

Town of Old Saybrook

REQUEST FOR PROPOSALS for Replacement of McQuay (RPS030) Rooftop Unit September, 2023

The Town of Old Saybrook is seeking proposals from a HVAC contractor for the removal and replacement of existing rooftop McQuay (RPS030) 30 Ton unit located at 302 Main Street with a new Daikin (DPSA031) replacement model.

SELECTION CRITERIA: The selection and award of this contract will be based on the most responsible, responsive and qualified bidder that responds to this proposal. Responsibility will be evaluated based on the candidate's previous experiences, qualifications, references, and the ability to competently complete the award of this project in a timely and accepted fashion.

The Town of Old Saybrook reserves the right to accept or reject any or all proposals, to waive technicalities or to award this contract to the most qualified bidder who does not submit the lowest bid if it is in the best interest of the Town. Agreements to pay for this project through partial deposits or percentages for work completed must be discussed and agreed on prior to the award of this contract. The submission of change orders must be made to the First Selectmen's Office for consideration to be valid.

Design specifications submitted for replacement of this new mechanical unit will be subject to the Town's review process which may include the Town's Building Inspector, Fire Marshal and other officials prior to the award of this contract. It is the responsibility of the Contractor to assure the Town the current structural support pedestal curb box currently installed on the roof for the McQuay Unit in 2003 can be used to support the new RTU proposed. Alternate proposals must include engineered specifications and meet design criteria using the existing roofpak support box (CURB-IN-36B,18 -HC60D7-2) pedestal. Town officials will review all submissions before the selection of a Contractor is made.

Proposals in response to this RFP will remain the sole property of the Town of Old Saybrook. Bids are due September 28, 2023, at 2 p.m. A mandatory walkthrough will be conducted on September 20, 2023 at 11 a.m.

PROJECT REQUIREMENTS: The Contractor is directly responsible for the removal and disposal of the existing roof mounted McQuay (RCS 015-135C) Roofpak Singlezone from the roof of the Old Saybrook Town Hall and its replacement with a new Daikin (DPSA031) HVAC Unit at the same pedestal location.

The Contractor will be held responsible for:

- securing all permits from the Town, written proof of insurance certificate for liability naming the Town as additional insured, and proof of Workers Compensation Insurance (see last page);
- reusing the existing roof curb box (CURB-IN-36B,18 -HC60D7-2) previously used as a pedestal for a McQuay Unit (RCS 015-135C Roofpak) for the installation with a new Daikin (DPSA031) in accordance with manufacturer's instructions. In addition, all ductwork must be inspected to insure it is secured and sealed around the curb box and does not interfere with the clearances required for the supply/return ductwork before the unit is set in place with a new pressure-sensitive gasket. For safety and sound considerations, do not cut out any additional roof deck with the curb box area unless necessary;
- examining existing supply and return ductwork routing through the exterior brick wall of the building to determine if modifications may be required to secure and seal the ductwork extending through the building's exterior walls;
- removing existing metal ductwork insulation and making repairs to correct the damaged sagging sections, testing to eliminate air leakages, and sealing all metal ductwork connections before re-installation. Reinsulate the exterior of all ductwork, (new and existing) with FlexClad-400 pre-fabricated weather proof rated membrane with appropriate overlapping;
- removing existing roof duct support struts and footings and installing improved struts supporting the footing padding to lessen indentations or damage to the existing EPDM membrane;
- extreme caution should be used when lifting the existing McQuay unit off the curb cradle to lessen any possible damage to the EPDM roofing material surrounding the roof curb enclosure and pressure-sensitive gasketing material lining on the top of the curb box which may have to be replaced after inspection. Laying down temporary walking pads or plywood sheeting is recommended to prevent unnecessary damage or wear to the existing roofing layer during construction activities that may require repairs at the conclusion of this project by the Contractor;

- inspection of the integrity of the structural steel system must be made to insure the existing steel material used to support both the springs and McQuay Unit have not been compromised due to aging and removal before the installation of the new Daikin (DPSA031);
- inspecting the supporting steel box and roofing surrounding the curb box facing beneath the unit and making necessary repairs before the installation of the new Daikin Unit is made;
- insuring compliance with both the manufacturer's drawings and equipment specifications which may reasonably affect their ability to comply with the manufacturer's recommended requirements for this project unless field conditions dictate otherwise. If that is the case, the Town representative shall be advised;
- insuring site responsibility for the equipment during vehicular movement, hoisting and removal of discarded material; securing both the old and new units onto and off the roof of the building. This includes submission of liability insurances which must be submitted to the Town Building Inspector before any of these activities can commence;
- insuring on-site safety for all personnel assigned to this project until this project is completed and returned to the Town's control,
- insuring the access control panel doors for the new Daikin Unit have been located and are accessible for technicians on the north side facing the gym for easier access;
- removing and replacement of existing gas piping and stanchions on the roof with a lower profile, new galvanized piping and stainless-steel supports (to be reviewed before purchase and installation for approval);
- replacing suspension springs supporting the old McQuay Unit with new support springs on the steel support platform before the new unit is set in place;
- installing a winterized water supply line access on the roof for washing of coils (with a garden hose connection);
- synchronizing the new Daikin Unit (DPSA030) controls with the existing buildings software Contractor (New England Energy Controls Inc.) to assure the continuous operation of this new RTU. Discussion with NEEC to determine a fee for this service is recommended before submitting your proposal.
- the new Daikin (DPSA031) Unit selected shall contain the following features:

208/3/60 volts
12,000 CFM
Non-Fused Disconnect
Phase Failure Monitor
Inverter Compressor and 2 Fixed Speed Compressors
Compressor Sound Blanket
Coated Condenser Coils
0-100% Economizer with Dry-bulb Control
Plenum Return Fan – Back Duct Connection
2" MERV 8 / 4" MERV 13 Filters
DX Cooling Coil with Stainless Steel Drain Pan
Modulating Hot Gas Reheat
ECM Fan Array Supply Fans
400,000 BTU Gas Heating Section with SS Heat Exchanger
5:1 Modulation
Right Side Supply Duct Connection
BACnet MSTP
Factory Powered GFI
Service Lights/switches

- submitting all forms necessary for the Town to qualify for available energy incentives;
- communicating with the First Selectman's office, Fire Department and Building Inspector and utility representatives concerning construction activities during implementation of gas, electrical and water disruptions in the building during this project,
- submitting detailed as-built drawings, operational manuals, and all warranties concerning this project to the Building Inspector's office at the final inspection of this project;
- responsible for all storage costs (if applicable), crane (rigging), low voltage electrical wiring, initial disruptions and final reconnections of low voltage electrical wiring, KMC Controls (software) reconfigurations, necessary roofing damage/repairs, fire permit compliance, permits, pre-payment of all required fees, damages to the roof surface, and final exit inspection at the conclusion of this project;
- Please note the existing 225-amp breaker currently used by the existing McQuay Unit (located in the basement panel room) will be replaced with a new 250-amp breaker, new conduit, 4/0 AWG wiring and a junction box in the ceiling of the Probate Office before the start of this project by the Town's electrician (others).

- Under this project the existing wiring connecting the old McQuay unit wiring will be pulled back down below the roof and enclosed, in an electrical junction box in the ceiling of the Probate offices. Both ends of the existing 3/0 AWG wiring will be capped and terminated in the junction box and basement panel. This should provide space to pull the new 4/0 AWG up thru the roof chase and into the new HVAC for connection to the unit's terminal connections. A flexible wiring application for the wiring may have to be used to connect to the existing 4/0 AUG in the junction box up thru roof and connected to the new Daikin DPSA031 panel terminals; The Town's electrician will be responsible for all high voltage wiring and reconnection to the new rooftop unit.

The installation of the new Daikin Unit should be scheduled to be completed as soon as possible, subject to availability of the RTU, since the current unit is vital to providing air conditioning, ventilation, and support for the perimeter heating year around. The timing for the replacement of this unit is critical to the continued usage of the building by the occupants. The Contractor will be held responsible for adherence to the agreed/selected timetable used for completion of this project with the Town. Change orders for payment must be submitted in writing to the First Selectman and signed by both parties before any additional costs can be added to the project.

PROPOSAL CONDITIONS:

- The Contractor agrees that the proposal will remain valid for a period of 60 days after the submission deadline and may be extended beyond that time by mutual agreement.
- The Town of Old Saybrook may amend or cancel this RFP prior to the due date and time if it deemed appropriate or otherwise in the best interest of the Town of Old Saybrook.
- All proposals submitted in response to this RFP will be the sole property of the Town of Old Saybrook.
- The Contractor must certify that the personnel identified in its response to this RFP will be the persons actually approved to work on this project. There can be no subcontracting without the Town's approval.
- Expenses incurred by Contractors in preparing and submitting proposals are the sole responsibility of the Contractor.
- No additions or changes to the original proposal or design will be allowed after approval of the original submission without the Town's approval.

The following shall be submitted as Add-Alternates to the bid:

Please provide a quote on adding:

3-Years Parts and Labor on entire Unit warranty

5 -Years Parts and Labor on Compressors warranty

10-Years on Heat Exchanger Warranty (parts only)

OLD SAYBROOK IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MBE'S, WBE'S AND SBE'S ARE ENCOURAGED TO SUBMIT PROPOSALS PRIOR TO THE AWARD OF THIS CONTRACT.

Minimum Insurance Requirements. The selected contractor shall agree to maintain in force at all times during which services are to be performed the following coverage placed with a company(ies) licensed to do business in the State of Connecticut:

General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$ 1,000,000
	Aggregate	\$ 1,000,000

* The Town of Old Saybrook shall be named as "Additional Insured". Coverage is to be provided on a primary, noncontributory basis.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employ	\$500,000
	EL Disease Policy Limit	\$500,000