



A Bicentennial Community
1798 - 1998

Town of Farmington
356 Main Street
Farmington, NH 03835
Phone: (603) 755-2208 • Fax: (603) 755-9934

REQUEST FOR PROPOSAL

Energy Efficiency Improvements to the Town of Farmington Municipal Office Building Insulation of Attic Space

The Town of Farmington is the recipient of Energy Efficiency and Conservation Block Grant (EECBG) funds through the NH Office of Energy and Planning. The EECBG is a program of the US Department of Energy and is funded through the American Recovery and Reinvestment Act (ARRA) of 2009.

The purpose of this RFP is to solicit competitive proposals to establish a contract for the purchase and installation of insulation in the attic space of a 2-story 10,000 sq. ft. municipal administration building located at 356 Main Street, Farmington. Proposals should be based on the purchase and installation of the following:

- Class 1 cellulose insulation at an additional R-30 to entire attic floor over existing insulation.

As the proposed project has received Federal funds through the American Recovery and Reinvestment Act (ARRA), the selected vendor(s) must comply with the ARRA Special Provisions contained in the attached Exhibit C, with the exception of the Section 106 review described on page 23 of the Exhibit. These requirements include, among others, compliance with the Buy American requirements of Section 1605 of ARRA, and the Davis-Bacon Act.

SUBMISSION REQUIREMENTS

In addition to the bid amount, all proposal submissions shall include a statement of qualifications. The following information is the minimum necessary for the statement of qualifications:

- a. A cover letter identifying the project component(s) that are the subject of the proposal;
- b. Name of firm, address, telephone number, principal contact person, and that person's

- contact information, including e-mail address;
- c. A brief history of the firm (number of employees, number of years in business; list of similar projects);
 - d. Three credit references, and amount of errors and omissions insurance; and
 - e. Three (3) references and three (3) letters of recommendation from the owners of projects completed by your firm that are similar in nature to the proposed project.

Applicants may include any other information that will assist the Town in its assessment of the firm's qualifications.

ADDITIONAL REQUIREMENTS

1. The bid submitted as part of the proposal shall present separate costs for labor, equipment and/or materials. The labor component must be broken down based on the appropriate wage and fringe specified under the Davis Bacon Act Wage Determination posted at <http://www.wdol.gov/wdol/scafiles/davisbacon/nh.html>

At this page select "Strafford County", "BLD-NH40".

Please note that the actual wage and fringe to be paid is the most current Davis Bacon wage determination as of the date the sealed bid is to be opened.

2. **MANDATORY PRE-BID WALKTHROUGH** – All prospective bidders are required to attend a mandatory tour of existing conditions. The tour will be held on **Thursday, June 9, 2011, at 10:30 a.m.** The location of the walkthrough will be on site at 356 Main Street.
3. The selected applicant(s) will be required to execute a contract with the Town of Farmington for the subject project and must adhere to all Federal, State and Local regulations and guidelines as it pertains to the activities of the project.
4. The selected applicant(s) must secure and provide proof of the following insurance coverage:
 - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage in amounts of not less than \$500,000 per occurrence and \$2,000,000 aggregate;
 - b. Automobile liability insurance with a minimum liability limit of \$1,000,000 combined single limit for bodily injury and property damage covering all owned, hired and non-owned vehicles utilized in the performance of services;
 - c. Worker's Compensation insurance in the manner described in NH RSA Chapter 281-A and any applicable renewal(s) thereof; and
 - d. All other insurances required to be carried by persons or entities operating a business or performing services in the State of New Hampshire.
 - e. The Town of Farmington shall be named as additionally insured on the insurance certificate.

5. INSPECTION – The work performed by the contractor will be subject to inspection and approval by town officials prior to payment for said work.
6. PAYMENT – Payment shall be for the portion of work completed in place and accepted by the Town.
7. RESERVATION OF RIGHTS: The Town of Farmington reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of Town.
8. CONTRACTOR RESPONSIBILITY – The contractor is responsible for verifying actual measurements prior to purchasing materials and equipment for the project.
9. WARRANTY – The contractor shall submit a copy of the manufacturer’s warranty indicating duration of said warranty, as applicable.
10. SPECIFICATIONS – The bidder shall furnish information related to the specifications of the products to be used as part of this package.
11. COST/SCHEDULE – The bidder shall furnish a cost proposal and project schedule as part of the package.
12. SEPARABILITY – The Town of Farmington will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.
13. PERFORMANCE BOND – The successful bidder shall furnish a 100% performance bond in compliance with State Law.
14. SUBSTANTIAL COMPLETION – The contractor must achieve substantial completion of the proposed upgrades no later than **September 15, 2011**. The contractor is strongly urged to order materials and equipment upon receipt of Notice of Award.
15. WORK HOURS – Work hours are to be Monday – Friday 7am to 5pm. Extensions may be permitted with permission of the Director of Public Works.
16. BUILDING SECURITY – The contractor shall secure all penetrations at the end of each day that may compromise security.

SPECIAL CONDITIONS: This project is fully funded by an Energy Efficiency Community Block Grant (EECBG) program through the Department of Energy. Applicants are responsible for full compliance with the provisions of the ARRA funding which include but are not limited to:

- Davis-Bacon Act Wage Compliance – Wage Decision at: www.wdol.gov;

- Submission of certified payrolls – Weekly;
- Compliance with Buy America provisions and submission of documentation for all manufactured goods;
- Provisions apply for all sub-contractors.

PROJECT TIMELINE: The project must begin by **August 1, 2011**, and be completed no later than **October 1, 2011**.

SUBMISSION OF PROPOSAL: Proposals must be received at the following address no later than 4 p.m. on **Friday, June 17, 2011**. Please provide three (3) copies of the proposal.

Town of Farmington
Department of Planning and Community Development
356 Main Street
Farmington, NH 03835

Submissions may be delivered by hand, the US Postal Service, or other ground or air carrier. Electronic submissions will not be accepted. The proposal must be sealed in an envelope or package that states: “SEALED BID – EECBG”. Proposals will be opened at **10:30 a.m.** on **Tuesday, June 21, 2011**. Women and Minority owned businesses are encouraged to apply. EOE.

PROPOSAL SELECTION: A firm fixed-price contract will be awarded to the responsible bidder(s) whose bid, conforming with all the terms and conditions of the Request for Proposal, is the lowest in price for a specific program activity. The Town of Farmington reserves the right to reject any or all bids.