
DELAWARE RIVER BASIN COMMISSION
REQUEST FOR PROPOSAL & QUOTATION
REVISED NOV. 23, 2021¹

The Delaware River Basin Commission (“Commission”) is accepting proposals from qualified firms to provide a scope of work, cost estimate, and schedule to disconnect, remove, dispose of, and replace the existing chiller so that the Commission can improve the performance and function of the onsite air conditioning system.

The Commission’s headquarters building was constructed in 1970, and the roof mounted air conditioning system has been regularly serviced, maintained, and monitored by a major service company.

SCOPE OF WORK

This project scope is anticipated to consist of:

- disconnecting, removing, disposing of, and replacing the existing 90-ton chiller located on the roof of the Commission’s headquarters, located at 25 Cosey Road, West Trenton NJ, 08628;
- design of all electrical and piping work required to power and operate the replacement system;
- a structural analysis and design to mount the new chiller unit on the roof;
- providing and installing the new chiller;
- developing the engineering specifications to replace the existing support structure and then replacing the existing support structure per those specifications; and
- **obtaining and complying with all applicable permits.**

More specifically, the following detailed scope of work is understood to be necessary.

A. Chiller:

1. Conduct a field survey of the existing conditions.
2. Create demolition drawings/procedures that indicate the complete removal of the existing chiller. Then, upon permit approval, remove and dispose of existing chiller.
3. Perform cooling load calculations as required to confirm new equipment specifications and design replacement systems.
4. Select, provide, and install new chiller based on calculations.
5. It is anticipated that the new chiller will need to consist of an approximately 90-ton air cooled chiller having full load and part load efficiencies comparable to: FLV = 10.197 EER and IPLV = 15.731 EER. *However, the bidder is responsible for performing a site visit prior to submittal of their proposal to verify these specifications are sufficient or to recommend alternate equipment sizing and specifications in their bid and to note this exception.*
6. Provide bid options for each of a standard and ultra-efficient chiller unit, including a rebate breakout.

B. Electrical and Piping Services:

1. Provide a field survey of the existing conditions.

¹ **The changes to this RFP solely concern the manner of submission of the proposal and sealed cost estimate. Please see the revised “Submittal Instructions,” beginning on page 3.**

2. Perform an evaluation of the building's existing piping and electrical service to determine if sufficient electrical and physical capacity exists to support the requirements of the new chiller.
3. Design the branch circuit wiring and piping to the new chiller.
4. Connect new chiller to the existing piping and electrical system with any additional piping and electrical parts to be provided by the contractor.

C. Structural Design Services:

1. Design a structural platform for roof mounted chiller.
2. Review drawings/calculations of the existing structure.
3. Perform a site investigation to verify the existing conditions.
4. Review loading requirements for proposed chiller on existing structure.
5. Perform calculations to verify the structural capacity of existing steel members.
6. Design and fabricate any necessary steel support structure for chiller.
7. Provide permit drawings of steel support structure for chiller. Structural drawings/calculations shall be signed and sealed by an appropriately registered engineer in the State of New Jersey.

D. Startup and Testing:

1. The contractor will ensure chiller is installed to factory specifications to comply with warranty and provide warranty information and service. The equipment manufacturer is responsible for the start-up of equipment. The contractor is responsible for coordinating system startup with the manufacturer and will include this activity in the proposal.
2. The contractor shall research and apply for on behalf of the Commission any applicable utility (PSEG) or state (NJ BPU) rebates.
3. The contractor shall ensure that the new chiller is properly connected to the existing Honeywell Control Panel and EBI. The contractor will coordinate with Honeywell as necessary to integrate, startup, and test the control system and will include this activity in the proposal.
4. The contractor will ensure that the Sarnafil roof remains in or is restored to its existing condition.

SCHEDULE

All work should be completed no later than 90 calendar days from the execution of a contract. If 90 days is not possible, reasonable explanation with a timeline must be provided.

QUALIFICATIONS

The proposal should also include a description of the bidder's qualifications. The qualifications shall demonstrate the firm's ability to perform the work and shall address, at a minimum, the following:

- Experience, reputation and demonstrated abilities.
- Expertise pertaining to this project, identify the client, costs, and a brief description of the project.
- Capabilities to meet needs within the time frame required.

In accordance with Section 15.1(i) of the Delaware River Basin Compact, U.S. Public Law 87-328, Stat. 688, all laborers and mechanics employed by contractors or subcontractors pursuant to this RFP must be paid wages at rates not less than those prevailing in the area, and all such workers must receive compensation at a rate of not less than one and one-half times their basic rate of pay for all hours worked in any work week in excess of eight hours in any work day or forty hours in any work week.

SUBMITTAL INSTRUCTIONS (REVISED NOVEMBER 23, 2021)

All bidders are required to contact DRBC and arrange for an in-person tour of the chiller and associated equipment at least 10 days prior to bid submittal. Interested bidders should contact Patrick Rago at Patrick.Rago@drbc.gov or 609-883-9500 ext 245 to schedule a site visit.

The Proposal and Cost Estimate are to be submitted in accordance with the following:

- a) Proposal. The Proposal should consist of: (i) a statement of the firm's qualifications; (ii) a detailed proposal for the scope of work set forth in this Request for Proposal (RFP), including the labor and equipment proposed for each major project component, but **excluding all rates and costs**; and (iii) a description of any exclusions or recommended additional/optional work not detailed in this RFP, excluding all rates and costs.

Proposal Formats. One hard copy and one electronic copy (in PDF format) must be submitted. Proposals should be presented in an efficient manner, without extraneous materials. Font must be no less than 11.5 pt. (excluding drawings). The hard copy should be printed double-sided (excluding any drawings). The PDF file may be submitted on a diskette or thumb drive or by email to the address below.

Addresses. Send or hand deliver the hard copy Proposal, along with the electronic (PDF) file on a diskette or thumb drive, to the address below. If preferred, the PDF file of the Proposal may be sent via email to: DRBC.Proposals@drbc.gov

Elba L. Deck, Director of Finance and Administration
Delaware River Basin Commission
25 State Police Drive
P.O. Box 7360
West Trenton, NJ 08628-0360

- b) Cost Estimate. The Cost Estimate should consist of: (i) estimated labor and equipment costs for each of the major project components set forth in this RFP (and in the proposal); and (ii) estimated labor and equipment costs for any additional/ optional work recommended by the bidder that is not detailed in this RFP.

Cost Estimate Format. The Cost Estimate should be submitted in hard copy only in a sealed envelope clearly marked "Cost Estimate."

Address. Send or hand deliver the sealed Cost Estimate to Ms. Elba Deck at the address shown above.

Proposals (both hard copy and digital files) and sealed Cost Estimates (in hard copy only) must be received at the Commission office no later than 4:00 p.m. on Monday, December 20, 2021. Submissions received after this time will not be considered.

The Commission reserves the right to reject any submittals. Attached is the Commission's standard contract. If the contractor cannot execute the contract in its current form, the contractor must describe the exceptions in the cost proposal.

THIS PRO FORMA AGREEMENT IS PROVIDED ONLY AS A TEMPLATE OF THE AGREEMENT EXPECTED TO BE ENTERED INTO IN CONNECTION WITH A REQUEST FOR PROPOSAL PUBLISHED BY THE DELAWARE RIVER BASIN COMMISSION. ANY FINAL AGREEMENT ENTERED INTO BY THE DELAWARE RIVER BASIN COMMISSION MAY ADD, REMOVE, OR OTHERWISE MODIFY ANY OF THE PROVISIONS SET FORTH BELOW.

AGREEMENT
BETWEEN THE DELAWARE RIVER BASIN COMMISSION
AND
FOR

AGREEMENT made this day of , 202_, pursuant to the provisions of the Delaware River Basin Compact, by and between the DELAWARE RIVER BASIN COMMISSION (“Commission”), acting by and through its Executive Director, and (“Contractor”) herein sometimes referred to jointly as "the Parties."

WITNESSETH:

WHEREAS,
WHEREAS,
WHEREAS,
WHEREAS,
WHEREAS,
WHEREAS,

NOW, THEREFORE, in consideration of the promises and undertakings hereinafter set forth,

THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:

1. Employment of Contractor. The Commission hereby agrees to engage the Contractor, and the Contractor hereby agrees to perform the services hereinafter set forth in accordance with the following terms.

2. Scope of Services.

(a) The Contractor will conduct the work outlined in the Commission's Request for Proposal ("RFP") (incorporated herein as Attachment 1), in a manner deemed by the Commission to be satisfactory and proper, and in accordance with procedures outlined in the Contractor's Proposal dated _____ (incorporated herein as Attachment 2). In cases where the Contractor believes that modifications to the work as outlined in the Commission's RFP or in the Contractor's Scope of Services are necessary to improve the final product, such modifications will be approved by the Commission staff prior to implementation, in accordance with Section 13, below.

3. Deliverables to be Furnished by Contractor to Commission. In addition to the deliverables specified in the Contractor's Scope of Services, the Contractor must submit:

[THIS SPACE LEFT BLANK]

4. Use of Recycled Paper. The Contractor must use recycled paper for all reports prepared as part of this Agreement.

5. Supervision. Supervision of this Agreement for the Commission will be under the direction of _____.

6. Personnel.

(a) The Contractor represents that it has employed or will employ, at its own expense, all personnel required in performing the services under this Agreement. Such personnel will be employees of the Contractor and will not be considered employees of or have any contractual relationship with the Commission.

(b) All of the services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work will be fully qualified to perform the tasks assigned and, to the extent necessary, will be authorized or licensed under State and local law to perform such services.

(c) In accordance with Section 15.1(i) of the Delaware River Basin Compact and Section 23 of this Agreement, all laborers and mechanics employed by Contractor or any subcontractor in connection with this Agreement must be paid wages at rates not less than those prevailing in the

area for the type of work to be performed as determined by the United States Secretary of Labor, and all such workers must receive compensation at a rate of not less than one and one-half times their basic rate of pay for all hours worked in any work week in excess of eight hours in any work day or forty hours in any work week.

(d) None of the work or services covered by this Agreement will be subcontracted unless prior written approval of the Commission has been obtained.

7. Representation Before Sponsoring Agencies. The Contractor agrees that it will not appear before or represent any party before any of the following agencies for the purpose of providing or interpreting information obtained or produced as a result of performing services under this Agreement without the written consent of that agency: Delaware River Basin Commission, New Jersey Department of Environmental Protection, Delaware Division of Natural Resources and Environmental Control, New York Department of Environmental Conservation, Pennsylvania Department of Environmental Protection, United States Environmental Protection Agency and United States Army Corps of Engineers.

8. Time of Performance. The Contractor will commence work under this Agreement as soon as practicable after the execution of the Agreement. The Agreement will be undertaken in such manner as to assure its expeditious completion, but in any event all of the services will be completed no later than _____, unless a different date is agreed upon in advance and in writing by the Parties.

9. Compensation. The total payable to the Contractor by the Commission for the services required under this Agreement will not exceed \$_____, unless agreed to by the parties. This sum will be funded through _____.

10. Time of Payment.

(a) The Commission will pay the Contractor upon proof of satisfactory progress for each of the components listed in the Contractor's Scope of Services and the Contractor's Schedule of Hourly Rate. Payment will be made within 30 days following submission of an invoice. The invoice will be in such form as may be required by the Commission and approved by the Executive Director. Billing will be based each month on the work completed. Ten percent of each payment will be withheld pending completion and acceptance by the Commission of all final work products.

11. Termination of Agreement for Cause.

(a) In addition to any other rights established by law, the Commission will have the right to terminate this Agreement if the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement or violates any of the provisions of this Agreement. The Commission will exercise this right to terminate by giving written notice of termination to the Contractor, specifying the effective date of termination. The Contractor will cease to perform any work or services for the Commission under this Agreement as of the specified date of termination.

(b) In the event of a termination under subsection (a) hereof, the Contractor will be entitled to just and equitable compensation only for such work as has been satisfactorily performed, completed and actually delivered to the Commission prior to the date of termination, subject to the further provisions of subsection (c) hereof, and in no event shall the amount be payable to the Contractor exceed the amount that would be payable under Section 9 hereof. The Commission will be entitled upon demand to immediate possession of any finished or unfinished work product that is in the control of the Contractor at the date of termination. In the event of termination under this subsection, the Contractor will receive compensation on the same basis and to the same extent as provided herein for work already in the possession of the Commission, provided that the Contractor may retain copies of original drawings and specifications for its internal business use.

(c) The Commission's election to terminate this Agreement under subsection (a) above will not relieve the Contractor of its liability to the Commission under this Agreement for damages sustained by the Commission as a result of the Contractor's failure to perform or breach of this Agreement. The Commission, in addition to any other rights it may have, may deduct from any amounts otherwise payable to the Contractor or may recover from the Contractor any costs or expenses incurred to complete the work and services required of the Contractor under this Agreement.

12. Termination of Agreement.

(a) The Commission will have the right to terminate this Agreement for any reason, including, but not limited to, the fact that appropriations, grants or other funds necessary for the financing of this Agreement are not made available to the Commission, but such termination will not be effective until the Contractor is given at least fifteen days' written notice of the Commission's decision to terminate the Agreement.

(b) In the event of a termination under subsection (a) hereof, the Contractor will be entitled to be compensated for all work performed and completed as of the date of termination, but

in no event for an amount greater than provided in Section 9 hereof. Any amounts that previously had been withheld by the Commission for such work will be payable to the Contractor. In addition, the Contractor will be entitled to be reimbursed for any actual out-of-pocket expenses incurred by the Contractor prior to termination that are directly attributable to any uncompleted portions of work or services covered by this Agreement. The Commission will be entitled upon demand to immediate possession of any finished or unfinished work product that is in the control of the Contractor at the date of termination, in which event the Contractor will receive compensation on the same basis and to the same extent as provided herein for work already in the possession of the Commission, provided that the Contractor may retain copies of original drawings and specifications for its internal business use.

13. Changes. The Commission may, from time to time, request changes in the scope of the services to be performed hereunder by the Contractor. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Commission and the Contractor, will be incorporated in written amendments to this Agreement.

14. Contractor's Performance Standards. The Contractor bears full professional and technical responsibility for performance of its services as provided herein in accordance with recognized professional standards of good practice.

The Contractor will be responsible for the cost of correcting and modifying its services which fail to meet the foregoing standards.

The Contractor will reimburse the Commission for all costs incurred by it to correct, modify or redesign any product submitted by the Contractor that as a result of a negligent act, error or omission on the part of the Contractor, its agents, servants or employees is found to be not in accordance with the provisions of this Agreement.

15. Insurance Provided by the Contractor. The Contractor will provide, during the term of this Agreement, insurance applicable to its operations as follows:

(a) Worker's Compensation with statutory limits, and Employer Liability Insurance with a limit of \$1,000,000 per accident to provide for payment to the Contractor's employees in connection with the services covered by this Agreement and/or their dependents, of Worker's Compensation benefits, including, when required, Occupational Disease benefits in accordance

with applicable law. Applicable law shall include but shall not be limited to the U.S. Longshoremen's and Harbor Workers' Compensation Act and the Jones Act.

(b) Comprehensive General Liability Insurance on standard bureau form excluding professional liability but including Premises-Operations, Contractual Liability, Owner's and Contractor's Protective Liability, and Completed Operations Insurance, with a combined single limit of \$1,000,000 per occurrence and annual aggregate, for bodily injury and/or personal injury, including death and property damage.

(c) Comprehensive Automobile Public Liability Insurance (including owned, non-owned, and hired automobiles) with a combined single limit for bodily injury, death and property damage of \$1,000,000 per accident. This policy also provides coverage for Automobile Comprehensive, Fire and Theft insurance subject to a \$100 deductible and Collision insurance subject to a \$500 deductible on owned commercial vehicles.

(d) The Contractor will maintain from the start of this Agreement until three (3) years after completion of this Agreement, a project professional liability insurance policy with limits of \$1,000,000 for any one claim and in the aggregate for the project.

(e) The Contractor will provide the Commission, upon execution of this Agreement, the appropriate certificates of insurance, as outlined above, including the Commission as an additional insured for the term of this Agreement.

16. The Contractor, or any subcontractor, agrees to indemnify the Commission pursuant to item 17, herein.

17. Indemnification. The Contractor agrees to indemnify and save harmless the Commission and its Commissioners, agents, servants and employees for and from all claims, demands, suits, actions, recoveries, and judgments of every name and description, brought, recovered or extracted against it, for, or on account of any injuries or damages received or sustained by any party or parties by reason of any negligent act or omission of Contractor or of any agent or servant of Contractor, in or incident to the performance of the services under this Agreement, or by or in consequence of any negligence or carelessness in carrying out the same, including but not limited to: those in connection with the death of or injury to the person, or damages to the property of Contractor, or any of the agents, servants or employees of Contractor who must be engaged in or about the work to be performed under this Agreement; or failure to pay any subcontractors or

suppliers, any breach of this Contract, and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret).

18. Non-discrimination. There shall be no discrimination against any employee who is employed in the work covered by this Agreement, or against any applicant for such employment, because of race, religion, color, sex or national origin. This provision shall include, but shall not be limited to, the following: employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Contractor will insert a similar provision in all subcontracts for services covered by this Agreement.

19. Assignability. The Contractor will not assign any interest in this Agreement, and will not transfer any interest in this Agreement (whether by assignment or novation) without the prior written consent of the Commission thereto; provided, however, that claims for money due or to become due the Contractor from the Commission under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer will be furnished promptly to the Commission.

20. Interest of Contractor. The Contractor covenants that it presently has no interest and must not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this Agreement no person having such interest will be employed.

21. Release of Findings. Any draft reports, information, data, etc., given to or prepared or assembled by the Contractor under this Agreement will not be made available to or used for any individual or organization by the Contractor until it has been accepted in final form as determined by the Commission. Written notification by the Commission to the Contractor or payment in full for the services rendered under this Agreement will signify acceptance in final form.

22. Ownership and Copyright of Computer Programs and Study Reports, Etc. The computer programs, data and other work products produced by the Contractor under this Agreement will be the property of the Commission. No report, document or other data produced in whole or in part with funds paid by the Commission in consideration of services rendered under this Agreement will be copyrighted by the Contractor nor will any notice of copyright be registered by the Contractor in connection with any report, document or other data developed by it for the Study.

This section does not restrict the investigator’s right to publish in scientific journals or to present papers at conferences and submit them for publication in conference proceedings.

23. Compliance with Compact and Other Laws. In the performance of this Agreement, the Contractor will comply with all of the requirements of the Delaware River Basin Compact and, without limitation thereto, the provisions of subsections 15.1(i) and 15.1(j) of Public Law 87-328, 75 Stat. 688, as well as all other applicable provisions of State and Federal laws.

24. Utilization of Small, Minority and Women’s Business Enterprises. The Commission is required to ensure to the fullest extent possible that at least a “Fair Share” equal to 8% of Federal funds (MBEs 3%, WBEs 5%) for prime contract or subcontracts for supplies, construction, equipment or services is made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and historically black colleges and universities. The Commission will require and the Contractor agrees to include in its bid documents the negotiated “Fair Share” percentages and require all of its prime contractors to include in their bid documents for subcontracts the negotiated “Fair Share” percentages.

IN WITNESS WHEREOF, the Commission and the Contractor have executed this Agreement as of the date first above written.

ATTEST:

for the DELAWARE RIVER BASIN
COMMISSION, *by*:

Pamela M. Bush, Esq., Secretary and
Assistant General Counsel

Steven J. Tambini, P.E.
Executive Director

Approved as to form and legal sufficiency
this this ____ day of _____, 202_

for the _____, *by*

Pamela M. Bush, Esq., Secretary and
Assistant General Counsel
