



Stanley H. Kellerhouse Municipal Building
One Van Wyck Street
Croton-on-Hudson, NY 10520-2501

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Commissioner of Public
Works
Anthony R. Carr, PE, CFM



**VILLAGE OF CROTON-ON-HUDSON
WESTCHESTER COUNTY
NEW YORK 10520**

**Request for Proposal (RFP) for
Professional Engineering Services for
Natural Gas Service Conversion Feasibility Study
Stanley H. Kellerhouse Municipal Building**

**Proposal Deadline:
March 20, 2015
2:00 p.m.**



VILLAGE OF CROTON-ON-HUDSON

SOLICITATION AND CONTRACT DOCUMENTS FOR

**PROFESSIONAL ENGINEERING SERVICES FOR
NATURAL GAS SERVICE CONVERSION FEASIBILITY STUDY
STANLEY H. KELLERHOUSE MUNICIPAL BUILDING**

REQUEST FOR PROPOSAL (RFP)

PROPOSAL DUE **MARCH 20, 2015**
DATE AND TIME: **2:00 PM Prevailing Time**

PROPOSER TO COMPLETE:

Name of Proposer _____

Address of Proposer _____

Contact _____ **Title** _____

Telephone _____ **Fax** _____

E-mail _____

Dear Proposer:

The Village of Croton-on-Hudson (the “Village”) is soliciting technical and cost proposals (refer to RFP Articles 8 and 9) to establish a contract with a qualified engineering consultant to provide MEP engineering services to develop a feasibility study. This study will determine if the existing No. 2 oil fired boiler can accommodate a natural gas primary fuel source. Phases 2 and 3 of the RFP are contingent on the findings and recommendations from Phase 1. The proposed project is located at the Stanley H. Kellerhouse Municipal Building in the Village of Croton-on-Hudson, NY 10520.

For information on the Village of Croton-on-Hudson, please visit the Village's website at [http://www.crotononhudson-ny.gov/Public Documents/index](http://www.crotononhudson-ny.gov/Public_Documents/index)

Proposers are advised that the contents of this RFP and the successful Proposer’s Technical and Cost Proposal (i.e. response to the RFP), as submitted or negotiated, shall be incorporated into the resultant contract.

It is expressly understood that all costs associated with the preparation of the Technical and Cost Proposal are to be borne by the Proposer and the submission of such Proposals in no way obligates the Village of Croton-on-Hudson to any Proposer.

I. Qualifications

Proposers shall be a Licensed Professional Engineer, licensed in New York State, with a **minimum of seven (7) years on-going experience** in the mechanical engineering specifically building gas and oil loading calculations, burner conversions to dual fuel (oil and gas) or single fuel, boiler and natural gas service design, layout, etc.

II. RFP Process

The RFP is not a bid. The Village reserves the right, in its sole discretion to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely with the Village. **NO DIRECT OR INDIRECT CONTACT WITH ELECTED OFFICIALS IS ALLOWED, EXCEPT FOR INTERVIEWS OF FINALISTS BY THE VILLAGE OF CROTON-ON-HUDSON AS COORDINATED BY THE VILLAGE MANAGER’S OFFICE. IF SUCH CONTACT IS MADE TO INFLUENCE THE REVIEW AND/OR AWARD OF THIS CONTRACT, THE VILLAGE RESERVES THE RIGHT TO REJECT ANY PROPOSAL.**

II. Communications with the Village

Proposers are advised that from the date this RFP is issued until the award of the Contract, no contact with Village personnel related to this solicitation is permitted, except as authorized by the Village.

Only written addenda issued by the Village shall be binding. No officer, employee, or agent of the Village is authorized to clarify or amend the Solicitation Documents by any other method, and any such clarification or amendment, if given, is not binding on the Village.

Prospective Proposers are responsible for ensuring that they receive all addenda. This solicitation and all addenda will be posted on the Village's website at

III. Questions and Contact Persons

All inquiries regarding this solicitation must be submitted, **in writing**, to Mr. Anthony Robert Carr, PE, CFM, Commissioner of Public Works, at the address below. All inquiries **must include the subject line “RFP – Municipal Building Natural Gas Service Conversion” and cite the RFP page, section, and paragraph number.** Inquiries may be submitted by **facsimile or e-mail to the following recipient:**

Mr. Anthony Robert Carr, PE, CFM
LT, CEC, USN
Commissioner of Public Works
Village of Croton-on-Hudson
Stanley H. Kellerhouse Municipal Building
1 Van Wyck Street
Village of Croton-on-Hudson, NY 10520
Phone: (914) 271-3775
Fax: (914) 271-2856
Email: acarr@crotononhudson-ny.gov

Answers to all inquiries will be given to all prospective vendors in the form of a formal addendum to the RFP and shall be annexed to and become part of the ensuing contract.

Please submit your **written inquiries by March 17, 2015.**

IV. Supplemental RFP Attachments (after Page 18 of the RFP in the order listed below)

1. Peter Gisolfi Associates “Municipal Building Feasibility” Drawings
2. Consolidated Edison Gas Plate for disconnected gas service to the Municipal Building.
3. Sample “Review of Heating System” prepared for another Westchester County Municipality **(for informational purposes only).**

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SECTION I – STATEMENT OF OBJECTIVES

I. PROJECT BACKGROUND AND INTRODUCTION

The Village is seeking Proposals from qualified Proposers for MEP engineering services associated with the development of a natural gas conversion feasibility study. The purpose of the study is to determine if the existing No. 2 fuel oil fired boiler can accept natural gas as its primary fuel. If the existing boiler conversion is feasible, the Village would subsequently explore the conversion of the existing oil fired burner to a dual fuel (natural gas and oil) firing burner with interruptible gas service.

This Request for Proposal (RFP) requires professional engineering services for assessing if the existing oil fired boiler can accommodate natural gas from an upgraded dual fuel burner (i.e. natural gas and No. 2 fuel oil). The Proposer will be required to verify with the manufacturer that the existing boiler can accept natural gas as its primary fuel (assuming the existing oil fired burner was converted). If the natural gas conversion is possible, the Village would eventually seek to contractually secure a minimum gas delivery tariff rate (and provide emergency heating ability during a gas interruption) from Consolidated Edison. This would be accomplished through interruptible gas service during colder temperatures as required by Consolidated Edison standards.

The project site is approximately 2.00 acres located at the Stanley H. Kellerhouse Municipal Building, 1 Van Wyck Street, Village of Croton-on-Hudson, New York 10520. The property has frontage along Van Wyck Street, and is immediately southwest of the intersection of Old Post Road North and Van Wyck Street. The site is bordered by Brook Street to the west and the Van Wyck Street to the east. Please refer to the maps on Page 6 for project location.

The property contains the Village Municipal Building which serves various Village Staff Offices, Police Department, Court Offices and Court Room, Recreation Department, Public Works and the Historic Society. The existing boiler uses No. 2 oil as its fuel source. There is an existing 6 inch high pressure (H.P.) gas main located within Old Post Road North that may accommodate the demand for a future natural gas service to the Municipal Building. Please refer to Section IV “Attachment No. 2” of this RFP. The Municipal Building was previously served by a disconnected (cut and capped) 3/4 inch gas service line fed from Old Post Road N. This service provided gas supply for pre-ignition for the former No. 2 boiler.

In summary, there are the following three (3) critical components of the feasibility study: (1) assessment of existing conditions (i.e. building size and uses, boiler system, loads, etc., (2) evaluation of the conversion of the existing oil boiler burner to preferably a dual fuel (natural gas and oil) burner, or at a minimum, a single fuel (gas) burner and (3) determination that the existing gas main located within Old Post Road North has sufficient capacity to accommodate the anticipated gas loads for the subject facility.

Please refer to the attachments listed on Page 4 and the Section II “Scope of Work” on Page 7 of this RFP for additional project information.

PROJECT SITE



Site Location Map – Westchester County GIS

PROJECT SITE



Site Location Map - Bird's Eye View

The Proposer shall include and identify all design team members needed to complete the MEP engineering work for the feasibility study and analysis, including, but not limited, to the following:

- MEP Engineering Firm (if the Proposer is not an MEP Firm, or specializes in this area)

Proposers may identify their team members as in-house staff, and/or a combination of in-house staff and sub-consultants, however one entity must be identified as the lead for who all other entities report to, take direction from and work for.

Proposer should include in the scope of work and fee proposal all site visits, meetings with Village Staff, engineering analysis and all other labor and material necessary to complete the scope of work.

II. SCOPE OF WORK

Proposers responding to this RFP will be expected to perform field investigation and data collection for engineering analysis and development of a feasibility study. The purpose of this feasibility study is to determine if the existing boiler can accept natural gas from a potential conversion of the existing oil fired burner to a dual fuel fired burner. Based on the findings of Phase 1, the Village may authorize work Phases 2 and 3. The authorization of Phases 2 and 3 is dependent on determination of the Village Manager and Mayor and Board of Trustees.

A. Phase 1 – Existing Conditions Assessment (Building and Oil Fired Boiler Only)

During this phase of Work, the Proposer shall complete the following activities:

1. Site visits to gather existing condition information and perform their field investigation for the engineering analysis necessary to complete the Work.
2. Review of existing conditions (i.e. building area (SF) and uses, fuel loads/demand (e.g. BTU/hr), boiler type, manufacturer, model, capacity, gross output, distribution, etc.).
3. Condition assessment of the existing boiler (exclusive of burner) and estimate of useful life.
4. Determine if boiler repairs or removals (e.g. asbestos) are necessary to accommodate a proposed dual fuel burner conversion or oil burner replacement.
5. Preparation of a preliminary construction cost estimate for any necessary modifications (repair, removals, etc.) to the existing boiler to accept natural gas from a converted burner.
6. Preparation of preliminary construction cost estimates for the replacement of the existing oil fired boiler with a high efficiency natural gas fired boiler, and for a replacement in-kind oil fired boiler.
7. Verify with the manufacturer that the existing boiler can utilize combusted natural gas as its primary fuel source. If the existing boiler is not compatible with natural gas, the

Commissioner of Public Works shall be notified prior to the Proposer proceeding with the subsequent work phases of this RFP.

8. Based on the results of the site visit(s) and field investigation, preparation of an electronic feasibility study summarizing the tasks listed in this phase of work. The feasibility study shall provide an engineering analysis based on existing conditions, and provide recommendations (e.g. costs, advantages, disadvantages, alternatives, etc.) to the Village for various types of proposed boiler systems (high efficiency natural gas fired) to accommodate the building loads.
9. Meetings with Village Staff to discuss the Proposer's initial technical approach, findings and recommendations.

B. Phase 2 – Evaluation of Oil Fired Burner Conversion (As Authorized by the Village)

Upon determination that the existing oil fired boiler can accept a natural gas fuel source, the Proposer may advance to Phase 2 of this RFP. During this phase of Work, the Proposer shall complete the following activities:

1. Condition assessment of the existing oil fired burner and estimate of useful life.
2. Calculate the appropriate capacity of a new burner firing either gas or oil (and dual service), taking into account the space heating load as presently existing in the building, and the minimum firing rate of the boiler to sustain proper operation.
3. Estimation of the necessary gas capacity to satisfy incidental loads (for a future gas-fired domestic hot water heater to replace the existing electric unit, and if the two electric ranges presently used in the facility were replaced by gas-fired units).
4. Preparation of a preliminary construction cost estimate for replacement of the existing oil fired burner with a high efficiency dual fired (natural gas and oil) burner.
5. Recommendation of an appropriate dual fuel burner model for the existing boiler (if feasible), with preference to that presently offered or suggested by the boiler manufacturer. If available, a two-stage or modulating burner is desired to maximize seasonal efficiency.
6. Preparation of a preliminary construction cost estimate for the controls to automatically switch between fuels based on outside air temperature, as needed to secure the lowest delivery rate for temperature-controlled interruptible gas as per the Consolidated Edison utility tariff for such service to a non-residential (i.e. commercial) building.

C. Phase 3 – Consolidation Edison Gas Service Verification (As Authorized by Village)

Once it is determined that the existing oil fired boiler can accept a natural gas fuel source, and anticipated loads are calculated, the Proposer may advance to this phase of the RFP (as authorized by the Village).

During this phase of Work, the Proposer shall complete the following activities:

1. Based on the total needed capacity (boiler plus the above future loads), verify that the existing Consolidated Edison distribution system within the Right-of-Way can provide adequate gas service for the calculated loads. As stated earlier in the RFP, there is an existing 6 inch high pressure gas main located on the south side of Old Post Road North.
2. Preparation of a preliminary construction cost estimate for installation of a proposed customer gas service able to accommodate the anticipated building gas loads. This estimate shall include, but not be limited to, the following: (1) Con Edison installation cost from main to building typically listed on the "Customer's Gas Service Layout, (2) interior gas service pipe installation and (3) sitework (trenching, backfilling and surface restoration). The Commissioner of Public Works will assist with the sitework portion of the construction cost estimate. This will be based on an assumed gas service connection location, and the site/civil items required to restore the surface. The Public Works Commissioner can provide pertinent documentation of a similar gas service upgrade project recently completed in another Westchester County municipality.

In accordance with Article 9 of this RFP, the Proposer shall provide the Village with lump sum costs (or Time and Material (T&M) costs where required) to complete the scope of work outlined in this RFP.

Please refer to the enclosed attachments for additional proposed project information.

Qualified proposers **must be well versed in the evaluation of existing commercial building heating systems, familiarity with oil to natural gas conversions and Consolidated Edison customer gas service layouts.** The Consultant will not be required to obtain local (i.e. Village) permits.

SECTION II - INFORMATION FOR PROPOSERS

ARTICLE 1. DEFINITIONS

- A. ADDENDA and ADDENDUM shall mean the additional or modified contract provisions issued in writing by CROTON-ON-HUDSON prior to the Notice of Acceptance of Proposal/Contract Award.
- B. BEST AND FINAL OFFER shall mean that after negotiations with Proposers in the competitive range, the Proposers are invited to submit a second, best and final, technical and cost proposal.
- C. BOARD OF TRUSTEES is the governing body of the Village of Croton-on-Hudson empowered to approve all contract awards and to reject bids or proposals.
- D. VILLAGE, CROTON-ON-HUDSON, VCOH shall mean the Village of Croton-on-Hudson.
- E. CONTRACT, CONTRACT DOCUMENTS, AGREEMENT, REQUEST FOR PROPOSAL and the abbreviation RFP shall mean the Information for Proposers, Scope of Work,

Performance and Payment Bond Forms (if applicable), Standard Terms and Conditions, Technical and Cost Proposals, all Addenda hereafter issued (if any), and the Notice of Acceptance of Proposal/Contract Award.

- F. CONTRACTOR, CONSULTANT, VENDOR, and PROPOSER are synonymous and shall mean the Corporation, Firm, Partnership, Individual, or any combination thereof, who has submitted a Proposal.
- G. NOTICE shall mean a written notice.
- H. NOTICE OF ACCEPTANCE OF PROPOSAL/CONTRACT AWARD shall mean the document that apprises the successful Proposer that this RFP has been approved for contract award by the Village of Croton-on-Hudson. It also informs the vendor to submit the required bonds and insurance, if required. It is not authorization to begin work.
- I. NOTICE TO PROCEED is the document issued by the Village Manager informing the Vendor that they may begin the work. It is issued after the Vendor has submitted, and the Village has accepted the required bonds and insurance, if necessary, and the Contract has been executed by all parties.
- J. PROJECT, WORK, and SERVICES are synonymous and shall mean all the required obligations of the Contractor hereunder, including but not limited to the performance of any labor or services, the supplying of any goods or materials, the furnishing of any other resources or requirements or deliverables necessary to perform, accomplish, and complete this Contract's objectives as stated in the Scope of Services.
- K. PROJECT MANAGER shall mean the individual or his/her duly authorized representative who is designated by the VILLAGE to administer this contract.
- L. PROPOSAL is an offer made by an entity to the Village as a basis for negotiations for entering into a contract.
- M. REQUEST FOR PROPOSAL (RFP) all the documents furnished to prospective Proposers when soliciting proposals for the purpose of awarding a contract based on a formal evaluation of the characteristics deemed relevant to the Village's objective, such as quality, project management, past experience, and professional reputation.
- N. SUBCONTRACTOR shall mean an individual or organization that enters into a contract to furnish services or labor and materials or apparatus in connection with the Work directly or indirectly for or on behalf of the Contractor.

ARTICLE 2. RFP TIMETABLE (TENTATIVE)

This information is intended to provide interested parties with a general guide for scheduling purposes.

<u>Date</u>	<u>Event</u>
March 13, 2015	Release of Request for Proposal (RFP)
March 20, 2015	Proposal Submission Deadline
March 20, 2015 through April 6, 2015	Proposal Response Evaluation
April 6, 2015	Projected Award Date
June 1, 2015	Expected completion of RFP Phase 1 (Phases 2 and 3 only as authorized by Village)

ARTICLE 3. NEGOTIATIONS

1. The Village reserves the right, in its sole discretion, to reject at any time any or all proposals, to withdraw this RFP, to negotiate with one or more Proposers, and/or negotiate on terms other than those set forth herein, including with parties other than those responding to this RFP. The Village likewise reserves the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFP or to entertain modifications or additions to selected proposals.
2. The Village reserves the right to request the submission of Best and Final Offers from those Proposers who, after the conclusion of such negotiations, are still under consideration for award. **A Proposer shall not have any rights against the Village arising from an invitation to enter negotiations or to submit a Best and Final Offer.**
3. The Village reserves the right to award a contract based on initial Proposals received, without negotiations. **Therefore, each initial Proposal should contain the Proposer's best offer from a technical and cost standpoint.**

ARTICLE 4. CONTRACT AWARD

1. The Contract resulting from this solicitation shall be awarded to the Proposer the Village considers most qualified and whose Proposal the Village determines to be the most advantageous to the Village, based on the evaluation factors set forth in the RFP.
2. Any proposed contract award shall be subject to all required Village oversight approvals.
3. A Proposer must comply with any and all federal, state, and local laws, rules and regulations, and executive orders applicable to the subject matter of this contract, including Equal

Employment Opportunities (EEO), Civil Rights, MacBride Fair Employment Principles, and the New York State Labor Law.

ARTICLE 5. PERIOD OF PERFORMANCE

The Contract for the Work specified herein shall commence on a mutually agreed upon date and time. **The Village is seeking a Proposer that can perform field investigation and prepare a feasibility study approximately thirty (30) days from execution of a contract.**

ARTICLE 6. PROPOSAL EVALUATION CRITERIA

1. Proposals will be evaluated by the Village Manager's Office and Department of Public Works.
2. The evaluation criteria that will be used to judge Proposals are set forth below.

A. Technical Requirements

- i. **Qualifications / Technical experience** of the Proposer including past performance on projects of similar scope, and **qualifications of staff**, including depth and variety of disciplines, that will be dedicated to the dedicated to the Croton-on-Hudson contract;
- ii. **Demonstrated understanding of project and proposed implementation approach**, including implementation strategy, scheduling, and ability to meet deadlines;
- iii. **Demonstration of quality control and cost control** for design and construction;
- iv. **Responsiveness of the proposal** including overall detail, understanding of the issues, and conformance to the RFP submission requirements for content and format.

B. Overall Cost

The award will go to the responsible Proposer whose proposal provides the best value as determined by the Village of Croton-on-Hudson.

ARTICLE 7. PROPOSAL PACKAGE AND SUBMISSION REQUIREMENTS

The Technical and Cost Proposals (i.e. response to RFP) must be submitted *in electronic (PDF) format*. Proposals must be signed by a duly authorized official of the firm, with the person's name and title printed below the signature. Proposals must be received by **2:00 PM on March 20, 2015**. Proposals must electronically submitted with the subject heading **"Request for Proposal (RFP) for Municipal Building Natural Gas Service Conversion"** to the following recipient:

Mr. Anthony Robert Carr, PE, CFM
LT, CEC, USN
Commissioner of Public Works
Village of Croton-on-Hudson
Stanley H. Kellerhouse Municipal Building
1 Van Wyck Street
Village of Croton-on-Hudson, NY 10520
Phone: (914) 271-3775
Fax: (914) 271-2856
Email: acarr@crotononhudson-ny.gov

1. Cancellation

The Village of Croton-on-Hudson reserves the right to cancel this RFP at any time, if the Village deems it to be in its best interest. **In no event shall the Village have any liability whatsoever for cancellation of an award before execution of a contract.** A Proposer assumes sole risk and responsibility for its expenses before execution of a contract and shall not commence work until receipt of a contract.

2. Confidentiality

Proposers shall specifically identify those portions of the Proposal deemed to be confidential, proprietary information, or trade secrets, and provide justification why such material, upon request, should not be disclosed by the Village.

Such information deemed by the Proposer to be confidential or proprietary should be easily separable from the non-proprietary sections of the Proposal.

All information, materials or other documents submitted by a respondent shall not be released or made otherwise available to any person or entity except Village representatives assisting in this process, until public opening of the proposals, unless required by law. Unless required by law, proprietary or financial information submitted to the Village by a respondent will not be disclosed if respondent visibly marks each part of the proposal which respondent considers as confidential financial or proprietary information with the word "Confidential".

3. Modified Proposals

A Proposer may submit a modified Proposal to replace all or any portions of a previously submitted Proposal up until the Proposal Due Date and Time and, if discussions have begun, up until the Due Date and time established for submission of Best and Final Offers. The Evaluation Committee shall consider only the latest timely version of the Proposal.

4. Withdrawal of Proposals

A Proposal shall be irrevocable for a period of 120 calendar days from the Proposal Due Date and Time. A Proposal may be withdrawn in writing before the Proposal Due Date and Time or, if discussions have begun up until the Due Date and Time set for the submission of Best and Final Offers.

5. Late Proposals / Late Modifications

Proposals received after the Proposal Due Date and Time are late and shall not be considered. Modified Proposals received after the Proposal Due Date and Time are late and shall not be considered.

6. Proposal Ownership

All responses to this Request for Proposal become the property of the Village of Croton-on-Hudson.

7. Adherence to RFP

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The Village reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Village is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The Village reserves the right to request additional information from any firm submitting under this RFP if the Village deems such information necessary to further evaluate the firm's qualifications

8. Proposal and Presentation Cost

The Village will not be liable in any way for any costs incurred by respondents in the preparation of their proposals in response to the RFP.

ARTICLE 8. TECHNICAL PROPOSAL CONTENTS

The Technical proposal shall be prepared **simply and economically**, providing a straightforward, concise description of the Proposer's qualifications, experience, and capabilities to satisfy the requirements presented in this RFP. Elaborate brochures and other representations beyond those sufficient for presenting a complete proposal are neither required nor desired.

1. **The Technical Proposal** format shall be organized into the following sections **in the order shown**. Each section must be clearly annotated/labeled either as a paragraph section in the proposal, **and/or** separated by tabs, dividers, sections, etc. All pages must be numbered.

Section/Tab 1 - Shall include a cover letter introducing the Proposer by describing its **origin, current ownership and management**, and a **summary of the Proposer's qualifications** to perform the work described herein.

- If the Proposer is a joint venture or consortium, the **origin, current ownership and management, and qualifications of each firm** comprising the joint venture or consortium shall be separately identified and the **principles of each firm** shall be noted.
- Indicate whether the Proposer (and each firm comprising the joint venture or consortium) is national, regional, or local, the number of years in business, the total number of employees, and the total number of employees in the local office that will be dedicated to the Croton-on-Hudson contract.
- Indicate if the Proposer will be providing all services required herein with their own work force or if sub-consultants will be used.

Also include the following (if applicable):

- Legal organizational name and address of the Prime Consultant;
- Legal organizational name and address of all firms comprising the joint venture or consortium, and sub-contractors and consultants, if any;
- Name, title, telephone (land and cell), facsimile number, and e-mail of the person(s) **authorized to bind the Proposer contractually**;
- Name, title, telephone (land and cell), facsimile numbers, and e-mail of the person(s) to be contacted regarding the content of the Proposal, if different from the above.

Proposers shall **identify all their current active projects in Croton-on-Hudson** and active projects in the areas surrounding Croton-on-Hudson that may impact Croton-on-Hudson. Proposers shall also indicate if any of the team members or sub-contractors/consultants proposed for this engagement is working on those projects and if so, the nature of their work on those projects.

In addition, the Proposer (and each firm comprising the joint venture or consortium, and each sub-contractor/consultant, if any) shall **provide an affirmative statement that they are independent of the Village of Croton-on-Hudson**. Proposers shall disclose all direct and indirect, actual or potential conflicts of interest that any of the Proposer's personnel and sub-consultants may have with the Village of Croton-on-Hudson.

Lastly, describe the Proposer's **current workload** and the status of all current projects. Provide the same for each firm if this is a joint venture or consortium.

The cover letter shall be signed by the person(s) authorized to bind the Proposer contractually.

Section/Tab 2 - Describe the Proposer's **qualifications and experience** (and each firm comprising the joint venture or consortium, and any sub-consultants, if applicable) in subsurface

investigations and geotechnical engineering. List five (5) of the Proposer's projects (similar in nature) completed or in-progress over the past **seven (7) years** and include the following information.

1. Agency/owner
2. Contract number
3. Contract title
4. Name & location of project
5. Contact name, telephone number, address
6. Brief description of work and services provided

Section/Tab 3 - Provide a description of the Proposer's **organizational structure and management and work force by task/phase.**

Section/Tab 4 - Describe the Proposer's **technical approach to implementing** these services and describe in the proposal the following work phases and associated tasks:

1. Phase 1 - Existing Conditions Assessment (Building and Oil Fired Boiler Only)
2. Phase 2 - Evaluation of Oil Fired Burner Conversion (**As Authorized by the Village**)
3. Phase 3 - Consolidation Edison Gas Service Verification (**As Authorized by Village**)

Please refer to RFP Section II "Scope of Work", Parts A and B, for the tasks associated with each phase of work.

ARTICLE 9 COST PROPOSAL SUBMISSION REQUIREMENTS

Propose a **lump sum fee and schedule broken down by the tasks associated with each RFP phase**, (see Section/Tab 4) including all sub-consultant work and anticipated related expenses (supplies and reproductions) per task. Please include a list of each Design Team member's hourly wage rate to be charged for any additional services not included in the defined Tasks.

The hourly rates shall include overhead, profit, and all other costs not expressly specified to be reimbursable. **Travel and per diem costs** shall be reimbursed at the New York State rate. To access the current reimbursable rates, please refer to the following website: <http://www.osc.state.ny.us/agencies/travel/reimbrate.htm>

While cost is only one of the factors the Village will consider in selecting a Contractor, **the Village will only enter a contract if a firm's Cost Proposal, as submitted or negotiated, is reasonable in the Village's sole judgment.**

ARTICLE 10. FORM OF CONTRACT

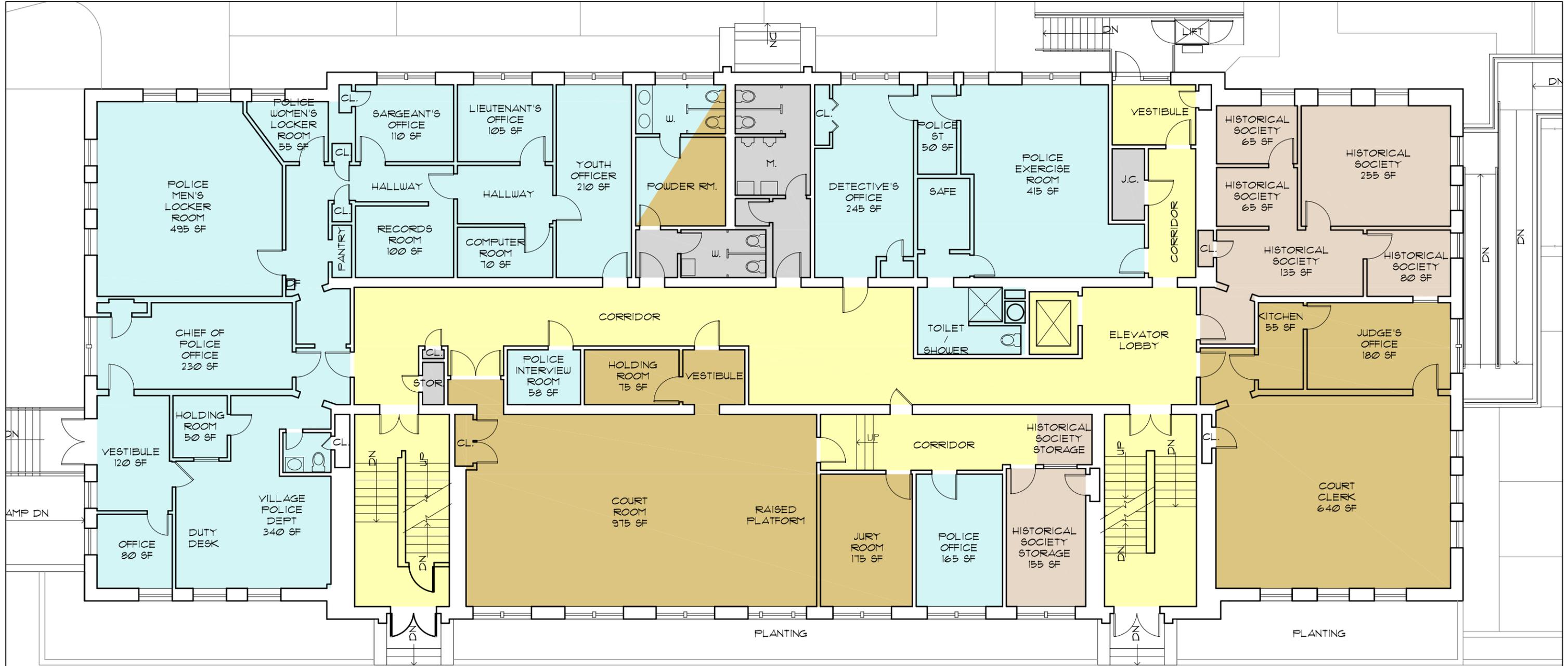
The successful Proposer will be required to execute the Village's standard Personal Services contract. If the Proposer takes exception (modifications, deletions, or additions) to any section of the agreement, those exceptions must be clearly stated in writing. The Village of Croton-on-

Hudson reserves the right to reject any proposal based upon exceptions to the Village Personal Services contract.

ARTICLE 11. EXAMINATION OF SOLICITATION DOCUMENTS

Prospective Proposers shall examine the Solicitation Documents carefully and before submitting a proposal, shall submit to the Village, **in writing**, any questions, or requests for clarification of any ambiguity, or correction of any inconsistency or error in the documents. The Village's response to such a written request shall be issued in a written addendum to the RFP and shall be binding on all Proposers. Only written addenda issued by the Bureau of Purchasing shall be binding. **No officer, employee, or agent of the Village is authorized to clarify or amend the Solicitation Documents by any other method, and any such clarification or amendment, if given, is not binding on the Village.**

SUPPLEMENTAL RFP ATTACHMENTS

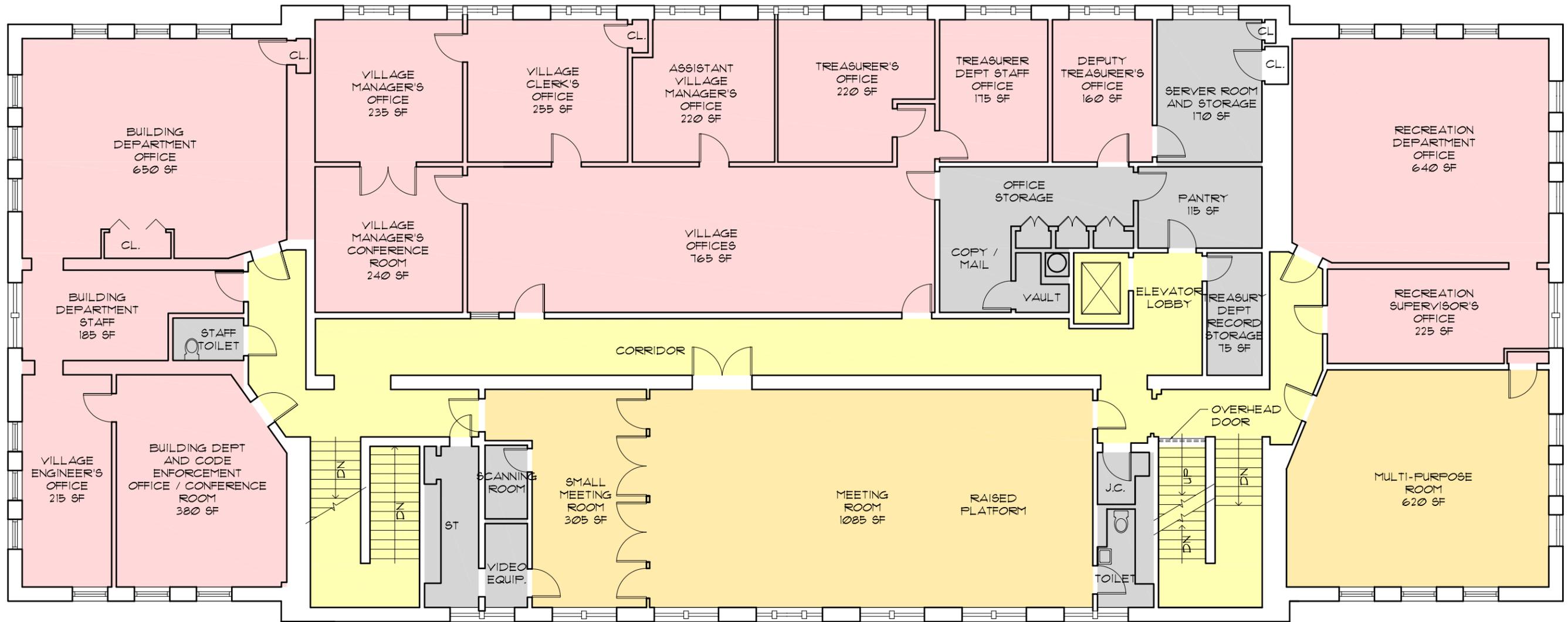


FUNCTIONAL ANALYSIS

- COURTROOM
- COMMUNITY SERVICES
- POLICE DEPARTMENT
- HISTORICAL SOCIETY
- VILLAGE ADMINISTRATION
- CIRCULATION
- SERVICE

**EXISTING CONDITIONS
FIRST FLOOR PLAN**



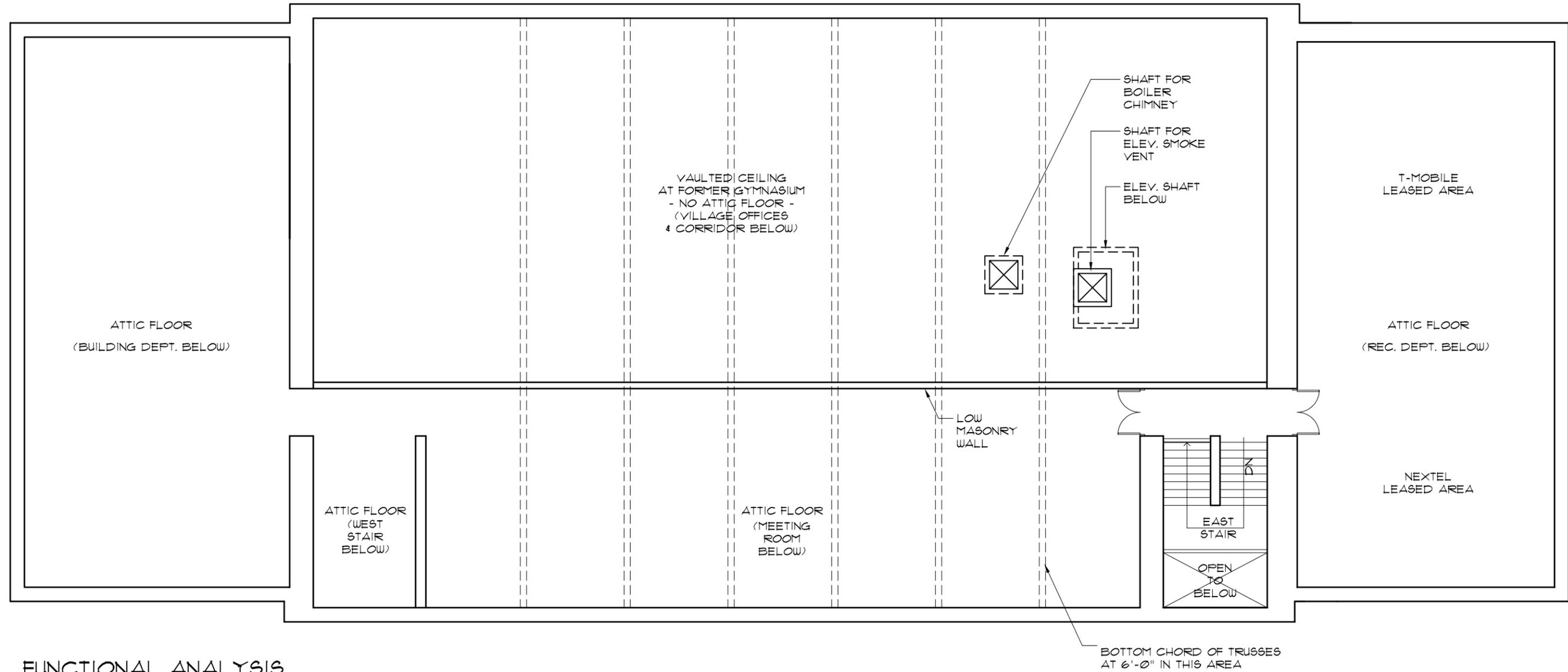


FUNCTIONAL ANALYSIS

- COURTROOM
- COMMUNITY SERVICES
- POLICE DEPARTMENT
- HISTORICAL SOCIETY
- VILLAGE ADMINISTRATION
- CIRCULATION
- SERVICE

**EXISTING CONDITIONS
SECOND FLOOR PLAN**





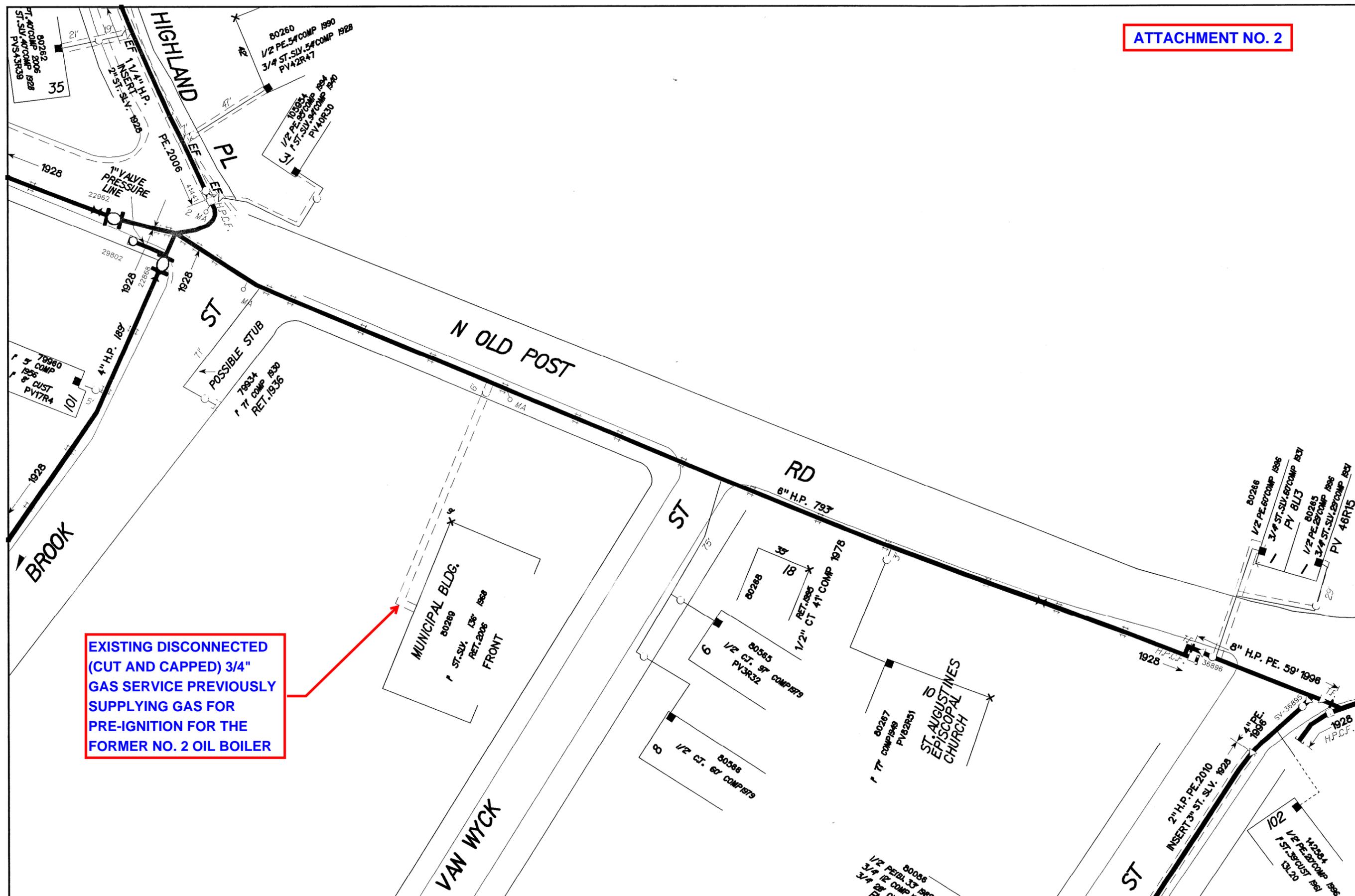
FUNCTIONAL ANALYSIS

- COURTROOM
- COMMUNITY SERVICES
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- VILLAGE ADMINISTRATION
- CIRCULATION
- SERVICE

**EXISTING CONDITIONS
ATTIC FLOOR PLAN**



GAS MAINS AND SERVICE PLATE



EXISTING DISCONNECTED (CUT AND CAPPED) 3/4" GAS SERVICE PREVIOUSLY SUPPLYING GAS FOR PRE-IGNITION FOR THE FORMER NO. 2 OIL BOILER

Village Hall
Review of Heating System

September 18, 2013
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EXISTING CONDITIONS

The building has three stories plus a full Basement, the total area is approximately 14,000 square feet. It houses the Police Department and Court Room in the First Floor and the Village Engineer, Town Offices and Tax Division in the Second Floor and the Building Department and the Village Engineer in the Third Floor. Locker Rooms, Storage, Boiler Room and Electrical Rooms are in the Basement. The building was constructed as a school building in the early 20th century. The one-story Court Room was a later addition. The building was constructed as a school building in the early 20th century. The one story Court Room was a later addition. The windows appear to be original and the insulation is minimal.

The building is heated by a single low pressure, oil fired steam boiler. Oil is supplied from an underground storage tank. Tank was replaced a few years ago, capacity not determined.

The boiler is an oil fired Smith cast iron boiler, 28A series, 35 hp capacity with, 1,166 MBH gross output, 878 MBH net output 3,646 square feet of radiation. Steam is distributed by a two pipe system. Steam risers and condensate returns tap off the steam mains in the Basement and feed radiators on the floors above. Radiators include a shut off valve and steam traps. There are four (4) steam mains off the main steam header which serve different areas of the Building. Three of the steam mains include motorized zone valves, it is questionable whether or not the zone valves are operable. Two gravity return condensate mains connect to a condensate unit which pumps the condensate back to the boiler.

A new gas fired high efficiency condensing hot water boiler has been installed in the Boiler Room as part of the recent HVAC Upgrade project. The boiler is Triangle Tube, Prestige Solo, 400,000 BTU/HR input capacity. The system includes primary/secondary piping, with four (4) zones coming off the primary loop. The zones serve:

1. Air Handling Unit #1 (Court Room) heating coil, ¾" hot water supply and return piping.
2. Air Handling Unit #2 (Court Room) heating coil, ¾" hot water supply and return.
3. Court Room fin tube radiation, 1 ¼" hot water supply and return piping.
4. 1 ½" hot water supply and return to new convectors on First, Second and Third Floor Bathrooms and heating coils in the energy recovery units.

ANALYSIS

The steam boiler is at the end of its useful life. There have been leaks, flame blow thru and unreliable operation in the past.

It appears that the steam traps have not been serviced in the recent past. Trap failure allow live steam to enter condensate mains and results in uneven heat output from the radiators.

RECOMMENDATIONS

Preferred Scheme:

Convert existing steam system to a hot water system.

Advantages:

- Greater flexibility in routing piping.
- Individual room control. Existing radiators can remain and be fitted with a self contained thermostatic control valve to allow for room control.
- Energy efficient in that the temperature of the water circulated can be varied in proportion to the outdoor temperature.
- It would also be possible to zone the space so that only the occupied spaces would be full heated. This would require substantial piping revisions.
- A new high efficiency gas-fired condensing boiler would be installed; 92+% efficient. Steam boilers are in the range of 75% to 83% efficient.
- Ability to down size boiler. Hot water boilers are sized on the actual heat loss, including windows, walls and infiltration. Steam boilers are sized based on the installed radiation and piping to allow steam to reach the furthest radiator before the boiler shuts down.
- The newly installed high efficiency gas fired condensing boiler would tie in with the proposed new boiler and provide primary/secondary piping and serve the existing hot water system, existing radiators (after conversion) and future Annex Addition.
- Having multiple boilers provides back up and allows boilers to run at low firing rates (where they are most efficient) during periods of low demand.

Disadvantages:

- High initial cost. Piping needs to be rearranged in the Boiler Room and on the Basement level and to tie into existing risers.
- Traps need to be removed at all radiators and piping altered for hot water flow.
- Converting to hot water may result leaks in pipes that have been designed to handle low pressure steam. This will be an unknown until the system is filled, heated and operated with water.

Minimum Scheme

- As an alternative and with a lower initial cost, the existing steam system can remain.

Advantages

- Lower initial cost.

- Replace existing oil fired steam boiler with a new gas fired steam boiler. The replacement steam boiler can be down sized since some of the steam radiators have been removed. Radiators and piping will need to be measured and surveyed to properly size the replacement steam boiler. Under sizing the steam boiler will create major heating issues as an under sized boiler will not be able to create enough steam to reach the furthest radiators, over sizing will result in higher operating cost.
- Provide new steam boiler controls. The condition of existing controls and operation of existing motorized steam valves is unknown. A new steam heat timer will provide steam outdoor reset and new sensors to vary duration of steam supply and make sure furthest radiators are getting steam while minimizing boiler run time.
- Verify all traps at every radiator and float and thermostatic traps at end of mains are operating correctly. A properly installed steam heating system will provide even heat to the entire building and operation of traps and system components is critical in maintaining proper steam distribution.
- A further improvement in comfort can be achieved by installing self contained thermostatic steam control valves on each radiator. With control valves installed the boiler operation would be controlled by outdoor temperature and radiators would be controlled by a sensing element at each radiator, thus the temperature in each room would be individually controlled.

Disadvantages

- Not as efficient, higher operating costs.
- Less control options.
- Steam trap maintenance.
- No back-up for boiler.
- Lower piping losses.

GENERAL

For both schemes, all heating hot water, steam and condensate piping needs to be insulated.

A combustion air louver needs to be installed in the Boiler Room. Adequate air supply is critical for boiler operation which will result in a more efficient and safer operation.

The existing gas service will need to be upgraded to allow for installation of all new boilers. The new service should be able to provide 1,400,000 BTU/HR at 4.5" w.c. This will cover the existing gas loads and the future Annex Addition. Con Edison should be contacted and the existing gas application should be revised to include these loads.

Any asbestos uncovered during renovation will need to be abated.