



Borough of Bridgeport Request for Proposal

Project: Borough Hall HVAC Replacement

Project Address: 63 W. 4th Street

Bridgeport, PA 19405

April 2019

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INTRODUCTION AND OVERVIEW

1. Executive Summary

The Borough of Bridgeport is located in Montgomery County, PA. The Borough Hall facility is served by two natural gas fired, direct expansion cooling rooftop air handling units that have reached the end of their service life. This project will require replacement in-like-kind of these two air handling units.

This document summarizes the work as it relates to the alterations / physical modifications / construction within the facility. This document is intended to obtain quotations within a Guaranteed Maximum Price contract. Quotations shall be based on this document and contractor's in-person assessment of physical existing conditions.

2. Scope of Bid

2.1. General Contracting Scope

- Coordination, housekeeping, and safety of all trades and subcontractors for the construction portion of the project
- Obtaining applicable permits and inspections and adherence to local building codes
- System startup support and required documentation (Turn Over Package)

- Lawful disposal off-site of two rooftop air handling units, associated accessories, and all project debris.
- Roof curb and flashing work, as required
- Installation and removal of temporary barriers
- Demo/modification of existing structures
- Structural modifications (example: roof support for air handling units)

2.2. Mechanical Scope:

- Replacement of two (2) packaged ten-ton direct expansion (DX) cooling, natural gas heating HVAC rooftop units (See section 1.3 for new HVAC rooftop unit specification)
 - Existing RTU#3 (Second Floor Offices): Bryant Model 580DPV120
 - Existing RTU#4 (Berkheimer): Bryant Model 58DPV120B
- Ductwork disconnection and reconnection
- Insulation of roof curb and new ductwork
- Natural gas system disconnection and reconnection
- Trap and pipe cooling condensate to nearest roof drain per manufacturer recommendations
- Provide a new programmable thermostat; verify continuity of control wiring prior to reuse
- Balance airflows and provide a testing, adjusting, and balancing report per NEBB, TABB, or AABC.
- System startup support and required documentation (Turn Over Package)

2.3. Electrical Scope:

- Disconnection and reconnection of rooftop unit circuits
- Provide a new NEMA 3R Disconnect switch if not integral to rooftop HVAC unit.
- Provide new conduit and wiring as needed
 - Verify circuit breaker capacity for new system.
- Wire any convenience receptacles not wired by the factory
- System startup support and required documentation (Turn Over Package)

Note: All individuals (Construction Management personnel and/or sub-contractors) shall be trained in accordance with US Department of Labor Occupational Safety and Health Administration (OSHA) Safety Construction Standards.

3. New HVAC Rooftop Unit Specification

- 3.1. Submittal: Provide product data, capacity, dimensions, fan curves, electrical requirements, and controls for review by the Borough prior to purchasing equipment.
- 3.2. Warranty: provide one (1) year warranty on all parts and labor, five (5) year compressor warranty, ten (10) year natural gas heat exchanger warranty.
- 3.3. Acceptable Manufactures: Aaon, Bryant, Carrier, Daikin, Johnson Controls, Trane, or approved equal.
- 3.4. Manufactured Unit: Self-contained, packaged, factory assembled, and pre-wired, consisting of a steel and baked enamel finish cabinet and frame, one-inch thick insulation, supply fan with VFD, welded aluminized steel heat exchanger and modulating burner, controls, MERV 8 air filters, refrigerant cooling coil and multi-speed compressor, condenser coil, condenser fan, and economizer.
 - 3.4.1. Electrical Circuit: 208/230 Volts, 3 Phase, 60 Hz. Verify in Field.
 - 3.4.2. Use refrigerants that have an ozone depletion potential (ODP) of zero and a global warming potential (GWP) of less than 50.
 - 3.4.3. Provide stainless steel drip pan, integral disconnect switch, BACnet capable controls (for future use), and pre-wired 120V convenience outlet.
 - 3.4.4. Provide 1 additional set of maintenance materials including belts, filters, etc. for the Borough's use.

4. Schedule Constraints

The following schedule constraints shall be included within the Guaranteed Maximum Price proposal:

- All efforts should be made to coordinate impactful work with the facility maintenance shutdown: Week of June 20-24, 2019.

- Construction, documentation, and training substantially complete: June 24, 2019.

5. General Instructions

5.1. Project Documentation

- No project-specific drawings or specifications will be provided to the contractor for this project; it is the responsibility of the contractor to verify in field all site conditions described in this document.

5.2. Pre-Bid Meeting

There will be a non-mandatory pre-bid meeting at the place and time shown below to allow bidders to assess the site and the conditions.

April 29, 2019

10:00 AM

Bridgeport Borough Hall

63 W. 4th Street

Bridgeport, PA 19405

5.3. Requests for Information

Requests for additional information prior to bid submittal should be directed to Client Contacts listed in section 2.2.

2. RFP TERMS AND CONDITIONS

1. Basis for Proposal

Responses and quotes should be based solely upon the contents of the RFP, General Instructions listed above, actual walk through of the facility, and other information provided via the RFP process. Any and all information obtained otherwise, either directly or indirectly from anyone at the Client, including the Client Contact, will be completely disregarded unless it is specified in writing as an addendum or amendment to the RFP. Nothing contained in this RFP creates, or shall be construed to create any contractual relationship between the Borough of Bridgeport and any supplier participating in the RFP. The receipt of any

suppliers' proposal does not obligate the Borough to enter into an agreement to purchase the goods/services defined in this RFP. Supplier agrees to provide best price in their proposal. The Borough reserves the right to negotiate further all prices noted. Any costs resulting from assumptions not supported by sanctioned communications will be the sole responsibility of the Respondent.

2. Pre-Submittal Communication

During the bidding process, all communications, comments, and questions related to this RFP shall be directed to all three listed Client Contacts shown below (primary RFP and technical contacts). Requests shall be via e-mails without exception. This will facilitate and ensure fair distribution and record-keeping of information.

Failure to comply with this requirement may be cause for disqualification. Client's responses to queries will be delivered as an addendum/amendment to this RFP. Any extensions will be explicitly noted. If no extensions are indicated, all proposals are due at the time and date originally specified.

All your preliminary questions regarding this RFP must be submitted on or before May 3, 2019. Answers to requests for information (RFI) will be distributed to all bidders, but the identity of the requestor will not be disclosed.

Client Contact Information	
Primary RFP Contact	<i>Keith Truman</i>
Address	<i>63 W. 4th Street Bridgeport, PA 19405</i>
Phone	<i>610-272-1811</i>
e-mail	<i>ktruman@bridgeportborough.org</i>
Technical Client Contact	<i>Dave Lang</i>
Phone	<i>610-272-1811</i>
e-mail	<i>dlang@bridgeportborough.org</i>
Technical Client Contact	<i>Steve Wanczyk</i>
Phone	<i>610-272-1811</i>
e-mail	<i>swanczyk@bridgeportborough.org</i>

3. RFP Timetable

RFP Timetable	
<i>RFP Issued</i>	<i>April 10, 2019</i>
<i>Intent to bid Statement</i>	<i>N/A</i>
<i>Pre-bid Conference</i>	<i>April 29, 2019, at 10:00am</i>
<i>Last date for questions on mandatory requirements</i>	<i>May 3, 2019</i>
<i>Proposals due back to Client</i>	<i>May 8, 2019, by 10:00am</i>

4. Binding Offer

Your response constitutes a complete and binding offer for a period of one hundred eighty (180) days from submission.

5. Costs

All costs associated with preparing the proposals in response to this RFP and for providing any additional information required by Client to facilitate the evaluation process are the sole responsibility of Respondent and will not be reimbursed by Client.

6. Right to Terminate RFP

Client reserves the right to terminate the RFP process at any point in time, and makes no commitments, either implied or otherwise, that this process will result in a new business transaction with Respondent(s).

7. RFP Termination/Proposal Rejections

Client reserves the right at any time, in its sole discretion, to accept any or all Proposals in whole or in part, negotiate with any Respondent, or cancel this RFP (in part or in its entirety) in the event the Client determines that it is in its best interest to do so, without incurring costs for Respondents RFP preparation.

If you wish to propose alternative to the MANDATORY requirements, you must notify the Client Contact a minimum of two (2) business days prior to the proposal due date. Any exceptions granted will be sent to all Respondents.

8. Authorized Person

An authorized corporate officer must sign the proposal, and proposals must state that the person signing the proposal is authorized to bind Respondent to the response. Respondents must represent that its proposal, including any and all work, materials, and equipment, comply with governmental and regulatory law, ordinances, and regulations within their respective jurisdictions. Respondent should include a statement confirming that, unless otherwise specifically stated, it will provide all services and functions as described in this RFP.

3. RESPONSE FORMAT

1. Complete Quotes

All quotes must be submitted in their entirety at the time of initial submission and be fully self-explanatory. Once Client receives a bid, it may not be updated, regardless of the stated deadline. The only exception to this would be issuance by Client of an addendum/amendment after the receipt of a Respondent's quote. Only in this case would a Respondent be given the opportunity to revise and re-submit their bid, under time constraints determined by Client. At a minimum the following items should be submitted with the bid.

1. Project Approach
 - a. Description of the steps required to complete the project scope from pre-construction through start up.
 - b. Client Interface
 - i. Primary contact, including location
 - ii. Pre-construction
 - iii. During construction (The Borough expects a minimum of weekly project status memorandums)
 - c. Change Order Approach
2. Schedule of Values
 - a. Schedule of Values shall be broken down to the point of individual major CSI Divisions and will be indicative of both labor and material for each division.
 - b. Contingency shall be clearly identified within the total GMP.
 - c. Include entire project scope as outlined in section 1.2 and note any exceptions
3. Internal QA/QC programs

4. Environmental Health and Safety Plan outlining all aspects of compliance with the Borough and regulatory requirements
5. Baseline Project Plan with proposed milestones and completion schedule
 - a. Project timeline begins with pre-construction activities and demolition, and ends with issuance of occupancy permit
 - b. Refer to section 1.4 for identified schedule constraints.
 - c. It is the intent of the Borough to have the Contractor develop and track a schedule for the Project.
 - d. Provide breakdown of work to be self-performed vs. subcontracted for this specific project
6. Resource Allocations
 - a. Provide a list of all resources (e.g. materials, equipment, machinery) as it pertains to your approach to this project.
 - b. List of proposed trade contractors to be used for general construction, mechanical, electrical, etc.
7. References
 - a. Trade References
 - b. Bank References
 - c. Insurance Certificate
 - d. Surety
 - i. Name of bonding company
 - ii. Name and address of agent
 - iii. Bonding capacity
8. Qualifications
 - a. Relevant construction management experience
 - b. List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, for work to be performed on this project
 - c. Responses to supplier information questions listed in section 4.1.
9. Basis of Design:
 - a. Indicate the intended manufacturer to supply rooftop HVAC units.
 - b. Indicate anticipated lead time of rooftop HVAC units.

2. Contract Award

Prior to the contract award, Client reserves the right to request additional information from any Respondent. Additional information may include, but is not limited to, requesting formal oral presentations, interviews with proposed manager and/or key employees, as well as requesting to visit a similar project installed by the Respondent. Any additional requested information, oral or written, will become part of the Respondent's quote.

Client intends to award a contract on the basis of product fit, price, experience, qualifications, flexibility, innovation, and other value-added benefits. Client reserves the right to use any criteria in evaluating and selecting the successful quote and will not disclose any aspect of the evaluation process. Client reserves the right to negotiate with one or more suppliers and award the contract to one or more suppliers. Client reserves the right to request copies of all calculations and sub-contractor bids

No decision is binding until a contract is signed. No debriefing of unsuccessful Respondents will occur.

3. Pricing Quotation Format

It is the Client's expectation that the prices submitted should be net prices, which are inclusive of all applicable discounts and advantages offered by the Respondent.

A tabular breakdown (by major CSI Divisions) for pricing is a requirement for proposal submittal. Please include both labor and material costs, with fees and contingency indicated as separate line items.

3.1. General Requirements

Provide quotes in a clear and understandable manner. Proposals should provide cost breakdown by major CSI division as summary and include additional detail for all line items.

3.2. Assumptions

In this section, please clearly state and define all assumptions used to generate offered pricing. Reasons for limitations on the applicability of offered pricing must be fully explained and justified.

3.3. Prices All Inclusive

Unless expressly stated otherwise, prices quoted in this proposal are all inclusive; that is, all functions and services proposed shall be delivered for the prices and costs proposed in this section.

3.4. Labor Rates for Out of Scope Work

Provide hourly labor rates for any additional out of scope work or for project-oriented work support, based upon the overall scope of work presented in the RFP.

3.5. Pass through Costs/Expenses

Respondent shall clearly explain in this section which service costs procured from third parties will be passed through to Client. Any pass through mark-ups, administrative charges, or other add-on costs are to be fully explained.

3.6. Incentives and Penalties

Describe any proposed incentives or penalties.

3.7. Optional Pricing Structure/Approaches

Client is willing to entertain alternative pricing approaches or structures which can be demonstrated to be of benefit to Client. In order for any such alternate approaches to be considered, Respondent must first respond to the pricing format requirements outlined earlier in the RFP. Any proposed alternative must clearly explain the structure, any assumptions made regarding the structure, and the estimated benefit to Client for using the alternative method.

4. Additional Information

Legal requirement that all contractor personnel be trained and instructed in their native language

As a condition of your contract with the Borough, all employees provided and working pursuant to your contract are required to be trained and instructed in the safe performance of their job, in the recognition and avoidance of unsafe conditions in their workplace, in work rules applicable to their assigned work and must be capable of understanding any supervisor provided by the Contractor.

Contractors, as employers, have the legal duty under OSHA to train and instruct employees in how to comply with OSHA standards and to avoid hazards in the work environment. This necessarily means that employers (contractors) must present information in a manner that employees are able to understand. As OSHA has stated in OSHA Training Standards Policy Statement, dated 04/28/2010¹.

Courts and the Commission have held that an employer [Contractor] may not take advantage of an "adequately communicated work rule" when it did not communicate that rule to a non-English speaking employee in a language that employee could understand.²

Pursuant to the above-referenced legal requirement Company requires all contractors to provide workers capable of understanding the training and supervision provided by the contractor.

This is required for the safety of all workers and plant personnel.

1) <http://www.osha.gov/dep/OSHA-training-policy-statement.pdf>

2) See e.g., *Modern Continental Construction Company, Inc. v. OSHRC*, 305 F.3d 43,52 (1st Cir. 2002); *Star Brite Construction Co.*, 19 (BNA) OSHC 1687, 1695 n. 12 (N. 95-0343, 2001)

4. SUPPLIER INFORMATION

The following sub-sections define requirements related specifically to Respondent viability. Respondents must provide information for the following as components of the RFP Response. Client agrees that all information will be used solely in its evaluation.

1. **Supplier Profile**

1. Provide the legal name and address of your company, including State of Incorporation (if any)
 1. When was your company founded?
 2. Is it a private or publicly held company?
 3. Please list your web site, if you have one, for your Company
3. Describe your internal QA/QC program
 - 3.1. Describe how your company meets performance standards
 - 3.2. How does your company save costs without sacrificing quality?
4. Describe what differentiates your company from your competitors