NOTICE INVITING SEALED BIDS SIERRA MADRE ENERGY EFFICIENCY PROJECT

SPECIFICATION NO. 417 IN THE CITY OF SIERRA MADRE, CALIFORNIA

PUBLIC NOTICE IS HEREBY GIVEN that the City of Sierra Madre as AGENCY, invites sealed bids for the above stated project and will receive such bids in the office of the Management Analyst, 232 W. Sierra Madre Boulevard, Sierra Madre, California, 91024 up to the hour of 2:00 p.m., on Wednesday, the 29th day of February 2012. A mandatory pre-bid meeting will be held on Wednesday, the 15th day of February, 2012, at 2:00 p.m. at Sierra Madre City Hall, 232 W. Sierra Madre Boulevard, Sierra Madre, California, 91024. The bids will be publicly opened and read at 2:00 p.m. on Wednesday, the 29th day of February 2012, in the Sierra Madre City Hall Council Chambers.

The **Base Bid** project is to complete energy efficient lighting upgrades to five facilities in the City of Sierra Madre. The upgrades include approximately 782 new F28T8 lamps and approximately 289 new lowwatt electric ballasts. In addition, the Base Bid project includes the replacement approximately 65 energy efficient lamps other than F28T8 and their associated fixtures. Finally, the project includes the installation of approximately 36 occupancy sensors, 5 twist timer controls, and 10 photocell controls. The project will be awarded on the basis of the lowest Base Bid.

The **Additive Alternate Bid** project includes the removal, replacement, ducting and balancing of 4 HVAC units at identified locations.

Copies of the plans, specifications, and contract documents are available from the City of Sierra Madre, 232 W. Sierra Madre Boulevard, Sierra Madre, California, 91024 upon payment of a \$25.00 non-refundable fee if picked up, or payment of a \$40.00 non-refundable fee if mailed. In accordance with the provisions of California Public Contract Code § 3300, and Business and Professions Code § 7028.15(e), the City has determined that the contractor shall possess a valid Class A contractor's license at the time that the contract is awarded. Failure to possess the specified license shall render the bid as non-responsive and shall act as a bar to award of the contract to any bidder not possessing said license at the time of the award.

This is a federally assisted construction contract. Federal Labor Standards Provisions, including prevailing wage requirements of the Davis-Bacon and Related Acts will be enforced. In the event of a conflict between Federal and State wages rates, the higher of the two will prevail.

The Contractor's duty to pay State prevailing wages can be found under Labor Code Section 1770 et. Seq. and Labor Code Sections 1775 and 1777.7 outline the penalties for failure to pay prevailing wages and employ apprentices including forfeitures and debarment.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 2600 SACRAMENTO, CA 95826. At the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material shall not be made unless and until the Registrar of Contractors verifies to the City that the records of the Contractors' State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law including, but not limited to, any appropriate disciplinary action by the Contractors' State Board. Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder. (Public Contract Code § 20103.5)

Bids must be prepared on the approved bid forms in conformance with INSTRUCTION TO BIDDERS and submitted in the pink envelopes provided, sealed and plainly marked on the outside:

"SEALED BID FOR SIERRA MADRE ENERGY EFFICIENCY PROJECT PROJECT NO. 417 DO NOT OPEN WITH REGULAR MAIL"

The bid must be accompanied by a bid guarantee in the amount of 10% of the total bid by 10:00 a.m. ON THE DATE ADVERTISED FOR THE OPENING OF BIDS. More specifically, pursuant to Public Contract Code §§ 20170 and 20171, all bids for the project shall be presented, under sealed cover and shall be accompanied by one of the following forms of bidder's security in the amount of ten percent (10%) of the bid: (a) cash; (b) a cashier's check made payable to the City of Sierra Madre; (c) a certified check made payable to the City of Sierra Madre; or (d) a bidder's bond executed by an admitted surety insurer, made payable to the City of Sierra Madre. Such security shall be forfeited should the successful bidder to whom the contract is awarded fails to timely execute the contract and deliver the necessary bonds and insurance certificates as specified in the contract documents.

To the extent applicable, at any time during the term of the Agreement for the proposed project, the successful bidder may, at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

Pursuant to California Civil Code § 3247, a payment bond is required to be submitted for all projects estimated in excess of \$25,000.00

The City has determined that the proposed project is a public works subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract.

The City reserves the right to reject any and all bids.

If you have any questions, please contact James Carlson, Management Analyst, at (626)355-7135 ext. 803.

BY ORDER OF the City Council of the City of Sierra Madre, California.

Project Description

The City of Sierra Madre

The City of Sierra Madre is a community of approximately 11,600 nestled at the base of the San Gabriel Mountains in Los Angeles County. It is a General Law city operating under the City Council/City Manager form of government. The community encompasses 3.2 square miles, and is bordered on the west by the City of Pasadena, on the south and east by the City of Arcadia, and on the north by Mount Wilson and the San Gabriel Mountains.

Sierra Madre has a small but lively downtown commercial district, 35 miles of streets, six parks, its own water production and distribution system, and an active population which is interested and involved in the decision making processes of the City. Sierra Madre is a full service city, providing services through its own Police, Fire, Public Works, Library, Finance, Administration, and Community Services Departments.

The Sierra Madre Department of Public Works

The Public Works Department, comprised of the Public Works and Water Divisions, is staffed by 17 talented and dedicated individuals lead by Director of Public Works Bruce Inman. The Water Division produces and distributes high quality domestic water to 3400 individual water services. The Public Works Division maintains all City vehicles, City buildings, parks, streets, storm drains, sewers, and city-owned trees. The Department is responsible for administering the City's Five year Capital Improvement

Plan, NPDES compliance, assessment districts, and Community Development Block Grant programs.

Project Overview

In 2006 The City of Sierra Madre ("City") received a city-wide Energy Audit through the California Energy Commission's Energy Partnership program that was completed by Digital Energy, Inc. The focus of the City's inquiry was to identify energy saving opportunities at the City hall, Police/Fire Department, Recreation Center, Library, Senior Center and Corporation Yard. The result of the Audit provided recommended projects in the lighting and HVAC applications at each of these locations. The City is now in need of a well-qualified Contractor to complete the selected projects.

Site Descriptions

City Hall

City Hall is a single story building built in 1976 with an approximate area of 13,956 square feet. The building is a typical office-type building consisting of large open office areas, small private offices, conference rooms and a large board room where public meetings are held. The building also contains a large basement which has recently been converted to an Emergency Operations Center. Basement improvements have already addressed the energy efficiency opportunities and are not included with this overall project. With the exception of the board room that is used periodically in the evenings, all areas are generally only used Monday through Friday, 7:30 AM to 5:30 PM.

Police Department/Fire Department

The Police Department and Fire Department are both housed in one building (immediately adjacent to City Hall). The original building was built in 1975; however additions and renovations have been done since then. Facilities have a combined total are of approximately 12,702 square feet.

The majority of the space is taken up by the Police Station which includes spaces such as a dispatch office, private offices, lounge rooms, temporary jail cells, conference rooms, and restroom/locker rooms. The Fire Station is limited to a few offices, a large garage area for fire truck storage, and a dormitory-style room for the paramedic program.

Recreation Center

The Recreation Center is a public-use facility incorporating activities such as swimming, arts, dance, music, sports, and after-school supervision. Areas include multipurpose

rooms, private offices, locker rooms, restrooms, and kitchens. The facility is also home to the Sierra Madre Aquatic Center which has two pools available for use by the public. The main pool is used throughout the year while the smaller pool is generally only used during the summer. Use of the main pool during non-summer periods is limited to groups such and the local high school for swim meets and water polo games.

The original building totally 7,000 square feet was built in 1962. Under a recent expansion project completed in April 2005, the City added a 2nd story space of 3,400 square feet. The new 2nd story addition now serves as the Youth Activity Center (YAC). During the renovations, a portion of the lighting systems were upgraded to acceptable energy efficiency levels. The current project addresses the few older systems that are still in place.

Public Library

The City of Sierra Madre's Public Library building is approximately 8,500 square feet in size. It is a fairly typical library building consisting of book stacking areas, reading areas, computer rooms and offices. The existing library HVAC system is included in this RFP and its location and logistical attributes should be considered in the proposal process.

Senior Center

The Senior Center was included with the Energy Audit. However, projects described in this Request for Proposal do not include any work to be done at this location.

Corporation Yard

The Corporation yard is located at 621 E. Sierra Madre Blvd. (behind the municipal pools and Recreation Center). It includes an office building, pump houses, and various garage/machine shop areas. The main office building is a small building with three private offices, restrooms/lockers, and a break room with small kitchen.

The City's main water pumping equipment is located at the Corporation yard. Although the City's water supply equipment was addressed in the Energy Audit, this Request for Proposal does not include any projects for the water distribution equipment.

Project Components

The Energy Efficiency Project is comprised of seven (7) project components. Components 1 through 6 are upgrades to lighting and controls for City Facilities, and comprise the Base Bid. Component 7 is an HVAC upgrade and is the

Additive/Alternative bid. Each project component requires a separate bid based on the scope of work described. The following information summarizes the scope of work for each project component. For detailed project component scope of work, locations of retrofits and specifications, see **Appendix 2 Project Specifications**.

Base Bid Components 1&2: Retrofit all existing T12 fluorescent fixtures with F28T8 lamps and low watt electric ballasts.

The City has identified 295 fixtures that will be upgraded with F28T8 lamps and low watt electric ballasts. A total of 782 new lamps and 289 new ballasts are included with the upgrades for this component. The scope of work will include the proper removal and disposal of existing lamps and ballasts. Work also includes cleaning existing fixtures and installation of new ballasts and lamps to specifications. Details as to procedures, locations, wiring, and bulb and ballast specifications are provided in **Appendix 2: Project Specifications.**

Base Bid Component 3: Replace incandescent lamps with energy efficient alternatives.

This component addresses the existing incandescent lights that are used in such places as storage rooms, janitorial closets and building exteriors. Alternative lighting options include (a) screw-in compact fluorescent lamps, (b) screw-in halogen lamps, (c) new PL-lamp fixtures (i.e., hardwired pin-based CFL fixtures), or (d) new High Pressure Sodium fixtures. The City has identified 65 such locations for these energy efficient upgrades. Details as to procedures, locations, wiring, and bulb specifications are provided in **Appendix 2: Project Specifications.**

Base Bid Component 4: Provide occupancy sensor controls to various rooms.

This component requires the installation of either wall mounted or ceiling mounted occupancy sensor controls to 36 identified locations. Work will include analysis and selection of appropriate sensor technology, installation of sensor, wiring and programming per specifications. Details as to procedures, locations, wiring, general specifications are provided in **Appendix 2: Project Specifications.**

Base Bid Component 5: Replace lighting toggle-switch controls with twist-timer controls.

The City has identified 5 locations that will be converted from the traditional toggle-switch controls to twist-timer controls. Work includes removing existing wall switch control and replacing it with a twist-timer control. Wiring and wall patch and paint are included with work description. Details as to procedures, locations, wiring, general specifications are provided in **Appendix 2: Project Specifications.**

Base Bid Component 6: Add photocell control to exterior lighting fixtures.

Analyze and consult City staff regarding effectiveness and appropriate technologies at 10 exterior locations that are identified to receive photocell controls. Install controls at selected locations per specifications and provide initial set-up of photocell controls. Details as to procedures, locations, wiring, general specifications are provided in **Appendix 2: Project Specifications.**

Alternate Bid Component 1: Replace old HVAC units with new high-efficiency units.

This is an additional/alternative component that involves the removal, replacement, ducting and balancing of 4 HVAC units. Considerations must be made for any change in load conditions or space configurations. Staff has identified 4 units to be replaced. Based on the contractor's assessment, replace 4 HVAC units and complete all wiring and ducting requirements per specifications. Details are provided in Details as to procedures, locations, wiring, general specifications are provided in **Appendix 2: Project Specifications.**

Bid Structure

The project will be rewarded on the basis of the Base Bid, as described in the Bid Schedule, pages 22-24. If budget allows, additive Alternate Component will also be awarded to the lowest base bidder.