



REQUEST FOR PROPOSALS

Installation of Energy Saving Measures in the Rindge Recreation Building

The Town of Rindge Energy Commission is seeking proposals to undertake three energy-saving projects at the Rindge Recreation Building which involve air sealing measures and insulation to be completed by November 20, 2023.

The Board of Selectmen reserves the right to reject any or all proposals and to negotiate with the successful bidder in the best interest of the Town. Applicants must adhere to all Federal, State, and Local regulations and guidelines as it pertains to the activities of their project. No faxes will be accepted; however, emails are allowed. Women and minority-owned businesses are encouraged to apply. EOE.

A firm-fixed-price contract award will be made in writing.

The goal of this project is to conserve energy and improve the comfort and safety level of the occupants of this building. An extensive audit was performed on this building in 2022 by S.E.E.D.S. The full reports from the Investment Grade Audit may be viewed at: www.rindgenh.org Please quote each item separately.

Requirements

1. To install commercial-grade weather stripping around each of the four entrance doors to the building.
2. To upgrade insulation and air sealing of the main floor ceiling as follows:
 - a. The floor and all furniture must to be covered with plastic before the work begins.
 - b. Existing fiber batts will be moved in order to install a new pressure boundary made of 7/16 OSB which will be cut to fit around the trusses and installed on the floor of the attic.
 - c. All of the penetrations and seams on the new pressure boundary/OSB will be sealed with spray foam.
 - d. Install air chutes and seal to the soffit to preserve the ventilation.
 - e. After air sealing, existing insulation batts will be reinstalled and R-60 cellulose will be installed across the entire attic.
3. To upgrade the insulation and air sealing of the stairway to the second floor as follows:
 - a. Adhere rigid foam board to the attic side of the stairwell.
 - b. Apply netting and dense pack with cellulose in the remaining thickness of the stairway studs.
 - c. Apply commercial-grade weather-stripping to the attic door.

Selection Criteria

The selection criteria used to evaluate the bids are listed in descending order of importance:

- Plan for performing services.
- Cost of the services to be provided.
- Understanding of the project and its objectives.
- Degree of completeness of the vendor's response to the specific requirements of the RFP.
- Qualifications and experience of the vendor/project team members assigned to the project.
- Availability of the vendor and ability to complete work in a timely manner. **This project must be completed by November 20, 2023.**
- Experience with similar projects.
- Past performance, especially on contracts with government agencies with respect to such factors as control of costs, quality of the work, and the ability to meet schedules.
- Reputation for personal and professional integrity and competency.
- Insurance and indemnification. Bidders must carry liability, automobile, and workers' compensation coverage. The successful bidder will be required to add the Town to the liability policies as an additional insured and will be required to indemnify the Town for claims and damages associated with the performance of the project work. The Town will not insure or indemnify the successful bidder. Prior to commencing work, the successful bidder will be required to provide proof of insurance satisfactory to the Town.

Timeline

- All bids will be reviewed by the Rindge Energy Commission in consultation with the Town Administrator and the DPW Director. A recommendation will be provided to the Rindge Board of Selectmen, which will make the decision. Site visits can be arranged with the DPW Director and the Recreation Director at 603-899-2105. **This project must be completed by November 20, 2023. Proposals are due by August 24, 2023 by 4:00 p.m.** and should be delivered to the Board of Selectmen, 30 Payson Hill Road, Rindge NH 03461, or by email to the Selectmen's Office at townadmin@rindgenh.org. Bidders will be notified of the bid award by August 30, 2023.