

Invitation to Bid

October 27, 2008

Sullivan County Commissioners  
Sullivan County Department of Corrections – Jail Upgrade Project  
103 County Farm Rd  
Claremont, NH 03743

The Sullivan County Board of Commissioners invite the submission of proposals from qualified engineering contractors to provide engineering services related to the following planned upgrades to the existing correctional facility located in Unity NH:

1. Complete replacement of the facility's HVAC systems including air handling and perimeter radiation; existing boilers and pumps to remain.
2. Facility's exhaust ventilation system to be replaced.
3. Facility to be fully air-conditioned.
4. Complete replacement of the building HVAC control system.
5. Renovate the roof and insulation envelope so that the attic becomes part of the warm space of the building. May result in replacement of the existing roof.
6. Provide a mechanical room facility addition to house the new air handling system, with additional office space.
7. Install sprinkler system throughout building.

Scope of Services to be provided by bidder:

1. Attend mandatory meeting at site to review existing conditions, discuss mechanical concepts and layouts, confirm the project scope, schedules and budgets.
2. Mechanical designs for the HVAC and plumbing and Electrical designs shall include contract drawings and specifications and shall be suitable for competitive bidding
3. Architectural designs shall include contract drawings and specifications. The documents shall be for competitive bidding or construction by the County's staff.
4. Prepare layout of schematic drawings based on walk through with recommendations, sizing, placement of equipment, and distribution. Deliver a check set to Superintendent for review and comments.
5. Attend design review meeting(s) at site with related consultants and staff.
6. Prepare construction drawings and specifications based on approved scope for above review.
7. Attend final design meeting on site with related consultants and staff.
8. Finalize drawings and specifications including review comments and corrections.

9. Deliver drawings and specifications to a printing establishment for printing and distribution.
10. Attend a prebid conference to review the Scope of Work with contractors.
11. Assist Sullivan County during the bidding and negotiations.
12. Review material and system submittals.
13. Attend regularly scheduled construction meetings as requested by Sullivan County.
14. Prepare a punch list of construction work at project substantial completion

Services Provided to the Engineer:

- Liaison between your office and state and local agencies.
- Copies of utility bills for electrical demand review.
- Printing and distribution of construction drawings and specifications.
- Construction administration at bidding and thereafter.

Conditions:

- Sealed bids must be mailed or hand delivered to Ross L. Cunningham, Superintendent at 103 County Farm Rd, Claremont, NH 03743 and must be received prior to 3pm EST, on December 11, 2008
- Mr. Cunningham may be reached at 603 542-2083 or by email at [rcunningham@sullivancountynh.gov](mailto:rcunningham@sullivancountynh.gov)
- A mandatory pre-bid site walk through will be held on November 13, 2008 at 1:00pm. A set of prints documenting existing conditions will be available at a cost of \$10.00. Checks can be made out to Sullivan County Commissioners Office

The Sullivan County Board of Commissioners reserves the right to reject any and all bids. If all bids are rejected, the Sullivan County Board of Commissioners may undertake the work by such means as they deem suitable. The Sullivan County Commissioners further reserve the right to waive any formalities in the preparation and submittal of proposals.

Thank you for your participation,  
Ross L. Cunningham  
Superintendent