

REQUEST FOR PROPOSAL

For the

Installation
of

East Granby Elementary School Electrical Services Upgrade Project

Issue date: June 26, 2020

QUESTIONS: Contact Facilities Manager, Ray Carlson, in writing by email at rayc@egtownhall.com
No questions will be accepted after **July 10, 2020**

TABLE OF CONTENTS

I.	INVITATION TO SUBMIT.....	3
II.	PROJECT DESCRIPTION.....	3
III.	TIMELINE OF THE RFP PROCESS.....	4
IV.	INSURANCE REQUIREMENTS.....	4
V.	MINIMUM QUALIFICATIONS.....	6
VI	WRITTEN PROPOSAL.....	6
VII.	GENERAL TERMS AND CONDITIONS.....	6
VIII.	EVALUATION CRITERIA	8
IX.	BID FORM.....	8

I. INVITATION TO SUBMIT

The Town of East Granby, is seeking a qualified Contractor to provide the installation of new Electrical Service for the Carl E. Allgrove Elementary School located at 33 Turkey hills Road, East Granby, CT 06026

Proposals should be addressed and delivered to:

Attn: **James Hayden, First Selectman**
9 Memorial Drive
East Granby, Connecticut 06026

All Proposals shall be delivered by: 1:00 p.m. July 13, 2020

The documents included as part of this RFP are as follows:

1. Request for Proposals – this document
2. Plans and Specifications located on the website
3. Ancillary work description (Exhibit A)

II. PROJECT DESCRIPTION - SCOPE OF SERVICE

Elementary School

The Town of East Granby is seeking a contractor to install new 800-amp electrical service for the Elementary School. This project is a "Turnkey Project" and must be ready for full operation by August 22, 2020. The firm selected for this project will be responsible for the installation of all of the components per the plans and specifications. In addition, there will be related ancillary work associated with this project (see documents posted online, specifically Exhibit A attached), this work is the responsibility of the electrical contractor and will be subject to approval and acceptance by the local officials as well as the DPW Facilities Manager.

Any firm submitting a proposal must meet the minimum qualifications as expressed in the RFP.

The RFP is available at the following link <https://eastgranbyct.org/>

Notes:

- The awarded contractor is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the site, or elsewhere (unlimited).

Contractor Requirements

- Contractor(s) must show experience in providing similar scope of work for Connecticut municipalities in the previous five (5) years.

RFP Response

Prospective contractor(s) shall provide the following in response to this RFP;

1. One-page background of firm or firms (project teams are eligible). The background should include a brief description of the contracting firm(s) capabilities and experience associated with the scope of work described above.
2. List individuals and background of employees responsible for this project management.
3. List a minimum of two (2) projects with similar project components. Provide details of the project. Indicate whether the project was; (1) on budget, (2) any and all change orders, and (3) project completed on schedule.
4. Provide a minimum of three (3) customer references.

III.TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

Issue RFP	June 26, 2020
Mandatory Site Visit	July 8, 2020 at the Elementary School 3:00 pm
RFP due back from qualified firms	July 13, 2020 at 1:00 p.m.
Interviews, if needed	July 14, 2020
Award of Bidder	July 17, 2020

IV.INSURANCE REQUIREMENTS

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the Town of East Granby. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of East Granby.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The Town of East Granby also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "East Granby locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of East Granby as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Town of East Granby with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts

specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the Town of East Granby.

The proper name for the entity to be named as additional insured is: “The Town of East Granby, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, plus copies of any required additional insured endorsements. Certificates should be sent to: Denise Geeza, Business Manager, Town of East Granby, 119 Gorman Road, East Granby, CT 06234

Current insurance certificates must be furnished to the Town at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

The Town of East Granby reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

Contractor shall agree to maintain in force at all times during which services to be performed the following minimum coverages and shall name the Town of East Granby and East Granby Board of Education as Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII. In addition, all Carriers are subject to approval by the Town of East Granby and the East Granby Board of Education.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town of East Granby and East Granby Board of Education prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 2 service upgrade projects constructed within the last 5 years.
- Attendance at the July 8, 2020 mandatory site visit

VI. WRITTEN PROPOSAL

The written proposal is due July 13, 2020 at 1:00 a.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**East Granby Board of Education
9 Memorial Drive
East Granby, CT 06026**

Submissions are to be clearly identified with the title; **East Granby Elementary School, Service Upgrade Project, Proposal.**

VII. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by the Town of East Granby**– The Town of East Granby reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of East Granby. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the Town of East Granby and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Town of East Granby unless stated otherwise in the RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the Town of East Granby.

5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The Town of East Granby reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town of East Granby to do so.
7. **Rejection for Default or Misrepresentation** – The Town of East Granby reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of East Granby reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
12. **Rights Reserved to East Granby**– the Town of East Granby reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.
13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by East Granby.
15. **Cost of Preparing RFP** – The Town of East Granby shall not be responsible for any expenses incurred by the organization in preparing and submitting an RFP. An RFP shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
16. **Definition of Terms** – For the purpose of this RFP, whenever the word “respondent” appears, it shall refer to “Contractor”.

EXHIBIT A
Ancillary Items
For the

Electrical Service Upgrade Project at the Carl E. Allgrove Elementary School

The electrical contractor selected for the project shall be responsible for and include the cost for the following items:

- Any and all erosion control measures required for all site work.
 - Any and all tree and brush removal required to complete site work
 - Any removal and replacement of fencing, (must replace in kind)
 - Excavation to include any and all saw cutting of existing sidewalk, all trenching and backfilling, sidewalk repair and landscaping.
 - Installation of duct bank.
 - Purchase and installation of transformer pad.
 - Installation of any and all required bollards.
 - All relocation of existing steam piping and plumbing. (Insulation included)
 - Infill of wall, new wall and back boards for new service and any new panels.
 - All cutting, patching, coring, weather tight seal.
 - All construction cleaning and debris removal associated with this work
 - All temporary power and lighting.
-
- ❖ Electrical contractor shall be responsible for scheduling and coordination with Eversource.
 - ❖ Electrical contractor shall provide equipment lead times with proposal.
 - ❖ Electrical contractor shall provide and coordinate the project schedule with the East Granby DPW
 - ❖ Any and all work associated with this project will be subject to final approval and acceptance by the local officials (Building and Fire Marshal) and the DPW.

BID FORM

The cost for providing a new 800-amp electric service per plans and specifications for the Elementary School

Bid Proposal Amount _____

Exclusions: Hazardous materials investigations or testing

Firm: _____

Name: _____
(Please Print)

Signature: _____ **Date:** _____