



OFFICE OF THE SENIOR VICE PRESIDENT FOR FINANCE / CFO

Request for Proposals—Abridged

Lower Level Cooling Installation—Carr Athletic Center

Saint Anselm College, 100 Saint Anselm Drive, Manchester, NH 03102-1310
phone: 603-641-7380, website: www.anselm.edu/procurement

REQUEST FOR PROPOSALS

Lower Level Cooling Installation—Carr Athletic Center

Part 1. Invitation

1.1 Invitation

1.1.1 Saint Anselm College (hereinafter referred to as the “College” or “Saint Anselm”) invites the submission of sealed bids from qualified design firms (hereinafter referred to as “Vendor” or “Contractor”) that have experience with installing cooling solutions for existing, multi-use campus buildings.

1.1.2 The Carr Center is the home of the College’s Athletic Department. This building houses administrative offices, locker room and varsity training facilities for our student athletes, racquetball courts, a fitness center and a multi-use floor used for indoor sports. Currently the building’s lower level is supplied fresh air and heat through two separate systems, and areas are provided cooling through standalone ductless systems. In January, the College selected The Harriman Company (“Harriman”) to design a unified system.

1.1.3 The purpose of this bid solicitation is to describe the College, the scope of work and requirements, to specify an acceptable proposal and to identify one (1) direct Contractor capable of handling all aspects of our needs. The desired outcome of this system is to provide a single unified system for cooling the lower level, while incorporating the existing disparate heating /fresh air systems. ***The selection of the vendor will occur in a compressed time frame!***

1.1.2.1 The selected Contractor will be asked to fulfill the intent of the stated scope of work.

1.1.2.2 In order to be considered for selection by the College, bidders must be able to meet all terms and conditions outlined in the RFP without exception.

1.2 Submission Instructions and Timeline

1.2.1 Responses to this solicitation will be received at the Office of Procurement located on the 2nd floor of Alumni Hall on the campus of Saint Anselm College no later than indicated in the Procurement Schedule. Please provide four (4) copies of the proposal in a sealed document container(s). Emailed submissions will not be accepted unless specifically solicited.

1.2.1.1 An individual authorized to extend a formal quote must sign the response.

1.2.1.2 These are informal bids and are not read at a public opening but remain sealed until opened at a meeting of College personnel.

1.2.1.3 The terms “bid,” “proposal,” and “response” are interchangeable.

1.2.1.4 The Contractor will identify a single point-of-contact for all matters related to this project.

1.2.1.5 There will be no significant changes to the project once a Contractor(s) is chosen, unless agreed upon by both parties and expressed in writing.

1.2.2 Applicants are asked to organize their submission into tabbed sections corresponding to the following list of topics:

1.2.2.1 Cover Letter – Cover letter identifying the contact individual for the firm and an executive summary detailing the key elements, background and factors that differentiate the applicant from other firms.

1.2.2.2 Applicant Background – Description of the responding firm’s or applicant’s background.

1.2.2.3 Applicant’s Project Team – Detailed information for the members of the responding applicant’s project team, including key project personnel.

1.2.2.4 Applicant Experience – Description of the responding applicant’s and team members’ experience with particular

attention to identifying projects in which similar services were performed. List all similar projects of comparable size, type, scope, and complexity that were substantially completed within the past three (3) years.

1.2.2.5 References – Please provide three (3) references of persons who are familiar with the work of the firm. Names, telephone numbers, email address, and other contact information for project reference person(s). By submitting a proposal, a respondent expressly authorizes the College and its representatives to contact all named references regarding the past performance of the firm.

1.2.2.6 Fees and Timelines- Estimated timelines, fees and payment benchmarks for completing the project.

1.2.3 Prospective bidders may contact the undersigned for further information or clarification.

1.2.4 The expected Procurement Schedule is listed below. The College reserves the right to change the schedule and participants will be notified of schedule changes.

Procurement Schedule	
May 15, 2017	RFP released
Monday May 22, 2017	Voluntary site walk—2:00 p.m. (EDT) Interested vendors will meet College personnel at the Daley Maintenance Center located opposite the College's main entrance (additional parking is available in the rear of the building). http://www.anselm.edu/Documents/About%20Saint%20Anselm/StAnselmMap.pdf
May 25, 2017	Deadline for submission of questions —2:00 p.m. (EDT)
Tuesday, May 30, 2017	Proposals due—2:00 p.m. (EDT).
First week of June	Contractors notified of selection decision. Agreements signed.
June 5, 2017	Project start.
On or before 08/01/2017	Project substantial completion
August 15, 2017	Project end.

Part 2. About Saint Anselm College

2.1 Relevant Information About Saint Anselm College

2.1.1 Saint Anselm is a private college and whenever possible shall employ competitive practices to obtain the best price and quality for products and services. The College reserves the right to choose the Contractor that best fits its need regarding any product or services.

2.1.2 It is our intent to engage in competitive bidding in a manner that creates a fair, open, and competitive environment for qualified Contractors. The College does not release or discuss competitive prices submitted by its Contractors.

2.1.3 The College will appoint a representative to serve as project manager.

2.2 Background

2.2.1 The College is a Roman Catholic, undergraduate, co-educational Liberal Arts College sponsored by the Order of Saint Benedict, a religious order of Catholic men. The College is located in Goffstown, New Hampshire, with part of the campus in the Town of Bedford and in the state's largest city, Manchester. The Corporation was established in 1889 by the Benedictines of Saint Mary's Abbey of Newark, New Jersey. In 1893, the College commenced operations with a six-year course in classics featuring curricula in philosophy and theology. In 1895, the General Court of the State of New Hampshire empowered the College to grant standard academic degrees.

2.2.2 The College has approximately 1,900 students with a 90% retention rate. Approximately 90% of the students reside in on-campus housing. The male/female ratio of the Class of 2019 is 41%/59% with 8% students of color. The College offers a Bachelor of Arts degree in 40 majors as well as a Bachelor of Science in Nursing. Students are from over 30 states and 7 foreign countries with 55% coming from Massachusetts and 20% from New Hampshire.

2.2.3 The campus of Saint Anselm College sits on 175 developed acres of the college's over 380 acres and consists of sixty two (62) building units. The campus is arranged in a traditional manner around an academic quad with Alumni Hall and the Abbey Church anchoring the campus in a foundation of academics and liturgy. The Monastery, student housing, athletic/recreational facilities, and support surfaces are located around the periphery of the campus. A large part of the remaining 380 acres is made up of undeveloped fields, forests, and wet lands that surround the campus and provide a buffer to surrounding development.

2.2.4 In 2008, the College completed a master plan that identified the need for a new or renovated student center. In 2014, the College updated the master plan through a campus enhancement planning exercise. The campus enhancement plan reinforced the need for improved student spaces on campus and proposed a renovation of the existing Cushing Student Center, Stoutenburgh Gymnasium, and Carr Athletic Center into an integrated student center complex with added square footage.

4. The College is approaching this project in phases in order to begin addressing the immediate needs while reflecting the pace of fundraising. An architectural firm and construction management firm have been engaged and the demolition/construction phase began last fall to transform the Cardinal Cushing Center into The Roger and Francine Jean Student Center Complex, which will include the aforementioned offices with new features including a café, campus bookstore, and auditorium.

2.2.5 All prospective bidders are encouraged to learn more about the College's history by visiting us on-line at: <http://www.anselm.edu>.

Part 3. Scope of Work and Deliverables

3.1 Scope of Work

- 3.1.1 Demo duct and equipment per the demo plan on DWG M05.1-5.2, provided by Harriman.
- 3.1.2 Install new duct and equipment per specifications and drawings provided by Harriman
- 3.1.3 Install new electrical service per specification and drawings provided by Harriman.
- 3.1.4 Installation of controls to be performed by Control Technologies as noted in the Harriman specifications.

Barry Bolduc, e-mail: bbolduc2controltechinc.com , tel: (603)626-6070

3.2 Deliverables

- 3.2.1 Red line DWG to be provided to Harriman for As Built drawings upon the completion of the project.
- 3.2.2 Operating and service manuals.
- 3.2.3 All warranties associated with equipment and installation.
- 3.2.4 A detailed proposed schedule for the project given the dates below. (This will be added to any contract drafted with the selected vendor)

3.3 Affected Parties

Contractor will work closely with the Physical Plant Department and the College's Office of Conference and Event Services to ensure minimal interruption of College operations. Coordination will be through the College project manager.

3.4 Specific Exclusions from Scope

None

3.5 Extra Work Items

Extra work, if necessary, shall be performed by the Contractor in accordance with the specifications and as directed by College personnel, and will be paid for at a price as provided in the Contract documents or if such pay items are not applicable than at a price negotiated between the contractor and the College. If the College determines that extra work is to be performed, a change order will be issued.

3.6 Final Cleanup

Before acceptance of the work, the contractor shall remove from the site all machinery, equipment, surplus materials, rubbish, temporary buildings, barricades and signs. All parts of the work shall be left in a neat and presentable condition. On all areas used or occupied by the contractor, regardless of the contract limits, the vendor shall cleanup all sites and storage grounds. The items prescribed herein will not be paid for separately, but shall be paid for as part of the total contract price.

Part 4. Evaluation of Proposals

4.1 Evaluation Criteria

4.1.1 Bidders' proposals shall be submitted at the time specified in the manner designated in Part 1, above. College personnel and consultant (if applicable) will review and evaluate all properly submitted proposals.

4.1.2 The evaluation will be based upon the written submittals. The factors to be evaluated include the greatest combination of quality/value, form/function, and affordability, while maximizing efficiency. We will also be considering the following:

4.1.2.1 Demonstrated experience of applicant on projects of similar scope and size.

4.1.2.2 Strength of applicant's history on successful projects.

4.1.2.3 Demonstrated ability to identify cost-conscious solutions to identified problem areas.

4.1.2.4 Fee proposal for services provided. Vendors should include a scope of work.

4.1.2.5 Other factors deemed appropriate by the College

4.2 Fee Estimate

4.2.1 Vendors responding to this RFP shall include in their proposals a brief description of the methodology they propose to use in determining the fees for the service, as well as payment benchmarks.

Payments will be made within 30-days of receiving and invoice with a 10% retainage upon each payment until a final inspection is completed and any deficiencies corrected.

4.2.2 The proposal submitted by the submission deadline will be considered the bidder's best and final offer. Acceptance or rejection of any proposal may be based solely on initial offers without additional discussion.

4.3 Caveat on Selection of Bid

4.3.1 The agreement between the College and the successful bidder shall be governed by the laws of the State of New Hampshire. The agreement shall be effective on the date it is approved and signed by the College. In the event that any provision or section of such Agreement shall be held to be invalid by any court, such holding shall not affect in any respect whatsoever the validity of the remainder of the Agreement.

4.3.2 This Request for Proposals (RFP) is non-binding on the College and does not obligate us to award a contract or complete the proposed project; we reserve the right to cancel this RFP or to amend requirements or otherwise modify this RFP as we deem to be in the College's best interest. No party, including any respondent to this RFP, is granted any rights hereunder.

4.3.2.1 Proposals must include the required information called for in this RFP. Proposals must be clear and concise; those that are difficult to follow or do not follow the recommended format may be rejected. The College may reject the response of a firm that, in the College's sole judgment, is not a responsible or responsive Proposer.

4.3.2.2 The College is not liable for any costs associated with the preparation of any responses to this RFP.

4.3.2.3 We reserve the right to change the evaluation criteria or any other provision in this RFP and to accept or reject portions of submitted bids and to accept, in part, multiple bids.

4.3.3 If and where applicable, the College shall enjoy benefit of pricing that does not exceed that established in existing municipal, state or federal contracts awarded to the Proposer and to which the College may be entitled to through its eligibility as a tax-exempt, non-profit institution. For instance, as a non-profit entity, the College is eligible to take advantage of pricing established through the awarding of State of New Hampshire bids. The College maintains direct or indirect membership or involvement in various purchasing consortia and cooperatives including E&I, NAEP, MHEC, National IPA, NIGP, ISM, Procure Source, the Coalition for College Savings, and others.

4.3.4 Full Understanding

4.3.4.1 It shall be the responsibility of Proposers to familiarize themselves thoroughly with the provisions of this RFP. The College is not required to give consideration to any claim of misunderstanding.

4.3.4.2 The bid documents for this project along with any detailed scope is rolled into the CD set provided by Dennis Mires P.A, Architects.

4.3.5 Contact Information

4.3.5.1 Questions regarding the RFP document may be submitted via e-mail to Jacques Plante, Director of Procurement Services, Saint Anselm College (jplante@anselm.edu) with copies to Jonathan Woodcock, Project Manager (jwoodcock@anselm.edu).

4.3.5.2 No other representatives of the College are to be contacted regarding this RFP during the bid period (the time between the RFP release date and when bid award occurs) without prior approval from Jacques Plante.

Note: Diagrams are available for viewing on the Saint Anselm College Office of Procurement webpage at:

<http://www.anselm.edu/About-Saint-Anselm/Finance/Controller/Procurement/Bid--Quote-Opportunities.htm>

Submitted by:

Jacques Plante, MBA
Director of Procurement Services
Saint Anselm College