

CITY OF SHELTON, WASHINGTON

Department of Public Works

Request for Proposals

Wastewater Treatment Plant HVAC Design/Build

The City of Shelton, Washington is accepting proposals from qualified vendors to provide **HVAC Design/Build at the City of Shelton Wastewater Treatment Plant.**

The following subjects are discussed in this Request for Proposals to assist proposal preparation.

- I. Scope of Services
- II. Required Insurance
- III. Proposal Format and Content
- IV. Evaluation Criteria and Selection Process
- V. Submittal

I. Scope of Services:

Vendor shall provide HVAC Engineering/design and follow prevailing wage requirements as well as NREC compliance for the mechanical systems. Vendor shall produce professionally engineered, CAD generated HVAC drawings and provide the following specified services:

- Remove and replace existing split system AC units with electric heat with new split system heat pumps with supplementary electric heat. (New indoor and outdoor units).
 - New 3.0 ton split system HP to serve the existing shop/elect area.
 - New 5.0 ton split system HP to serve the office/admin areas.
- Removal of existing fan powered VAV boxes.
- Installation of new VVT dampers to replace removed VAV boxes.
- Removal of existing Trane control system.
- Installation of a new 3-zone VVT control system utilizing standard programmable Honeywell thermostats.
 - New related control wiring to support the new control system.
- New power wiring for the outdoor units (existing units are three phase, and requested high efficiency units are single phase).
- Permit
- Test and balance
- Warranty (please specify length of warranty)

II. Required Insurance:

1. Worker's Compensation insurance in accordance with the statutory coverages required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.

2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City of Shelton has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the City of Shelton prior to cancellation.

In addition, the City, its officers, employees, and volunteers shall be named as “Additional Insureds” by all contractors and subcontractors and a “Waiver of Subrogation” shall be included in favor of the City.

The insurance shall be placed with insurers with a Best’s rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

III. Proposal Format and Content:

In submitting a proposal, each vendor acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in the Request for Proposal or in subsequent negotiations creates any vested rights in any person.

Proposals, which do not address the items listed in this section, will be considered incomplete and will be deemed non-responsive by the City.

- A. Letter of Transmittal
- B. Detailed quote of services and associated fees
- C. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFP). Partnerships and joint ventures will list each member’s name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

IV. Evaluation Criteria and Selection Process

The basis of award will be to the respondent identified as the lowest, responsive and responsible bidder, and who best meets the required services of the City of Shelton.

The City of Shelton hereby notifies that it will affirmatively insure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The City of Shelton is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.

V. Submittal

Proposals are due to the City of Shelton, Washington, Department of Public Works Office no later than 2:00 p.m. on January 25, 2018. Proposals may be hand-delivered, mailed, delivered by courier or facsimile. Confidentiality of proposals received in an unsealed manner, such as facsimile cannot be assured.

Submittal Address: City of Shelton
525 West Cota Street
Shelton, WA 98584

All proposals should be clearly marked on the outside of the envelope: **“HVAC Design/Build.”** It is highly preferred that proposals are submitted on 100% post consumer content recycled paper. All copies should be duplex printed, and not use plastic or non-recyclable covers or bindings. The City may consider proposals that do not address the items listed in this section as non-responsive.

Inquiries regarding the RFP can be emailed to: brooke.kilts@sheltonwa.gov.

Before receiving an award, the successful proposer will be required to provide the City of Shelton copies of their current State of Washington and City of Shelton business licenses and Certificates of Insurance.

The City reserves the right to reject all proposals received.

PROPOSAL

CITY OF SHELTON, WASHINGTON
HVAC Design/Build

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- a corporation incorporated under the laws of the State of Washington
- an individual doing business as _____
- a partnership (identify all partners on a separate page, attached)
- a joint venture (identify all joint ventures on a separate page, attached)
- other (please specify) _____

Proposer or Company Name

City of Shelton Business License #

Address of Proposer

Tax ID #

Telephone Number

Signature

Facsimile Number

Signature Name and Title (print)