



**TOWN OF STRATHAM  
DEPARTMENT OF PUBLIC WORKS**

**Request for Proposal**

**RFP # 05-24**

**Municipal Center and Police Department  
HVAC Replacements**

**Documents Included**

*Requests for Proposal*

*Project Details*

*Key Dates*

*Submitting Requirements*

*Evaluation Criteria*

*References*

*RFP Receipt Acknowledgement*

***Proposals Due: June 28<sup>th</sup>, 2024 by 3:30 PM***



## **REQUEST FOR PROPOSAL**

### **TOWN OF STRATHAM DEPARTMENT OF PUBLIC WORKS**

#### **Municipal Center and Police Department HVAC Replacements**

The Town of Stratham is requesting proposals for the HVAC repairs and replacements at the Town of Stratham Municipal Center and Police Department.

The Town reserves the right to request additional information or clarification of any submitted proposals. Proposals and proposal pricing must remain open for sixty (60) days. This solicitation will become an addendum to any resultant contract.

The RFP is available on our website at <https://www.strathamnh.gov/town-administration/pages/open-bids>.

Proposals will be reviewed in accordance with the Evaluation Criteria stated within this RFP. This RFP supersedes all other proposals, oral and written, and all negotiations, conversations or discussions between the Town and any other entity related to the subject matter. The award of the contract will be based upon the best perceived value to The Town of Stratham.

Interested firms should submit five (5) paper bound copies of the proposal and one (1) copy of the sealed bid price with the submission to the following address:

Town of Stratham NH  
Attn: Tim Stevens, Director of Public Works Department  
10 Bunker Hill Avenue  
Stratham, NH 03885

They shall also submit an electronic copy of the proposal in PDF format provided via e-mail to [dpwdirector@strathamnh.gov](mailto:dpwdirector@strathamnh.gov) and [admincoordinator@strathamnh.gov](mailto:admincoordinator@strathamnh.gov) or on a USB jump drive (also known as a thumb drive). The electronic file name should contain the project name and the submitting firm. The sealed proposal shall be plainly and clearly marked with the project name and the name of the firm submitting the proposal. Interested firms are encouraged to submit succinct, well-organized proposals where the requirements of this RFP can be easily identified. Sealed proposals are due by June 28<sup>th</sup>, 2024 at 3:30 PM by either mail or personal delivery. Proposals received after that due date and time will not be considered.



## PROJECT DETAILS

### Current Status:

- The known current systems in the Municipal Center and Police Department are as follows:
  - Wiggie Memorial Library
    - Carrier Central Air Conditioner w/ Gas Heat
      - MFG # 48TCEA06A2A3-0A0A0 – Serial # 2510G30228
      - MFG # 48TCEA06A2A3-0A0A0 – Serial # 2810G30226
      - MFG # 48TCEA06A2A3-0A0A0 – Serial # 2810G30287
      - MFG # 48TCEA04A2A3-0A0A0 – Serial # 2410G30107
      - MFG # 48TCEA04A2A3-0A0A0 – Serial # 2410G30110
    - Municipal Center
      - Carrier Central Air Conditioner w/ Gas Heat
        - MFG # 48KCEA04A2A3-0A0A0 – Serial # 1116C89592
        - MFG # 48KCEA05A2A3-0A0A0 – Serial # 1516C65306
        - MFG # 48KCEA06A2A3-0A0A0 – Serial # 1816C76612
        - MFG # 48KCEA06A2A3-0A0A0 – Serial # 1816C76617
        - MFG # 48HEE005---351 – Serial # 2408G10574
        - MFG # 48HJE006---351 – Serial # 2408G30442
      - Daikin Ductless Split System Air Conditioner
        - MFG # RKN15KEVJU – Serial # G000732
      - Carrier Heat Pump
        - MFG # 25HCB336A003 – Serial # 2409E08358
        - MFG # 25HCB336A003 – Serial # 3809E02145
      - Sanyo Heat Pump
        - MFG # CH2672R – Serial # 0038293
    - Police Department
      - Mitsubishi Ductless Split System Air Conditioner
        - MFG # PUY-A18NHH
      - Ducane Central Air Conditioner w/ Gas Furnace
        - MFG # 2AC13L36P-1A – Serial # 4606D59997
        - MFG # 2AC13L48P-1A – Serial # 4605M54127
        - MFG # 2AC13L48P-1A – Serial # 4606D59867
        - MFG # 2AC13L48P-1A – Serial # 4606D59929
        - MFG # 2AC13L48P-1A – Serial # 4606L21069
      - Dayton Gas-Fired Unit Heater – Sally Port

### Scope of Services Sought:

- Provide cost and suggested budget for the HVAC systems for the library (highlighted in Gray) to be replaced over the next 3-5 years (last replaced in 2010).
- Provide cost and suggested budget for the HVAC systems for Meeting Room A and the Hutton Room in the MC (highlighted in Gray) to be replaced over the next 3-5 years (last replaced in 2010).
- Provide direct replacement costs of HVAC equipment serving the MC and the police department. (all other units listed except those in Gray).
  - Consider code compliant direct replacements as the base designs for pricing with the following add alternative scenarios:



- High efficiency models with minimum Energy Efficiency Ratios (EER) to qualify for participation in Unitil's NHSaves incentive program.
- Heat Pump technology serving air conditioning loads of the buildings at a minimum.
- Provide life cycle cost analysis for each system that is quoted for replacement. During the course of the work, recommend best practices for achieving energy efficiency in the spirit of the scope of services sought above. Selected firm may be asked to consult in a public meeting.
- Provide warranty information for all replacements quoted.

### **Outline of Work to Be Completed per the Town of Stratham:**

1. Complete restoration of the systems as described above.
2. During the course of the work, note any other problem areas that are found and provide recommendations for repair action and the cost to the Town. The Town will evaluate the recommendation and cost and determine whether to provide an authorization to proceed after evaluation of the firm's recommendations.
3. Prepare bid specifications, complete bid documents, contract forms, and bid estimates for any portion of the work that will be subcontracted by the firm.
4. Provide construction management services as required during the project.
5. Provide close out and warranty documents and a project punch list.
6. The Town desires all work to be completed in a way that does not interfere with regular Town Operations. This may mean second or third shift and/or week-end work. The Town will work with the firm to determine the appropriate timing and schedule for the work.

### **KEY DATES**

<b>Event or Requirement</b>	<b>Date and Time</b>
RFP Posted to Town's Website	<b>May 29, 2024</b>
Current HVAC System Condition Inspection	<b>June 12 and 13 from 8:00 am to 11:00 am</b>
Deadline for submissions of questions due via email to	<b>June 21, 2024 by 3:30 pm</b>
Responses to comments and questions posted to Town's website and distributed to all those who made inquiries	<b>June 25, 2024</b>
Proposals Due (via paper or electronically)	<b>June 28, 2024 by 3:30 pm</b>
Proposals Opened for Review	<b>July 1, 2024</b>
Contract Execution	<b>July 12, 2024</b>

### **MANDATORY SUBMITTING FIRM REQUIREMENTS**

Submitting firms are required to assume responsibility for all services offered within the firm's proposal regardless of whether they are produced "in-house" or performed through a sub- contract arrangement. The submitting firm will provide the name of a project manager who will serve as the sole point of contact regarding contractual matters, including payment of any and all contract costs and fees.



## **PROPOSAL FORMAT / EVALUATION CRITERIA**

In order to ensure a uniform review process and obtain maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. Title page: The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. Table of Contents: Provide clear identification of the material by section and by page number to include the following topics.
  - The manufacturer of roofing membrane and mil thickness to be used, with warranties.
  - Clearly identify all components for removal and disposal/installation materials covered in proposal.
  - Provide a cut sheet showing all flashing details for roof drains, rooftop units, all termination points and perimeter flashing.
  - Provide cut sheets showing all fastening methods.
  - Provide method of outer membrane joint seams or connection/overlap points.
  - Provide inspection procedures to ensure proper installation of materials/final inspection for manufacture warranties' compliances and state code compliances.
  - Provide a detailed list of Preventative Maintenance procedures that will ensure compliance with the manufacture's warranties.
3. Company History and Qualifications: Briefly describe your company's history and any relevant experience for this project.
4. References: List at least three (3) client references for whom similar work has been completed (see attached reference sheet).
5. Costs: Describe the costs for the services, equipment, materials and installation. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
6. Subcontractors: Provide a list (including name, address, contract information and principal contract at Subcontractor) of any subcontractors you will use in performing the work for the Town.
7. Warranty: Provide terms, conditions and length for all warranties on labor and materials.

## **SELECTION CRITERIA**

A selection committee will score proposals based on the following factors:

1. The proposal's responsiveness to the RFP, including the format of the proposals, capabilities of the firm, professional and technical approaches, clarity, and demonstrated ability to lead the project.
2. The ability of the firm to address the project scope and core competencies outlined in this RFP.



3. Innovation and creativity in the proposal's approach to the project.
4. A proven track record of working with clients to navigate comparable efforts, overcome impediments, and successfully complete projects on time and within budget.
5. The capabilities and experience of the Project Team.
6. Cost Proposal

## **RESERVATION OF RIGHTS**

The Town of Stratham reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town of Stratham assumes no responsibility or liability for costs incurred by consultant teams in responding to this RFP or in responding to any further request for interviews, additional data or information, or clarification of any items included in the proposal. The Town reserves the right to request additional data or information or that the firm provide the Town a presentation in support of written proposals. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

## **GENERAL INFORMATION**

1. Interview: The submitting firm may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way, provide an opportunity to change any cost or fee amount originally proposed. Should the Town choose to schedule presentations, the submitting firms will be notified of time and location.
2. Modifications: The Town will allow both submittal modifications and withdrawals up to the RFP's closing time.
3. Request for Additional Information: The submitting firm will furnish clarifying information if requested by the Town.
4. Acceptance/Rejection/Modification to Proposals: The Town reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the proposals and/or Town procedures.

## **OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:**

Contract Documents – The contract documents shall consist of the "Town of Stratham DPW Salt Shed Roof Restoration Request for Proposal", all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the Town.

Default – The Town shall have the right to declare the firm in default if (a) the firm becomes insolvent; (b) the firm makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the firm; or (d) the firm is unable to provide



evidence of required insurance coverage as set forth below. Further, the Town may declare the firm in default if it fails to perform as required by the contract and such failure continues after notice is provided to the firm and it fails to cure the default. If the firm is declared in default or is in breach of the contract for any reason, the Town shall have the right to terminate the contract.

Firm – Any combination of the firm and its respective sub-contractors that will provide the services requested. All subcontractors will be required to provide evidence of insurances and name the Town as an Additional Insured in the same way as the submitting firm.

Indemnification – The firm must agree to defend, hold harmless, and indemnify the Town, their officers, agents and employees against any and all claims, or injuries to any person or entity, arising out of the actions of the firm, its officers, agents, or employees arising from or related in any way to its contract with the Town.

Liability Coverage – The successful Firm will be required to provide certificate(s) of insurance as follows:

- General Liability in the amount of \$1,000,000 per occurrence; \$3,000,000 aggregate
- Automobile Liability in the amount of \$1,000,000 combined single limit
- Workers' Compensation per State of NH Statutes
- Professional Liability in the amount of \$1,000,000

*The Town of Stratham is to be named as an additional insured.*

Certificates of insurance naming the Town of Stratham as an additionally insured entity must be filed with the Town Administration Office within two weeks of the award of the contract. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation, or any material change in coverage.

Non-Appropriation – Any contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for project completion and other requested services during the ensuing fiscal year, the Town of Stratham may terminate this agreement by written notice within thirty (30) days of adoption of the budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”

Non-Transferable – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.

Payment Terms – To be determined. If, in the opinion of the Town, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld, and/or the contract may be terminated. The amount and withholding period are at the discretion of the Town.

Termination for Performance – The contract may be terminated at any time by the Town for unsatisfactory performance. In such case, the Town will provide written notice to the firm citing the unsatisfactory performance and giving the firm ten (10) working days to improve its performance to the satisfaction of the Town. If the firm's performance does not improve to the satisfaction of the Town, the contract for services may be immediately terminated by the Town.

Termination Options – In the event the Contract is terminated, the Town reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damage suffered by the Town. In that event, the firm shall be required to indemnify the Town of Stratham for any loss that may be sustained.



**Town of Stratham Request for Proposal**  
**MC and PD HVAC Replacements**

**LIST OF REFERENCES**

***IMPORTANT: This form must be returned with the bid proposal form.***

1. Name of Client/Company: Address:

Contact Person/Title:

Telephone Number:

Email Address:

2. Name of Client/Company: Address:

Contact Person/Title:

Telephone Number:

Email Address:

3. Name of Client/Company: Address:

Contact Person/Title:

Telephone Number:

Email Address:

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**Town of Stratham Request for Proposal**



**MC and PD HVAC Replacements**

**RFP Receipt Acknowledgement**

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact person's E-mail Address: \_\_\_\_\_

Date RFP Acquired: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

*(This sheet must be returned to the Town of Stratham's Town Administrator's Office by June 28, 2024).*