

**Town of Branford**

**Request for Proposals and Qualifications**

Replacement of Existing Exterior Lights  
with High Efficiency LED Lighting

Advertise date: July 28<sup>th</sup>, 2020

Proposals due: August 12<sup>th</sup>, 2020 at 1:00 pm

Town of Branford  
Tyechia Pettway, Purchasing Agent  
1019 Main Street  
P.O. Box 150  
Branford, CT 06405



**LEGAL NOTICE**  
**Town of Branford**  
**Request for Proposals and Qualifications**  
**Replacement of Existing Exterior Lights with High Efficiency LED Lighting**

The Town of Branford is seeking proposals from experienced and qualified vendors for the procurement, design and installation of energy efficient LED outdoor park and field lighting at the Branford High School Turf Field and at various location within Veterans Memorial Park. The vendor will be responsible for the removal and disposal of the existing lighting equipment.

Technological advances in lighting and control systems have significantly reduced energy consumption and maintenance requirements at outdoor field and park facilities. This project will supply and install high efficiency lighting and wireless control systems to reduce lighting energy consumption, and reduce operating and maintenance cost due to long lamp life and warranty period. The control system will allow for more advanced fixture control and lighting level adjustment for practice, game and public needs.

Firms interested in being considered for a contract to provide the required services should submit their proposals and qualifications no later than 1:00 PM local time on Wednesday August 12<sup>th</sup>, 2020. Submissions received after this deadline will not be considered.

Firms desiring a Request for Proposals and Qualifications (RFP/Q) package may obtain such documents from the Town of Branford website [www.branford-ct.gov](http://www.branford-ct.gov) or from:

Tyechia Pettway, Purchasing Clerk  
P.O. Box 150  
1019 Main Street  
Branford, CT 06405

Requests for information or questions regarding this RFP/Q will be accepted via email only prior to August 6<sup>th</sup> and should be directed to:

Tyechia Pettway  
Purchasing Clerk  
E-mail address: [Purchasing@branford-ct.gov](mailto:Purchasing@branford-ct.gov)

and

Diana McCarthy-Bercury,  
Sustainability and Compliance Manager  
E-mail address: [DBercury@branford-ct.gov](mailto:DBercury@branford-ct.gov)



Responding firms will be evaluated based on their qualifications. The Town of Branford reserves the right to reject any and all submissions or any part thereof, or to waive defects in same, or to accept any submission, or part thereof, deemed to be in the best interest of the Town of Branford.



## **1.0 BACKGROUND**

The Town of Branford is currently utilizing metal halide exterior lighting at Branford High School Football field and Veteran's Park fields and facilities. Technological advances in lighting and control systems have significantly reduced energy consumption and maintenance requirements at outdoor field and park facilities. This project will supply and install high efficiency lighting and wireless control systems to reduce lighting energy consumption, and reduce operating and maintenance cost due to long lamp life and warranty period. The control system will allow for more advanced fixture control and lighting level adjustment for practice, game and public needs.

## **2.0 SCOPE OF SERVICES**

The Town of Branford would like to work with experienced and qualified vendors for the procurement, design and installation of energy efficient LED outdoor park and field lighting at the Branford High School Turf Field and at various location within Veterans Memorial Park. The vendor will be responsible for the removal and disposal of the existing lighting equipment, the training of staff on technology, controls and software, coordination of energy efficiency incentives, permitting and the installation of technology.

Professional assistance needed by the Town may include, but is not limited to:

- LED Replacements for the following equipment:
- Branford High School, Turf Field: 45 - 1500-watt MH bulbs, ballasts, drivers, controls and applicable technology
- Veteran's Park, Ballfield: 26 – 1500-watt MH luminaries, ballasts, drivers, controls and applicable technology
- Veteran's Park, Tennis & Basketball courts: 20 – 1000 watt MH luminaries, ballasts, drivers, controls and applicable technology
- Veteran's Park, Parking lot, garage, pavilion, office, walkway, playground, electrical room & utility room: 24: 8- 400watt Philips, 8 100watt Sylvania bulbs and 8 34 watt Sylvania bulbs. This fixtures may include replacement luminaries, ballasts, drivers and applicable technology
- Please include the cost of a spare bulbs
- Proposal shall include all necessary hardware, software compatible with existing building management systems and complete installation for complete working LED field and park lighting.
- The contractor must include 3-4 hours of training on each location and a minimum of a 5 year warranty with customer support 24hr per day, 365 days a year with a maximum of 8 hours response time.
- The Contractor may quote up to three (3) options for LED replacements with all parts itemized with pricing.

## **3.0 MINIMUM QUALIFICATIONS**

### **Pre-bid Meeting:**

All potential bidders are advised to attend a pre-bid meeting on August 4, 2020 at 9:30 am at the project site Branford High School located 185 E Main St, Branford, CT 06405 and 11:00 am at Branford Veteran's Park located at 46 Church Street Branford CT 06405.



All attendees are required to wear masks or face shields for safety and maintain safe distances from others in attendance. Once bids have been submitted the contractor may be contacted with additional questions and an optional virtual presentation if needed.

All proposals must either meet or exceed the requirements contained herein.

All individuals performing work for the Town of Branford must have the requisite licenses, certifications or credentials that prove competence in the tasks being performed.

Successful proposers shall perform all services in compliance with industry standards and all federal, state, and local laws, ordinances and regulations.

The Contractor shall communicate with the utility company to ensure that the technology complies with standards to qualify for energy efficiency incentives.

All electrical services required shall be in strict accordance with the National Electric Code by a licensed E1 electrician.

#### **4.0 SUBMITTAL REQUIREMENTS**

By submitting a response, respondents represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFP/Q and attachments, and are capable of performing the work to achieve the objectives stated.

##### **Primary Project Responsibility**

Respondents submitting their qualifications must clearly explain and identify, in detail, which company will be the primary consultant and what sub-contractors will also be involved in the project. The primary consultant will be expected to perform the majority of the professional assistance work for this project.

RFP/Q Respondents are asked to organize their Submissions in the order requested, in accordance with the following format:

- 1. Letter of Introduction and Statement of Experience.** Provide a letter of introduction with a description of your firm and its individual personnel and experience with lighting and efficiency compliance, sampling and reporting. Specifically describe the programs you have completed. Please include a summary of references for similar projects completed by your firm for work proposed in response to this RFP/Q.
- 2. Project Team and Qualifications.** Staffing Plan to support the Scope of Services contained in this RFP/Q. Identify the Project Manager(s) and provide resume(s) along with portfolio of related projects. Provide resumes (two page maximum) of key project staff to include sub-consultants; key



staff; technicians; professional licenses; years of experience and technical certifications. Identify sub-consultants and previous working experience with sub-consultants identified in proposal, if any.

3. **Work Plan Process, Approach and Timetable.** Please provide a detailed description of the proposed Work Plan including a proposed methodology, process, and approach to the Scope of Services and a proposed sequence and timetable of the proposed Work Plan.
4. **References.** Include the name, address, contact name, title, phone number, email and website addresses of the prior clients for reference projects. Please include similar information on any sub-contractors that may be involved in the project as well. Failure to include references may be cause for rejection of the proposal as non-responsive. Proposer hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.
5. **Price Proposal.** Price proposals covering both professional and technical assistance as outlined herein shall be provided for consideration. Similar/related services may be grouped into sections as deemed appropriate by the proposer.
6. **Response Page.** Respondent must submit a filled-in and signed Response Page (See Attachment A) with its response to this RFP/Q.
7. **Non-Collusion Statement.** Respondent must submit a filled-in and signed Non-Collusion Statement (See Attachment B) with its response to this RFP/Q.

## **5.0 EVALUATION PROCESS**

The selection committee may include representatives from the Town of Branford's Sustainability & Compliance, Parks and Recreation, Finance Department, Town of Branford Ad Hoc Energy Committee and Branford Public Schools.

The following schedule is **tentative**:

RFP/Q Issued	July 28 <sup>th</sup> , 2020
Pre Bid Site Visit	August 4 <sup>th</sup> , 2020
Questions Due	August 5 <sup>th</sup> , 2020
Proposals Due	August 12 <sup>th</sup> , 2020
Shortlist Announced	August 19 <sup>th</sup> , 2020
Interviews	August 26 <sup>th</sup> , 2020
Final Selection	August 31 <sup>st</sup> , 2020

The submittal process set forth certain criteria which will be used in the evaluation of proposals and selection of the successful proposer and generally fall within the following categories:



Capabilities, technical expertise, experience with high efficiency light and energize CT energy efficiency incentives;  
Qualifications of project team;  
Availability for project installation;  
Understanding of scope of service requirements; and  
Overall quality and completeness of proposal.

**Interviews.** The Town may interview a short list of firms to select the most qualified firm(s).

**Price Proposal.** Once a firm(s) is selected based on qualifications, a more detailed price proposal will be solicited and negotiated based on a more specific scope of the lighting project needs.

The Town of Branford regards the qualifications of the response to the RFP as the most important factor in the selection of a professional lighting and electrical firm for the installation of the high efficiency and lighting, controls and related technology. However, the Town acknowledges that its ultimate goal is to identify the best combination of professional qualifications and associated costs.

The responsibility for the final selection and cost negotiations with the successful proposer rests solely with the Town of Branford. The Town of Branford may, in its sole discretion, waive irregularities or technical defects in a response. The Town is not under any obligation to award a contract in response to this RFP, but if the Town does award a contract, its decision to award will be based upon the Town's determination as to what is in the best interest of the Town. The successful respondent, if any, shall be required to execute a contract provided by the Town within one week of award.

Responses should be sealed and must be received no later than August 12<sup>th</sup>, 2020 at 1:00 PM. E.T Responses should be delivered to the Town of Branford Purchasing Agent 1019 Main Street, P.O. Box 150, Branford, CT, 06405. **Any responses received after this date and time will not be considered.**

All submissions should be clearly marked "*Replacement of Existing Exterior Lights with High Efficiency LED Lighting*" **You must include Three (3) copies of your proposal along with one digital copy.** The Town will only accept submittals for all parts of the project. No partial submittals will be accepted.



**TOWN OF BRANFORD**  
OFFICE OF THE TREASURER

1019 Main Street  
Post Office Box 150  
Branford, CT 06405



(203) 488-8394  
FAX: 315-3736

**General Requirements for Bidding  
and  
Instructions to Bidders**

**NOTICE**

Information provided in these specifications is *CONFIDENTIAL* and is to be used only for the purpose of preparing a proposal. It is further expected that each bidder will read these specifications with care, for failure to meet every one or a combination of specified conditions may invalidate the proposal.

The Town reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed to be in the best interest of the Town of Branford.

Bidders are requested to submit quotations on the basis of these specifications. Alternate quotations will receive consideration providing such alternatives are clearly explained.

The information contained herein is believed to be accurate and is based upon the latest available information but is not to be considered in any way as a warranty.

Revised 5/2012  
Standard Form





## ***SECTION I - General Terms and Conditions***

### **A. Compliance with Laws**

The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state and local governments, which may in any way affect the preparation or the performance of the contract.

### **B. Timetable**

Price quoted must be valid for **90** days. Delivery and installation completion dates must be included in the bid proposal.

### **C. Consideration of Proposals**

The Board of Selectmen, or a majority of them, reserve the right to select or reject alternate proposals; to waive informality in proposals; and to reject any and all bids, or accept such bid as shall in its judgement be to the best interest of the Town of Branford.

### **D. Bid Bond *\*\*NOT REQUIRED\*\****

1. A certified check or bank draft made payable to the "Treasurer, Town of Branford", or a satisfactory bid executed by the bidder and a surety company in an amount no less than five percent (5%) of the base bid, may be required with each proposal.
2. Checks or drafts will be returned to unsuccessful bidders within ten (10) business days of the bid award.

### **E. Performance Bond *\*\*NOT REQUIRED\*\****

Successful bidders may be required to furnish a Performance and Payment Bond in the amount of 100% of the contract sum.

### **F. Protection of Work and Property**

Successful bidders shall be responsible for protection of their equipment and materials against theft, damage or deterioration on the site.



## **G. Competency of Bidders**

1. Bidders shall have had proven experience in the field of work.
2. Bidders shall submit with their bid a listing of recent work performed within the State of Connecticut of the size equal to or greater than the work being bid. **\*\*NOT REQUIRED\*\***

## **H. Alternates**

1. Any alternates to specified materials or workmanship must be separately listed and described in detail.
2. Alternates will be considered in awarding the contract only if they provide, as a minimum requirement, all features contained in the specifications.
3. The Town of Branford reserves the sole right to determine through its agents the equality of alternate products and/or installation procedures.

## **I. Bid Requirements**

1. Each bidder shall return three (3) copies of the proposal along with one digital copy. Each bid proposal must be signed by an authorized agent of the bidder.
2. Each bidder must complete and have notarized the “Non-Collusion Affidavit of Bidder” form. This form must accompany all bids being submitted.
3. Each bidder must be in good standing with the Town of Branford.
4. Successful bidders must obtain any required governmental approvals.

## **J. Specifications – General**

The contract shall include all labor and materials, tools and equipment and services required for proper performance of the work as specified hereinafter and as may be required for proper completion of the work in accordance with the highest standards of the trades involved.



**K. Examination of Site**

Prior to submission of the bid, contractor shall visit the site, consult with the supervisor, and become thoroughly familiar with all conditions under which the work will be installed. The contractor will be responsible for any assumptions made regarding the site for the work to be performed.



## Insurance Requirements

The Consultant shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Branford as an Additional Insured on a primary and noncontributory basis to all policies except Workers Compensation and Professional Liability. All policies should include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-"-VIII. In addition, all Carriers are subject to approval by the Town of Branford.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Excess Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Wrongful Act	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and WC Statutory Limits		
Employers' Liability	EL Each Accident	\$500,000
	EL Disease Each	\$500,000
	Employee EL Disease	\$500,000
	Policy Limit	

Original, completed Certificates of Insurance must be presented to the Town prior to contract issuance. Engineer agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Town 30 days prior to cancellation.



**ATTACHMENT A**

**RESPONSE PAGE**

**Request for Proposals and Qualifications  
Replacement of Existing Exterior Lights with High Efficiency LED Lighting**

**Date Advertised:** July 28<sup>th</sup>, 2020

**Date / Time Qualifications Due:** August 12th, 2020 at 1:00 PM

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**Type or Print Name of Officer**

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**Name of Firm**

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**Type or Print Name of Individual**

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**Doing Business as (Trade Name)**

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**Signature of Authorized Officer**

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**Street Address**

---

**Title**

---

**City, State, Zip Code**

---

**Date**

---

**Telephone Number / Fax Number**

---

**E-mail Address**



**ATTACHMENT B**  
**NON-COLLUSION AFFIDAVIT**

State of: \_\_\_\_\_

County of: \_\_\_\_\_, SS)

; being first duly sworn, deposes and says that:

- 1) S/he is (owner, partner, officer, representative or agent) of \_\_\_\_\_, the Bidder that has submitted the attached Bid:
- 2) S/he is fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid:
- 3) Such Bid is genuine and is not a collusive or sham Bid:
- 4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage with the Owner or any person interested in the proposed Contract.
- 5) The price quoted in the attached Bid is fair and proper and is not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_.





Vets Park Baseball Field Lights 1500 MH





BHS Field Bulb 1500 watt MH





NO COVID-19  
PLEASE:  
TENNIS  
COURTS  
CLOSED

ECO  
BENZOL

SYLVANIA  
Fluorescent  
E100-1



Vets Park Tennis & Basketball Courts

