



TOWN OF BERLIN, CONNECTICUT

**REQUEST FOR PROPOSALS FOR:
Design Build Generator Project**

RFP NUMBER: 2024-11

RFP OPENING DATE: April 29, 2024

RFP OPENING TIME: 2:00PM

RFP OPENING PLACE: Berlin Town Hall, Public Works, Room 120
.....

The Town of Berlin is requesting design build proposals from qualified firms for the design and installation of a standby generator at the Berlin Housing Authority/ Berlin Senior Center located at #31 Colonial Drive.

Sealed bids will be accepted at the Berlin Town Hall, Public Works Office, Room 120, 240 Kensington Road, Berlin, Connecticut 06037 until, but no later than **2:00pm Monday, April 29th, 2024**, at which time the bids will be publicly opened, read out loud and recorded. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

Specifications and bid proposal documents for the proposed contract are available on the Town's website, www.berlinct.gov, under Departments, Purchasing, Current Bids and RFPs, or from the Purchasing Agent's Office, Berlin Town Hall Room 110, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town of Berlin is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to respond. The Town reserves the right to amend or terminate this Invitation to Bid, reject all bids, waive any informalities, and award the contract to the bidder that is deemed to be in the best interests of the Town.

Maryssa Tsolis
Purchasing Agent

TOWN OF BERLIN, CONNECTICUT

STANDARD INSTRUCTIONS TO PROPOSERS

BID #2024-11

SCOPE OF WORK and PERFORMANCE EXPECTATIONS

The Town of Berlin is requesting design build proposals from qualified firms for the design and installation of a standby generator at the Berlin Housing Authority/ Berlin Senior Center located at #31 Colonial Drive.

- The Town currently has in possession and is looking to repurpose to this site a 130 KW Generac Diesel Standby Generator setup for 277/480 Volts. The Generator has been fully serviced and load tested by an authorized Generac service provider (report and generator pictures attached).
- The facility operates independently of each other with two separate electric meters and main breakers. 1) 600-amp and 1) 400-amp (photos and copies of utility bills attached).
- The selected firm will be required to provide all plans, engineered drawings, permits, sitework, site restoration, wiring, transfer switch(s), secondary transformer(s) labor, installation, shutdown coordination with owner(s), EVERSOURCE, any ground transformer work coordination with EVERSOURCE, switchgear and associated components replacement, auxiliary electrical panels, circuits, and associated wiring required to feed life safety components and boilers.
- The facility is currently wired for a portable generator with individual manual transfer switches that feed some pre -wired emergency circuitry. An assessment of the existing conditions will be required to be noted if an option is there to utilize or rework any of the electrical components into the standby transfer components and gear.

INSTRUCTIONS FOR BIDDING

A labor and materials bond, as well as a performance bond, in the full amount of the total bid, shall be submitted to the Town by the successful bidder upon notification of award of this contract.

Prior to commencing work, all suppliers of personnel and equipment shall be required to possess all legally required authorizations and licensure. The selected bidder must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, all selected suppliers must file Certificates of Insurance with the Town, naming the Town as an additional insured, at the time of contract execution and prior to commencing work. Insurance limits are as follows:

- a) Worker’s Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- b) Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- c) Professional Liability with limits not less than \$1,000,000.
- d) Umbrella Liability of not less than \$1,000,000.
- e) Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend the Town and its officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the Town either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

The Town of Berlin reserves the right to reject any and all bids if such rejection is deemed in the best interest of the Town. The Town may, in its sole discretion, clarify, modify, amend or terminate this RFP, if it is determined to be in the best interests of the Town. Any such action shall be affected by a posting on the Town’s website at www.berlinct.gov. **Each bidder is responsible for checking the Town’s website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

This contract shall be awarded to the bidder determined by the Town to be the most qualified and responsible.

One (1) original and one (1) copy of proposals must be received in the Public Works Office, Room 120 at the Berlin Town Hall, 240 Kensington Road, Berlin, Connecticut 06037, in a sealed envelope clearly marked: "**Design Build Generator Project Bid# 2024-11**" no later than **2:00pm Monday, April 29, 2024** at which time the bids will be publicly opened, read aloud and recorded. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

KEY DATES

RFP Advertised	4/8/2024
Questions Due from Vendors	4/23/2024
Mandatory Walk Through	4/16/2024
RFP Deadline and Open Date	4/29/2024 @ 2:00pm
Contract Execution Date	TBD – Spring 2024
Commencement Date	TBD- Pending Funding and Contract Approval
Completion Date	TBD- Pending Funding and Contract Approval

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by fax and e-mail) and directed **only to:**

Name: Maryssa Tsolis

Position: Purchasing Agent

Email: mtsolis@berlinct.gov

Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

The Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

No later than four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, www.berlinct.gov. **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

Additional Information

1. *Costs for Preparing Proposal:* Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.
2. *Ownership of Proposals:* All proposals submitted become the Town's property and will not be returned to proposers.
3. *Freedom of Information Act:* All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

4. *Presumption of Proposer's Full Knowledge:* Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto. Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein. By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives.
5. *Bidders in Arrears or Default:* The Town will not award the contract to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.

The entirety of this RFP, including the attachments, and the proposal, shall become a Contract binding upon the Contractor and the Town of Berlin upon its signing by both parties.

Attachments (Separate):

- Percival Heights Eversource Bills
- Senior Center Eversource Bills
- Garage Load Bank
- Garage Work Order
- Generator Spec Sheet
- Photos



TOWN OF BERLIN, CONNECTICUT

ATTACHMENT A: PROPOSAL FORM

Design Build Generator Project #2024-11

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Pricing:

Base Bid: _____ (in numbers and in words) _____

Cost of Materials and Labor to Install Standby Electrical Generating System: _____ (in numbers and in words) _____

Name of Subcontractor(s) to be utilized: _____

Date

Signature

Printed Name, Title

Company Name

Address

Telephone

E-mail address



TOWN OF BERLIN, CONNECTICUT

ATTACHMENT B: PROPOSER'S STATEMENT OF REFERENCES

Design Build Generator Project #2024-11

Provide at least three (3) references:

1. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

2. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

3. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION
