

**TOWN OF HAMILTON  
NOTICE**

**REQUEST FOR PROPOSALS  
FOR GEOTHERMAL HEAT PUMP SYSTEM INSTALLATION SERVICES**

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The Town of Hamilton is issuing this Request for Proposals (RFP) pursuant to Article 9 of the New York State Energy Law and NYSERDA competitive procurement requirements for the selection of a Contractor to implement a geothermal heat pump system installation for the Town's highway department building.

The proposals shall consist of qualifications, experience, financial proposal, and staffing plan. The RFP is for an energy performance contract consistent with NYSERDA's Clean Energy Communities Program.

**Contractors that are interested in being considered must submit a Proposal in response to this RFP on or before Monday, July 22, 2019 by 4:00 p.m.**

**A mandatory pre-proposal conference will be held at the Town Highway Garage located at 7648 Cranston Road, Earlville, NY on Wednesday, June 19, 2019 at 11:00 am.**

A full RFP solicitation package can be obtained at the Town of Hamilton Town Hall located at 40 Milford Street, Suite 8, Hamilton, New York 13346 or can be found on the Town's website at [www.townofhamiltonny.org](http://www.townofhamiltonny.org).

The successful Contractor will be determined solely from the Proposals. However, the Town reserves the right to interview all of the Respondents if it so chooses and/or reject all proposals. The successful Contractor must demonstrate that they are a NYSERDA approved geothermal installer.

An original and three (3) copies of the sealed proposal are required. To prevent opening by unauthorized individuals, your submittal should be identified on the envelope as follows:

**Town of Hamilton  
PROPOSAL ENCLOSED for  
Geothermal Heat Pump System Installation Services**

The proposal shall be addressed to:

**Town of Hamilton - Town Clerk  
Mailing Address: 38 Milford Street, Hamilton, NY 13346  
Temporary Physical Location: 40 Milford Street, Suite 8, Hamilton, NY 13346**

The Town reserves the right to amend the RFP solicitation based on questions and issues raised from the mandatory conference. All proposals should be sealed.

Date RFP Issued: June 10, 2019

RFP Issued By: Town of Hamilton

RFP Point of Contact: Sue Reymers, Town Clerk, [s.reymers@townofhamiltonny.org](mailto:s.reymers@townofhamiltonny.org)

**Proposal Due Date: Monday, July 22, 2019 at 4:00 p.m.**

This project is a Public Works Project and subject to all applicable State and Federal laws including prevailing wage, State and Federal nondiscrimination, non-collusive bidding requirements and Iranian Energy Divestment requirements.

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## I. INTRODUCTION AND BACKGROUND

The objective of this Request for Proposals (RFP) is to solicit sealed proposals for a Contractor to assist the Town of Hamilton in purchasing and installing a geothermal HVAC system to supplement their existing oil heating system. The Town intends to recommend award of contract to a qualified, responsible Proposer whose responses conform to the requirements of the RFP and whose proposals present the best value, all evaluation criteria considered, including design system reliability, energy balance and efficiency, net cost, net revenue and/or savings.

It is expected that savings provided by the Contractor selected pursuant to this RFP will fully offset the project costs involved for the Town. Proposers should propose arrangements for acquisition, installation, and ownership of equipment to be installed as part of this project that responsibly maximizes the net economic benefit to the Town and reduce the risk to the Town. The Town seeks to reduce fossil fuel use by installing a baseload geothermal heat pump system. Proposals can be for either an open loop using the existing well or a closed loop system. It should be noted that the existing well does sustain 80 gpm of production. The Town has requested two (2) GSHPs be installed on opposite sides of the structure, in the areas indicated on the accompanying slide deck. Proposers should verify all data and information regarding electrical equipment with the Town.

The qualifications, experience, and staffing plan of Contractors proposing to implement this project for the Town will be evaluated and ranked. **Written questions will be received by the Town until July 8, 2019 at NOON.** Questions shall ONLY be submitted to Sue Reymers, Town Clerk via email at [s.reymers@townofhamiltonny.org](mailto:s.reymers@townofhamiltonny.org). *Answers will be posted on the town website at [www.townofhamiltonny.org](http://www.townofhamiltonny.org).*

## II. REQUIRED SERVICES

The Contractor selected as a result of this RFP will be expected to provide comprehensive energy services for a geothermal heat pump system serving the Town, including but not limited to:

1. Services associated with design and specification of geothermal heat pump equipment to be purchased and installed;
2. Procurement and installation of all associated equipment including:
  - a. Disconnect fuse devices in accordance with Authority Having Jurisdiction (AHJ) requirements;
  - b. Labels to indicate ownership in accordance with applicable code and regulations;
  - c. Commissioning of any intelligent controls, as applicable;
  - d. Disposal of all waste materials in accordance with all applicable Federal, State and Local Laws and Regulations. Provide required documentation (e.g. waste manifests, if required) to the Town for the Town's records; and
  - e. Provide a five (5) year warranty for all parts, one-year warranty for workmanship.
  - f. Geothermal system must, at a minimum, meet the requirements state in the NYSERDA Ground Source Heat Pump Rebate Manual located at [https://portal.nyserda.ny.gov/CORE\\_Solicitation\\_Document\\_Page?documentId=a0lt0000000LbC5AAK](https://portal.nyserda.ny.gov/CORE_Solicitation_Document_Page?documentId=a0lt0000000LbC5AAK).
3. Identification of available financial incentives or rate reductions.
4. Estimate of proposed system costs for projects inclusive of hard costs and soft costs (e.g., AE costs).
5. Estimates of costs and economic benefits for projects.
6. Summary of required and found (via Well logs) water quality, flow rates, and temperatures of the proposed ground water system inclusive of seasonal variation.

## Town of Hamilton Request for Proposals: Geothermal Heat Pump System Installation Services

7. Diagrams illustrative of the proposed system and inclusive of key dimensions (e.g., distance between wells and key equipment).
8. Conclusions and caveats relative to the consistency or lack of it relative to the potential of ground water sourced.
9. Summarize seasonal temperature flows into and from the condenser.
10. Commentary on:
  - a. any expected improvements on /heat pump performance arising from ground water temperature, vs. standard closed loop configuration
  - b. source of operational costs that are used in these analyses.
  - c. how the proposed system provides redundancy and particularly N+1. Note that the existing Oil-Fired Furnace will remain in service to provide supplemental and peak heating needs.
  - d. target well depth and design inclusive of diameters, casing design (if ground water, standing column well, or similar), and monitoring requirements.
  - e. whether supply and re-injection or surface discharge flows can or should be capable of being reversed to mitigate injection or surface discharge resistance if open loop/ground water system is specified.
11. Recommendations on the following:
  - a. whether wells are ‘ganged’ together or there is one supply and return well for both heat pumps.
  - b. pipe type and size between source, HX, and re-injection or surface discharge points.
  - c. pump housing size and configuration (for turbine style above ground pumps).
  - d. how the systems for the proposed Project could scale up relative to larger capacity.
12. Include associated costs in ground water exchange estimate.
13. Confirmation that withdrawn water is not aerated in any fashion prior to reinjection.
14. A summary of commodities consumed by each process (e.g., pumping, fan energy, re-injection or surface discharge) in base and alternate scenarios (i.e., water in gallons, electricity in kWh).
15. A summary on regulatory matters containing:
  - a. Identification of Authorities Having Jurisdiction (AHJ) over the property
  - b. Terms and definitions for ground water exchange used by the authorities having jurisdiction for this site
  - c. Applicable codes and regulations
  - d. Required permits
16. Analysis and recommendations about the well water quality & whether appropriate to pump well water directly through the heat pump’s exchangers, as opposed to isolation heat exchanger(s). Identify any premiums posed by this approach (i.e. additional pumps and exchangers; piping, etc).
17. Identification of State or Federal rebates and incentives. Note: If they are available, do not include in the payback calculations. Keep these as a sidebar or footnote item in the report.
18. Commentary on the extent to which the proposed system has renewable energy characteristics and/or green benefits. Note: The Consultant is not being asked to render an opinion on the overall merits of geo-exchange.
19. Recommended next steps relative to specific site investigation and design for the project assuming Owner moves forward into execution.

### III. THE SELECTION PROCESS

#### A. Timetable

The Town expects to undertake the selection process according to the following schedule:

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-proposal Conference  | <p style="text-align: right;"><u>Wednesday, June 19, 2019</u><br/><u>at 11:00 a.m. at the</u><br/><u>Town Garage</u><br/><u>7648 Cranston Road</u><br/><u>Earlville</u></p> |
| <input type="checkbox"/> Deadline for receipt of written questions.<br><i>Answers will be posted on the town website.</i> | <p style="text-align: right;"><u>Monday, July 8</u><br/><u>at NOON</u></p>  |
| <input type="checkbox"/> Proposal Submission  | <p style="text-align: right;"><u>Monday, July 22, 2019</u><br/><u>at 4:00 p.m.</u></p>  |
| <input type="checkbox"/> Contractor selection   | <p style="text-align: right;"><u>By August 9, 2019</u></p>  |

#### B. Proposal Evaluation Criteria

Upon review of proposals received in response to this RFP, the Town expects to select a single Contractor to provide comprehensive heat pump services as outlined in Section II above.

**Proposals will be evaluated and scored on the basis of the following criteria:**

1. Experience and Qualifications of the Proposer (maximum 25 points)

Consideration will be given to proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include development and implementation of other geothermal heat pump projects.

2. Technical Capability (maximum 50 points)

Proposals will be evaluated on the soundness and detail of presentation of technical strategies proposed for meeting the Town's energy efficiency objectives. The proposal should include descriptions of improvements both to the physical asset and to the integration of other relevant services such as training, operations and maintenance practices, utilities procurement, and measurement and verification of savings.

3. Financial Capability Rating (maximum 15 points)

Consideration will be given to the demonstrated financial strength of the proposer, which will include the proposer's bonding/Letter of Credit dollar and time limit, total bonding capacity, and the most recent year ending financial statement.

4. Proposed Project Schedule (maximum 10 points)

Proposals will be evaluated on the reasonableness, clear presentation, length and detail of the proposed project schedule. The proposal should include descriptions of how the proposer intends to achieve the project schedule. The municipality expects the installation project will be completed within 90 days of the date the Town issues the notice to proceed.

5. Official Statement of the Proposer

**Area to be populated by the respondent. The proposer shall include a statement to the effect that the proposal is a firm offer for a minimum 180-day period. The proposal shall also provide the following information: Name, title, address and telephone number of individual(s) with authority to negotiate and contractually bind the company and also who may be contacted during the period of proposal evaluation.**

### C. Final Contractor Selection

The award of this contract may be made to the Proposer whose solicitation best meets the needs of, and is the best interest of, the Town of Hamilton.

The Town reserves the right to implement the project in multiple phases and award future phases to the Contractor selected via this RFP.

## IV. RFP PROCEDURES

### A. Point of Contact

**Sue Reymers  
Town Clerk  
s.reymers@townofhamiltonny.org  
315-824-3380**

### B. Submission of Proposal

Respondent must submit an original and three (3) copies of their Proposal.

### C. Proprietary Information

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, Section 87(2) (d) provides for exceptions to disclosure for records or portions thereof that are "trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be accepted. Such information will be treated in accordance with the provisions of Public Officers Law, Section 89(5). The Town will protect such material from disclosure. If, however, such materials are required by law to be disclosed, the Town will notify the respondent.

## D. Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the proposer, provided such request is received by the Town at the above address prior to the date and time set for receipt of proposals.

## E. Right to Reject Proposals

This RFP does not commit the Town to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or procure or contract for services. The Town intends to award a contract on the basis of the best interest of the Town and reserves the right to accept or reject any or all proposals received as a result of this request. The Town reserves the right to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the Town to do so.

## V. PROPOSAL FORMAT AND CONTENTS

Proposals must be submitted in the format outlined in this section. Each of the described parts and sections must be completed in full (except those sections described as optional). Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The Town reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the requests for information contained herein.

Each of the parts and sections described below should begin on a separate page, and each page should clearly state the name of the proposer.

### A. Contractor Background and Qualifications

**Section A-1** of the proposal must contain a project management summary including the make-up of the project team and the proposed assignment of responsibility for the major tasks involved in the total project. Include resumes for each of the individuals listed as lead personnel in Section A-1 as an appendix. The staffing plan should include name, title, experience and relevant duties of each individual active in this specific project. No credit will be granted during the evaluation process for the experience of anyone who will not be directly involved in implementing this project.

If the proposer will have single source responsibility for executing all portions of the project, they need only respond to Part I. If the proposal anticipates additional prime contractors executing the work proposed (i.e. drilling), describe the selection process for selection of these prime contractors in Part II. The proposer shall also demonstrate they are a NYSERDA-approved geothermal installer.

**PART I:** Part I should describe the overall make-up of the project team and each member's areas of responsibility with address, telephone numbers, names of contact persons and of lead personnel. Include a chart depicting the management structure envisioned for the project. Describe the process to be followed in selecting and managing subcontractors, if any. In addition, any subcontractors the Contractor intends to use for the project shall be identified and their role(s) described. Provide subcontractor's name, address, contact person, phone number and relevant experience.

**PART II:** Part II should provide information about the areas of responsibility for additional prime contractors (i.e. electrical) and the process to be followed in their selection.

In a Section to be labeled **Section A-2**, include the most recent annual reports, financial statements, or

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other financial information sufficient to permit the Town to evaluate the financial strength of the proposer. If the proposer is a joint venture or other entity with no prior financial history, submit information with respect to constituent or parent entities, as appropriate.

In a Section to be labeled **Section A-3**, describe no more than five (5) prior relevant geothermal heat pump or similar contracting projects completed by the proposer. For each organization include the information listed below:

- (a) Customer's name.
- (b) Total project capital cost.
- (c) Type of contract (e.g., guaranteed saving, shared savings, sale, etc.).
- (d) Name, telephone number, and email address of reference for the project.
- (e) Brief description of the project's scope of services and status. (Include whether the project was timely completed and whether significant problems occurred that affected project performance. As appropriate, identify all prime contractors or subcontractors and their role in each project.)

The right to call the references provided by the proposer will be presumed by the Town.

### **B. Technical Aspects of the Proposal**

Your proposal must explain the approach your organization will take in delivering the comprehensive technical services required to design, install, and maintain the proposed geothermal heat pump system components. Actual designs/specifications are not required at this time.

In a Section to be labeled **Section B-1**, describe the site assessment that will be conducted for this project after selection of a Contractor on the basis of this RFP. Your proposal must include information on the personnel to be involved, the general method to be used, the time frame, and the fee, if any, to be charged in the event the Town decides not to proceed with project implementation. Attach a sample audit performed by your firm for a similar project, if available.

In a Section to be labeled **Section B-3**, describe in detail the method you will use to compute the energy savings in equivalent kilowatt hours(kWh) and net savings over time. Attach a sample computation from a previous project done by your firm, with full documentation of methods, assumptions and input data.

In a Section to be labeled **Section B-4**, describe the ongoing project monitoring and maintenance services (if requested) your company will provide. Specifically, describe the personnel, schedules, conditions, equipment covered, and extra costs (if any) of the following services:

- (a) Scheduled preventative maintenance if requested
- (b) Emergency service
- (c) Training of on-site staff
- (d) Monitoring of geothermal heat pump facilities

Identify who will have supervisory responsibility for your firm's maintenance (if requested) and monitoring operations in this project. Indicate how this work will be coordinated with the daily operations of the facility.

### **C. Financial Aspects of the Proposal**

The Town seeks to structure the project to provide the greatest economic value and so that project costs shall be recovered by the Town through energy savings within twenty (20) years of installation. The Town seeks best value bids between \$50,000-60,000. The Town will entertain alternate bids that exceed \$60,000 if they add significantly to the value, as determined by the Town.

-Describe how your proposal maximizes the economic value of the project to the Town.

Detailed Financial Information Required: In a Section to be labeled **Section C-1**, based on the information provided in this RFP, estimate the following costs:

**1. Initial Project Costs:**

- (a) Site assessment, detailing current conditions
- (b) Designs and specifications for geothermal heat pump installation
- (c) Implementation costs for geothermal heat pump installation, including breakdown for purchase and disposal of materials, labor for installation, and intelligent controls options. Contractor will also include an estimate for an additional replacement of key system components, should the Town be required to replace in case of damage or failure.
- (d) Total Initial Project Costs (See Appendix B for heat pump purchase price quote provided by utility)
- (e) The Town will provide some services related to the project's construction in an effort to reduce costs and utilize Town staffing where possible. Services provided by the Town will not hinder or delay the Contractor's ability to complete the proposed services in a timely manner. The Contractor will not be held responsible for a delay to the project timeline that is a direct result of the Town's inability to coordinate and provide services and/or staffing in a timely manner. The contractor will not be held responsible for a delay to the project timeline in case of emergency. The Contractor and Town officials will work in close coordinate to advance these services. The Contractor should exclude any cost estimates related to the following services:
  - (i) Any construction of platforms specified by the bidder in the proposal
  - (ii) The wiring as specified by the contractor, from the service entrance to the heat pump location.
  - (iii) The Town's Highway Crew can provide a loader with forks and an operator and additional labor, if necessary, to lift and position the heat pumps. Bids should reflect this savings.

**2. Annual Costs:**

- (a) Total maintenance (if requested) costs, including estimated cost breakdowns for:
  - a. Repairs necessary to keep the system functioning properly;
  - b. On-call service to repair any failures. Any reported loss of functionality will be serviced within five (5) working days or less from the date of notification to the selected Contractor;
  - c. A complete list of per hour charges for labor, percent markup of material and equipment rates to be used for estimating any requested work; and
  - d. A full range of system maintenance (if requested) services, such as:
    - i. a 24-hour toll free call center operation;
    - ii. replacement or service of all failed system components with like or better components;
    - iii. Monthly reports of all work performed; and
    - iv. Proper and lawful disposal of all materials and evidence thereof.
- (b) Training costs
- (c) Measurement and Verification
- (d) Other service fees (specify)

In a Section to be labeled **Section C-2**, outline the proposed terms of the contract with the Town covering:

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- (a) Duration of the contract
- (b) Methods by which energy savings will be valuated (i.e. values to be used for unit prices of electricity and tariff structure formulas from utility).
- (c) The nature and operation of any guarantee provisions, if applicable, including conditions under which the guarantee can be invoked and the methods for adjusting payments to the contractor.
- (e) Conditions for the early termination of the contract, or parts thereof, by the Town and the contractor.

In a Section to be labeled **Section C-3**, please complete the financial projections indicated below for the length of the proposed contract. Any anticipated escalation in annual costs should be identified and reflected in the cash flow.

- 1. Annual energy costs without improvements
- 2. Annual energy costs with improvements
- 3. Annual energy cost savings
- 4. Monthly and annual payments for on-going services
- 5. Net annual benefits
- 6. Cumulative cash flow
- 7. Net Present Value of cash flow
- 8. Interest rate
- 9. Ongoing project management costs:
  - (a) Service agreement costs
  - (b) Measurement and verification costs
  - (c) Other service fees (specify)
- 10. Other project information:
  - (a) Contract term
  - (b) Escalation rate for service and M&V agreements
  - (c) Escalation rate for energy costs

In a Section to be labeled **Section C-4**, describe the process to be followed in selecting and managing subcontractors, if any.

### **D. Proposed Project Schedule**

The respondent must provide a complete estimated schedule for achievement of all major project milestones including but not limited to:

- (a) Preparation of list of proposed improvements, baseline calculations, and final contract proposal.
- (b) Obtaining any required permits and government approvals.
- (c) Procurement of all major equipment.

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- (d) Commencement and completion of construction.
- (e) Provide operational manuals, planned maintenance scheduled and training of facility personnel.
- (f) Commencement of normal operations.

### **E. Financial Capabilities of Proposer**

**Project Bond:** Describe your single project bond-ability. The proposal must show proof of single project bond-ability large enough to cover the total project costs. Successful Proposer will provide a Bid Bond of 10% and a Performance Bond of 100% of the project cost.

**Provision of Insurance:** Generally describe your capability to secure insurance policies as required under the “Town of Hamilton Specifications (RFP for Geothermal Heat Pump System Installation Services)” attached hereto. Each Contractor must submit proof of insurance with their Proposal or a statement certifying their ability to obtain such insurance if awarded the Contract. Once selected, a Contractor will be required to provide proof of such insurance within a reasonable time as determined by the Town.

**Financial Capabilities:**

1. For the last three years, identify the largest dollar value for a similar contract where your firm was the prime contractor.
2. Indicate your firm’s bonding/Letter of Credit (LOC) dollar and time limit per project, the firm’s bonding capacity, the name of the present bonding agent or bank with contact person and telephone number.
3. Provide a copy of the most recent year-ending statements of financial condition, certified by a public accountant, including balance sheet and income statement, dated within twelve months of filing. If the financial statements are not the sole source of credit support for projects, supply pertinent additional information.

### **F. Official Statement of Proposer**

The respondent must provide statements to the following effect, signed by an individual authorized to bind the respondent:

- (a) The respondent shall include a statement to the effect that the proposal is a firm offer for a minimum 180-day period. The proposal shall also provide the name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the company and also who may be contacted during the period of proposal evaluation.
- (b) The respondent shall include a statement acknowledging the facilities to be improved may contain hazardous materials and that those conditions will be dealt with in a manner that complies with regulations current at the time of construction.
- (c) The respondent shall include a statement acknowledging that some construction will be required to take place on other than first shift and that facility schedules will not be interrupted by construction activities and that additional costs incurred by the Town and the contractor shall be included in the project costs.

### **Compliance with Laws, Licenses and Permits**

The contract and any of the services or supplies provided hereunder are contingent and expressly conditioned upon the ability of the Contractor to provide the specified services or supplies consistent with

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all federal, state and local law and regulations. The provider agrees that he or she will fully comply with Federal, State and Town policies, procedures, standards and laws, and rules and regulations. The Contractor and any subcontractors shall secure and maintain any necessary licenses and permits as may be required to provide the services or supplies under the contract and pay all related charges. If, for any reason, the Contractor's required licenses or permits are terminated, suspended, revoked or in any manner modified from their status at the time the contract becomes effective, the Contractor shall notify the Town of Hamilton immediately of such condition in writing.

### **Alternate Proposals**

The Town of Hamilton reserves the right to consider alternatives submitted by Proposers that provide enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the Town of Hamilton's best interest. Proposers shall clearly identify and explain in detail where such alternatives deviate from or qualify the terms of the proposal and specifications as issued.

### **Disqualification**

The Town reserves the right to refuse to issue awards to a prospective contractor should such Contractor fail to comply with any pre-qualification regulations of the Town, if any such regulations or requirements are cited, or otherwise included in the Request for Proposal.

Proposals received from Contractors who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A Proposal may be rejected if the Contractor cannot show that it has the necessary ability, resources and qualified employees to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or within the time specified. An offer may be rejected if the contractor is already obligated for the performance of other work that would delay the commencement, performance or completion of the work.

### **Prevailing Wage Rates**

The successful bidder is required to pay the Prevailing Wage Rates and the Prevailing Hourly Supplements pursuant to Section 220-A of the NYS Labor Law.

## **APPENDIX A**

### **PRE-PROPOSAL CONFERENCE AND SITE VISITS**

The Town will conduct a mandatory pre-proposal conference or teleconference, upon the discretion of the Town, on **Wednesday, June 19, 2019 at 11:00 a.m.** The pre-proposal conference will be held at the Town Highway Garage, located at 7648 Cranston Road, Earlville, NY. Town officials and project consultants will be present to answer questions regarding the RFP and the project. Contractors interested in submitting a response to this Request for Proposals will be expected to coordinate with the appropriate Town representatives to schedule a separate appointment to visit the site and assess the building to further inform their bids.

**Proposals will be accepted only from contractors represented at the pre-proposal conference.**