

Request for Price Quotes

Project: Heat Pump at Basalt Town Hall

A. Goals and Opportunities

The Town of Basalt is soliciting a price quote from qualified firms for the design and installation of a cold climate air-source heat pump to supply heating and cooling at Town Hall (101 Midland Avenue, Basalt Colorado 81621). Applicants must review the space, specify the size of the heat pump, and install a heat pump sufficient to meet heating and cooling needs. The project will serve the following goals: reduce carbon emissions, improve occupant comfort, demonstrate the heat pump's application in cold climates, and grow community awareness of electric heat pumps in relation to clean energy initiatives.

B. About Basalt

The Town of Basalt, Colorado is located in a mountain valley between Glenwood Springs and Aspen, at the confluence of the Fryingpan and Roaring Fork Rivers. Basalt has a population of approximately 4,200 residents.

In 2017 the Town of Basalt unanimously adopted the *Climate Action Plan for the Eagle County Community* and the *Basalt Addendum* with the goal to reduce carbon emissions and support a thriving community. Together, these plans provide a roadmap for how Basalt can achieve its emissions reduction target of 20% by 2025 and 80% by 2050 (against a 2014 baseline). A stated priority of this effort is to address energy and carbon-reduction opportunities within municipal buildings. This is bolstered by the Town's most recent greenhouse gas emissions inventory report (CORE, 2017) that shows buildings to be the largest contributor to greenhouse gas emissions in Basalt and throughout the Roaring Fork Valley.

C. Project Description

Town Staff and the Basalt Green Team have identified the replacement of the heating and cooling systems in the 4,548 square foot Town Hall building as a priority. Space heating is currently provided by a 24-year-old, 247,000 kBtu Weil McLain boiler that was installed in 1994. Cooling is currently provided by one rooftop evaporative cooler and two window mounted air conditioning units.

Displacing natural gas heat and inefficient cooling systems with a heat pump offers carbon reduction benefits and occupant comfort. Under the current heating system, some employees use small, energy inefficient electric space heaters to provide supplemental warmth. The Town is considering leaving the existing boiler system in place as backup heating until the unit ultimately fails.

Additional considerations include:

- The additional electrical load required with additional yearly events (e.g. Basalt Sunday Market and holiday tree lighting) outside of regular Town Hall operations.
- How the design will maximize comfort and minimize excessive visual and auditory impacts.

D. Budget

The Town has a maximum budget in the amount of \$100,000 for the completion of this project. The amount includes any necessary transformer upgrades as determined by Holy Cross Energy.

E. Selection Process

The Town will review the price quotes based on the information provided in the Request for Price Quote and in any interview and will select the FIRM determined to be most qualified for the Project. The Town may request additional information or interviews at its discretion. The Town shall have the sole authority to determine qualifications and final selection of FIRM.

The selected Price Quote will be the one considered most advantageous to the Town. The Town may award a contract even if it is not the lowest priced quote. This solicitation for Price Quotes may be canceled by the Town, and a quote may be rejected in whole or in part for good cause when it is in the best interests of the Town. The Town reserves the right to reject any or all quotes or accept what is, in its judgment, the best quote. The Town may approve specific elements from the selected FIRM's quote for the initial contract and reject or delay others subject to the FIRM's approval.

The basic process is as follows:

1. The Selection Panel will evaluate the applications. The Panel is comprised of Town Staff, Basalt Green Team members, and community partners.
2. Price Quotes will be reviewed and a finalist will be selected.
3. The finalist will be recommended to the Basalt Town Council for approval. If approved by Council, the FIRM will then be awarded a contract to complete the Project.

F. Time Schedule

The following is an estimated timetable for the selection processes for this request. Dates included in the published Request for Price Quotes as shown below in blue bold type are set deadlines. Other dates below are expected to be the final dates based on past practices but may change depending on specific circumstances.

1. **February 6, 2020** -- Request for Price Quotes released

2. **February 19, 2020**-- Town Hall site visit at 11 o'clock (*non-mandatory*).
3. **February 26, 2020** -- Deadline for submitting questions*
4. **March 4, 2020** -- Deadline for submitting price quote
5. March 9, 2020 -- Panel selects finalists
6. March 17, 2020 -- Panel recommends FIRM to Town Council
7. -- Town Council approves FIRM and offers contract
8. -- FIRM signs contract
9. Spring, 2020 -- FIRM completes installation

*All questions must be submitted by email at planning@basalt.net.

G. Eligibility and Minimum Qualifications

Contractor shall secure and maintain throughout the full period of this Agreement sufficient insurance to protect itself adequately from claims made by its employees under applicable Workers' Compensation Act and from claims of bodily injury, death or property damage as may arise from the performance of services under the Agreement. Contractor shall secure and maintain errors and omissions (professional and general liability) insurance providing minimum coverage of \$1,000,000 per occurrence and shall list the Town as additionally insured. Contractor is not authorized to begin work until he files certification of such insurance coverage with Basalt.

Qualifying applicants shall possess a valid contractor's license with the Town of Basalt before entering into contract. The chosen FIRM is responsible for all inspections associated with the project.

H. Application Requirements

Respondents should prepare a Price Quote which addresses their approach to the scope of work, a timeline for completion, and a detailed budget. Responses should be concise and limited to the requested information. Relevant backup material may be attached.

The following information should be included in the submittal:

1. Please include the name, address, phone number and email of the company or firm, and primary contact person on the cover page of the Price Quote.
2. Include the name(s) and qualification of the individuals that will perform the work. Attached resumes are acceptable. Any subcontractors that may be utilized for other services must be included.
3. Include any relevant experience or related projects completed with dates and references.

4. A detailed budget of costs to provide scope of work utilizing the supplemental spreadsheet. The following tasks will be addressed on the spreadsheet separately: the cost of the heat pump, labor, and any electrical improvements.
5. Statement of Availability to perform the requested services within the timeline described.
6. Specifications of Heat Pump. Brand and model of heat pump, including the equipment specifications from the manufacturer and rated cold temperature heating performance. Unit must meet the heating and cooling demands of the cold climate condition, which is **climate zone 6**.
7. Schedule for completion.
8. Indication of manufacturer and warranty information.

I. Submittal Instructions

RFP responses are due to the Town of Basalt no later than 4:00 p.m. on March 4, 2020. Responses must be submitted electronically via email to sara.nadolny@basalt.net.

All questions regarding this RFP are to be directed to:

Sara Nadolny
Staff Planner
Town of Basalt
sara.nadolny@basalt.net
(970) 927-4701, ext 203

J. References

Google Map of Town Hall:

<https://www.google.com/maps/place/101+Midland+Ave,+Basalt,+CO+81621/@39.36884,-107.0360818,17z/data=!4m5!3m4!1s0x87404ccb4a3b3b0b:0x44ff52244fadab2c!8m2!3d39.3687695!4d-107.0347568>

Building Plans for Town Hall are available by contacting Sara Nadolny at the email address above.