

**TOWN OF CHARLOTTE
REQUEST FOR PROPOSALS
FOR SENIOR CENTER ENVELOPE AUDIT**

Issued: March 17, 2016

Project Description

The Town of Charlotte is interested in identifying any opportunities to improve the performance of the building envelope that may be undertaken in concert with soon-to-start construction project that will create a new entry way (the “Entryway Construction Project”) at the circa 2002 Charlotte Senior Center

In addition, to support a long term objective of zero net energy in Town Buildings, the Town would like to understand the opportunities, costs and benefits regarding upgrades to the Senior Center building envelope.

Proposal due date

Please submit proposals by Monday, March 28, 2016 at 4:00 PM. Please submit proposals via e-mail to Dean Bloch at dean@townofcharlotte.com and copy to Suzy Hodgson at suzyhodgson@gmavt.net. We anticipate notification of winning bid by April 12, 2016.

Project schedule

- Initial full building audit and recommendations to be completed by April 29, 2016 (prior to the Entryway Construction Project).
- Follow-up focused audit on the effects to the building envelope subsequent to the Entryway Construction Project and full building audit and recommendations should be complete by December 31, 2016.

Proposal Information

- Provide a detailed proposal describing approach, deliverables and costs for the following two tasks:
 1. Full building energy audit and recommendations.
 2. Follow-up audit and recommendations following the completion of the Entryway Construction Project.
- Provide a proposed project schedule.
- Provide hourly rates for staff and identify which staff will perform the proposed tasks.
- Provide qualifications including one sample report, references and qualifications for the personnel who will be performing the work.

Insurance Requirements

Prior to starting work the selected contractor will be required to provide a Certificate of Liability Insurance with liability coverage of no less than \$1,000,000 per occurrence and \$1,000,000 per aggregate, naming the Town of Charlotte as an additional insured. The Certificate must also include Workers Compensation Insurance, unless the selected bidder has no employees, in which case a Non-Employee Work Agreement will need to be signed.

Town contact

Questions may be directed to Dean Bloch at 425-3533 ext. 205 or dean@townofcharlotte.com.

The town reserves the rights to select any bid for any reason, and to reject any or all bids.

Project Information:

- The available Senior Center energy consumption history is below.

Energy Use By Calendar Month

Property: Charlotte Senior Center (ID 2802867)

03/05/2016 03:56 PM EST

Month	Electric - Grid (kBtu)	Fuel Oil (No. 2) (kBtu)	Propane (kBtu)
Jun-07	Not Available	Not Available	1643.46
Jul-07	Not Available	Not Available	1780.8
Aug-07	Not Available	6828.43	1994.02
Sep-07	Not Available	24387.25	2055.66
Oct-07	Not Available	Not Available	3059.36
Nov-07	Not Available	3951.98	2671.49
Dec-07	Not Available	49407.36	2294.62
Jan-08	Not Available	28433.44	2095.6
Feb-08	Not Available	18147	2072.7
Mar-08	Not Available	19215.27	2142.22
Apr-08	Not Available	16954.65	2452.53
May-08	2600.39	2153.22	Not Available
Jun-08	6850.25	1393.26	Not Available

Jul-08	8230.49	Not Available	Not Available
Aug-08	7938.2	Not Available	Not Available
Sep-08	6402.5	Not Available	Not Available
Oct-08	5929.2	Not Available	Not Available
Nov-08	6257.92	Not Available	Not Available
Dec-08	6836.99	Not Available	Not Available
Jan-09	5741.96	Not Available	Not Available
Feb-09	4072.02	Not Available	Not Available
Mar-09	4907.7	Not Available	Not Available
Apr-09	4118.33	Not Available	Not Available
May-09	5466.28	Not Available	Not Available
Jun-09	7520.34	Not Available	1142.68
Jul-09	9139.93	Not Available	1752.24
Aug-09	9529.84	Not Available	1932.51
Sep-09	8261.07	Not Available	2136.51
Oct-09	8199.84	Not Available	2496.9
Nov-09	7199.45	25668.46	2591.64
Dec-09	5472.84	8928.16	2560.1
Jan-10	4691.55	43345.82	1996.04
Feb-10	3694.34	Not Available	2092.72
Mar-10	3870.01	Not Available	2238.31

Apr-10	4097.01	Not Available	1970.93
May-10	5152.17	Not Available	2068.9
Jun-10	6596.64	Not Available	1163.62
Jul-10	7925.92	Not Available	811.27
Aug-10	7478.56	Not Available	1732.49
Sep-10	5875.96	2592.62	2063.67
Oct-10	5189.2	37592.99	2256.88
Nov-10	4847.04	4874.16	2486.65
Dec-10	4578.08	43867.44	2439.06
Jan-11	4550.92	Not Available	21058.28
Feb-11	4097.23	1377.84	17165.5
Mar-11	4499.17	42918.79	2020.96
Apr-11	4285.94	6172.5	1975.37
May-11	4962.94	6378.25	2648.92
Jun-11	6394.76	6172.5	2285.27
Jul-11	7588.2	6378.25	1624.7
Aug-11	7379.76	6378.25	1728.72
Sep-11	6060.5	6172.5	1968.61
Oct-11	5353.79	6378.25	1774.38
Nov-11	4687.24	6172.5	2455.07
Dec-11	2442.05	24809.36	3249.86

Jan-12	Not Available	23163.36	1130.69
--------	---------------	----------	---------