

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

The Town of Center Harbor, the Library Trustees, and the Center Harbor Energy Committee (CHEC) request proposals for **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 Specialty Lighting Fixtures only. **Installation of these fixtures will be covered in a separate RFP.**

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 – Specialty Fixtures 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, October 24th, 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 with the exception of the Price Proposal Sheet. 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 **ONLY** item in the sealed Price Proposal Envelope should be the signed Price Proposal Sheet which must

have include pricing and breakdowns for the Options as defined in Section III., Scope of Services.

- 1) The cost of the actual lighting fixtures for the project.

A Proposer may also include an *optional* additional Proposal Envelope and Price Proposal Envelope that includes alternative proposals for lighting fixtures, labeled accordingly as an Alternative Proposal. The Alternative Proposal MUST state why the Proposer believes this is a better option for the Town.

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

As Required by Bidder	Library stack area available during Library hours for review and evaluation.
Monday, October 24, 2016	RFP submission deadline – 12 PM (noon)
Monday, October 24, 2016	Proposals opened and reviewed – at Library Trustees Meeting (5 PM) – see agenda at: http://www.centerharbornh.org . CHEC to participate in review at this meeting.
Wednesday, October 26, 2016	CHEC recommendations reviewed by Selectmen - see agenda at: http://www.centerharbornh.org .
Award date pending NHEC Rebate potential. May be tabled until January 2017.	RFP award notification – determined and announced at Selectmen’s meeting (7 PM) see agenda at http://www.centerharbornh.org
To Be Established at Award date.	All materials to be delivered to Center Harbor Library.

Notes:

- 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 – Specialty Lighting Materials (See Attachment A1.1 for Stack Locations)

1. Provide 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. Provide 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. Provide Stack Lighting Fixtures for 2 – nominal 9’6” lengths of stacks. (Stacks are back to back. Each double Stack depth is nominally 17”).
4. Provide 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. Provide custom mounting brackets for all Stack light fixtures.
6. Provide indirect fixtures for dome up lighting, if Option does not provide uplighting.

Two Specialty Lighting Options are being considered. Options for fixtures and mounting details are to be developed for the Items 1-6 in the Scope of Services. The Library Trustees will evaluate each of the options to determine which option provides the most cost-effective lighting level while maintaining the aesthetics and appropriate light quality for library patrons.

All Options must provide a nominal 30 foot candles at both top and bottom of Stacks. All Options must include indirect lighting of the library dome to provide appropriate period aesthetics.

- A. Option 1 – Elliptipar STAQ Fixtures and Brackets.
- B. Option 2 – Axis Beam 2 Fixtures and Brackets.

The proposal must specify the cost of the materials, quantities, makes and models for each of the two Options. Each proposal must include an analysis of the light levels for the stacks and the dome.

The proposal must be descriptive and include all instructions for installation that may be required. All materials must meet 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 may 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 XI, 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@metrocaster.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 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 TBD (within 4 months (120)) 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. **The warranty shall not start until the fixtures are delivered.**

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 – *Not Required for This Contract.*

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.



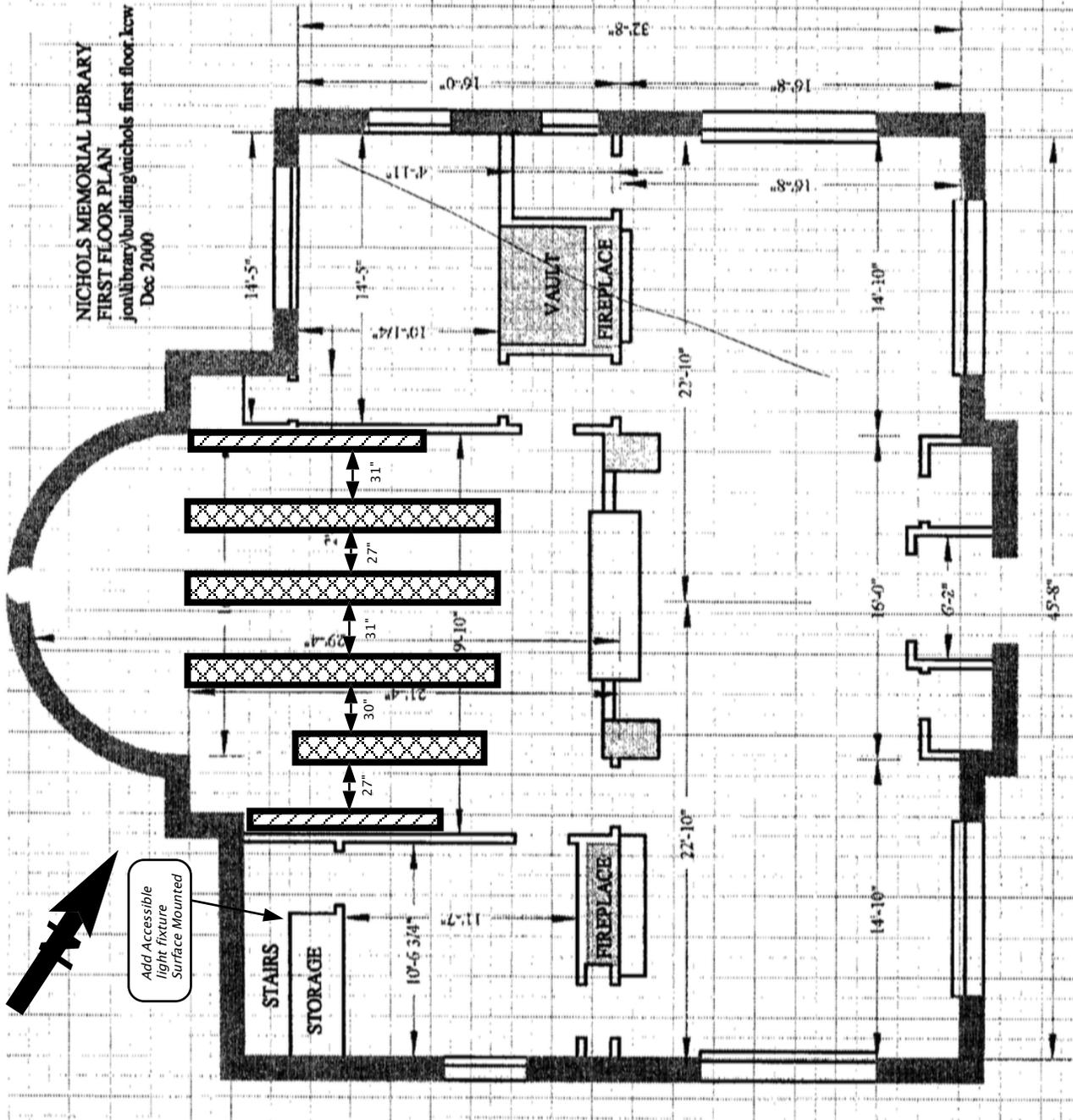
Photo 3 - Looking Southwest toward Stack area.



Photo 4 - Looking Southwest at Southwest stacks (adjacent to Librarian's office)



Attachment A1.1



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

To Be Completed By Bidder.

Scope Proposal

Option 1 – Elliptipar STAQ and Dome Uplighting	Model/ Specification	Quantity, Number of Units	Lengths	Foot Candles / Notes

Option 2 – Axis Beam 2	Model/ Specification	Quantity, Number of Units	Lengths	Foot Candles / Notes

A rendering showing the approximate footcandles may be included to show lighting variations across the stacks.

Warranties for each Option are to be included as part of the proposal.

Delivery Dates after receipt of Award are to be included as part of proposal.

To Be Completed by Bidder

Pricing Proposal

Scope Items 1-7 Stack Lighting	Materials Cost, \$	Notes
Option 1 - Elliptipar		
Option 2 - Axis Beam 2		
Alternate Proposal (If applicable)		

Electricity Usage Proposal

Scope Items 1-7 Stack Lighting	Electricity usage with all lights on at full power, kWhr/hr	Notes
Option 1 - Elliptipar		
Option 2 - Axis Beam 2		
Alternate Proposal (If applicable)		