

**SAU-70/NORWICH SCHOOL DISTRICT
REQUEST FOR PROPOSALS FOR
RFP 01-2023 Septic Pre-Treatment System
At Marion Cross School
October 20, 2022**

PURPOSE:

The Norwich School District - Marion Cross School (“School District”) is seeking proposals from qualified, interested parties to provide detailed costs for the replacement and installation of a pre-treatment system for the on-site septic plant.

Proposal Instructions:

- Vendors may schedule a walk-through of the property with the Maintenance Department prior to proposal submission.
- Vendors must complete and submit their proposal on or before **Tuesday, November 1st by 10:00 am.**

Award Process:

All responses shall be reviewed by the Septic Project Committee. The Committee shall evaluate the proposals and shall be at minimum composed of a School Board Member, Facilities Director and Business Administrator and/or Principal.

Interested Contractors shall provide a detailed cost proposal of the project. All proposals shall be reviewed by the committee based on total cost, completeness of the proposal and plan submitted. The committee will share proposal information with the Norwich School District School Board. Contractors may be invited to attend a Board meeting to present and answer questions. A pretreatment system will be chosen by January. Depending on project costs and financing, the proposal may need to be placed on the official school district warrant for voting in March of 2023. The selected proposal will not be solely based on the lowest total price.

Norwich School District reserves the right to accept or reject all or any portion of any or all proposals submitted, to waive informalities, irregularities or technicalities on any proposal, to examine all aspects of the proposal, tangible and intangible, and to make the award which appears to be in the best interest of Norwich School District.

The schedule of events shall occur as such:

- Walk through of the property can be scheduled with the Maintenance Department
- RFP response due Tuesday, November 1st by 10:00 am and may be emailed
- Notice to Proceed/Contract - TBD – may be dependent upon successful public vote
- Tentative Project schedule – Permitting Start Date: TBD – no later than March 13, 2023,
- Proposed Construction Start Date: July 3, 2023 with completion by August 25, 2024

Proposal Inquiries: All inquiries concerning this request shall be made in writing via email to: Jamie Teague, Business Administrator, e-mail jteague@sau70.org – telephone at (603) 643-6050, ext. 2008. Project information, including addendums, shall be posted to the SAU70 website: www.sau70.org.

PROJECT CRITERIA:

The following information is provided with the best information available. Any omissions or deficiencies should be brought to the attention of the Business Administrator. Clarifications and/or amendments shall be posted to the website.

Location: 22 Church Street, Norwich, VT 05055

The Marion Cross School (referred to as MCS) is a Vermont public school which includes Pre-Kindergarten through Sixth Grade. The main building was erected in 1898, with additional space added over 4 decades spanning 1950-1989. During the 1989 addition, many of the existing spaces and systems were also renovated. The present building is 57,250 square feet on sitting on 10+ acres of land. The 2-story school has many different areas of use for both educational and administrative purposes. Educational space includes twenty-six classrooms, a gymnasium, a multi-purpose room and library. Administrative and maintenance space includes ten offices/meeting spaces, a small kitchen, a staff-room, two custodial rooms, six small storage closets, basement storage and two boiler rooms.

System Background Information:

The Marion Cross School currently operates under Permit WW-3-0026-R for water and wastewater system use, supporting materials for which are available from the Vermont Agency of Natural Resources (VANR) District 3 permit search web site. The permit currently allows for flows up to 5,460 gallons per day (gpd) for 364 students and staff. Daily water meter data indicate that actual flows are considerably less than permitted flows. As a result, MCS would like to increase the number of staff and students using existing facilities with a permit amendment within the current permitted flow. MCS would like to add a kitchen at a later date, which will require another amendment with facility improvements (including a properly sized grease trap and likely additional appurtenances). Although the original system was designed in accordance with contemporaneous regulations and recent observation of leach field components indicate that they are in very good condition, MCS has continued to experience effluent breakout during winter months. Consequently, MCS has not been using the system for the last two school years choosing a “store and dose” approach in consideration of health and safety from December 1 through March 31. During this time, the VANR has indicated that it is likely possible to include pre-treatment to achieve “swimming water quality” so that MCS may use the system throughout the school year (knowing that any future breakout from the MCS will not impact public health and safety).

Proposal Content:

Summarize your proposal and your firm’s qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that may help the Committee determine your overall qualifications.

Proposals must include a detailed description of pre-treatment components, how proposed components will impact the existing system, detailed costs for each component by cost center and a projection of annual operation/maintenance costs. MCS is looking for an itemized proposal format in order to optimize proposal comparison across different Innovative Alternative designs. At the present time, proposals should assume no changes to the existing system including septic and mechanical control tanks and the leach field. Rather, proposals should indicate how pre-treatment facilities will be

“plugged” into the existing system to provide “swimming pool” water quality for the flows currently permitted including integration of a kitchen at a future date.

Proposal Recap:

1. A detailed and comprehensive description of proposed pre-treatment components.
2. Itemized and detailed costs for procurement, installation, operation and maintenance of the system.
3. A conceptual plan(s) showing the location of proposed pre-treatment components so MCS may understand how each option will affect the existing campus.

In addition to itemized components, costs and conceptual plan, proposals should include:

- a cover letter highlighting relevant experience in this area including VANR regulatory experience and the firm’s Vermont’s State license number(s) along with the official name of the company, address, and telephone number
- a list of key personnel who will be involved in the project
- a list of in-house services normally provided by your company
- any outside consultants planned to be used to complete the project and their pertinent Vermont State licenses
- at least three references for whom you have performed similar types of work including names, phone numbers, and site addresses
- promotional literature, manuals and/or other documents which will be used as backup data for your company’s/consultant’s recommendation for this project

Existing Information

In addition to the plans used to obtain the original system approval, MCS has conducted additional analyses that are included in this RFP packet:

1. Existing conditions generated using LiDAR from the Vermont Center for Geographic Information (VCGI).
2. Daily water meter data.
3. Recent wastewater “strength” test results.
4. Hydrological analysis of the existing system.
5. Original plans and permit for existing system 1988.
6. Revised 2008 permit for existing system.

Evaluation of Proposals:

Each proposal shall be reviewed to determine whether:

- all evaluative criteria have been met
- the firm has adequate staff and resources to perform the specified tasks required to meet the tentative project schedule
- a senior member of the firm is designated as the contact/project manager who will be responsible for providing project schedule and progress information on a weekly basis to a representative of the SAU-70/Marion Cross School
- the firm has depth of knowledge and experience in the process of installing pretreatment/septic systems in commercial buildings or public school settings and will be able to meet the requirements of the approval for permit by the Vermont Agency of Natural Resources
- quality of products proposed and overall project costs

Proposals shall be evaluated based on responsiveness to the criteria, terms and conditions contained in the RFP. Failures to follow instructions, meet the criteria, or agree to the terms and conditions contained in this RFP may be cause for rejection of the proposal as non-responsive.

All prices quoted shall be exclusive of Sales Tax and Federal Excise Tax, from which the Norwich School District is exempt. Exemption certificates, if required, will be furnished by the Norwich School District at the request of the proposer.

Permitting:

The firm chosen to provide pre-treatment will work with the District's design team to assist with the development of plans, permit applications, interaction with regulators, and construction documents. Proposals should include anticipated costs for plan development and permitting assistance.

Incurred Costs:

The Norwich School District will not be liable for any costs incurred by the proposers in preparing or submitting proposals for the installation of a septic pre-treatment system at the Marion Cross School.

Insurance and Indemnification:

Once a Contractor is chosen a formal contract will be issued. The insurance section shall read as follows:

The Contractor shall be solely responsible for all loss, expense (including attorney's fees), and damage and shall indemnify the Norwich District against and save the Norwich School District harmless from all claims, demands and judgments made or recovered against Norwich School District because of personal injuries, including death at any time resulting there from, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the project, whether or not caused by negligence of the Contractor, any subcontractor or his or their employees, servants or agents; provided that said indemnification and save harmless obligation shall not apply to circumstances resulting solely from negligence of the Norwich School District, its employees or servants, as finally so determined by a court of competent jurisdiction. Compliance by the Contractor with the following insurance provisions shall not relieve the Contractor from liability under this provision.

Prior to commencement of the Work, Contractor shall furnish District with an acceptable insurance certificate from Contractor's insurer naming Norwich School District as an additional insured evidencing that Contractor has the following coverage and liability limits:

- **Workmen's Compensation:** Statutory requirements apply.
- **Employer's Liability Insurance:** \$100,000 each accident, \$500,000 disease policy limit, \$100,000 each employee.
- **Commercial General Liability:** \$1,000,000 each occurrence bodily injury and property damage, \$2,000,000 general aggregate - include per project endorsement, \$2,000,000 projects/completed operations aggregate.
- **Owner's Protective Liability:** \$2,000,000 aggregate.
- **Comprehensive Automotive Liability:** \$1,000,000 combined single limit for bodily injury and property damage.
- **Commercial Umbrella Liability:** \$1,000,000 each occurrence, \$1,000,000 aggregate.