

# REQUEST FOR DESIGN/BUILD PROPOSAL

FOR

BUGBEE SENIOR CENTER

HEAT PUMP SYSTEM

HARTFORD, VERMONT

ISSUANCE: MARCH 23, 2021

PRE-BID INSPECTION BY APPOINTMENT APRIL 1 & 2, 2021

PROPOSALS DUE APRIL 15, 2021

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## PART 1 REQUEST FOR PROPOSAL

### 1.1 REQUEST FOR PROPOSAL

Bugbee Senior Center Heat Pump System RFP

Proposals are requested for a Heat Pump system at Bugbee Senior Center.

Proposals must be received by **April 15, 2021 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:

Bugbee Senior Center Heat Pump System"  
Name of Contractor  
Due date and time

**Disclosure: Proposals must be received by April 15, 2021. 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 by appointment on April 1 and April 2, 2021.

### 1.2 RFP Timeline

Item	Deadline
Pre-bid inspection	April 1-2, 2021 (by appointment)
Deadline for RFP Questions	April 8, 2021
Proposals due	April 15, 2021, 12:00 PM
Consultant selected	April 21, 2021
Contract documents completed	April 26, 2021
Equipment purchased and equipment invoice submitted to Town	No later than June 11, 2021

Work completed	Preferred to be finished by June 30, 2021, but will consider bids that can be completed within a reasonable timeframe after this date.
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**1.3 NAME OF PROJECT**

Bugbee Senior Center Heat Pump System

**1.4 OWNER/BUYER**

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

**1.5 PROJECT SITE**

Bugbee Senior Center  
 262 North Main St.  
 White River Junction, VT 05001

Site Visit Appointments - Contact  
 Mark Bradley [Mark@bugbeecenter.org](mailto:Mark@bugbeecenter.org)  
 802-295-9068

All Other - Contact Lori Hirshfield  
 Director, Department of Planning & Development  
 Phone: 802-478-1119

**1.6 DESIGN 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, designing, furnishing, installing, and putting into good operating condition ductless cold climate air source heat pump serving the kitchen, offices, and activity rooms as shown on attached sketch. Note that the area already serviced by an existing heat pump is shaded.

**1.9 IMPLEMENTATION TIMELINE**

All work is preferred to be completed **no later than June 30, 2021** but bids within a reasonable timeframe after this date will be considered. In addition, the work specified in this RFP qualifies for two rebates: an Efficiency Vermont and Green Mountain Power.

## 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 Contractor, 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 Contractor is registered with the Secretary of State's Office. The successful Contractor 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 Contractor shall provide the Town with a completed W-9 form and provide proof of Insurance Coverage in accordance with this Request for Proposal

requirements for the Contractor and any subcontractor. 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.

## **PART 2 OWNER PREFERENCES**

Configuration – where practical group rooms with coinciding loads, for example by exposure.

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 Proposal Form (see Attachment B below).

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

The 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. It is the Bidders responsibility to check the Town website for any RFP Addendums.

### **3.4 TIMELINE**

The Contractor shall include a project implementation timeline, including project start and completion dates, and as much of a detailed schedule of work as possible to meet the deadlines specified in the **RFP Timeline, Section 1.2** above.

## **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**

The Contractor shall design, install, and put into good working order a ducted cold climate air source heat pump serving the dining/lobby/small meeting zone (called dining) (Base Bid) as shown on attached sketch, and ductless heat pumps serving the remainder of the building (Alternate 1).

#### 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 (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 Efficiency Vermont and Green Mountain Power's [terms and conditions](#) for the respective rebates
- E. Heating System Integration  
Provide smart controls integration to keep hot water heating circulators off while heat pumps are operating.
- F. Other information
  - 1. The existing air handler(s) do not need to be demoed. Air handlers may be left in attic to be removed when ceiling is renovated.
  - 2. From the main attic, there are accesses to both North and South side attics.
  - 3. Contractors have the option to propose ceiling cassettes, wall units, OR ducted systems. **Preference will be given to wall units.**
  - 4. If proposing a ducted system(s), proposal must include accessible manual dampers for heat balance in rooms without thermostats.
  - 5. The bathrooms do not have supply ducts. The storage closet is ducted.
  - 6. For the bathrooms, contractors have the option to propose heat pump heads OR electric baseboard heat (no cooling). Preference is for least cost. This applies to the storage closet as well (if not proposing a ducted system).
  - 7. Contractors shall cap existing ducts to the kitchen from the dining room air handler unit.

## **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 a 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**

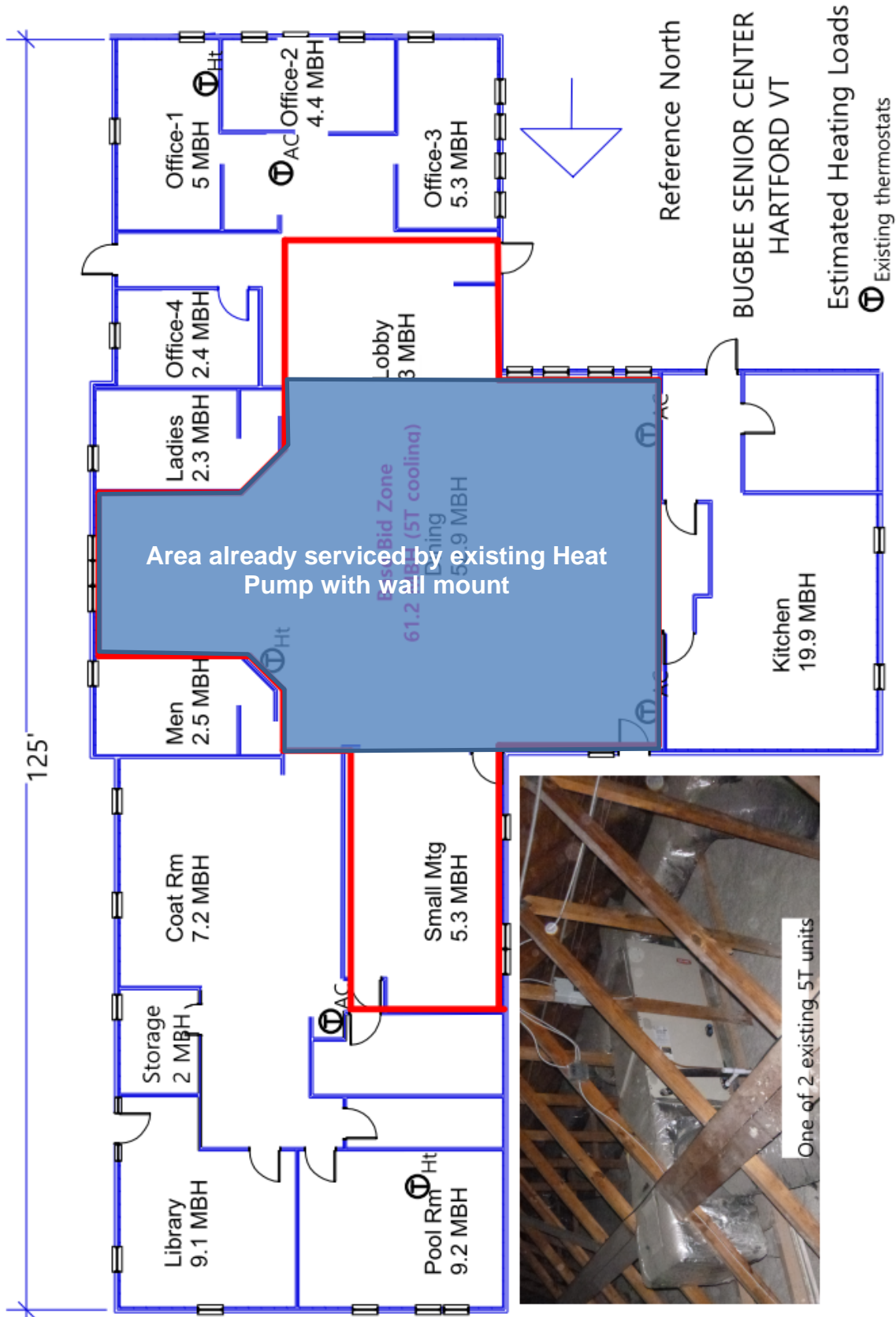
General-Work is to be executed and inspected in accordance with local, state, and federal codes, laws, ordinances, rules, and regulations applicable to particular class of work. Any required permits and inspections shall be obtained by the Contractor.

## **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
- C. made in course of project so as to enable Owner to properly maintain, operate, and repair all components, parts, and assemblies.
- D. 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





# 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).

You will need your proof of purchase/invoice to fill out this form, and you must include it with the form when you send it to us!

## Customer Name

## Address

## Daytime Phone

## Email

## Account ID

## Condenser Serial Number\*

(outside unit)

(If multiple condensers, separate serial numbers with a comma)

## Make/Model

## Date of Purchase

(from proof of purchase/invoice)

## Number of condensers (outside units)

(one rebate per condenser)

\*Outside unit serial number must match proof of purchase, if proof of purchase does not show serial number, please include a photo of the serial number on the outside unit/s.

## Address where heat pump installed:

Same as above      Different Address (below)

## Send rebate to:

Same as above      Mail to Address (below)

## Do you qualify for extra savings?

Check the box to attest to your household income.

### Moderate Income Rebate

extra \$300 - total rebate is \$700 per condenser

### Low Income Rebate

extra \$600 - total rebate is \$1,000 per condenser

### Size of Household

1 person - \$66,400

2 people - \$75,800

3 people - \$85,400

4 people - \$94,800

5 people - \$102,400

### Size of Household

1 person - \$44,250

2 people - \$50,550

3 people - \$56,900

4 people - \$63,200

5 people - \$68,240

## Would you like a free Sensibo controller?

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

*\*Note: A \$60 charge will be applied to your account if your Sensibo is not connected within 60 days.*

**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, and photo of outside unit serial number (if serial number is not on 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 qualified purchases through June 30, 2021. Allow 4 weeks for your rebate to be processed and your rebate check to be sent.

**Valid on qualified products:** [Ductless Products](#)    [Ducted Products](#)

## ATTACHMENT B – TECHNICAL PROPOSAL FORM

Room	Estimated Load (MBH)	Outdoor Unit Mo. and Designation	Indoor Unit Mo
Kitchen	19.9		
Office-1	5.0		
Office-2	4.4		
Office-3	5.3		
Coat Rm	7.2		
Office-4	2.4		
Ladies	2.3		
Men	2.5		
Pool Rm	9.2		
Library	9.1		
Storage	2.0		
Lobby	3.0		
Small Meeting	5.3		

**ATTACHMENT C - 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 Bugbee Senior Center 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 \_\_\_\_\_ (\$\_\_\_\_\_)

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 9, 2020.

Respectfully Submitted,

By \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_