

**REQUEST FOR PROPOSALS (RFP) 272018
HVAC EQUIPMENT INSTALLATION, SERVICE AND RELATED
PRODUCTS AT SCARBOROUGH PUBLIC WORKS GARAGE**

I. INSTRUCTIONS TO PROPOSERS

The Town of Scarborough is soliciting Proposals from firms providing installation of infrared natural gas heaters, as described in Section 2 “Scope of Services” below. Tours of the public works facility are available and encouraged prior to submission of the RFP. A tour of the facility may be scheduled by emailing Mike Shaw at mshaw@scarboroughmaine.org.

Firms with relevant experience and qualifications to perform this consulting service and initiative are encouraged to submit. The purpose of the RFP process is to identify the most qualified Contractor to support the Town in this important project. Following analysis of the responses to this RFP, a firm or firms will be invited for interviews conducted by an evaluation committee. The Town will provide aforementioned services as directed by the Town of Scarborough.

This RFP is available on our website (<http://www.scarborough.me.us>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207)730-4083, or kmorrison@scarboroughmaine.org.

Please continue below for the complete Request for Proposals document.

RESPONSES

The response to this RFP shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than **Thursday, June 12, 2018 at 3:00 PM EST**.

PROJECT/CONTRACT DEFINITION:

Project Description

Over the past several years the Scarborough Public Works Department (Department) has undertaken a multi-year project to make its facilities as cost effective to operate as possible. It has been found that by upgrading heat source and heating controls, the Department could save approximately 25% on electrical and heating costs. This project is intended to continue the Department’s quest for increased energy efficiency and reduced utility costs while also reducing its carbon footprint. The Department is located at 20 Washington Avenue in Scarborough.

Project Schedule

Event Name	Event Due Date
Deadline for Written Inquiries/Questions	June 7, 2018
Response to Written Inquiries/Questions	June 11, 2018
Deadline for Proposal Submission	June 12, 2018
Respondent(s) Presentation/Interview	June 20-21, 2018
Award Announcement	June 26, 2018
Project Must be Completed by Date	October 15, 2018

SCOPE OF SERVICES

The Town is seeking proposals from qualified service providers (referred to variously as “proposer”, “firm”, or “contractor”). Please provide a price, return on investment (ROI) and life cycle analysis for each system as it’s listed below. Town will accept partial proposals.

The following equipment is currently used to provide heat for the Public Works garage:

- Smith cast iron natural gas boiler provides forced hot water heat.

Infrared Gas Heater

The Contractor is to identify which brand, what size and how many infrared gas heaters would heat the garage space. It is expected that the bidder will assemble an “Energy Model” to determine this. The model should include at a minimum, but not limited to, the following criteria when making the determination:

- Heating days;
- Need for consistent heat to melt ice on vehicles during winter operations and maintenance;
- Cubic feet of the facility; and
- The system should be sized to meet the requirements of a busy garage with multiple doors open several times per day for apparatus movement.

The Energy Model and subsequent proposal should take into account the following:

- It is expected that these units will be suspended from ceiling; the Contractor must mount the units in the optimal locations to distribute heat evenly throughout the bay.
- The Contractor will install fresh air intakes and exhaust venting for each unit. This installation may require cutting and flashing of roof and wall penetrations. All work must be completed in accordance with any and all federal, state or local codes and ordinances and the contractor will be responsible for procuring the necessary permits required.
- Any costs incurred if such upgrades to and/or changes are required to existing electrical services, are to be included in the contract price.
- The Contractor will be responsible for any Auxiliary Equipment as needed or determined and agreed upon.

PROJECT PARTICIPANTS:

Members of the Public Works Department and Sustainability Department will be responsible for developing a short list of firms to be interviewed. Selected firms may be invited to make a presentation to selected staff. A recommendation to the Director of Public Works will be made after the information has been reviewed and interviews of the short-listed firms have been completed.

CONFLICT OF INTEREST

The Town seeks to work with firms that represent consumers, not suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of proposal submission, will be grounds for termination of any resulting contract.

RESERVATION OF RIGHTS

- The Town of Scarborough reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
- Nothing in this document shall require the Town of Scarborough to proceed with planning and/or any of the identified services.

II. SUBMITTAL REQUIREMENTS:

Submittal Documents – Format

Follow these instructions carefully before submitting bid. Failure to follow these instructions and the rules may result in the rejection of your bid. The Department reserves the right to reject any and all bids, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new bids, or to request confirmation or clarification from any bidder regarding a bid:

In total, four (4) hard copies of the Submittals, including attachments, are required. Please submit one (1) original and three (3) copies of the bid. One (1) copy should be clipped together to facilitate document reproduction. The Town will not impose a limit to the number of pages in the submittal response.

The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "RFP- HVAC EQUIPMENT INSTALLATION, SERVICE AND RELATED PRODUCTS AT SCARBOROUGH PUBLIC WORKS GARAGE."

Submittals shall be delivered to the following addressee at or before Tuesday June 12, 2018, 3:00 PM EST.

**Kim Morrison
Purchasing Specialist
Town of Scarborough
259 US ROUTE ONE
PO BOX 360
Scarborough, ME 04070-0360**

Late submittals will not be accepted.

Submittal Content: Each Submittal shall be organized in the following order:

A. Cover Letter:

A cover letter signed by an authorized representative of the company of Proposer shall outline the intent of the response and shall state that the information contained in the Proposal accurately describes the services to be provided.

B. Company Profile

- Provide a description of your firm's company or business, its purpose, history and successes, including the number of years in HVAC business and major successes.
- List any similar projects completed or underway, the client/owner, and the approximate value of the work.
- Provide examples where the firm has successfully assisted municipalities with evaluation and replacement of their HVAC system.

C. Key Personnel

Identify key personnel that would be employed for this program and provide a detailed resume/CV of their relevant experience, education & successes. Key personnel should demonstrate ample experience in managing turn-key HVAC projects.

D. References:

Include a list of at least three (3) projects that the Contractor has successfully completed and provide associated references and contact information for the persons or organizations that engaged the Contractor. By submitting a proposal, the Proposer consents to Town contacting these references, and consents to Town also contacting any other organization for the purposes of evaluating the Proposal.

E. Approach

Describe the approach and/or process proposed to address the project requirements. Include any notable methodologies, tools and techniques, and their respective suitability to this project. If submitting a partial proposal, please identify which item(s) in the Scope of Work you are providing pricing for. The following key components must be included in the approach description:

Equipment Procurement

Describe the process for selecting appropriate fixtures and their associated costs. The Proposer should provide details on their method of developing specifications and how that ensures that appropriate quality standards are met.

Installation & Maintenance

Based on the finalized design, the Proposer will describe their approach to installation and maintenance or oversight as an owner representative. The following elements should be covered:

- Description of Work
- Required installation schedule
- Reference standards
- Submittals
- Quality Assurance and Warranty
- Installation
- Field Quality Control
- Adjusting and Cleaning
- Disposal

Construction Administration

The Proposer will describe their approach to Construction Administration including the following:

- Perform a sampling of spot-checks to ensure proper installation procedures are being followed, especially at the beginning of the project
- Confirmation of satisfactory installation completion by install contractor

Rebates/Incentives

The Proposer will describe their experience and approach to managing rebates/incentives for heating systems on behalf of municipalities (i.e. Efficiency Maine).

F. Additional Information

The proposer may provide any other information that may be relevant for the review and evaluation of the prospective vendor's experience or capabilities.

G. Project Schedule

The selected Proposer shall be expected to begin work based on a mutually-agreed upon schedule complete the tasks in their entirety within a reasonable yet aggressive schedule

III. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

This RFP including any attachments can also be obtained from the Town of Scarborough's web site at <http://www.scarborough.me.us/>

- The Town of Scarborough reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.
- Town welcomes questions regarding this solicitation in writing and must be received before the close of business two days prior to the bid opening. Questions should be emailed to: Kim Morrison, Purchasing Specialist kmorrison@scarboroughmaine.org. Official responses will be posted on our purchasing website for all prospective submitters to review.

IV. CRITERIA FOR SELECTION

The purpose of this RFP process, as previously stated, is to identify a qualified firm that is the most capable of providing the described services. Once identified, this firm will then be invited to take part in a competitive negotiation process with the Town for a contract. If an agreement can be reached with the selected firm, a contract will be awarded thereto. If an agreement cannot be reached, the Town will proceed with negotiations with the next most-qualified firm.

V. EVALUATION CRITERIA

RATING CATEGORY	WEIGHT
<p>Company Capability & Experience</p> <ul style="list-style-type: none"> • Respondent demonstrates strong knowledge of HVAC, quality standards, and design requirements • Respondent has project experience managing or performing all aspects of the project • Knowledge of local municipal operations and maintenance requirements • Possession of unique tools and technologies to improve system performance 	30
<p>Project References</p> <ul style="list-style-type: none"> • For the three project references. Each should: <ul style="list-style-type: none"> ○ Demonstrate high degree of responsiveness to client needs ○ References speak highly of all aspects of the project and the key delivery personnel 	15
<p>Qualifications & Experience of Project Team</p> <ul style="list-style-type: none"> • Sufficient staff to support project implementation • Employees that will staff this project have: <ul style="list-style-type: none"> ○ Experience performing or managing all aspects of the project ○ Experience on the projects listed as references 	25
<p>Project Approach</p> <ul style="list-style-type: none"> • Describes a coherent, convincing plan to meet or exceed requirements of scope of work for all tasks <ul style="list-style-type: none"> ○ Includes a detailed schedule that accelerates implementation where possible ○ Includes a design approach that will meet the PM’s goals of safety, standardization, and energy savings ○ Includes a project management approach which demonstrates efficiencies in time and cost 	30