



Request for Proposal

UCFS Healthcare is looking for engineering bids for energy efficiency upgrades to our General Administration Building located at 34 East Town Street, Norwich.

Release date: April 5, 2019

Submittal date: April 22, 2019

Introduction

In 2017, UCFS Healthcare hired Nelson Edwards Company Architects, LLC to develop an energy upgrade plan for our General Administration building which is called the Governor Samuel Huntington House located at 34 East Town Street, Norwich. The building was constructed in 1783 and is notable for being the home of Governor Samuel Huntington a signer of the Declaration of Independence. It has been extensively altered since it was the home of Governor Samuel Huntington. The building is a contributing resource to the Norwichtown Local Historic District and the Norwichtown National Register Historic District. UCFS received a pre-development HPTAG grant from the Connecticut Trust to improve energy efficiency while maintaining historical integrity of the building which houses UCFS Healthcare administrative offices. While there are multiple goals associated with the HPTAG grant, for the purposes of this RFP we are focusing on a design to replace existing AC window units with central air by modifying the existing HVAC system.

Our intention is for the engineer to design a central cooling system for the building to replace current window AC units. The goal is to:

- Minimize the footprint of equipment and distribution systems in the basement and attic spaces
- Design new HVAC system to provide cooling but also that cooling system include a heating option as a backup to the existing heating system
- Establish better control of building humidity levels for both occupant comfort and protection of historic building fabric.

Scope of Services

- Site visit to ascertain and document existing systems and equipment
- Prepare computer generated heat loss/heat gain calculations which will serve as the basis for HVAC sizing
- Prepare contract documents consisting of plans and specifications for HVAC and associated electrical requirements
- Provide stamped and signed drawings for the Norwich Building Department
- Review all shop drawings and respond to all RFI's pertaining to scope of work
- Assist UCFS in choosing a HVAC systems that meets our intended goal
- Proposal should include (2) site visits and (1) final punch list visit

Notes from Energy Upgrade Study-February 2018

Existing Environmental Control Systems

The building is presently heated by a perimeter baseboard hot water supplied by an oil fired hot water boiler.

For temperature control, the building is divided into four zones of thermostatic heating. Each of the two occupied floors is split in half, with each having its own thermostat. As a result, several different occupant offices must share the same thermostat even though their individual spaces have different heating needs due to room orientation or exposure or individual occupant preferences. There is no winter humidity control system.

The building is presently air conditioned by the use of window air conditioners. Each summer the staff take each of the individual window air conditioners from their stored space in the basement and install them in each office space window. Only one air conditioning unit is left in place all year round-this is because it is too hard to remove and put back in each year.

There are also two split system direct expansion (Dx) air conditioners in the building. These however, are used for cooling electronic IT, phone and computer data server equipment cooling equipment needs. There is no summer humidity control system.

Please note that the Energy Upgrade Study included options for climate control improvements.

Option 1- Traditional 4 zones ducted split system air conditioning & 4 zones oil fired baseboard hot water heat

Option 2-Hybrid new high efficiency gas boilers & traditional 4 zones ducted split system air conditioning & 4 zones gas fired baseboard hot water heat

Option 3- Variable refrigerant flow (VRF) HVAC system (this option is cost prohibitive)

Each option has advantages and disadvantages which will need to be explored. UCFS received a bid for 4 multi-zone Mitsubishi ductless system which was within our budget and will need to be explored further by engineer.

About UCFS

United Community and Family Services, Inc. (UCFS) is a nonprofit 501(c)(3) that has served Eastern CT since 1877. Designated as a Federally Qualified Health Center in 2014, UCFS' current scope of project includes Primary Medical Care, including Pediatrics, Adult and Geriatrics; Women's Health/Gynecology; Dentistry and Dental Hygiene; and, Behavioral Health including Counseling, Psychiatry, Substance Abuse treatment and Addiction Services including the state's largest Gambling Addiction program.

Confidentiality

This RFP is the property of UCFS and must be held in strict confidence. The RFP contains information regarding UCFS operations and is provided solely for the purpose of submitting a proposal. The Bidder shall not disclose to anyone, other than those who need to know in order to respond to this RFP, any information concerning this RFP. In some cases the selected vendor will need to demonstrate HIPAA compliance and where applicable will be required to enter into a Business Associates Agreement (BAA). If this is required it will be outlined below.

Contact Information

All questions pertaining to this RFP shall be in written form and sent via email to:
Pamela Allen Kinder, VP Business Development-pkinder@ucfs.org

Submission of Questions

Proposers are responsible for familiarizing themselves with the conditions and objectives of this RFP. The deadline for submitting questions is April 16, 2019. Questions received will be responded to in writing and sent to all Bidders via email no later than April 17, 2019.

Walk Thru

Friday, April 12th 2019 at 8:00 am- 34 East Town Street, Norwich

Bid Delivery Instructions

Submit (2) copies of the complete proposal either by hand or mailed overnight to the name and address listed below. All envelopes must be sealed and all responses to the RFP must be received by 2:00 pm on April 22th, 2019. Faxed or emailed proposals will not be accepted at any time.

Attn: Pamela Allen Kinder, VP Business Development, UCFS, 47 Town Street, Norwich, CT 06360

Disqualification of Proposals

UCFS reserves the right to consider as acceptable only those proposals submitted in accordance with the requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. A contractor shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The Contractor is debarred or suspended.

Rights Reserved

Contractors are advised that UCFS reserves the right not to make award of this contract.

Advertising

In submitting a proposal, the Contractor agrees, unless specifically authorized in writing by an authorized representative of UCFS on a case by case basis, that it shall have no right to use, and shall not use, the name of UCFS, its officials or employees in any advertising, publicity, promotion nor to express or imply any endorsement of agency's services.

Immunity from Liability

Every person who is a party to this agreement is hereby notified and agrees that UCFS is immune from liability and suit for or from vendor's activities involving third parties and arising from any contract resulting from this Request for Proposal.

Nondiscrimination Statement

UCFS is an affirmative action equal opportunity institution. UCFS will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials found to be in violation of any state or federal antidiscrimination law.

Tobacco Free Campus

UCFS is a tobacco free campus. All individuals including contractors are prohibited from smoking (including electric cigarettes) anywhere on UCFS property including buildings, vehicles and premises. All contractors are expected to acknowledge the tobacco free policy and provide full compliance.

RFP Terms and Schedule

Schedule Milestones	Date	Time (where applicable)
Issue RFP	April 5, 2019	
Walk Through	April 12, 2019	8:00 am at 34 East Town Street
Pre-Bid Conference (where applicable)	N/A	
Last Day to Submit Questions	April 16, 2019	12:00 pm
Response to Final Questions	April 17, 2019	By end of day
Bids Due	April 22, 2019	2:00 pm
Bid Opening (where applicable)	N/A	
Estimated Bid Award	April 26, 2019	
Delivery and Installation	May 24, 2019	

Proposal Format and Content

The proposal shall respond to the following items within the format described.

Proposal Format, Information, and Bid Form:

- **General Letter of Interest**
Maximum one page including the name of the firm, address, telephone number, email address, website address, facsimile number and contact person.
- **History and Credentials**
Provide no more than a one page summary that describes your firm's history, years in practice, stability and strength of being able to perform the RFP requirements, health care experience, general qualifications, and scope of services provided.
- **Firm Resources**
 1. Indicate location of corporate headquarters and other divisional offices (if any). Specify which office or offices will be involved in this project.
 2. List specific personnel proposed for the project team. Indicate the role or area of responsibility of each individual.
 3. Include federal tax identification number and if incorporated, state in which incorporated.
- **References**
Submit a list of all health care-related projects your firm currently has in progress and the status of each.

For your last 3 health care projects, please provide the following:

1. Name and/or location of the project
2. Client contact – Name, phone number, mailing address, email address

Proof of Insurance

Vendor shall purchase and maintain in full force insurance policies with the limits of insurance provided below.

- Commercial General Liability with limits not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$1,000,000 and \$2,000,000 products-completed operations aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, product-completed operations, personal and advertising injury and liability assumed under an insured contract.
- Business Automobile Liability with a limit of not less than \$1,000,000 each accident, including owned, non-owned, leased and hired vehicles.
- Statutory Workers Compensation & employers liability coverage for all employees, including corporate officers and sole proprietors.
- Umbrella/Excess Liability with a limit of not less than \$1,000,000 per occurrence/aggregate.

UCFS is to be included as an additional insured on a primary, non-contributory basis for the first bullet in this section.

Contractor agrees to require any and all subcontractors hired to perform work on the project to obtain insurance coverage as provided above.

All policies required by this paragraph shall include a waiver of subrogation in favor of UCFS.

All policies and certificates of insurance shall expressly provide that UCFS must receive 30 days written notice in the event of material alteration, cancellation or nonrenewal of coverage.

➤ **Legal Concerns**

- A. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company.
- B. Explain your General Liability Insurance Coverage.
- C. Explain your Professional Liability Insurance Coverage.

Business Associate Agreement (BAA) – A BAA may be required.

Various checks will be performed to determine if each vendor and listed subcontractor has any restrictions, suspensions or debarment imposed by the federal government or regulatory body. Should any of these searches indicate a restriction it may result in the Bidder being eliminated from being considered further in the RFP process.

Selection Process

This RFP will be awarded to the lowest qualified bidder.

Proposals will be evaluated to determine the proposal that offers the (best value) to UCFS. The evaluation will be based upon the following criteria:

1. Cost Analysis
 - Product valuation, competitive pricing, overall cost
2. Experience in similar projects
3. Credentials of staff to be assigned to the project
4. Ability to meet timing requirements to complete the project
5. Are there any regulatory or legal restrictions that might disqualify the submitted vendor or subcontractors from the bidding process?
6. Does the vendor and subcontractors have the necessary insurances to be considered a valid responder?
7. Were there any concerns raised during the reference checking process?

UCFS has discretion to:

- Choose not to accept any and all proposals submitted in response to this RFP.
- Use additional selection criteria not identified in this document.

END of RFP



UCFS Healthcare

Bid Form

UCFS is seeking a vendor to provide cleanings services for health centers/offices in multiple locations as outlined in the bid package.

The undersigned, who is legally authorized to sign bid documents on behalf of the firm is familiar with the conditions surrounding this Request for Proposal is aware that UCFS reserves the right to reject any and all proposals and is making submission without collusion with any other person, individual or corporate.

Witness Signature _____

Company Name _____

Printed Name _____

Signature & Title _____

Address _____

Federal ID # _____

Telephone _____

Email _____

Total bid _____