New Boston school District

REQUEST FOR PROPOSALS

For a Mechanical Engineer H.V.A.C. DDC Design Build

For

New Boston Elementary School

REQUEST FOR PROPOSALS

Energy Performance Contracting Services for the New Boston Elementary School

INTRODUCTION

The **New Boston School District** (hereinafter referred to as **District**) seeks proposals from interested Mechanical Engineering Services Companies (**Contractor**) to conduct a detailed building energy controls bid specification document to replace and install a DDC system that will the buildings H.V.A.C. equipment to reduce building system operating costs.

BACKGROUND

The New Boston Central School is a K-6 Elementary School set in the rural community of New Boston. NH. The building is 60,000sqf and houses approximately 650 students, staff and faculty. The New Boston School District is searching for a highly qualified engineering company to perform a logical and economical approach to enhance the buildings mechanical controls systems.

OVERVIEW

The District seeks to maximize energy cost avoidance. The contractor is expected to analyze the district's current energy and systems related costs, to create a bid document that will address the current DDC systems deficiencies that will also include areas of the build that are currently not connected to the a DDC system. To recommend improvements to reduce utilities costs.

<u>RFP</u>

Site Visit: A site meeting and tour of the facilities will be held prior to the proposal due date. Knowledgeable representatives will be available to answer questions about operation and maintenance practices, problems, concerns and future plans. Fill-out the **Site Visit Registration Form** in this RFP to register for the site visit and obtain more details. The site visit is recommended for all Contractors who will later submit a proposal. All Contractors will tour the facility at the same time so each Contractor hears all questions and answers.

Review of Written Proposals: Proposals must be prepared as described in **Attachment A: Contractor Response**.

Final Selection: Final reference checks may be conducted with the apparent awardee prior to making the final selection. An award may be made to the selected Contractor.

RFP for Mechanical Engineering H.V.A.C. DDC RFP

The District reserves the right to change the RFP or issue amendments at any time. The District also reserve the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to request clarification of information from any vendor or to request supplemental material deemed necessary to assist in the evaluation of any proposal. This RFP does not obligate the District to accept or contract for any expressed or implied services.

SITE VISIT REGISTRATION For Contractors Responding to RFP for New Boston School District

To be received by Friday 1/25/2019 by close of day can be sent to e-mail below

Yes, I plan to attend the site visit.	
Today's Date:	
Name:	
Company Name:	
Mailing Address:	
Phone:	Fax:
E-mail Address:	

The New Boston School District invites you to attend a tour of the facility prior to responding to the RFP for Engineering Contracting Services. This site visit is recommended so that all Contractors tour the facility at the same time and hear all questions and answers.

DATE: January29, 2019 TIME: 3:30PM until 4:30PM **LOCATIONS:**

New Boston Elementary School 15 Central School Road New Boston, NH 03070 3:30PM-4:30PM

Sign in at front office upon arrival.

FAX TO: (603) 497-8425

ATTENTION: Randy Loring CONTRACTOR RESPONSE GENERAL INFORMATION

Refer to "Administrative Information" in the body of the RFP for an overview of the process.

For further information, E-Mail Questions to: Randy Loring Director of Buildings & Grounds New Boston School District SAU 19 11 School Street Goffstown, NH 03045 Phone: 603-660-5766 E-mail: randy.loring@sau19.org

Due Date:

Proposals must be *received* at the below address on or before **Wednesday 2/13/2019** By 3:00pm

Submit Proposal

Prepare responses to "Contractor Profile & Approach to Project" (see below).

Quantity: 6 Paper Copies

Clearly mark one proposal as "ORIGINAL".

Delivery

Mailing Address:

New Boston School District Attention: Randy Loring 11 School St.

Attachment A: Contractor Response

REQUEST FOR PROPOSALS Mechanical Engineering H.V.A.C Services For New Boston School District

Cover Sheet

EIN:	
Delivery Date:	
Authorized Signature:	
Printed Name:	
Title:	
Company Name:	
Address:	
City:	
State:	
Phone Number:	
Contact for Clarifications:	
Title:	
Phone Number:	
E-mail Address:	
CONTRACTOR PROFILE & APPROA	CH TO PROJECT

Qualifications and Capability

a. General Firm Information

- (1) <u>Type of Firm.</u> (corporation, partnership, sole proprietorship, joint venture)
- (2) <u>Year Firm Established</u>. Number of years has your firm been in business under its present business name.
- (3) <u>Other Firm Names</u>. Indicate all other names by which your organization has been known and the length of time known by each name.
- (4) <u>Parent Company</u>. If applicable, state name, address, former name if applicable, tax identification number.
- (5) <u>Participating Division or Branch Offices.</u> State division or branch offices that will participate in the development of the proposal, in its evaluation process, and/or in the conduct of any services provided (office name, and address).
- (6) <u>Submittal</u>. Submittal is for parent company, subsidiary, division, or branch office.

b. Experience of Firm

- (1) <u>Years in Energy Business</u>. State the number of years your firm has been involved in the energy-efficiency related business. State the number of years your firm has offered performance contracting services.
- (2) <u>Full-Time Personnel</u>. Indicate the number of full-time personnel employed by your firm.

c. Scope of Services

- (1) <u>Types of Services.</u> Summarize the scope of services (auditing, design, construction, monitoring, operations, maintenance, training, financing, etc.) available from your firm.
- (2) <u>Expertise in Systems</u>. Describe your ability to offer services to upgrade HVAC, controls.

2.

This cost will be evaluated on the basis of reasonableness, so an unrealistically high or low cost will be devalued in the evaluation process.