

B22-006

**TOWN OF DERRY, N.H.**  
**DEPARTMENT OF PUBLIC WORKS**  
14 Manning Street, Derry, NH 03038  
(603) 432-6144

**REQUEST FOR PROPOSAL**

Proposals will be received at the Derry Municipal Center, 14 Manning Street, Derry, NH 03038 until **4:00pm, prevailing time, Friday, June 24, 2022** for the following items:

**Design and Installation of Field Lighting Retrofit (LED)**

Questions regarding this request should be directed to Michael A. Fowler, P. E., Director of Public Works via email at [mikefowler@derrynh.org](mailto:mikefowler@derrynh.org) or by facsimile at (603) 432-6130. Questions shall be received by 4pm, Friday, June 17, 2022. Responses will be posted on the Town website under this bid heading.

The Town of Derry reserves the right to waive any irregularities, reject any or all proposals, and to accept the proposal that appears to be in the best interest of the Town. Failure to submit all information called for may be sufficient for disqualification.

## **GENERAL:**

1. Proposals will be received by the Town of Derry, New Hampshire at the Derry Municipal Center, 14 Manning Street, 2<sup>nd</sup> floor until the time specified in the RFP. The Public Works Department staff will subsequently review the proposals and select one or more companies to interview before selecting a contractor to complete the project.
2. Each proposal must give the full business address of the company and be signed by him with his usual signature. Proposals by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the state of incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A proposal by a person who affixes to his signature the word ‘president’, ‘secretary’, ‘agent’ or other title without disclosing his principal may be held to be the proposal of the individual signing. When requested by the Town, satisfactory evidence of the authority of the signing officer signing on behalf of the corporation shall be furnished.
3. It will be the responsibility of the person submitting the proposal to see that their proposal is received by the Public Works Department as specified.
4. Inquiries about this Request for Proposal should be directed to Michael A. Fowler, P. E., Director of Public Works

Mail: Michael A. Fowler, P. E., Director of Public Works  
Derry Municipal Center  
14 Manning Street  
Derry, NH 03038  
Email: [mikefowler@derrynh.org](mailto:mikefowler@derrynh.org)  
Fax: (603) 432-6130

5. As the Town is exempt from the payment of federal excise taxes, all prices quoted herein are not to include these taxes.
6. Prices stated shall remain firm for the duration of the contract.
7. Should the successful Contractor fail to make delivery or complete the contract within the time specified, the Town reserves the right to procure the

equipment/product from other sources and hold the Contractor liable for any excess cost.

8. The Town reserves the right to postpone the delivery date to allow for any change in operating conditions or for any other cause not now foreseen. In the event the Town elects to exercise this right, all prices quoted pursuant to this Request for Proposal will remain firm, and the Town shall incur no additional obligation to the Contractor on account of any delay of delivery date ordered by the Town.
9. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents, and acts of God.
10. Awards will be made in the best interest of the Town. In determining what would be in the best interest of the Town, the following shall be considered:
  - a. The ability, capacity, and skill of the contractor to perform the contract or provide the service required;
  - b. Whether the contractor can perform the contract or provide the service promptly or within the time specified, without delay or interference;
  - c. The character, integrity, reputation, judgment, experience, and efficiency of the contractor;
  - d. The quality of performance of previous contracts or services;
  - e. The previous and existing compliance by the contractor with laws and ordinances relating to the contract or service;
  - f. The sufficiency of the financial resources and ability of the contractor to perform the contract or provide the service;
  - g. The quality, availability, and adaptability of supplies or contractual services to the particular use required;
  - h. The ability of the Bidder to provide future maintenance and services for the use of the subject of the Contract;
  - i. The number and scope of additions attached to this bid.

11. The Town reserves the right to make awards on this proposal by item or to accept all or part of the proposal or prices quoted. In addition, the Town reserves the right to award materials on the basis of the lowest total cost of the bid item to the Town, including the Town's cost of transportation to and from the source.

In cases where two or more contractors have the same net price, the Town may give preference to firms located within the Town.

12. The contractor, if awarded an order or contract, agrees to protect, defend and hold the Town harmless against any demand for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract.
13. This project is not currently funded by the Derry Town Council. Funding for the project will be sought prior to awarding the contract. The Derry Town Council is under no obligation to award the contract if funding is unavailable.
14. This project is not subject to the Davis-Bacon Wage Act.
15. The contractor must provide a certificate of liability insurance with a minimum of one million dollar coverage (\$1,000,000.00) and a certificate of Workers' Compensation Insurance.
16. The Town of Derry will waive any and all fees for electrical permits for this project if applicable.

## **SPECIFICATIONS**

Proposals will include all costs associated with supplying and installing LED fixtures to replace existing light fixtures with satisfactory lumen output for recreational level fields. For purposes of pricing, it is assumed that all existing poles are in satisfactory structural condition and all conduit, electric panels and wiring existing can be utilized for the retrofit. **Any exclusions that are discovered or recommended by the proposer shall be clearly identified.**

Proposers may review the locations at their convenience in order to specify the fixtures and provide pricing to the Town.

Proposers shall submit a photometric grid with each field/court area to prove strength of lighting. Proposers must be sensitive to providing a design which does not create light pollution or adversely impacts residential neighbors, many of which are within a 100-foot radius of these facilities.

Disposal of existing fixtures at a legal disposal site along with documentation of legal disposal will be required as part of the installation.

The proposer's cost shall include design and installation by qualified electricians. Means and methods for installation and safety provisions will be at the discretion of the proposer.

**Installation will be permitted Monday through Fridays 7am to 5pm. All proposed lighting fixture changeouts shall be coordinated with the Parks Division. Fields may not be accessible in certain circumstances due to soft field conditions. By submitting a proposal, the proposer acknowledges and agrees that any decision to close access to a field is not grounds for a delay claim.**

The Light Emitting Diode bulbs and fixtures will be warrantied for a minimum of ten (10) years.

Proposals will include a timeframe for completion of the retrofit project. The proposer shall provide a schedule with a completion date no later than November 30, 2022.

Proposals should not only include the manufacturer and warranty information but a detailed breakdown of cost for each type of fixture being retrofitted.

Proposals must be signed by an authorized agent for the company making a proposal.

Proposals shall include a spreadsheet of cost and projected energy savings.

The proposed LED fixtures must be certified by the Eversource as being eligible for an energy efficiency rebate should the Town seek to proceed with rebate offers.

The proposal shall include an audit of the existing lighting with recommendations for improvements by adding or deleting fixtures as deemed reasonable to meet the recreational field standard for lighting.

The proposal shall include costs to retrofit fixtures to LED at the following locations:

**1. Don Ball Park – 14 Humphery Road – Football Field/Softball diamond**

Existing infrastructure built in 2000/2001 – 6 Metal Poles

Pole #1 – 3 <sup>rd</sup> base side softball field	3 flood lights
Pole #2 – 1 <sup>st</sup> base side softball field	3 flood lights
Pole #3 – Right Field softball field	7 flood lights
Pole #4 – Bleachers Right Center Field	5 flood lights
Pole #5 - Bleachers Left Center Field	6 flood lights
Pole #6 – Left Field softball field	8 flood lights

This field is utilized primarily for spring lacrosse and youth football April through November.

Eversource Account Number – 5628 274 1073 – See Appendix A for copy of invoice.

**2. Don Ball Park – 14 Humphery Road – Practice Field**

Existing infrastructure built in 2000/2001 – 10 wooden poles

Each pole has 3 flood lights mounted

This field is utilized heavily as a practice field for lacrosse and football April through November.

Eversource Account Number – 5628 274 1073 – See Appendix A for copy of invoice.  
(Same Account as Football Field above)

**3. O'Hara Field – Railroad Avenue – Little League game field**

Existing 4 metal poles

Pole #1 – 3 <sup>rd</sup> base side baseball field	4 flood lights
Pole #2 – 1 <sup>st</sup> base side baseball field	4 flood lights
Pole #3 – Right Field baseball field	7 flood lights
Pole #4 – Left Field baseball field	7 flood lights

This field is used for Little League level baseball games April to October. Proposers are advised to be aware of light overspill into nearby residential properties.

Eversource Account Number – 5689 755 1032 – See Appendix A for copy of invoice.

**4. Vet's Field – Railroad Avenue - Softball Game Field**

Existing 6 metal poles

Pole #1 – 3 <sup>rd</sup> base side softball field	3 flood lights
Pole #2 – 1 <sup>st</sup> base side softball field	3 flood lights
Pole #3 – Right Field softball field	8 flood lights
Pole #4 – Bleachers Right Center Field	6 flood lights
Pole #5 - Bleachers Left Center Field	6 flood lights
Pole #6 – Left Field softball field	8 flood lights

This field is used for youth softball games April to October. Proposers are advised to be aware of light overspill into nearby residential properties.

Eversource Account Number – 5617 805 1009 – See Appendix A for copy of invoice.

**5. Hood Park – Rollins Street - Basketball Court/Street Hockey Rink**

Existing 4 wooden poles

Each pole has 2 flood lights

This area is used for a street hockey league and general pickup basketball April to October. Proposers are advised to be aware of light overspill into nearby residential properties.

Eversource Account Number – 5663 034 1022 – See Appendix A for copy of invoice.

**6. Hood Park – Rollins Street - Dana Ball Tennis Court**

Existing 2 wooden poles

Each pole has 2 flood lights

This area is used for evening tennis April to October. Proposers are advised to be aware of light overspill into nearby resident properties.

Eversource Account Number – 5663 034 1022 – See Appendix A for copy of invoice.  
(Same account as Hood Park Basketball Court Above)