



Midcoast Regional Redevelopment Authority

**Request for Proposals
HVAC at TechPlace**

Proposal Due Date: May 23, 2017

The Midcoast Regional Redevelopment Authority (MRRRA) is seeking proposals from qualified firms to install an HVAC system at TechPlace.

To be considered, three (3) copies of the proposal must be received by the **TechPlace Administrator, Midcoast Regional Redevelopment Authority, 74 Orion Street, Brunswick, Maine 04011 by 2:00 PM on Tuesday, May 23, 2017. Envelopes shall be clearly marked “HVAC at TechPlace”**. Proposals received after that time and date shall not be accepted. No e-mail or facsimile proposals shall be accepted.

MRRRA reserves the right to accept or reject any or all proposals, parts thereof, and to further make modifications as it deems in the best interest of MRRRA. It also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained within this request for proposals.

All questions shall be directed to Kristine Schuman, TechPlace Administrator of MRRRA. Responses from MRRRA that substantially alter this RFP will be issued in the form of a written addendum to all those who have contacted MRRRA with a formal initial expression of interest. All proposals submitted shall remain open to acceptance for thirty days from their opening.

Published: *Portland Press Herald* on Sunday, April 23, 2017.

Introduction

The Midcoast Regional Redevelopment Authority (MRRA) is a municipal corporation and a public instrumentality of the State created by statute 13 MRSA §13083-G. The purpose of the MRRA is to implement the reuse plans for the former Naval Air Station Brunswick (NAS Brunswick) and the Annex Facility in Topsham. The authority is governed by an eleven-member board of trustees.

Naval Air Station Brunswick (NASB) was designated for closure in May 2005 under the 2005 Federal Base Realignment and Closure (BRAC) action. As part of the closure activity of the former Navy base (now Brunswick Landing), in September 2011 the Navy transferred the electrical distribution system to the Midcoast Regional Redevelopment Authority (MRRA).

Scope of Services

Please see **Exhibit A**.

The selected firm will:

- Furnish all labor, materials and manpower to complete installation
- Provide minimum one year warranty, parts and labor.
- Agree to (a) to use reasonable skill, care and diligence, (b) that the work will be performed in a workmanlike manner, and (c) that the work, when completed, will be reasonably fit for its intended use.

Compliance with Laws

The firm selected shall comply with all applicable federal, state and local statutes, rules and regulations. It should be noted that depending on funding source the Contractor may be required to pay Davis Bacon wages.

The terms and conditions contained in this request for proposals (RFP), in addition to the awarded firm's response, will serve as the contract for this engagement. The selected firm will be responsible for providing labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to complete this contract.

The selected firm shall perform the required services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations.

The firm selected under this RFP will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by MRRA, any local or regional governmental agency, the State of Maine, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

Costs incurred in the preparation of responses to this RFP are the sole responsibility of the firm.

MARRA reserves the right to:

1. select or reject any firm that it deems to be in the best interest to accomplish the project specified,
2. accept on one or more items of a submission, all items of a submission or any combination of items,
3. discontinue the selection process at any time prior to the awarding of a contract,
4. waive defects and informalities of the submissions.

Indemnification

The selected firm shall defend, indemnify and hold harmless MARRA, its officers, agents and employees from all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the any acts or omissions of the Respondent or any of its principals, employees or agents under this request for qualification or under any agreement executed with MARRA.

Communications in Reference to this RFP

Any communication in reference to this RFP should be made in writing or e-mail and directed to:

Kristine Schuman, TechPlace Administrator
Midcoast Regional Redevelopment Authority
74 Orion Street
Brunswick, Maine 04011
Telephone: (207) 798-6512
Fax: (207) 767-6510
E-mail: kristines@mrra.us

All questions or requests for clarification regarding this RFP must be submitted in writing or by e-mail no later than 5:00 P.M., Friday, May 12, 2017. Written questions and responses to the written questions will be posted at www.mrra.us on the date provided in the procurement calendar. Verbal questions will not be accepted.

All notifications, releases, amendments to this RFP will be posted at the above website.

Procurement Calendar

Issuance of RFP: Monday, April 24, 2017

Posting of RFP: Sunday, April 23, 2017

Pre-Bid Site Visit: 1:00 P.M., Tuesday, May 2, 2017 (Attendance is highly recommended)

Deadline for Written Questions: 5:00 P.M, Friday, May 12, 2017

Posting of Responses to Written Questions (estimated): On or before 5:00 P.M., Wednesday, May 17, 2017

Proposals Due: (Eastern) Tuesday, May 23, 2017 on or before 2:00 P.M.

Bid Opening: Tuesday, May 23, 2017 at 2:00 P.M.

Notification of Award (estimated): Tuesday, June 6, 2017

Contract Start Date (estimated): Tuesday, June 13, 2017

Proposal Requirement

Firms responding to this RFP must submit three (3) copies of the proposal to the **TechPlace Administrator of the Midcoast Regional Redevelopment Authority, 74 Orion Street, Brunswick, Maine 04011 by 2:00 PM on Tuesday, May 23, 2017. Envelopes shall be clearly marked "HVAC at TechPlace"**. No oral, written or other form of amendment will be accepted by MRRA after this time, unless requested by MRRA.

Firms submitting qualifications must respond in writing to all requirements of this RFP. No e-mail or facsimile proposals shall be accepted. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional, relevant information may be included with the submittal requirements. Failure to provide the requested information may be cause for the bid to be deemed non-responsive and may result in disqualification.

MRRA reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of MRRA. It is the responsibility of the respondent to monitor the Authority's website for updates and responses to questions (www.mrra.us)

The information submitted in each proposal may be subject to public disclosure pursuant to State and Federal law. All Qualifications will become the property of MRRA.

The preparation of an RFP response shall be at the expense of the respondent. MRRA will not reimburse firms for any costs associated with the preparation or submittal of a response. By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

Please prepare a letter or proposal that responds to the following:

1. Provide a cover letter indicating your firm's understanding of the requirements relating to this Request for Proposals. The letter must be brief and formal and provide information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with MRRA must sign the letter. Please include all contact information.
2. Provide a description your firm and its capabilities including your company name, company address, company phone number, company fax number and Internet address as well as a brief company history to include:
 - a. Years in business under present name
 - b. Any business name changes and the reason for the change(s)
 - c. Number of full-time employees
 - d. Name and address of each office location and location of the office from which this contract will be managed
 - e. Names, titles, and brief resumes of professional staff members who will be involved in this project, the experience each possesses and the location of the office from which they work. In addition, please provide Maine State License numbers for all licensed professionals.
 - f. Company trade organizations / associations / affiliations
 - g. Description of the firm's philosophy
4. Provide at least three (3) specific examples which demonstrate the firm's experience with repair and or upgrade of paint booths.
5. Submit at least three (3) references who can attest to the firm's experience as it relates to the services requested under this solicitation. MRRA reserves the right to verify the firm's experience and references. Firms are responsible for ensuring contacts are aware they are being used as references. Provide three (3) references which can be contacted during the RFP process indicating the name, contact person, his/her title and address and telephone number for whom you have provided similar services over the past two years. Indicate your role and a list of the work completed for such client.
6. Provide information indicating the firm's financial strength and reliability. Firms may also provide such other assurances as may serve to assure MRRA that, if awarded a contract, the firm would be able to meet its obligations. This information should be provided in the form of a narrative.
7. Document and detail your insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include, at a minimum, general liability insurance coverage and professional liability insurance coverage.

8. Provide a fee structure (not to exceed budget amount of \$155,000) for the full range services envisioned under this contract. Please describe method of billing, rate schedules, hourly rates, and overtime rates. Each response to this RFP shall provide two distinct fee and compensation proposals: (1) inclusion of “Mixing Room Requirements” as delineated in the Exhibit A section, and (2) Exclusion of “Mixing Room Requirements”.
9. Describe any existing or potential conflicts of interest your firm might have, or which reasonably might arise, due to your involvement with MRRRA. Firms must identify any conflict of interest that may arise from providing services to MRRRA. MRRRA reserves the right to: 1) disqualify any firm or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented; 2) require the firm to take any action or supply information necessary to remove the conflict; or 3) terminate any contract arising from this solicitation if any such relationship would constitute or have potential to create a real or perceived conflict of interest that cannot be resolved to MRRRA's satisfaction. If no conflicts are expected, then please respond with “No Conflicts”.
10. Provide details of any criminal investigation or pertinent litigation pending against your firm or members of your firm. If no criminal investigation or pertinent litigation is pending, then please respond “No criminal investigation or pertinent litigation pending”. Please provide details if any officer, director, owner or managerial employee of the firm been convicted of, or plead guilty to, a felony.
11. Provide any additional information that the firm believes would distinguish their firm in its services to MRRRA.

Selection Criteria

Submissions will be evaluated on the basis of experience in providing desired services and the following other factors:

- Professional expertise including accreditation, licensing and/or membership in appropriate professional associations
- Knowledge of the subject matter
- Past performance reputation in the field
- Availability and anticipated ability of the firm to accommodate and successfully provide the requested contracted services on a timely basis
- Availability of personnel and other resources to do the work on the schedule set forth by the MRRRA
- Designated professional and support staff and location of office(s)
- Strength of assurances of performance provided

- ❑ Financial stability and strength of the submitting firm
- ❑ References in general
- ❑ Insurance provided
- ❑ Fee and compensation proposal. Fees will not necessarily be the sole or determinate factor in determining the most responsible bid.
- ❑ Other factors as demonstrated to be in the best interest of the MRRA.

MRRA is not bound by the lowest cost proposal, but may accept the proposal that is considered the best value for MRRA. MRRA also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for MRRA. MRRA also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

In addition, MRRA reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, MRRA may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

EXHIBIT A

SCOPE OF SERVICES

HVAC REQUIREMENTS OR TECH PLACE LAY UP ROOM

- The HVAC system shall be designed to minimize sound levels in the layup room. The sound levels shall be no greater than 47 DB when measured at a height of 5' off the floor.
- The system will have a manually adjustable thermostat to adjust the central room temperature between 65°F and 75°F. The thermostat will sense the room temperature from a central location to preclude dead-air pockets. The thermostat will also have a 7 day auto-programmable feature to preset the temperature settings for 4 settings per day to allow for energy savings.
- The system shall be designed to maintain the temperature and humidity within the “green zone” as shown on attached Appendix A (note that humidification need not be added to meet the minimum humidity requirements on the left edge of the green zone).
- The system will be designed to interface with a grid style drop ceiling fitted with light weight burn through panels.
- The number and size of supply and return grilles shall be determined to provide uniform temperature/humidity distribution throughout the space and to minimize sound levels.
- The ducting shall be insulated as required to prevent condensation at all conditions and temperature settings.
- An independent intake circuit shall service two articulated direct source flexible pick up arms and be independent of all other circuits. This circuit shall discharge independently outside of the building and will be located to avoid return into the building via other ventilation systems. The articulating arms shall have ducting 6” in diameter. The system will be designed to remove noxious fumes from the layup room via the two pick up arms, either singularly or in dual operation and to discharge them outside of the building clear of any other entrance points, an explosion proof motor and circuitry is not required. Nederman units or equivalent will meet the requirements. Each will be controlled via a simple on/off switch located adjacent to each unit. The contractor shall design the system for the optimum performance for these units. See illustrations on Appendix B.
- A single switch shall be installed in the layup room to secure the fans and noise producing equipment associated with the HVAC system, except for the two articulated arm units, to allow for momentary shut down of the system to reduce the room noise level to facilitate identifying leaks in vacuum bags.

OVEN ROOM REQUIREMENTS

- ❑ The composite oven room shall have a dedicated make-up air circuit to provide combustion air to feed the demands of the gas-fired processing oven, approximately 600 CFM for the 2 MBTU burner.
- ❑ Supply and return air flow shall be provided to maintain the room temperature within acceptable industry limits when the oven is running at rated temperature. The supply air shall not be air conditioned. This circuit will be designed to not affect the draft of the oven burner.
- ❑ An independent exhaust connection shall be fitted to the composite oven powered exhaust connection. The exhaust blower output approximately 600 CFM.

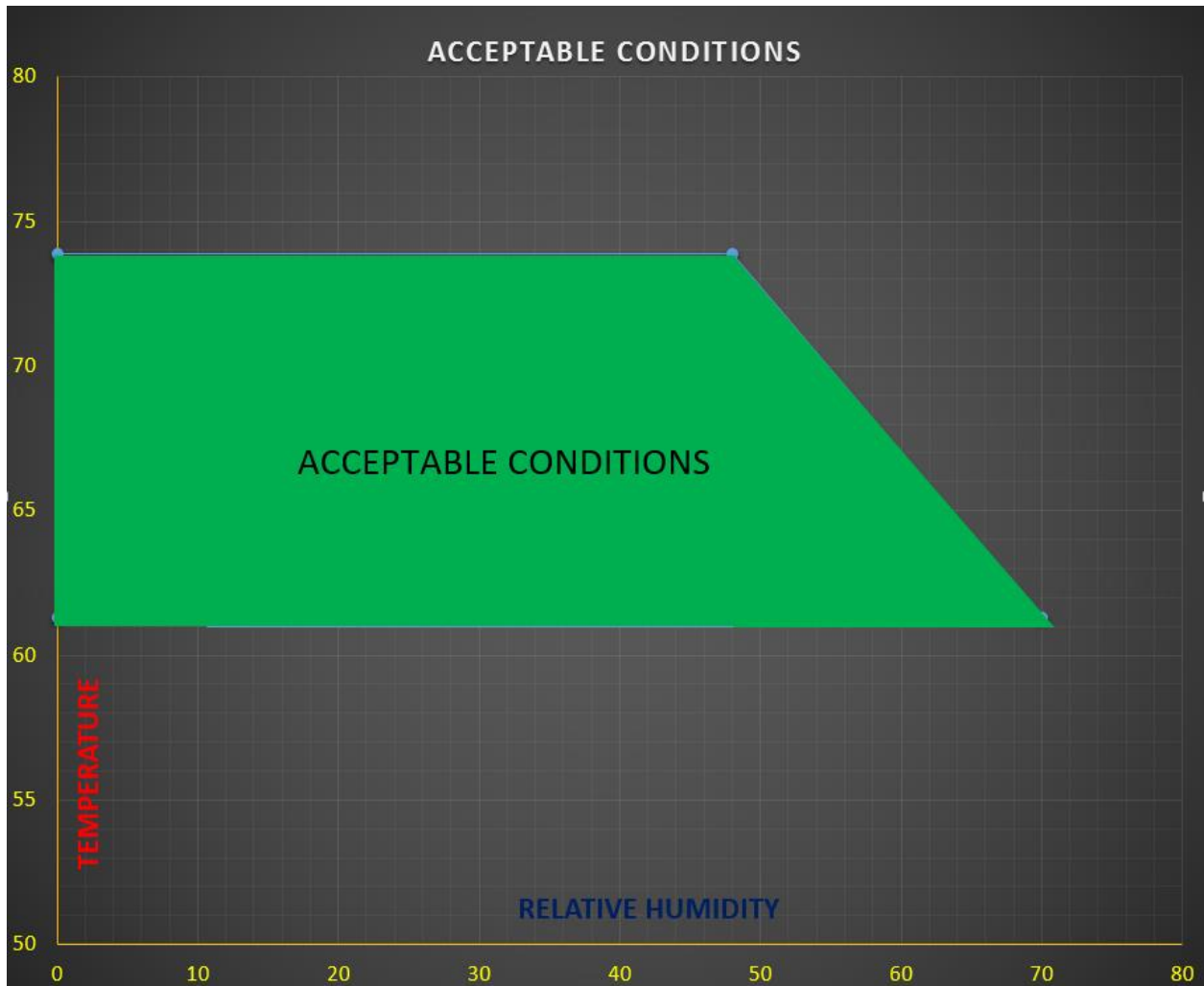
MIXING ROOM REQUIREMENTS

- ❑ A dedicated exhaust circuit shall be fitted to the mixing hood to remove fumes and vapors of materials being mixed in the hood. The circuit shall discharge outside the building away from other ventilation intakes, doors, and windows to preclude ingest back into the building. The system shall be fitted with a variable speed fan.
- ❑ A single switch shall be installed in the mixing room to control the fan with the hood system.
- ❑ The door entering the mixing room shall be fitted with one way draft louvers to allow make up air from the Lay Up Room to enter naturally when the exhaust hood is running. The one-way louvers shall be non-powered gravity style units.
- ❑ The exhaust hood shall be fitted with a two-speed fan, off, slow and high. Slow speed shall be used to draw conditioned air in from the Lay-Up Room for comfort. High speed shall be used for mixing operations.

EQUIPMENT RELATED

- ❑ The air conditioning equipment shall be located in a space adjacent to the mixing room to allow for ease of maintenance and to reduce sound levels in the layup room.
- ❑ The contractor shall be responsible for bringing all services to the equipment for proper function of the unit, electrical, compressed air, drainage of condensate, all as required.

Appendix A



AIR CIRCULATION IMPROVEMENT OPTIONS



PORTABLE DUST COLLECTION PICK UP ARMS CAN BE MODIFIED FOR ELEVATED TEMP OPS
LOCATE ON SUPPLY PLENUMS TO DIRECT ONTO HULL INTERIOR SPACES