



TOWN OF HUDSON

FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051



Emergency 911
Business 603-886-6021
Fax 603-594-1164

Robert M. Buxton
Chief of Department

Request for Qualifications/Proposals Lenny Smith Central Fire Station HVAC

The Town of Hudson, NH is accepting sealed bids for the replacement of the HVAC system at the Lenny Smith Central Fire Station. Contractors who are interested in bidding on this project are asked to follow the outlines listed below.

1. The Project Site

- The proposed site is located at 15 Library Street
- Parcel ID number 182-101
- Parcel is adjacent to the Hudson Town Hall

2. Proposed Project Description

Work shall consist of:

- Remove and dispose of all existing HVAC equipment and ductwork in attic and basement
- Remove and dispose of outdoor condensers and associated line-sets

Floor 2

- Install three (3) high quality multi position natural gas fired 84,000 BTU 95% efficient condensing furnaces with 5 ton drive capacity

Above shall include:

- All new ductwork insulated to R-8 energy standards, sealed with mastic or all weather tape
- Install all new flue and drain piping
- May retrofit existing gas piping, if compatible
- Install new low voltage wiring and new programmable thermostats
- Install three (3) high quality 20x25x5 media filter cabinets
- Filters must have a high capacity with a 6 month life expectancy
- Install three (3) high quality 4 ton 410A split A/C systems to include:
 - Three (3) high quality indoor cased coils
 - Three (3) 4 ton condensers
 - All refrigerant, circuit piping, low voltage wiring, TXV valves and coils
 - All condensate drains and condenser pads
 - Shall have low ambient controls to allow for low outdoor temperature use

- Install three (3) trolex zone control panels to allow up to nine total heat/cool zones
 - Shall include zone panels, electronic dampers and low voltage wiring
 - Will also include bypass dampers to allow for single zone operation at full output. These dampers will be controlled by static air flow
- Install Imperial Air commercial Heat recovery ventilator of 300 to 700 CFM
- This unit will bring in fresh outdoor air and mix it with the conditioned air from the space.
 - Shall include ventilator, strap kit, drain. All associated ductwork to tie furnaces and outdoor hoods. Shall include all controls for operation.

Floor 1/Dispatch room:

- Install one (1) high quality multi position natural gas fired 84,000 BTU 95% EFF condensing Furnace with 5 ton drive capacity.
- Install one (1) high quality 3.5 ton 410A split A/C system

Above shall include:

- All new ductwork wrapped to R-8 energy standard, sealed with mastic or all weather tape
- High quality cased evaporation coil
- High quality condenser with low ambient controls to allow for outdoor temperature use
- All refrigerant, circuit piping, low voltage wiring, TXV valves and coils
- All condensate drains and condenser pads
- Install new flue and drain piping with drain pump
- Trolex Two control panel for heating and cooling
- High quality 20x25 media cabinet and filter
- Filter must have high capacity with a six month life expectancy
- Retro fit existing gas piping

General Project Information:

- All manufacturers warranties shall be included
- Bidder shall provide a two year service and preventative maintenance agreement
- All outdoor equipment piping shall be placed in a protective cover as agreed to with the Hudson Fire Department.
- All electrical work to be provided by Town
- Any structural issues that are noted by the contractor shall be brought to the attention of the Hudson Fire Department
- If the Town wishes to they may negotiate these repairs at that time with the contractor

3. Waste Disposal

- The work areas shall be kept neat and clean on a daily basis
- Contractor to provide an onsite container for disposal of debris
- The container shall be set on planks to prevent damage
- The container shall be set in a location agreed upon with the Hudson Fire Department
- The container shall be removed from the site upon completion of the project

4. General Notes

- Contractor to provide sanitary facilities for the duration of the project for the work crew
- All work areas shall be thoroughly cleaned upon completion of the job and remain clean while work is in progress
- The stock for this project will be located in an area agreed upon with the Hudson Fire Department
- The contractor recognizes that the Central Station is an Emergency Services Facility and this facility will need to remain operational throughout this project. Any need to limit access will be coordinated with the Hudson Fire Department and will be for a period no longer than eight (8) hours.
- All work to be done in a workmanlike manor in accordance with standard practices
- Viewing of the site and proposed work can be coordinated by contacting Fire Chief Robert M. Buxton at (603) 886-6021.

5. Form of Response

Your proposal should be as concise as possible while providing us with the required information and fee that will allow us to evaluate your proposed services and their cost, on absolute and relative bases with other firms. The following items must be included with your proposal:

Cover Letter

- Introduce the Company and summarize the company's qualifications. The cover letter should provide the name, address, phone, fax and email for the company's designated contact person.

Project Understanding and Approach

- Describe your understanding and your vision for this project and/or facilities.
- Describe your proposed design approach for successfully completing this project.
- Key to this project is communication with the Hudson Fire Department. Describe in detail your approach to communicating and working with the Hudson Fire Department representatives.
- Based on your experience, discuss any challenges that may be encountered during this process as well as any concerns you see that may need to be addressed.
- Describe your time commitment estimated to develop and deliver this project.

6. Cost for Services

- The fee should be quoted as a lump sum for the specified work. The cost should be based on your effort required to complete the services requested and not based on a percentage of construction.
- Indicate the upset amount for reimbursable expenses as related to basic services and provide a full list of expense categories considered as reimbursable.
- Any assumptions, constraints and/or additional consultant or sub-consultant costs must be explained.

7. Evaluation of Proposals

The Town of Hudson invites qualified companies to offer proposals. Proposals will be evaluated with respect to the following:

- Company's qualifications and experience conducting work

- Consultant qualifications and experience in addition to experience working together as a team
- Completeness, technical competence and clarity of the proposal as well as understanding of project scope and proposed project approach and methodology
- Clarity of team organization and communications and assurance that team members assigned will in fact be available for this project
- Contractor shall provide a list of three (3) references for similar types of projects
- The stated fee matched to the quality, thoroughness and quantity of the work product proposed

8. Timeline/Schedule

The Owner has designated the following activities and dates as key to the project schedule:

RFP Issued:	April 7, 2014
Proposals Due:	May 5, 2014
Owner Approval:	May 27, 2014
Work to Begin:	June 2, 2014

The Contractor is encouraged to include a timeline of major milestone events as they relate to this project.

9. Submission of Proposal

Please furnish (1) one original and three (3) copies of your proposal to the Hudson Town Clerk's Office, 12 School Street marked "Sealed bid - Lenny Smith Central Fire Station HVAC Project" by May 5, 2014 no later than 2pm. Any proposal received after such date and time will not be accepted. Facsimile or electronic versions are not acceptable.

10. Terms and Conditions

- The Company must show proof of professional liability insurance in the amount of \$1.0 million
- Proposals shall remain valid for ninety (90) days
- The Town of Hudson reserves the right to select the firm it feels is most qualified based on the information submitted, waive any informalities or irregularities and to choose a contractor determined to be able to perform in the best interests of the Town of Hudson.

11. Contact

Address all questions or comments to:

Robert M. Buxton
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 Hudson Fire Department
 39 Ferry Street
 Hudson, NH 03051
 (603) 886-6021
Rbuxton@hudsonnh.gov