

TOWN OF LANSING
REQUEST PROPOSALS FOR MUNICIPAL BUILDING ENERGY IMPROVEMENTS

This RFP is issued May 23, 2025 by the Town of Lansing
29 Auburn Rd
Lansing, NY 14882

PRC Number: **2025005875**



Contact and Submission Information:

All Proposals are due no later than 2:00 pm on June 16, 2025

Submit to: Deborah Munson, Town Clerk
Submittal Address: 29 Auburn Rd
Lansing, NY 14882

Project questions may be submitted to Patrick Tyrell:

Telephone Number: 607-533-7388
Email Address: ptyrrell@lansingtown.com

The RFP is available on the Town of Lansing Website: www.lansingtown.com.

Request For Proposals - Town of Lansing Municipal Building Energy Improvements

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Section 1

SECTION 1 – PROJECT OVERVIEW AND LOCATION INFORMATION

1. **Overview**

The Town of Lansing is seeking competitive proposals from qualified general contractors for the design and installation of building improvements to a municipal building that would reduce energy consumption. Specifically, the Town will be replacing the HVAC and hot water systems for the Town Hall building located at 29 Auburn Road, Lansing, New York.

The Town is eligible for significant incentives for the above work through Local, State, and Utility programs. To qualify for the Clean Energy Communities Program, the ground source heat pump (to include water heating) project proposal must include:

1. Completed Preliminary Technical Analysis document (attached).
2. Demonstrate at least one member of the installation team to be certified by the International Ground Source Heat Pump Association (IGSHPA); this can include installers, designers, and/or drillers.
3. Projects and Installers must demonstrate qualification for the Clean Heat utility incentive or provide justification for not participating.
4. Include equipment that is Energy Star rated.

2. **Town Information**

The Town of Lansing is a town of approximately 70 square miles located in Tompkins County, New York in the Finger lakes region of upstate New York. It is bordered by Cayuga Lake and Cayuga County. The population of the town is approximately 11,600 people. It is the third largest town in Tompkins County by population. The town is located a few miles from the City of Ithaca and Cornell University. Major businesses Cargill Deicing Technology, and BorgWarner. In 2023 the median household income was \$88,887, the median age was 35.5 years old, and the median household value was \$299,000.

3. **Building Information**

The Lansing Town Hall is a single-story office building built in 1999 and comprising approximately 8,200 square feet. The building is heated using a 220,000 btu natural gas fired condensing boiler with radiant floor distribution. However, a recent boiler replacement has rendered much of the radiant floor heating system non-functional. The building is cooled using a split DX system with ducted air handlers. The existing cooling and ventilation system is considered near or past the end of its useful life. Hot water is provided through a 40,000 btu gas fired power vented tank heater with recirculation.

An Energy Options Report (“Report”) for the Lansing Town Hall was prepared by the Tompkins County Business Energy Advisors in February 2024. The report includes detailed descriptions for specific energy conservation and electrification measures. A copy of the Report is attached to this RFP and is provided for reference only.

Section 2

SECTION 2 – PROJECT SCOPE

1. Task 1. – Upgrade/Replace HVAC Systems Controls

The HVAC system controls are not currently functioning properly and will be upgraded. As part of the upgrade, the Town requires comprehensive system controls for more precise temperature control for both energy conservation and increased staff comfort. This Task includes performing an investigation of the existing controls for the heating and cooling zones, preparing a detailed scope of work for the replacement systems, and submitting to the Town a cost proposal to complete the work.

2. Task 2. – Replace the Existing AC and Natural Gas Boiler System with a Ground Source Heat Pump

The Town will require replacement of the HVAC system in the Town Hall, which relies on a natural gas boiler and hydronic heating system, with a fully electric ground source heat pump system with sufficient capacity to heat and cool the building all year. The new system will be connected to the existing in-floor radiant tubing. Replacement will utilize all existing duct work and plumbing unless necessary changes are needed. As many as nine new zone controls (thermostats) to be provided by the contractor. Lands adjacent to the Town Hall available for the horizontal ground loop field are lawned areas behind the building and the ball fields.

3. Task 3. – Repair the Energy Recovery Ventilation (ERV) System

The existing ERV system is not currently functioning properly and will be replaced in order to support the HVAC upgrades and to provide fresh air and ventilation throughout the building.

4. Task 4. – Replace the Hot Water System

The existing domestic hot water system relies on a natural gas hot water tank. As part of the comprehensive replacement, the ground source system must also provide the hot water needs for the building. The system will be replaced by a geothermal unit with an integrated 40-gallon tank.

5. Task 5. – Consulting Engineering Services

It is anticipated that consulting engineering services, if any, required for the project will be provided by the Town under a separate contract with Earth Sensitive Solutions as part of the NPA funding.

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Section 3

SECTION 3 – SUBMISSION REQUIREMENTS

1. **Proposals** – Bidders must complete a proposal containing the following information:
 - a. A brief description of the firm’s background, emphasizing areas of expertise or focus of practice. Bidders must provide proof of proficiency and experience in the scope of work put forth in this proposal.
 - Statement of qualifications, including firm size, size of the project team, experience with HVAC installation.
 - Include details of all state, county, and local licenses and/or certificates to verify qualifications in HVAC maintenance, repair, and installation.
 - Resume or summary qualifications of the designated project manager, including any certifications and experience.
 - Description of the project scope, including the tools, strategies, equipment, and resources that will be used to complete the project.
 - b. Evidence of legal authority to conduct business in New York. Include FEIN and business license number, and proof of registration with New York State Department of Labor Public Works Contractor Registry.
 - c. Pricing proposal itemized by Tasks 1-4 in Section 2. For each Task, provide a detailed breakdown of the work to be performed and materials to be incorporated in the work. For key mechanical, plumbing and control equipment, provide proposed manufacturer and model information. Pricing to include, but is not limited to, the following:
 - Any and all costs to furnish both the goods and the services for the Town and shall exclude any and all taxes.
 - Removal and disposal of existing boiler, AC systems, hot water heater and miscellaneous components.
 - Restoration and stabilization of all lands disturbed by the installation of the horizontal ground loop field.
 - d. Timeline for delivery of completed services.
 - e. Identify key members of the proposed project team, including any sub-contractors to be used (Each will be required to show proof of insurance naming the Town of Lansing as additionally insured upon notice of award).
 - f. Identify the programs and estimated value of energy incentive subsidies, rebates and tax credits for which the project can be eligible. Clarify the role and assistance the Bidder will provide to the Town in applying to such programs.
 - g. Non-Collusive Bidding Certificate.

2. Schedule

- a. Request for Proposals advertised: May 23, 2025
- b. Pre-Proposal Conference/Site visit: June 10, 2025 at 10:30am
- c. Deadline for Submission of Proposals: June 16, 2025
- d. Proposal awarded: June 18, 2025

3. Proposal Submission Requirements

- a. Proposals must be sealed when delivered; the envelope must be marked with the Project Name, Proposal Date and Time.
- b. Hard Copy Proposals must be submitted to:
Deborah Munson, Town Clerk
29 Auburn Rd, Lansing NY 14882

4. Additional Requirements

- a. Prevailing Wage – Minimum wage rates for this project are predetermined by the NYS Department of Labor under PRC Number 2025005875. A copy of such minimum wage rates is on file at the Town Clerk's Office at 29 Auburn Rd, Lansing NY 14882; copies of which are available to any interested party on request. This project is subject to compliance monitoring and enforcement by the Department of Labor. Each contractor and subcontractor must furnish certified payroll records to the Town Bookkeeper's office. The Town must give the Department of Labor notice of any public work contract subject to prevailing wages, and contractor's proof or registration with New York State Department of Labor Public Works Registry.
- b. Safety – The Contractor must comply with all applicable provisions of the Occupational Safety and Health Act, including any amendments thereto, and the rules, standards, orders, and regulations prescribed by the Occupational Safety and Health Standards Board. The contractor shall further comply with all other applicable safety laws, ordinances, and regulations.
- c. Insurance – The Contractor, prior to beginning work on the subject Contract, must provide to the Town a Certificate of Insurance stating that, in the event of an accident or occurrence which may give rise to a claim to lawsuit against the Town or its officers and employees, they have in full force and effect Bodily Injury Liability and Property Damage Liability Insurance.
- d. Workers' Compensation – In compliance with the statutes of the State of New York.
- e. Commercial General Liability – Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. The Certificate of Insurance indicates the aforementioned.
- f. Commercial Automobile Liability – Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover bodily injury and property damage, owned automobiles, and non-owned automobiles. Said Certificate of Insurance shall be in a form acceptable to the Town and shall provide that the Town, its officers, agents, and employees are additional insured under such a policy. The town shall require copies of a Certificate of Insurance form and Additional Insured Endorsement in a format acceptable to the Town. The policy may not be canceled or reduced in coverage until after 30 days' written notice. Wording to this effect shall be on the policy.

- g. Insurance requirements for all policies and coverages –
 - i. All insurance and policies shall name the Town as an additional insured; and
 - ii. The Town shall be notified in writing at least 30 days prior to cancellation of or any material change in the policy or coverage limits; and
 - iii. The insurance required herein shall be written for not less than minimum amounts or greater if required by law except that, if any policy has a greater limit, then that limit shall apply as though required herein; and
 - iv. All Contractor insurance shall be primary and all Town insurances shall be secondary and non-contributory; and
 - v. All coverages shall include defense costs and shall apply to any liability arising from Contractor's, acts, errors, or omissions; and
 - vi. Any deductibles or self-insured retentions shall be the sole responsibility of Contractor and all coverages shall apply for the benefit of the Town as if no deductible or self-insured retention applied; and
 - vii. Contractor waives any and all rights of subrogation against Town, and all policies shall bear such endorsements; and
 - viii. Contractor shall bear the risk of loss with respect to any owned, leased, rented, or borrowed vehicles, and all equipment, data, tools or other personal property.
- h. Site Inspections – Random job site inspections will be done regularly.
- i. Price – The sum stated in the proposal, for which the bidder offers to perform the work described in the proposal documents, is the base to which work may be added or deducted, at the discretion of the Town of Lansing in accordance with NYS law.
- j. Time for Completing Work - The contractor shall complete the service within the timeframe stated in the proposal and agreed upon by and with the Town of Lansing.
- k. System –
 - i. All equipment should be UL, ETL, NFPA, or third-party certified. All equipment used in the system must meet applicable product codes or standards and installed as per manufacturer's instructions and New York State Uniform Fire Protection and Building Code. Electrical work shall be inspected by one of the Town's 3rd-party electrical inspectors at the expense of the proposer.
 - ii. System should be designed to meet 120% of heating load
 - iii. Specified EER/COP efficiency requirements shall be met
 - iv. System equipment sized using Manual J and Manual S calculations
 - v. At least five-year equipment warranty and three-year labor warranty
 - vi. Heating and cooling set points at 68 degrees F
- l. Proposers should provide their qualifications, ability to provide warranty service, and details on labor and equipment warranties.
- m. Any needed upgrades to the building's electrical service shall be identified.
- n. The Town may select any proposal or proposals as the basis for negotiation of a contract, and to negotiate with proposers for amendments or other modifications to their proposals.
- o. The Town assumes no responsibility or liability of any kind for any expenses incurred in the preparation or submission of any proposal.
- p. The Town reserves the right to apply the case law under General Municipal Law §103 regarding contractor responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP request.
- q. The Town reserves the right to ask any proposer to clarify its Proposal or to submit additional information that the Town in its sole discretion deems desirable.
- r. All vendors and contractors must certify that all workers with access to town land and buildings have completed required sexual harassment training.

Section 4

SECTION 4 – SELECTION PROCESS

1. Proposal Materials

- a. All materials submitted in response to this RFP shall become the property of the Town of Lansing.

2. Late Submissions & Other Standards of Review

- a. Proposals received after the RFP deadline will not be considered. The Town reserves the right to reject any and all submissions in full or in part, to waive any informality, to issue subsequent requirements, instructions, or amendments, to issue new or replacement RFPs, and to cure any irregularities in this process, in each case without liability to any person or entity for costs incurred in respect of this RFP or any reply or submission to the same, or the benefits of anticipated or pending awards or contracts.

3. Rejection of Proposals

- a. The Town of Lansing reserves the right to reject any or all Proposals, and to cancel this RFP at any time.

4. Evaluation and Selection Process

- a. A committee of staff will evaluate and rank all Proposals based on the PROPOSAL amount, applicable NYSERDA grant requirements and NYS law, the contractor qualifications, the assigned project team, attendance at the Pre-Proposal Conference, and proposed project scope. The Town reserves the right to interview the highest ranked proposals, if deemed necessary.
- b. All proposals to remain subject to acceptance by the Town for a period of forty-five (45) days following the date of proposal submission.

NON-COLLUSIVE BIDDING CERTIFICATE - Town of Lansing Municipal Building Energy Improvements

By submission of this bid or proposal, the Bidder and each person signing on behalf of that Bidder, affirms as true under penalty of perjury that to the best of knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
4. Attached hereto (if this Bid is submitted by a corporate Bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signatory to this Bid or proposal on behalf of the corporate Bidder.
5. No person or entity has a prohibited interest in this Bid, the award, or the Contract or Work, as defined in or by General Municipal Law Article 18 or Town of Lansing Ethics Rules. Copies of each of the same may be obtained from the Town Clerk's Office or online.

Bidder

Address

[SAMPLE] CORPORATE/LLC NON-COLLUSIVE RESOLUTION - Town of Lansing Municipal Building Energy Improvements

The following Resolution was adopted by [*name of entity*] in accord with law:

“RESOLVED that [*name of authorized person/officer*] be authorized to sign and submit the bid or proposal of [*name of corporation/LLC*] for the Town of Lansing Municipal Building Energy Improvements to the Town of Lansing, and such person be further authorized bind the *corporation/LLC* and sign and submit the General Municipal Law § 103-d Non-Collusion Certificate, as well as general authority to act on behalf of the *corporation/LLC* to adjust, correct, or negotiate the bid or contract terms. By signing bid documents, the authorized person so binds this *corporation/LLC* and affirms under penalties of perjury that all statements in all bid documents are true and not materially misleading as of the date so signed or submitted.”

The attached/foregoing is a true and correct copy of the resolution adopted by [*Name of Corporation/LLC*] at a meeting/by consent in lieu of a meeting of its Board of Directors/Members held on the [*date*] day of [*month*], 2025.

Secretary

(seal)