

Town of Center Harbor, NH
Request for Proposals
Installation of Specialty Lighting
Library Lighting Improvements

The Town of Center Harbor, the Library Trustees, and the Center Harbor Energy Committee (CHEC) request proposals for **Installation of Specialty Lighting** for the James E. Nichols Memorial Library (35 Plymouth Street, Center Harbor, NH 03226).

I. INTRODUCTION

The Nichols Memorial Library is part of the Village Historic District of Center Harbor, NH, and is listed with the National Register of Historic Places. The structure dates to 1910, and is a fine example of a classical library building. The lighting in the stacks area is provided by knob and tube wiring, and does not appropriately illuminate the stacks room. In addition, the period pendant fixtures in the double reading rooms and vestibule are worn and need refurbishment. The Library Trustees have requested lighting upgrades to provide improved illumination and save energy, while preserving the historic beauty of the barrel vaulted ceiling and main fixtures. The work is expected to be completed with a combination of New Hampshire Electric Co-Op (NHEC) rebates, Historic restoration Grants, Library maintenance funds, and CHEC Expendable Trust Funds.

This RFP covers the installation of Specialty Lighting Fixtures, as well as isolation of the existing knob and tube wiring. The Town will supply the specialty lighting package as noted. All materials required to complete the full installation of these lights are to be included in this Contract.

II. INSTRUCTIONS

The Proposer shall submit a sealed envelope or box that clearly states on the outside the name of the Proposer and the words **“Library Lighting Improvements – Installation RFP.”**

To be considered, proposals **must** be received by the Board of Selectmen, Town of Center Harbor, 36 Main Street, PO Box 140, Center Harbor, NH 03226 by **12:00 PM (noon) on Monday, November 28, 2016.**

The envelope or box shall contain the following:

1. A sealed **Proposal Envelope** that clearly states on the outside the name of the Proposer and that it is the Proposal for improving the Library lighting. The Proposal envelope shall contain two (2) copies of all the relevant requested information in Attachment A.2. The proposal shall be evaluated prior to review of Price Proposal.
2. A sealed **Price Proposal Envelope** which clearly states on the outside the name of the Proposer and that it is the Price Proposal Envelope for

improving the Library Lighting. The Proposal envelope shall contain two (2) copies of all the relevant requested information in Attachment A.3. The ONLY item in the sealed Price Proposal Envelope should be the signed Price Proposal Sheet which must include pricing and breakdown for the Options as defined in Section III., Scope of Services. The cost of installation of the stack/dome lighting fixtures for the project **MUST be separate from other requested work to allow the Town to apply for NHEC or other rebates.**

There will be a **mandatory** meeting and facilities walkthrough on **Tuesday, November 1, 2016 at 10:00 AM** in the Cary Mead Room, Center Harbor Town Hall, 36 Main Street, Center Harbor, NH 03226. All bidders will receive a copy of the specific lighting to be purchased directly by the Town. The meeting will include a walkthrough of the Scope of Work at the Nichols Library (35 Plymouth Street, Center Harbor, NH).

The Town of Center Harbor reserves the right to reject any and all proposals, to waive any minor informality and to make the award as may be in the best interest of the Town.

A schedule of key dates is shown below:

KEY DATES

Tuesday, November 1, 2016	Mandatory information meeting – 10 AM
Monday, November 28, 2016	RFP submission deadline – 12 PM (noon)
Monday, November 28, 2016	Proposals opened and reviewed – at Library Trustees / CHEC joint meeting (6 PM) – see agenda at: http://www.centerharbornh.org .
Wednesday, November 30, 2016	Proposals presented at Selectmen’s meeting (7 PM) see agenda at: http://www.centerharbornh.org .
No more than 90 Days after bid submission – Dependent on NHEC Rebate Status	RFP award notification – determined and announced at Selectmen’s meeting (7 PM) see agenda at http://www.centerharbornh.org
30 Days after Contract Award	All work must be completed

Notes:

- A Proposer may specify an alternative period for completion of the work.

- Areas noted below and diagrams are intended to be used as guides only and shall be measured and quantified by the proposer based on their professional experience.
- Refer to document A1.1 for diagrammatic representation of work scope.

III. SCOPE OF SERVICES – TASKS TO BE PERFORMED

1. Install Stack Lighting Fixtures for 1 – nominal 11’6” length of stack. Stack depth is nominally 10”. (Stack is against North wall, adjacent to NH Room)
2. Install Stack Lighting Fixtures for 6 – nominal 15’4” lengths of stacks. (Stacks are back to back with a nominal 30” between each row. Each double Stack depth is nominally 17”).
3. Install Stack Lighting Fixtures for 2 – nominal 9’6” lengths of stacks. (Stacks are back to back. Each double Stack depth is nominally 17”).
4. Install 1 – Stack Lighting Fixture for 1 – nominal 9’4” length of stack. Stack depth is nominally 10”. (Stack is against South wall, adjacent to Librarian’s office).
5. Install custom mounting brackets for all Stack light fixtures.
6. Install indirect fixtures for dome up lighting, if base light fixture does not include uplights.
7. Provide wiring, hardware mounts, switching and dimmers for all lighting fixtures supplied by the Town. Wiring to be routed to existing electrical breaker boxes in basement.
8. Isolate and disconnect knob and tube wiring for existing ceiling mounted lights.
9. Install an accessible utility light at the top of the basement stairs. Isolate and abandon existing ceiling mounted fixture.
10. Historic Preservation Maintenance Scope – Inspect and refurbish sockets in the following vintage pendant lights:
 - a. 1 - Central brass/bronze fixture with 7 sockets
 - b. 5 – Glass fixtures, each with 3 sockets.
 - c. 1 – Duplex and 1 – Simplex pendant fixture in Librarian’s office
 - d. 1 – Entry vestibule fixture with 3 sockets.

Specialty lighting fixtures and mounts will be purchased and supplied directly by the Town for the Items 1-7 in the Scope of Services. All wiring, conduit, dimmer switches, mounting hardware, and terminations required to make the lighting operational as recommended by the Supplier are to be included as part of this RFP.

The materials to be purchased and supplied directly by the Town will be identified and handed out at the Mandatory Bid meeting as defined in the Key Dates.

All required materials to complete the Scope of Work are the responsibility of the Bidder.

The proposal must be descriptive and include all electrical work that may be required. All work must be done in accordance with the latest edition of NFPA 70 (National Electrical Code) and local jurisdiction.

IV. STATEMENT OF QUALIFICATIONS

The Proposer must provide the following information:

1. Firm name, address and telephone number.
2. Name of contact person.
3. Names and addresses of all partners, officers.
4. Type of organization
 - a. Individual
 - b. Partnership
 - c. Corporation
 - d. Joint venture

Note: if a joint venture, provide information for all parties to the joint venture.

5. Names of any Town officials or employees who are related to any of the partners, officers or directors of the firm or have any ownership interest in the firm.
6. Identify any business relationships with the Town that could be construed as a conflict of interest.
7. Names, qualifications and resume of all personnel who will be assigned to work on the project
8. A list of projects providing relevant experience during the last five (5) years which include name, location, contact information, cost for services, date, name of owner's representative for which services were provided. Identify projects as completed or underway.
9. A description of the specific skills and qualifications that will be applied to the project.
10. Other information that will document the firm's capabilities and qualifications for the project.
11. Please indicate that your responses are in accordance with all applicable New Hampshire State Laws.
12. Certificates of insurance (see section X, Insurance Requirements).

V. MINIMUM CRITERIA

The Proposer must provide the following to satisfy the minimum criteria:

- A. Minimum Requirements.** To be considered responsive, proposals must satisfy the following minimum qualifications:
 - The Proposer must have been in business for at least three (3) years.
 - The Proposer must have provided services for at least one (1) project similar in size and scope to the project detailed in this RFP.
- B. Additional Required Information.** For purposes of comparative evaluation, the proposals must additionally include the following:

- The Proposer should provide information regarding similar work that the Proposer is doing or has completed.
- The Proposer should provide a list of references of all clients who have worked with the Proposer during the last three (3) years. With each reference, information should include the project name, contact, and contact phone number.

Questions concerning this RFP may be addressed to the Town of Center Harbor, Board of Selectmen, PO Box 140, Center Harbor, NH 03226, chselectmen@metrocast.net, or 603-253-4561 from Monday through Friday between the hours of 9:00 AM and 3:00 PM (only until noon on Wednesdays). All questions and answers will be shared with all proposers.

VI. EVALUATION CRITERIA

A main objective of the process will be to determine how well each proposer meets the needs of the Town of Center Harbor to complete the work requested by this RFP. The CHEC has been designated by the Board of Selectmen and Library Trustees as the review panel to evaluate the proposals. Based upon this evaluation, the review panel will make recommendations to the Board of Selectmen and Library Trustees. The Board of Selectmen and Library Trustees reserve the right to eliminate proposals based on company's work experience or references.

VII. RULE FOR AWARD

The Town of Center Harbor will determine the most advantageous proposal from a responsible and responsive Proposer by taking into consideration price and all evaluation criteria. The evaluation process will take place with two steps. First, those proposals meeting the minimum criteria will be ranked in terms of their responses to the evaluation criteria. Then, the price proposal envelopes will be opened and the proposals will be judged by taking into consideration price and response to the evaluation criteria.

The Town may award the Scope of Work in up to 3 different groups to different bidders as follows:

Items 1-8 (Stack/Dome Lighting) to be awarded as a Lump Sum.

Item 9 (Basement Utility Light) may be awarded separately as a Time and Materials, Not to Exceed contract.

Item 10 (Interior Period Light Refurbishment) may be awarded separately as a Time and Materials contract.

The Town reserves the right to amend this proposal at any time prior to the deadline for submission of proposals.

The Town may make such investigations as the Town deems necessary and the proposer shall furnish to the Town all such information and data for this purpose as the Town may request.

The Contract will be awarded within ninety (90) days after the proposal due date, unless the time for the award is extended by mutual consent of the parties. During this time, the price proposal shall not change. All work is to be completed within 30 days of the Contract Award. Any adjustments to the schedule is to be worked out with the Town's representative from the Center Harbor Energy Committee.

The work may require some limited shutdown of the Library. The Library staff is to be given a minimum of 72 hours notice for any shutdown.

Those who enter into contractual obligations with the Town of Center Harbor will not discriminate against qualified handicapped individuals in their employment decisions.

In these matters, the judgment of the Town shall be binding, conclusive, and final.

VIII. TOWN'S RIGHT TO REJECT BIDS

The Town reserves the right to reject any or all proposals if it is in the Town's interest to do so.

The Town may consider information any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all proposals, should the Town deem it to be in the Town's interest.

The Town may also reject proposals, which in its sole judgment are incomplete, conditional, obscure, or not responsive, or which contain additions not called for, erasures not properly initialed, alterations or similar irregularities, or the Town may waive such omissions, conditions or irregularities, if considered minor.

IX. CONTRACT PROVISIONS

The Town reserves the right to cancel the contract at any time for just cause.

After one organization is selected as the most qualified Proposer, the organization shall be notified and negotiations initiated to reach agreement on a contract. A written agreement will then be forwarded to the Board of Selectmen for review and signature.

X. INSURANCE REQUIREMENTS

Certificates of Insurance shall be required for contractor and sub-contractors naming the Town of Center Harbor an additional insured.

- a. General Liability: \$1,000,000 per occurrence - \$2,000,000 in the aggregate. Must provide coverage for bodily injury and property damage.
- b. Automobile Liability: \$1,000,000 combined single limit. Must provide coverage for all owned, non-owned and hired vehicles.
- c. Workers' Compensation: The Statutory requirements of RSA Ch. 281 must be met.

- d. Professional Liability: \$1,000,000 per occurrence - \$2,000,000 in the aggregate. Must provide specialized coverage (i.e. malpractice, errors and omissions, etc.), as appropriate.
- e. Other coverage: Specific projects may require other coverage, including but not limited to, performance bonds, payment bonds, and delivery bonds. These sureties will be specified in the process by which a Contractor is identified, selected and contracted.

Nichols Library Lighting Photos

Photo 1 – Looking Northeast from Stack Area to Front Entrance.



Photo 2 – Looking Northeast from Dome Window Area to Front Entrance.

Photo 3 - Looking Southwest toward Stack area.



Photo 4 – Looking Southwest at Southwest stacks (adjacent to Librarian’s office)



Scope Item 10 - Vintage Pendant Interior Fixture Refurbishment.

Central Bronze Fixture (Ref. Section III.10.a)



Typical Glass Reading Room Fixture – Five Units (Ref. Section III.10.b)



Entry Vestibule Fixture (Ref. Section III.10.d)

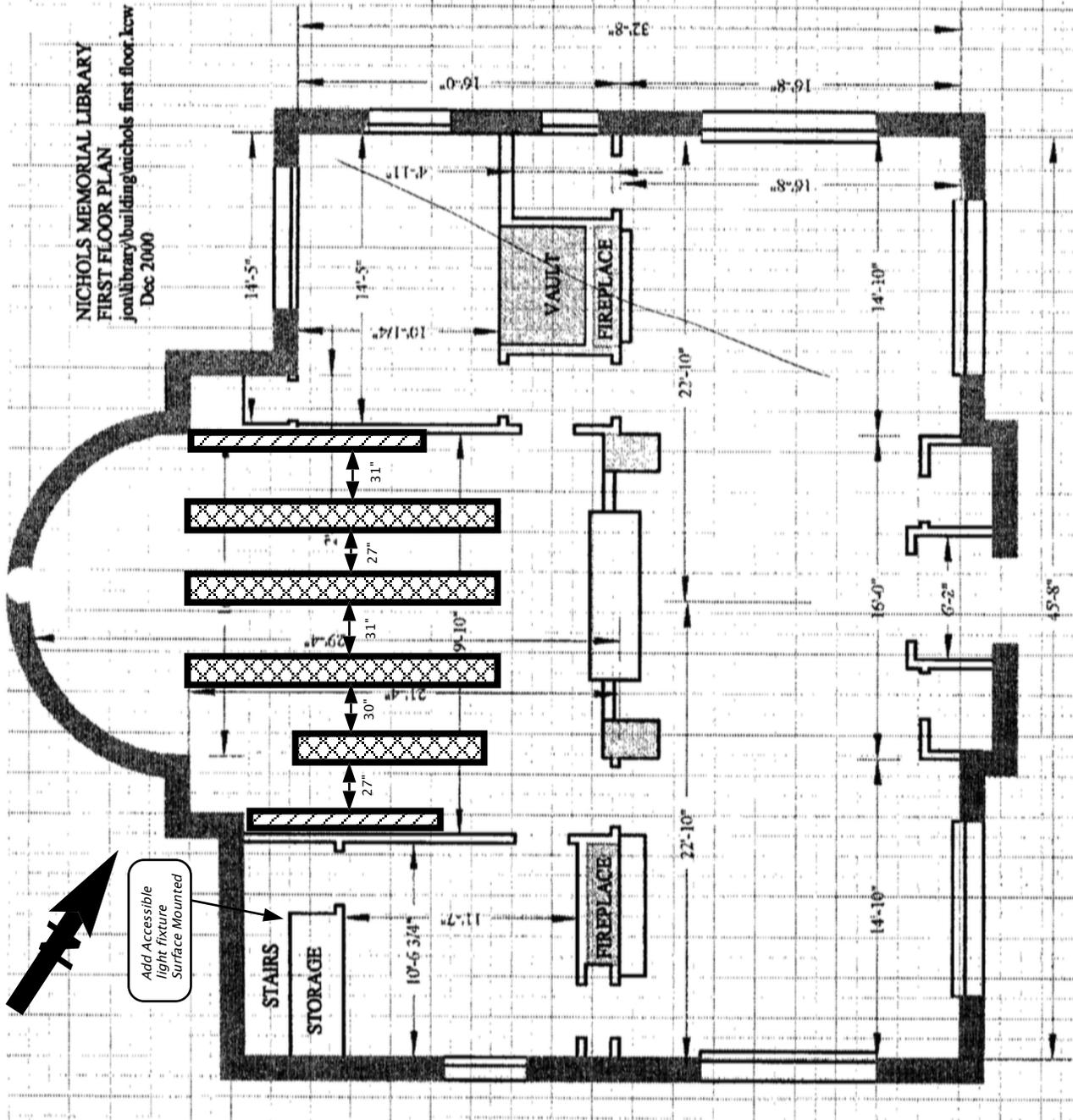


Scope Item 10 - Vintage Pendant Interior Fixture Refurbishment (Cont'd).

Librarian Office Fixtures (Ref. Section III.10.c)



Attachment A.I.1



Notes
 Hatched Areas are Library Stacks.
 Cross-Hatched are Back to back Stacks.
 Electrical Panels located in Basement.

Attachment A2. Bidder Scope Proposal

To Be Completed By Bidder.

Scope Proposal

Proposal Includes all required materials not Specifically listed in the Town Procured Specialty Materials Listing provided at the Mandatory Meeting (noted in Section II) to make the Scope of Services (Section III) fully operational.

Yes/ No (Circle One)

Proposer meets Minimum Criteria – Section V.

Yes / No (Circle One)

Proposer meets Insurance Criteria – Section X.

Yes / No (Circle One)

Estimated Number of Work Days in Library for Scope Items 1-8. _____

Warranty for work included as part of the proposal.

Yes / No (Circle One)

Support provided for NHEC and other potential rebates as requested. Yes / No (Circle One)

Name, Address, Phone Number, E-Mail of Bidder

Title / Signature of Bidder and Date

Attachment A3. Pricing Proposal

To Be Completed by Bidder

Pricing Proposal

Scope Items 1-7 Stack Lighting	Materials Cost, \$	Labor Cost, \$
Scope Item 8 – Isolate Existing Lighting		
Scope Item 9 – Utility Fixture		
	Unit Pricing, \$	Labor Unit Pricing, \$
Scope Item 10 – Inspect and Refurbish Interior Fixtures		

Name, Address, Phone Number, E-Mail of Bidder

Title / Signature of Bidder and Date
