump System

### 1.4 OWNER/BUYER

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

### 1.5 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

### 1.6 CONSULTANT

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

### 1.7 TYPE OF BID

Firm Fixed Design/Build

### 1.8 SUMMARY OF WORK

This design/build project consists of removal and disposal of one classroom split packaged unit, furnishing, installing, and putting into good operating condition air source ductless heat pumps serving eleven rooms.

### 1.9 IMPLEMENTATION TIMELINE

All work must be completed **no later than September 25, 2020**. In addition, the work specified in this RFP qualifies for Green Mountain Power's (GMP) \$800 per condenser rebate. This special incentive program ends on August 31, 2020. Contractor shall purchase equipment and provide equipment invoices no later than August 28, 2020. The GMP Heat Pump Rebate Form is shown at Attachment A.

## 1.10 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.

## 1.11 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.

## 1.12 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.

*The Town is exempt from sales tax on purchases for materials and products that are permanently incorporated into the infrastructure. Contractor shall pay all legal costs and assessed penalties for improper use of the Town's exemption certificate number.*

## **PART 2 OWNER PREFERENCES**

Configuration – where practical group rooms with coinciding loads, for example by exposure. The classroom shall have its own single zone unit.

Provide a wifi enabled programmable thermostat for each room.

Provide 3 bound maintenance manuals and 2 hours training,

Attached plan shows rooms to be conditioned and estimated heating loads.

Minimize outside piping on the front of building

## **PART 3 PROPOSAL REQUIREMENTS**

### **3.1 PRICE PROPOSAL FORM**

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

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

### **3.2 TECHNICAL PROPOSAL**

The Contractor's technical proposal shall include:

- Technical Proposal Form (Attachment C)
- Make and model of all outdoor and indoor units with cut sheets
- Proposed location and mounting of outdoor and indoor units
- Proposed controls
- Any other material that the Contractor may consider advantageous to consideration of his/her proposal.

### **3.3 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 Contractor has successfully provided the services as defined in this RFP.

### 3.4 **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, including the purchase of equipment and submittal of an equipment invoice to the Town no later than August 28, 2020.

## **PART 4 SCOPE**

All applicable provisions of the Request for Proposal shall apply to this work. Contractor is responsible for all trades associated with the work.

### 4.1 **SYSTEM**

Contractor shall design, install, and put into good working order a complete heating and cooling system serving areas designated in the attached drawings.

#### Equipment

- A. Air-to-air, split system heat pumps
- B. Indoor and outdoor units must be part of an AHRI matched system, defined by federal regulation 10CFR§430.2 as a central air conditioning heat pump
- C. Compressor must be variable capacity (three or more distinct operating speeds, or continuously variable)
- D. Non-ducted ASHP systems
  1. Single-zone ASHP systems with non-ducted indoor units (i.e. wall, ceiling, floor, etc.)
  2. Multi-zone systems rated with non-ducted indoor units
  3. Minimum HSPF of 10 (region IV)
  4. Preferred operation to -15F
  5. Must meet all of Green Mountain Power's [terms and conditions](#) for the heat pump rebate
- E. Heating System Integration
  1. Provide smart controls integration to keep hot water heating circulators off while heat pumps are operating.

### 4.2 **SITE EXAMINATION**

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

### 4.3 **GUARANTY AND WARRANTY**

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

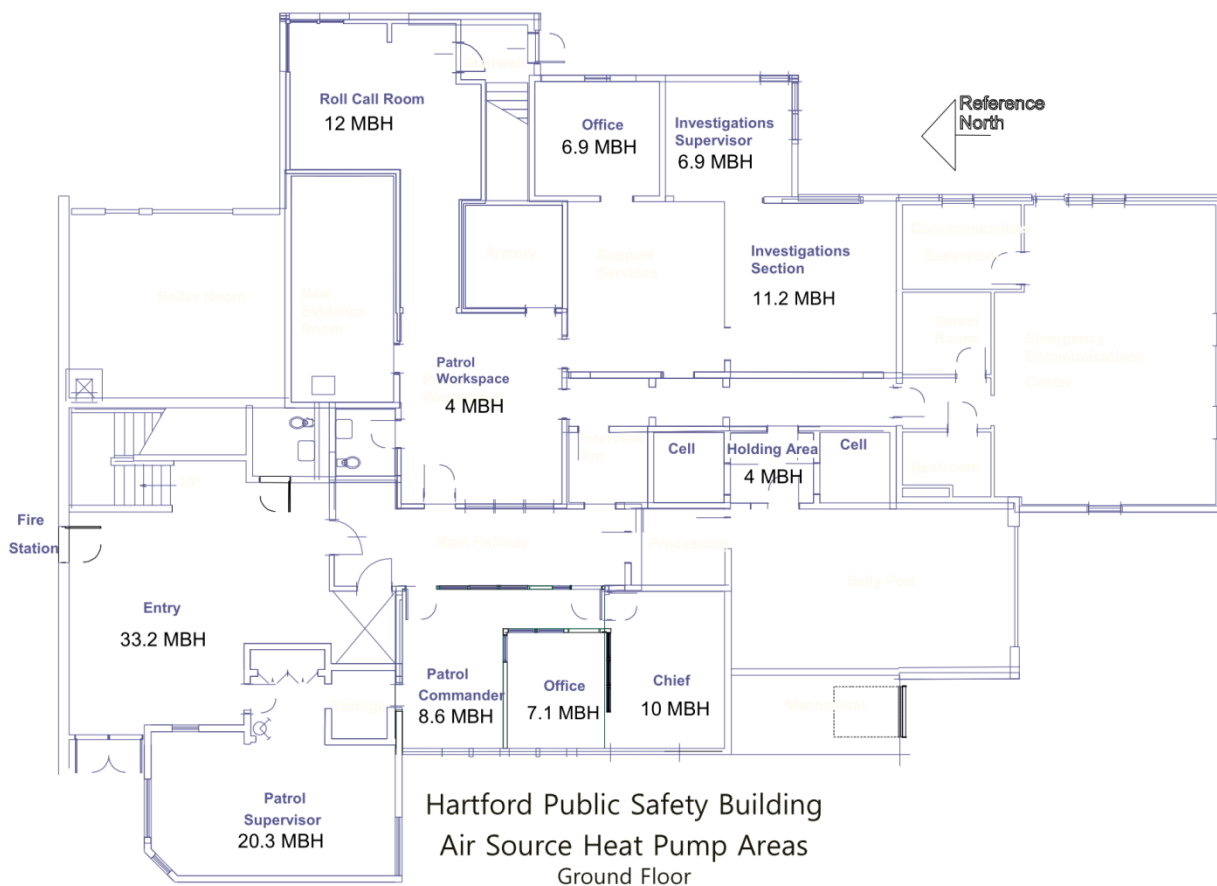
#### 4.4 CODES, ORDINANCES, INSPECTIONS AND PERMITS

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.

#### 4.5 COMPLETION OF WORK

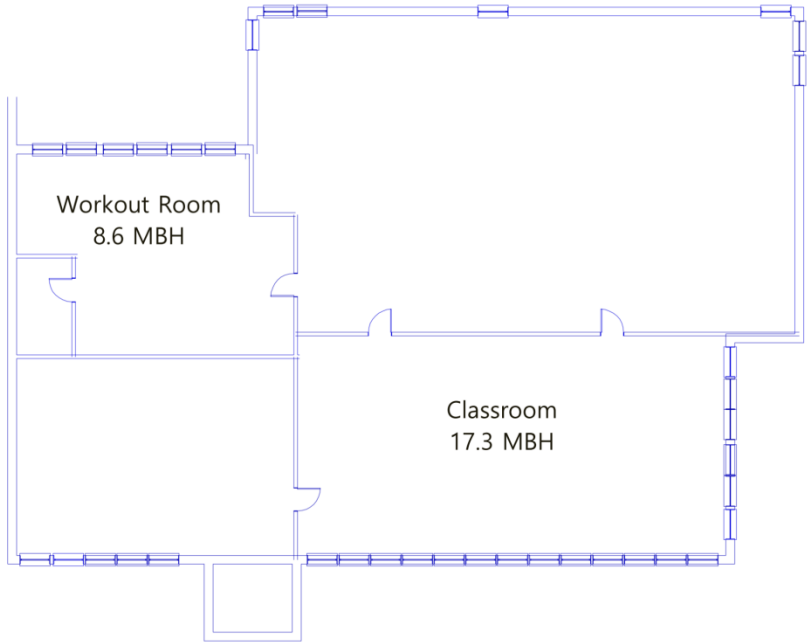
- A. Operation and Maintenance Manual – A bound manual shall be prepared in duplicate containing complete repair parts list and operating, service and maintenance instructions. Provide an electronic copy as well.
- B. As-Built Drawings – At completion of this project, Contractor shall provide two sets 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.

#### 4.6 ROOM DESIGNATIONS AND ESTIMATED HEATING LOADS – Ground floor





**4.7 ROOM DESIGNATIONS AND ESTIMATED HEATING LOADS – 2nd floor (ALTERNATE 1 & 2)**



Hartford Public Safety Building  
Air Source Heat Pump Areas  
Second Floor

# ATTACHMENT A – GREEN MOUNTAIN POWER REBATE FORM



## GMP Heat Pump Rebate Form

Sign up and save on heat pumps! For program details, rebate amounts, and the latest terms and conditions visit [www.greenmountainpower.com](http://www.greenmountainpower.com).

Customer Name	<input type="text"/>	Account ID	<input type="text"/>
Address	<input type="text"/>	Condenser Serial Number	<input type="text"/>
Daytime Phone	<input type="text"/>	(If multiple condensers, separate serial numbers with a comma)	
Email	<input type="text"/>	Make/Model	<input type="text"/>
		Heat Pump BTU	<input type="text"/>
		Number of Condensers	<input type="text"/>
		(\$800 rebate per condenser)	

### Address where heat pump installed:

Same as above  Different Address (below)

### Send rebate to:

Same as above  Mail to (below)

### Would you like a free Sensibo controller?

Add extra convenience with a Sensibo! GMP will give you a heat pump controller free of charge when you enroll in our eControl program. It helps you set the temp and control your heat pump from your smart phone. It also helps lower costs for all GMP customers, because on peak power demand days, we'll alert you and then adjust the temp a few degrees so you stay comfortable while we reduce power use!

**YES!** - I'd like to join and get the convenience of a free Sensibo. Enroll me now!

### Would you like to go paperless?

You're making a difference by switching to a heat pump! And you can reduce your carbon footprint even more, by switching to eBilling! Paperless monthly energy statements cut carbon and clutter while saving trees.

**YES!** - Enroll me in eBilling so I can reduce my carbon footprint even more.

**Include your proof of purchase** with this form and email/mail it to the Energy Innovation Team

[rebates@greenmountainpower.com](mailto:rebates@greenmountainpower.com)

Rebates - GMP Energy Innovation Team

68 Merchants Row, Rutland, VT 05701

Customers installing heat pump/s at a business must include a completed W9 form and W9 form must match name on GMP account. [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

Offer valid on purchases on or between May 25, 2020 and August 31, 2020.

Please allow 4 weeks for your rebate to be processed and your rebate check to be sent.

**ATTACHMENT B – PRICE 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 Heat Pump System project in accordance with the contract documents prepared by Dynamic Integrations LLC, for the lump sum price as follows:

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

ALTERNATE 1 (CLASSROOM)  
\_\_\_\_\_ (\$\_\_\_\_\_)

ALTERNATE 2 (WORKOUT ROOM)  
\_\_\_\_\_ (\$\_\_\_\_\_)

2. 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.

3. DELIVERY DATE AND ACCEPTANCE If awarded this contract within fourteen (14) 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 September 25, 2020.

Respectfully Submitted,

By \_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Company

## ATTACHMENT C – TECHNICAL PROPOSAL FORM

### BASE BID

Room	Estimated Load (MBH)	Outdoor Unit Mo. and Designation	Indoor Unit Mo
Roll Call	12.3		
Patrol Workspace	4.0		
Office	5.1		
Investigations Section	7.7		
Holding Area	2.6		
Investigations Super	5.1		
Patrol Commander	6.9		
Office	6.0		
Chief	7.6		
Patrol Supervisor	16.7		
Entry	24.1		

### ALTERNATE 1

Classroom	17.3		
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### ALTERNATE 2

Workout Room	8.6		
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