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REQUEST FOR PROPOSALS

Southern Windsor County Building Energy Program

Contact:	Jason Rasmussen Southern Windsor County Regional Planning Commission P.O. Box 320 Ascutney, VT 05030 Phone: (802) 674-9201 or email: jrasmussen@swcrpc.org
Date of Issue:	September 26, 2011
Date of Walkthroughs:	Wednesday, October 5, 2011 – Please see details below
Deadline:	October 17, 2011, 4:30 PM at the SWCRPC office. No facsimiles will be accepted.

1.0 Background

A primary goal of the Southern Windsor County Regional Planning Commission (SWCRPC) Energy Program is to provide energy efficiency upgrades for public buildings in southern Windsor County municipalities that had an energy audit completed under this program. The SWCRPC Energy Program is funded through the American Recovery and Reinvestment Act (ARRA) of 2009. The complete scope of work for this RFP is listed on page 4.

2.0 General Information

2.1 Qualifications

The prospective consultant replying to the RFP will be a firm(s) or individual(s) possessing experience and expertise in performing energy efficiency upgrades and the professional standards thereof and be certified by the Building Performance Institute, Home Energy Rater System, or the equivalent.

2.2 Project Coordinator

Jason Rasmussen, SWCRPC, hereinafter referred to as Project Coordinator, shall act as liaison between the consultant and the member towns.

2.3 Site Walkthroughs

There will be mandatory site walkthroughs on Wednesday, October 5, 2011. Please see below for a list of the buildings and times where walkthroughs will take place. If you need directions to or between the buildings please contact the Project Coordinator.

Windsor County – Sheriff’s Department/County Courthouse – 9:00 a.m.
Cavendish – Town Hall – 10:30 a.m.
Cavendish – Town Garage – 11:00 a.m.

2.4 Compliance with Federal, State and Local Laws

Prospective consultants should be aware that a contract between the SWCRPC and the consultant will be subject to, and be in accordance with, all Federal, State, and local laws as may be applicable. Funding for this contract is provided through a U.S. Department of Energy (U.S. DOE) ARRA Grant.

The consultant must be in good standing with the State of Vermont.

Because this work is being funded with ARRA/stimulus U.S. DOE funds, there are certain requirements that will be part of the contract, such as ARRA flow-down requirements and compliance with the Davis Bacon Act, as well as reporting and standard requirements.

2.5 Revisions to the Request for Proposal

In the event it becomes necessary to revise any part of this RFP, revisions will be provided to all who received the RFP. SWCRPC shall bear no responsibility or liability due to copies of revisions lost in mailing or not delivered to a prospective consultant due to unforeseen circumstances.

2.6 Response Deadline

In order to be considered for selection, signed proposals must arrive at the Project Coordinator's office by the deadline noted above. Prospective consultants who are mailing proposals should allow for normal mail delivery time to ensure timely receipt of their proposals. No facsimiles will be accepted. SWCRPC shall bear no responsibility for any proposals that arrive, by any means, beyond the response deadline indicated above in this RFP.

2.7 Time of Performance

Performance under the scope of work must be completed by *December 30, 2011*. If consultants are unable to meet this schedule, they may state this and propose their best possible timeline.

3.0 Required Information

3.1 Proposal Preparation

The prospective consultant is to follow the instructions contained herein in preparing and submitting their response to the RFP. In addition, the consultant may propose alternatives to the Scope of Work with an explanation for any modifications.

All proposals must contain the elements listed below. The name of the consultant and the title of the RFP must appear on the outside front cover of the proposal. Each page of the proposal must be numbered consecutively from the beginning of the proposal, excluding all appended material.

3.2 Required Proposal Elements

The proposal must contain the following (if any element of the program will be subcontracted, please provide the same information for the subcontractor as well):

1. A signed cover letter expressing the consultant's interest in working with SWCRPC, including the primary contact person's email address, mailing address and telephone number.
2. Size of consulting operation and number of years it has been in business.
3. A list of staff who will be working on the project, including names, education, professional licenses, registrations or certifications and relevant experience.
4. List of similar projects the consultant has worked on over the last three years.
5. Three references, including contact names, past projects and contact information.
6. A detailed description of your approach for completing the scope of work within the established deadline, including a detailed description of the tasks to be performed by the consultant and any subconsultants, the number of person-hours and other resources required to complete each task, the expected time to complete

each step, and other information as necessary to demonstrate the consultant's ability to complete the project on time.

7. Signed Certificates of Non-Collusion and Tax Compliance, and declaration of a Minority Business Enterprise/Women's Business Enterprise (MBE/WBE), for which forms are appended to this RFP (Attachments A, B and C).
8. Cost proposal based on each task identified in the proposed Scope of Work *for buildings visited during the mandatory walkthroughs* (page 4), including estimated labor costs, direct expenses and subcontractor costs, if applicable.

3.3 Subcontracting

Subcontracting will be allowed for tasks required by this RFP. Any intent to subcontract on the part of the prospective consultant must be specifically described in the proposals, and information on the subcontracted firms must be submitted as specified under sections above.

3.4 EPA Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) fair share goals

The following are the MBE/WBE "fair share" goals/objectives for the project.

Construction:	1% MBE; 1% WBE
Supplies:	1% MBE; 1% WBE
Services:	1% MBE; 1% WBE
Equipment:	1% MBE; 1% WBE

Contractors are encouraged to employ MBE's and WBE's whenever possible, and also to report their participation to the contract source (see Attachment C). All applicable "fair share" objectives must be included in all bid documents for subcontracts as the negotiated "fair share" percentages.

3.5 Copies of Proposals

In order to be considered for selection, prospective consultants must submit a complete response to the RFP. ONE (1) ORIGINAL HARD COPY (U.S. Mail, other parcel delivery or hand delivered) AND ONE (1) DIGITAL COPY (emailed or CD; Microsoft Word file or PDF image) of the proposal must be submitted to the Project Coordinator.

3.6 Cost Liability

The SWCRPC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the proposal by prospective consultants, or any other costs prior to issuance of a contract.

4.0 Selection of Proposals

SWCRPC reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as is in its best interest. This solicitation in no way obligates SWCRPC to award a contract. The selection of a consultant and award of a contract will be based upon the following criteria.

All proposals will be reviewed and evaluated based on the following criteria:

- Qualifications/experience to perform energy audits of public buildings;
- Clarity of the proposal and thoroughness in addressing the scope of work;
- References;
- Schedule/timeline; and,
- Cost estimates.

The SWCRPC may elect to interview consultants prior to final selection.

5.0 Post Award

5.1 Successful Consultant Responsibilities

The successful consultant(s) will be required to assume sole responsibility for the complete project as required by this RFP. SWCRPC will consider the successful consultant to be the sole point of contact with regard to contractual matters, whether or not subcontractors are used by the successful consultant for one or more parts of this project.

5.2 Evidence of Insurance

Applicants shall indicate their ability to provide proof of coverage for the following minimum insurance requirements: General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate, motor vehicle liability coverage of \$1 million combined single limit, proof of Workers Compensation coverage per State of Vermont, and professional errors and omissions coverage of \$1 million. The successful applicant will be required to provide statements of insurance acceptable to the SWCRPC prior to execution of a contract.

5.3 Contract

The successful consultant(s) will be required to sign a contract with the SWCRPC in which they accept responsibility for the performance of services as stated in their proposal.

6.0 SCOPE OF WORK

The consultant will implement certain energy efficiency recommendations contained within the completed audits, as funding allows. There are two tasks under this RFP. The consultant may bid on either task I or task two, or both, but may not exclude specific activities under either task. A full list of the activities under each task is listed below and the building audits can be provided upon request:

TASK I:

Andover – Town Hall

1. Air Sealing
 - a. Attic penetrations
 - b. Attic access hatch
 - c. Doors and windows
2. Basement Rim Joist Insulation
 - a. Install -116 ft² of closed cell spray foam insulation along concrete rim
3. Basement (above grade) Insulation
 - a. Install -174 ft² of closed cell spray foam insulation

Cavendish – Wastewater Treatment Facility

1. Air Sealing
 - a. Removal of defunct ventilation system from attic and walls of control building and foam seal openings (leave grills in place)
 - b. Move existing batt insulation in attic and seal perimeter of ceiling to top of walls, seal tops of interior walls, seal all plywood joints and all ceiling penetrations with spray foam
 - c. Reinstall batt insulation and install vent chutes at eaves
 - d. Bury fiberglass in blown cellulose to an R50 level
 - e. Attach rigid insulation to attic hatch (at same R –value) and weather strip the hatch opening
 - f. Examine necessity of replacing bath fan for increased ventilation due to less air circulation
 - g. Weather strip all exterior doors in control and chlorine buildings

Chester – Town Hall

1. Air Sealing
 - a. Attic penetrations
 - b. Attic access hatch
 - c. All doors and windows
 - d. All wall penetrations
 - e. Base moldings

- f. Basement penetrations
- 2. Basement (above grade) Insulation
 - a. Install -486 ft² of closed cell spray foam insulation

Reading – Town Hall

- 1. Air Sealing
 - a. Ceiling
 - b. Wall and floor penetrations
 - c. Attic access hatch
 - d. All doors and windows
- 2. Basement (above grade) Insulation
 - a. Install -492 ft² of closed cell spray foam insulation

Springfield – Town Hall

- 1. Air Sealing
 - a. Attic penetrations
 - b. Attic access hatch/pull down stairs
 - c. Basement penetrations
 - d. Doors

Weathersfield – Proctor Library

- 1. Install a Programmable Thermostat
- 2. Air Sealing
 - a. Air seal and weather-strip all windows and exterior doors
 - b. Seal gaps around window and door trim
 - c. Seal gaps around all plumbing and wiring penetrations in exterior walls (if possible remove trim and foam gaps where no insulation exists)
 - d. Add door sweeps to all exterior doors

West Windsor – Albert Bridge School

- 1. Improve Temperature Controls (Current system is a boiler with 5 hot water circulators. An energy management system provides digital control to two air handlers while remainder of building is on conventional controls)
 - a. Reprogram “pump 1” to stay off during unoccupied hours when outside air is below 32 degrees Fahrenheit
 - b. Multipurpose room air handler currently is controlled by CO₂ and temperature sensors, relocate the CO₂ sensor into the multipurpose room and reset sensor to turn fan off when both CO₂ and temperature sensors are satisfied
 - c. Select the coldest room in each zone served by old circulators and wire that room’s thermostat back to the circulator. If the existing thermostats in these three or four rooms are incapable of a setback to 50 degrees Fahrenheit replace them with a programmable thermostat and program a 50 degree Fahrenheit setback.

Windsor – Wastewater Treatment Facility

- 1. Upgrade Insulation on Digester Tank
 - a. Install two layers of 1.5” rigid board insulation
 - b. Install 60 mil PVC membrane roof with cemented joints
 - c. Edge flashing and sidewall sealing to match existing roof detail

Windsor County – Sheriff’s Department/Courthouse

- 1. Improve Controls
 - a. Installation of programmable thermostats
 - b. Lock the boiler burner on low fire to reduce cycling & wire sheriff’s thermostat to boiler
 - c. Reduce unoccupied space temperatures
 - i. May require replacement of some thermostats
- 2. Reduce Electric Use
 - a. Installation of motion sensor controls for some lights
 - b. Install humidistat on basement storage fan
- 3. Improve building envelope
 - a. Air seal ceiling in former porch area (with sheetrock installation)
 - b. Directly pipe intake air to boiler

4. Preheat fuel oil
 - a. Installation of fuel oil preheater on boiler

TASK 2:

Cavendish – Town Office

1. Installation of attic insulation
2. Installation of Energy Star boiler
3. Installation of thermostat(s)
4. Replacement of T-12 lighting with T-8 lighting
5. Air sealing

Cavendish – Town Garage

1. Installation of insulation
2. Window replacement
3. Air sealing of attic
4. Replacement of T-12 lighting with T-8 lighting

ATTACHMENT A

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature)

Date: ____ / ____ / ____

(Name of person signing proposal)

(Name of business)

ATTACHMENT B
CERTIFICATION OF TAX COMPLIANCE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all tax returns and paid all state taxes required under law.

_____ Date ____ / ____ / ____ By: _____
*Signature of Individual or Corporate Name (Mandatory) Corporate Officer

Federal ID #

*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

ATTACHMENT C

MBE/WBE PARTICIPATION

TRORC is required to report all activity by Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs).

Contractors are encouraged to employ MBEs and WBEs whenever possible, and also report their participation to the contract source.

Company Name: _____

(Print company name here)

By: _____ Date ____ / ____ / ____

Please indicate whether or not you, or a specified subcontractor, are an MBE or WBE by checking one of the following:

_____ Yes, I am a certified MBE or WBE

_____ Yes, the subcontractor _____ is a certified MBE or WBE

_____ No, I am not an MBE or WBE