

**Request for Proposals for Standby Generator System
Municipal Building Complex, 48 Maple Street
Town of Waddington, New York**

Date: December 22, 2020

1. REQUEST FOR PROPOSALS

The Town of Waddington (“Town”) seeks proposals for the design and installation of a backup “stand by” generator system at the Town’s Municipal Building Complex (“Complex”), on a non-exclusive basis, as set forth in this Request for Proposals (“RFP”).

The anticipated project start date is in the first quarter of calendar year 2021. The Project Completion Term once the bid is awarded is anticipated to be for within a period of 90 days of award.

Questions regarding RFP requirements must be received by the Town Clerk, Carol Burns, in writing at by 3:00 PM at “twadding@twcny.rr.com” on Friday January 22, 2021.

Bidders may, and are encouraged to, request an appointment to meet on-site with town representatives at the Waddington Municipal Building, 48 Maple Street, Waddington NY 13694 to discuss this project. All such meetings must be conducted prior to close of business on January 29, 2021.

Responses to any questions/posting of addenda will be posted online on the Town’s website within 3 working days of receipt.

Proposals containing the information required by this RFP, in the format described below, **must be received no later than 3:00 p.m. (EST) on Friday, February 5, 2021**. Proposals shall be submitted in a sealed envelope and plainly marked “Proposal for Standby Generator System for Municipal Building Complex” on the outside of the sealed envelope. Proposals must be submitted to:

Carol Burns, Town Clerk
Town of Waddington
48 Maple Street
Waddington, NY 13694

It is the sole responsibility of each Respondent to ensure its Proposal is received by the Town by the date and time stated in this RFP. Late Proposals will not be accepted.

2. PROJECT SUMMARY

The Contractor shall perform all Services described in this section. More specifically, the Contractor will:

- Install a new standby generator system at the Town’s Municipal Building Complex to automatically provide backup power to the existing buildings including the Municipal Offices, Highway Garage, and Rescue Squad in the event of an interruption in the utility power supply.
- The successful Contractor will be responsible for the following major elements utilizing a Design-Build project delivery strategy:
 1. Engineering and design of the standby generator system, including sizing and specification of generator(s) and associated components equal to existing utility service capacity.
 2. Procurement of all equipment and materials.
 3. Installation of the standby generator system, including integration into the existing site power distribution system.
 4. Pre-commissioning, commissioning, and performance testing.
 5. Warranty the complete installation for a period of at least 12 months following successful commissioning.

The Contractor will provide all labor, tools, equipment, and materials to perform the services. The Contractor will coordinate with other contractors or subcontractors as necessary.

The Contractor must dispose of all debris generated in an appropriate manner. The Contractor shall be responsible for all safety training, procedures and requirements.

While on Town property, Contractor and any employees and subcontractors will comply with all public health orders related to the COVID-19 public health emergency and all Town directives relating to distancing, face coverings, employee screening, and sanitation. Contractor will not permit any employee who has tested positive for COVID-19 or who is exhibiting symptoms of COVID-19, or who has exhibited symptoms within the prior 14 days, to be present at any Town facility.

3. OVERVIEW OF SCOPE OF SERVICES

The selected Contractor will:

1. Specify generator to accommodate existing electrical utility service capacity loads in the Town Municipal Building Complex
2. Develop the detailed design for the standby generator system, as specified in this Scope of Work, including:
 - a. Site Civil and Structural Design
 - b. Mechanical Design
 - c. Electrical Design
 - d. Control, Monitoring and Alarming System Design
 - e. Equipment specification

3. Facilitate design review meetings with Town personnel and/or representatives, including project kickoff and final design review meetings as deemed necessary.
4. Develop and maintain a Project schedule.
5. Apply for and obtain all required permits.
6. Furnish and install all new equipment and systems, including civil/site modifications, foundations, supports, mechanical installation, electrical installation, and other required components for a complete and operable system, as specified in this Scope of Work.
7. Demo and dispose of all existing equipment, foundations, structures, systems and components no longer in service as a result of the Project.
8. Perform on-site startup and OEM commissioning of the new and upgraded systems.
9. Provide operator training for the new and upgraded systems.
10. Submit project record drawings, and Site Acceptance Testing (SAT) documentation and records where applicable and operating and maintenance documentation for the new systems to the Town.
11. Warranty all services and equipment provided as part of the project, for a minimum of one year following System Acceptance by the Town.

4. FACILITY DESCRIPTION

Refer to site photos provided in Attachments for additional information.

4.1 Facility Location

The Town of Waddington Municipal Building Complex is located at 48 Maple Street, Waddington, NY 13694.

4.2 Electrical Distribution System

The Municipal Building Complex is fed utility power at 400 amp 208/120 VAC from a 3-phase pole mounted transformer located near the respective service entrance. Note that these site photos are provided for reference only. Respondents are responsible for validating these photos and satisfying themselves as to their accuracy prior to submitting a Proposal.

5. STANDBY GENERATOR SYSTEM DESIGN REQUIREMENTS

5.1 Codes and Standards

All design and installation shall be in accordance with the following regulatory codes and standards if applicable:

Code	Title
AISC	MANUAL OF STEEL CONSTRUCTION, most current EDITION
IBC	INTERNATIONAL BUILDING CODE, most current EDITION
NFPA 37	STANDARD FOR THE INSTALLATION AND USE OF STATIONARY COMBUSTION ENGINES AND GAS TURBINES
NFPA 70	NATIONAL ELECTRICAL CODE, 2020 EDITION
NFPA 72	NATIONAL FIRE ALARM CODE, most current EDITION
NFPA 110	STANDARD FOR EMERGENCY AND STANDBY POWER SYSTEMS
	STATE OF NEW YORK AND LOCAL BUILDING CODES

5.2 General Design Requirements

1. The standby generator system shall be designed to automatically provide backup power to the Municipal Building Complex utilizing one permanently installed generator in the event of an interruption in the utility power supply.
2. Startup of generator, transfer/switching from utility power to generator power and transfer/switching back to the utility supply upon restoration of power (after a programmed time delay) shall be completely automatic, with no manual operations required.
3. Generator(s) shall be capable of running continuously.
4. The fuel source for the new generator(s) shall be natural gas. Generator fuel supply and sizing requirements to be submitted with bid. Contractor will be responsible for coordinating gas supply hook up with gas utility provider.
5. The Municipal Building Complex currently has wiring and a manual switching connection to another remote standby generator located at the neighboring Waddington Fire Station. The Contractor shall do whatever work is necessary to safely disable and remove this generator connection and switching to the Municipal Building Complex. (Town will provide coordination with Fire Station for this work scope)
6. Contractor shall evaluate options for phased implementation of the standby generator system, i.e. installation and/or final tie-in for the building. Any required facility outages shall be coordinated with the Town. A timeline for any outages will be submitted to the town at least 3 days in advance.
7. For generator installation location constraints, see site plan provided in Appendix 10.2.
8. Contractor shall develop a detailed design package for the new standby generator system. All final as-built drawings shall be sealed by a professional engineer licensed in the state of New York. Drawings and documentation developed as a part of the detailed design package shall include:
 - a. Single-Line drawings
 - b. Load Calculations for generator sizing
 - c. Plan and Section Views of new equipment locations
 - d. Civil and Structural drawings
 - e. Electrical and Controls drawings, including wiring schematics for all new systems and connections to existing systems

- f. Any and all other items required by referenced codes, standards and ordinances
- g. 3 sets of PE Stamped Final As Built Drawings

5.3 Civil/Structural Design

1. Contractor shall be responsible for design of all equipment and device supports and foundations required for a complete installation of the new standby generator system.
2. All drawings shall be sealed by a professional engineer licensed in the state of New York.
3. Contractor shall be responsible for all required surveys and geotechnical analysis associated with any new foundations installation.
4. Contractor shall complete all foundation designs and systems necessary for the new equipment, structures, and other items.
5. Contractor shall develop site plan showing placement of new equipment and impoundment structures, if required.
6. Contractor shall develop miscellaneous equipment supports and foundation details, as required.
7. Contractor shall be responsible for layout and design of any additional, permanent, exterior walkways. Coordinate equipment access path design with the Town.

5.4 Electrical System Design

1. Contractor shall be responsible for design of all electrical systems required for a complete installation of the new standby generator system.
2. All drawings shall be sealed by a professional engineer licensed in the state of New York.
3. Contractor shall perform an electrical load study to determine generator capacity requirements.
4. The standby generator system shall be integrated into the existing site power distribution system. Contractor shall be responsible for the specification and design of all required automatic transfer switches, disconnect switches, distribution panels, raceway and cabling systems, etc.
5. The following items shall be provided at the generator and fed from existing power sources in order to operate regardless of generator status:
 - a. 120V receptacles
 - b. Generator block heaters
 - c. Generator battery chargers
6. New wiring shall be installed in rigid galvanized conduit and materials matching the existing installation for interior locations. All design and installation shall meet NEC 2020 requirements.

5.5 Preliminary Generator Specifications

1. Natural gas fueled; 208/120V, 3-phase; selectable voltages preferred
3. kW rating(s) to be determined by Contractor
4. Battery Charger

5. Block Heater
6. Weatherproof enclosure (steel) for outdoor installation (minimum temp 0 °F)

5.6 Preliminary Automatic Transfer Switch Specifications

Service rated where required, Integral Service Disconnect/Overcurrent Protection Circuit Breaker for Normal Utility Supply

Controls – Vendor standard

Programmable Exercise Timer

6. DESIGN-BUILD CONTRACTOR DETAILED DESCRIPTION OF SERVICES

6.1 General

Contractor shall be responsible for: design, procurement, surveying, planning, scheduling, estimating, expediting, inspection, quality assurance, quality control, management, administration, supervision, labor, construction, calibration, pressure testing, NDT, checking, flushing, pre-commissioning, start-up, and training services, as required for successful project execution and completion.

6.2 Project Management

Contractor shall be responsible for all project management, including but not limited to; labor, planning, logistics, scheduling and execution required to design, procure, construct and commission the new standby generator system.

Contractor shall provide any and all assistance and representation required by the Town in reviewing the development and progress of the work with the Town, its insurance underwriters, consultants, and governing authorities.

6.3 Engineering Design

Contractor shall develop a complete detailed design package for the new standby generator system. All drawings shall be sealed by a professional engineer licensed in the state of New York. See Section 4.0 above for design requirements and drawings/documentation to be developed as a part of the Project.

6.4 Permitting

Contractor shall be responsible for requesting and obtaining all necessary / required project permitting.

6.5 Procurement

1. Contractor shall be responsible for the procurement of all equipment, materials, supplies, and consumable items required for completion of this project, including but not limited to: generators, automatic transfer switches, distribution panels, disconnects and control/alarm system components.

2. Supply, deliver to the site, store, and protect all spare parts (if any). Contractor to supply all OEM recommended spare parts lists.

6.6 Construction

Contractor shall be responsible for the following:

1. Provide to the Town a detailed construction schedule for review prior to the start of work. The schedule should include milestones where any facility outages would be required for tie-ins, electrical work, etc.
2. Site safety, first aid, and security measures, as required by the Town, its insurance underwriters, consultants, and governing authorities during site preparation, construction, until project completion. Develop and provide a complete health and safety plan (HASP) prior to commencement of construction activities.
3. All site preparation, demolition, disposal, rigging, and lifting required for installation of new equipment and foundations, including but not limited to: excavation, forming, backfill, grading, walkways, construction trailers and other items required for complete installation.
4. Provide all waste disposal and cleanup, including daily housekeeping, for work on the Site.
5. Labor, materials, specialized tools, consumables, supplies, construction equipment, start-up spares, and materials of both a permanent and temporary nature.
6. Coordination with the Town at such times when an outage is required for a phase of the construction process.
7. Restoration of all temporary use areas to original condition.
8. Complete all work required to fully install the new standby generator system and integrate into the existing power distribution system.

6.7 Environmental

1. The Contractor shall submit a Hazardous Materials Management Plan to the Town for approval prior to the start of work.
 - a. The Contractor shall be responsible for testing, abatement and disposal of all components and materials containing asbestos. The Contractor shall provide a fee schedule/rate sheet to be applied for any required abatement and/or disposal of materials containing asbestos.
 - b. The Contractor's personnel shall be licensed and in good standing with the State of New York. The Contractor shall apply and obtain all applicable permits.

6.8 Commissioning and Startup

1. Contractor shall be responsible for all initial testing, start-up, and commissioning of the new standby generator system and all associated components, with ON SITE support from ORIGINAL EQUIPMENT MANUFACTURER (OEM) & Town personnel, including but not limited to: conductor insulation resistance testing, visual inspection, battery checks, block heater functional checks, protective interlock functional checks and automatic transfer switch functional checks.

2. Contractor shall provide personnel and services required for testing, pre-commissioning, commissioning, start-up and site personnel training.

6.9 Warranty

1. Contractor shall warranty the complete standby generator system and all associated work/components for a period of 12 months following successful commissioning and acceptance testing.

7.0 Services/items to be performed by TOWN

The Town shall furnish or have furnished at its expense only those items listed below:

1. Utilities required by Contractor during construction, commissioning, and completion of the project, including electricity and water.
2. Facility shutdown assistance and outage scheduling/direction.
3. When required, the Town shall provide codes inspection, supervision, administration, and other services associated with the performance of Contractor's work.
4. Property access and exclusive site access.

8. PROPOSAL REQUIREMENTS

Interested Respondents shall submit Proposals that clearly demonstrate their ability to provide the Services. The Proposal should be a complete and detailed approach to providing all Services and any Additional Services that the Respondent proposes. Only one Proposal should be submitted. Proposal must be typewritten or computer-generated.

The Proposals shall include the following information in the order listed below to facilitate fair and equal evaluation of Proposals.

- A. COVER LETTER.** Briefly introduce the Respondent, explain the Respondent's interest in providing the Services, and articulate why the Respondent is qualified to provide the Services. Include the name, address, email address and phone number of the person who will serve as the Respondent's principle contact with Town staff. Identify individual(s) who will be working on the project.
- B. METHOD.** Describe the Respondent's approach to the Services, including: how Respondent will work collaboratively with the Town to complete deliverables; Respondent's approach to completing deliverables; and priority and scheduling. Provide information on the Respondent's current workload and ability to deliver the desired Services. If the Respondent proposes to use any Town-owned equipment, this must be identified.
- C. QUALIFICATIONS OF CONTRACTOR & KEY PERSONNEL.** Information on recent, relevant or similar services and copies of membership in any professional organizations. Respondent should demonstrate relevant experience in providing services similar to the

Services Provide information about the individuals that will be assigned to the Services, including their proposed role, expertise and capabilities. Any proposed subcontractors must be identified. Full resumes can be included in an appendix.

D. PAST PERFORMANCE. Provide four (4) client references within the past two (2) years, including contact name, firm or agency, phone number, email and brief summary of services provided. The Town is especially interested in references that can attest to the Respondent's ability and performance in similar work with similar scope of services.

E. EXCLUSIONS & ADDITIONAL SERVICES. The Respondent must include any proposed exclusions to the Services, providing specific details and the reasoning behind the exclusion, and any proposed Additional Services.

F. ADDITIONAL INFORMATION. The Respondent may list any additional information or data not requested as part of this RFP that Respondent believes should be considered in the evaluation of the Proposal provided the entire Proposal is no more than the identified page limit.

9. SELECTION

The Town will use a qualitative-based selection process using the following criteria:

- Respondent qualifications
- Past experience, representative work, and references
- Proposed method and approach to fulfill the Town's needs
- Price

The Town may contact references provided with the Proposal. The Town reserves the right to request clarification or additional information from Respondents and to consider independently obtained information.

The Town will select the Respondent determined to be the best value by the Town in its sole discretion. In addition to the criteria stated above, the Town's determination may consider, without limitation, the Respondent's financial resources, ability to comply with all legal and regulatory requirements, ability to perform the Services and complete the Project on time, history of performance, reputation, ability to obtain necessary equipment, data, and facilities, and any other factor deemed important by the Town.

The Town reserves the right to negotiate further with one or more Respondent, or to reject all bids. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable Town laws and policies and the Town's receipt of any required Certificates of Insurance and applicable endorsements. The Town's decision is final and without recourse to any Respondent.

10. Appendices

10.1 Site Photos



Complex close up:

