



January 29th, 2023

**March 26, 2024 Update**

**Town of Stowe Electric Department**

**Request for Proposals**

**Wilkins Substation Upgrade Project**

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## SECTION 1

### INVITATION TO BID

#### Electric Department Substation Upgrade

Responses Due: **April 15th, 2024**

The Town of Stowe Electric Department ('SED') invites bids for construction services from qualified bidders. The Wilkins Substation is located at 306 Cady Hill Road, Stowe, Vermont on a 0.7 acre parcel owned by SED.

The project is for new and replacement concrete, conduit, and other work necessary for a substation infrastructure upgrade project.

SED and the winning bidder will agree to the general contract terms and conditions available at <https://www.stoweelectric.com/rfps>.

Winning bidder must follow the document titled *Wilkins Substation Specifications* available at <https://www.stoweelectric.com/rfps>.

Please submit your bid via email to [blilley@stoweelectric.com](mailto:blilley@stoweelectric.com).

SED will host a site visit with interested vendors at the site at **9AM on April 3, 2024**. Please confirm your attendance prior to the site visit by calling or emailing Brent Lilley, 802-253-7215.

For more information contact Brent Lilley , Operations Director at [blilley@stoweelectric.com](mailto:blilley@stoweelectric.com), or Matt Dunnells, PLM Electric Power Engineering, [dunnells.m@plmnet.com](mailto:dunnells.m@plmnet.com)



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Jackie Pratt  
General Manager  
Stowe Electric Department

## SECTION 2 INSTRUCTION TO BIDDERS

### Introduction

The Town of Stowe Electric Department (“SED”) requests proposals from qualified consultants to provide new and replacement concrete and new conduit at the Wilkins Substation in Stowe Vermont.

Bidders should submit proposals for the entire RFP based on this schedule:

Proposals Due:	April 15th, 2024 before 3PM
Proposal Award:	April 30, 2024
Project Completion:	TBD

SED encourages email submissions.

The project site is at Cady Hill, adjacent to two electric substations, and a recreational area. The site shall be fully developed per the RFP and attached plans and specifications. The selected Contractor may be asked to attend meetings to compare, evaluate, and confirm decisions with the SED’s staff, SED Board of Commissioners, and other contractors.

### Background

Located in Lamoille County, Vermont, the Town of Stowe covers approximately seventy-three (73) square miles and hosts a year-round population of 5,200 residents. During peak periods the Town can often have more than 10,000 visitors. Named as one of the Top 10 Small Towns in America, Stowe is famous for its world-class outdoor recreation, well preserved and vibrant historic downtown, and scenic landscapes. Residents have long valued the town’s character while enjoying the vibrancy of a premier four-season resort community (e.g., restaurants, shopping, special events, and the arts, etc.) more commonly associated with a more urban community. Although the town experienced a 21% population growth from 2010 to 2020, Stowe has also managed to maintain its character and sense of place that make it special and unique. Since 2018, the Town has witnessed many changes; a rise in year-round and seasonal population, lack of housing availability and affordability, increased daily and seasonal traffic congestion at peak times, and amplified development pressure.

Stowe Electric Department was founded in 1911 and currently has 11 administrative staff, 6 lineworkers, and 3 right of way crewmembers. SED serves 4,445 meters, has 3 substations, 123 miles of overhead distribution lines and 25 miles of underground lines. SED has approximately 30 customers per mile. SED owns and manages 11 public charging stations. SED has one primary storage facility for distribution services located at 435 Moscow Road. This new storage facility that is subject to this RFP will provide SED additional storage space for distribution system equipment (e.g. transformers and wire wheels) and allow SED staff to access a second storage facility for outage response.

**Electric Department Substation Upgrade Request for Proposal**

## Contractor Selection

Stowe Electric Department ("SED") recognizes the important contribution that small businesses have to the state's economy. In this regard, SED follows a free and open bidding process that affords all businesses equal access and opportunity to compete for SED contracts for goods and services. SED also recognizes the existence of businesses owned by minorities and women and makes a good faith effort to encourage these firms to compete for SED contracts.

The winning Bidder (or "Contractor") will be selected on a competitive basis and rated based on budget and value, ability to meet the defined schedule, experience and qualifications, experience working with municipal electric distribution utilities or municipal entities, and quality of the submitted package. SED recognizes that the lowest bid in terms of price is not always in the best interest of SED and reserves the right to select the winning Bidder based on the needs of the utility staff and obligation to provide services in the best interests of its ratepayers.

It is further understood that an electric utility is a unique business, and the necessary parts, equipment and services may only be available from one or two vendors. While SED will ensure every available discount is utilized and make every attempt to negotiate the best price, it may not be possible to achieve this through a bidding process. In determining the "lowest, best qualified, responsive and responsible bidder," in addition to price, the following shall be considered:

- The substantial performance of the bidder in meeting the specifications and other terms and conditions of the solicitation.
- The ability, capacity, and skill of the bidder to perform the contract or provide the material or service required, and to do so promptly or within the timeline specified.
- The experience, financial resources, and performance under previous contracts by bidder.
- The quality, availability, and adaptability of the service or product being purchased and the ability of the bidder to provide future maintenance and supply parts, if necessary.

## Proposal Content and Requirements

Proposals shall include the following information as succinctly as possible and clearly labeled within the proposal using these headings:

**Statement of Interest:** Include the following: firm name, address, primary contact person, and contact's phone number and email, and a synopsis of the firm's background, history, and services provided (including areas of expertise).

**Project Approach and Schedule:** Description of the proposed techniques and procedures to be used in conducting the components of the Scope of Work. Note suggested additions or deletions to the requested format. Include a timeline that identifies deliverables and anticipated project start date.

**Project Team and Qualifications:** List the name, role, and qualifications of each team member who will be assigned to perform work on this project, including any sub-contractors. Identify primary contact and each team member's role. The list shall include all professional/technical personnel necessary to accomplish the objectives and scope of this proposal.

**Bidder Contact Information and Pricing:** The work will be performed on a fixed price or hourly basis for all services including the fees and expenses necessary to complete the project scope. Services proposed shall include all supplies, equipment, and labor necessary to full fill the scope of this proposal. Bids shall be based on per square foot, per lineal foot price for concrete work stated on the Bid Form.

**References:** Please list the client's name, contact person, title of contact person, and telephone number of at least three clients for whom similar work has been performed in the past.

### **Additional Requirements**

1. Prospective bidders are encouraged to attend a site visit on **April 3, 2024** prior to submitting their proposal. This will verify the actual nature and condition of the work and respond to bidder questions. No cost shall be incurred by SED for this pre-bid visit. If a prospective bidder cannot make the site visit, images of the site will be provided upon request.
2. Please provide a proposed General Construction fee expressed as a percentage of the cost of construction and define what is included in that fee. State how your fee applies to change orders and give details on how markups are applied to sub-contractor's costs.
3. Please provide an estimate of total project construction duration through completion. This estimate shall be in total number of weeks beginning at mobilization.
4. Please provide a desired contract format for the Owner's consideration.
5. Please provide a statement indicating that the Contractor can provide Performance, Payment, and Guaranteed Bonds for the entire value of the project.

### **Submissions**

Bids for this work must be received no later than **April 15th, 2024 at 3PM**. Any bid may be withdrawn prior to the above scheduled time. Bids received after this date will not be considered.

By submitting a bid, the Bidder is aware that if awarded, he/she will be required to provide an insurance certificate showing workers comp, property damage, and automobile liability.

**Early submissions are encouraged.** Proposals should be emailed to [blilley@stoweelectric.com](mailto:blilley@stoweelectric.com).

If mailing or hand delivering a bid, the envelope should be sealed, with "**Substation Project**" on the face and clearly bearing the name of the bidder and their address.

We will accept hand delivered proposals (435 Moscow Road Stowe Vermont), or mailed to:

**Electric Department Substation Upgrade Request for Proposal**

Town of Stowe Electric Department  
C/O Operations Manager  
P.O. Box 190  
Stowe, VT 05672

Any submitted RFP proposal shall become the property of SED. Any costs and expenses incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of the Applicant. SED will not provide any reimbursement for any costs and expenses incurred during the bid process.

Through Jackie Pratt, General Manager, SED reserves the right to reject any or all proposals received, waive any irregularities, informalities, and/or defects therein if doing so is deemed to be in the best interest of SED.

If awarded, a Notice of Award will be issued to the Winning Bidder via phone, email or postal mail on or before **April 30, 2024**.

**SECTION 3**  
**BID FORM – STIPULATED SUM**  
**Municipal Electric Department Substation Upgrade**

**Bidder Name:** \_\_\_\_\_

**THIS BID IS SUBMITTED TO THE TOWN OF STOWE ELECTRIC DEPARTMENT**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Stowe Electric Department to perform all work as specified of indicated in the Bid Documents for the price(s) and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bid Documents.

Bidder has carefully read, examined, understands and accepts all of the terms and conditions of the Bid Documents. In submitting this bid, Bidder represents that:

Bidder has examined and studied the Bid Documents and the other related information identified in the Bid Documents, and this proposal **complies with the General and Specific Specifications and Conditions issued by SED except as clearly marked in the attached copy.**

Bidder Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Bidder understands and agrees that, if this Bid is accepted, he/she will furnish all the materials and equipment, provide all labor, services, and all other supplies required to perform in the time, and can meet the insurance requirements as stated within the request for proposal and the requirements stated.

Bidder Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**BID FORM CONTINUES ON NEXT PAGE**

**SCHEDULE OF VALUES (BASE BID):**

The contractor shall submit a schedule of values, broken out and sub-totaled by task – concrete, excavation and backfilling, aggregate surfacing, and conduit. This is a mandatory requirement for a complete bid submission.

The undersigned Bidder agrees to furnish, deliver, construct, and erect the facilities described in the Plans and Specifications including accompanying forms and documents attached hereto and made a part hereof for the following prices (Bidder to fill in blanks):

<b>CONSTRUCTION BID – SUBSTATION No. 3</b>		
<b>BID ITEM</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1.	Complete all work as provided for in these Contract Documents and associated drawings, subject to additions and deductions according to the terms contained herein, for the Lump Sum Price of:  _____ (words)	\$ _____

Bidder to enter total bid price in words and figures in the spaces above. Where a discrepancy occurs between the price in words and the price in figures, the price in words shall take precedence.

Detailed drawings for existing foundations and subsurface structures and conduits are not available. Based on the Engineer’s estimate, the Lump Sum Price shall provide for up to 60 cubic yards of demolition and disposal of reinforced concrete and any associated backfill at no additional cost to SED. If the actual quantity exceeds the estimate, it shall be accurately entered and the contract price shall be adjusted based on the unit price provided.

**BID FORM CONTINUES ON NEXT PAGE**



**Unit Prices**

OWNER reserves the right to increase or decrease the scope of work (not to exceed 25% of the total bid price shown above). Price adjustments to the Lump Sum Price shall be based on Unit Prices quoted below, where applicable. Also see Notes that follow this table.

<b>UNIT COSTS</b>		
<b>DESCRIPTION</b>	<b>UNIT OF MEASUREMENT</b>	<b>UNIT PRICE (ADD OR DEDUCT)</b>
Excavation, general	Per cubic yard	\$
Disposal of clean excavation spoil (only applies to excavation not required by base bid)	Per cubic yard	\$
Furnish, install and compact classified backfill material	Per cubic yard	\$
Backfill and compaction, native soil	Per cubic yard	\$
Furnish and install Reinforced Concrete	Per cubic yard	\$
Furnish and install concrete encased 1" PVC conduit, including excavation, backfill and compaction	Per linear foot	\$
Furnish and install concrete encased 4" PVC conduit, including excavation, backfill and compaction	Per linear foot	\$
Furnish and install concrete encased 6" PVC conduit, including excavation, backfill and compaction	Per linear foot	\$
Furnish and install concrete encased 8" PVC conduit, including excavation, backfill and compaction	Per linear foot	\$
Furnish and install 3/4" X 10' ground rod, including connection	Each	\$
Furnish and install 4/0 copper ground grid wire, including excavation, backfill and compaction	Per linear foot	\$

The Bidder has made a careful examination of the construction site, has become informed to the kind of facilities required before and during the construction.

This Proposal is made pursuant to the provisions of the Drawings, Specifications and other Documents attached hereto, and the Bidder agrees to the terms and conditions thereof.

The Bidder warrants the accuracy of all statements contained in the Bidder's qualifications, if any, and agrees that the Owner shall rely upon such accuracy as a condition of the Contract if this Proposal is accepted.

The Bidder warrants that this Proposal is made in good faith and without collusion or connection with any other person bidding for the same work.

The Bidder agrees that, in the event this Proposal is accepted, it will execute a contract in the Owner-Contractor Agreement form attached hereto.

The Bidder agrees that it is subject to Engineer's Review Costs and Plan Changes Costs associated with any offering of alternate materials. Such cost shall be back charged against any monies due Contractor when such costs are billed.

If, in submitting this Proposal, the Bidder attempts to make any change in the form of Proposal or Contract furnished by the Owner, the Bidder understands that the Owner and the Engineer may evaluate the effect of such change as they see fit or may exclude the Proposal from consideration in determining the award of the Contract.

In submitting this Proposal, the undersigned agrees that the Bid will not be withdrawn for a period of 30 consecutive calendar days following the date of Bid Opening.

Further, that if a Notice to Proceed or if a prepared Agreement provided by the Owner is received at the business address identified below within the 30-day period, the undersigned will, within ten days of such receipt, acknowledge acceptance of the contract award and will execute and deliver the Agreement, the Performance, Labor and Material Payment Bonds, the certificates of insurance and will proceed in accordance with requirements of the Contract Documents for this project.

By submitting this bid, you agreed to accept the Project Requirements as written. Exclusions on bids that alter these requirements will not be considered valid. It is expected that all contractors comply with requirements as written.

The construction work shall be scheduled to begin immediately upon receipt of signed contract. The anticipated project start date is \_\_\_\_\_. The undersigned states that the start to finish construction duration shall be \_\_\_\_\_ total weeks from date of signed contract.

## SECTION 4

### SCOPE OF WORK

#### **General Scope of Work**

The BIDDER scope of work for this project is generally limited to all of the sub-surface infrastructure: selective demolition and disposal of existing reinforced concrete foundations in the area designated for new equipment, as well as excavation and backfill, installation of new reinforced concrete foundations, handholes, ground grid, concrete encased control and power conduits (including power cable conduits outside the substation fence to a new 12.47 kV riser pole and to a new 34.5 kV riser pole), and crushed stone yard surfacing.

SED shall provide all of the above grade distribution system equipment: installation of electrical equipment on new pads, installation of power and control cables through the conduits installed by BIDDER, functional and acceptance testing of new electrical equipment, etc. SED is furnishing all major substation equipment to be installed on the new foundations.

BIDDER and any designated subcontractors shall be familiar with and be experienced in all aspects of electrical substation construction and shall ascertain the scope of the work from the Specifications and Drawings. It shall be the responsibility of BIDDER to become familiar with the equipment being furnished by SED. Failure of BIDDER to correctly interpret the scope of work necessary to properly install or connect the equipment furnished by SED shall not be considered as the basis of claim for extra compensation. BIDDER shall supply construction labor and supervision, construction equipment, other material, temporary supports, erosion and sedimentation controls, etc. during their portion of the work.

The project incorporates both electrical and civil components. For firms that desire to bid but do not have expertise in both areas, it is preferred that the qualified electrical contractor submits the bid (as the prime) and that the qualified civil contractor be designated as a subcontractor.

#### **I. WORK DESCRIPTION**

1. It is the intent of this Specification to provide complete working substation, ready for service.
2. Minor items and details may not be fully addressed by this Specification but shall be included by the CONTRACTOR.
  - a. Substation Civil Construction
  - b. Demolish existing equipment foundations as shown on drawings.
  - c. Excavate and prepare yard at designated sub-grade.
  - d. Perform excavation and backfilling for below grade structures.
  - e. Install below grade structures, including foundations, conduits, drainage pipes, grounding system, etc.
  - f. Furnish materials and equipment unless specifically indicated as furnished by SED.

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- g. Install all structures and equipment in accordance with the specifications and drawings and as further described herein.
  - h. This an expansion of an existing substation. The existing portion of the substation must remain energized during construction. Exercise caution when working near any energized parts other equipment that is to remain in service.
  - i. Place crushed stone as shown on drawings.
  - j. Clean up site and provide off-site disposal of waste materials created as a result of the work.
3. CONTRACTOR shall ascertain the scope of the work from the Specifications and Drawings. It shall be the responsibility of CONTRACTOR to become familiar with the equipment being furnished by OWNER. Failure of CONTRACTOR to correctly interpret the scope of work necessary to properly install or connect the equipment furnished by OWNER will not be considered as the basis of claim for extra compensation.

## **II. WORK COVERED BY THE AGREEMENT**

The following work shall be completed under this agreement, including all labor, equipment, plant, and materials (unless noted) required to perform the following tasks:

1. Removal and temporary stockpiling of crushed stone in the affected portion of the substation yard for later use.
2. Within the substation fence, demolish and dispose of existing, reinforced concrete foundations as indicated on drawings.
3. Identify and protect existing utilities that are to remain energized during the project.
4. Removal of existing ground grid conductors within the excavated area of the substation, as necessary for excavation and foundation installation.
5. Prepare substation yard at designated sub-grade. Suitable material may be temporarily stockpiled for reuse. Dispose of unsuitable or excess material
6. Perform layout and establish proper elevations for new foundations, structures, pipes, etc.
7. Perform excavation and backfilling for below grade structures, including foundations, oil containment, conduit, drainage pipes, grounding system, etc. Dispose of excess material.
8. Perform dewatering of excavations where so required. Contain all sediment on site (during dewatering activity) and properly dispose of off-site following dewatering activity I. Install below grade structures, including foundations, conduits, grounding system, station service AC panel posts and backer board, etc. Incorporate embedded items where so required
9. Install modifications to buried ground grid. Incorporate existing elements where found. Provide ground conductor turnups at all structures and equipment foundations as indicated on drawings. Verify that substation fence is properly grounded. Supplement existing grounding where so required.
10. Clean up and provide off-site disposal of all excess materials, demolition material, trash and debris generated by the work.

11. Restore all landscaping disturbed by the work to as found or better and to satisfaction of SED.
12. Perform final cleanup and Project closeout.
13. CONTRACTOR shall maintain a complete, comprehensive set of as-built drawings as the work progresses. As built drawings to contain notations indicating the following, at minimum:
  - a. Actual location of all subsurface and above surface structures, utilities, conduits, pipes,
  - b. ground wires, and equipment installed under this contract.
  - c. Actual location of all pre-existing and to remain structures, utilities, conduits, pipes, ground wires, and equipment exposed during the course of this Project.
  - d. Provide minimum of two measured ties to all buried elements that may require access for normal maintenance. Ties shall be measured to permanent structures such as building foundations.
  - e. CONTRACTOR shall transcribe the field set of as-built records neatly in red to a clean set of final Contract Drawings and provide to ENGINEER at Project closeout.
14. WORK SEQUENCE AND SCHEDULE
  - a. The work shall commence as soon as practical following execution of contract and mobilization.
  - b. New foundations and sub-surface infrastructure shall be installed in the spring of 2024 (beginning late March / April depending on weather conditions).
  - c. C. All new subsurface infrastructure shall be substantially complete no later than May 31, 2024.
  - d. Plan and execute the work in such a way as to minimize disruption to traffic and abutters to the Project.

### **III. WORK NOT COVERED BY THE AGREEMENT**

The following work will be completed by others:

1. Installation of electrical equipment onto foundations
2. Installation of power and control cabling
3. Electrical functional testing and commissioning
4. Distribution line switching and offloading of substation as-required
5. Distribution line construction for new circuit #3.
6. Distribution line switching and reconfiguration to utilize the new feeder position upon completion of the work