

TOWN OF HANOVER
TOWN Hall Electrical Upgrade
REQUEST FOR PROPOSAL
May 20, 2025

- 1) The TOWN of HANOVER (TOWN) is seeking proposals from qualified companies (CONTRACTOR) to perform services as described in the following documents. The PROJECT services shall consist of a 3 phase 120/208v 400 amp underground electric service upgrade, transfer of existing parking lot lights service to building service, utility interconnect, new power panels, reconnection to existing circuits, automatic transfer switch & generator.

By submitting a response to this document, the CONTRACTOR is stating it has read the entire document and fully understands the content, purpose, and requirements hereof.

Contract documents are available on the town website at the following URL:
<https://nh-hanover.civicplus.com/286/Current-Projects>

- 2) Submission of proposals: To submit a proposal, the CONTRACTOR should be aware of the requirements contained in this Request for Proposals and any additional specifications or attachments and make every attempt to submit a proposal meeting all requirements.
- 3) Format of proposals submitted: The CONTRACTOR shall provide one hard copy to: Peter Kulbacki, P.E. Director of Public Works, TOWN of HANOVER, 194 Lebanon Street, Hanover, NH 03755. The proposal may be hand-delivered or mailed, and a digital copy shall be sent to DPW@HanoverNH.org.
 - a) Proposals must be properly sealed and marked: **TOWN Hall Electrical Upgrade** and must be received on or **before June 19, 2025 at 1:30 PM EST** at which time the proposals shall be opened and read. Proposals submitted via facsimile, or delivered any other way than in a sealed, marked envelope as instructed above, will not be accepted. No proposal submitted shall be further altered in any way after the bid opening, but the TOWN reserves the right to ask CONTRACTORS submitting proposals for clarification on the proposals submitted before forwarding a recommendation to the HANOVER TOWN Manager.
 - b) Proposals must include pricing for all requested services, including everything listed in the attached **Project Description and Requirements**.
 - c) A project work schedule and plan must also be submitted.
 - d) All proposals must be signed by the CONTRACTOR'S authorized representative and must include name, position, and signature of that representative. The contents of the submission of the successful CONTRACTOR shall be considered a

contractual obligation. Failure to meet these obligations may result in violation of the contract and/or other appropriate action.

- e) The TOWN of HANOVER reserves the right to reject any or all responses to this document, or to waive minor irregularities in the responses. The TOWN of HANOVER reserves the right to accept any proposal that will in its opinion best serve the interests of the TOWN of HANOVER, regardless of whether that bid is the lowest submitted.
- f) Questions: Contact Peter Kulbacki, P.E. Director of Public Works peter.kulbacki@hanoverNH.org with the email subject heading: **TOWN Hall Electric Upgrade**. Questions must be submitted in writing prior to June 23, 2025 @ 1:30 p.m. EST. **Peter Kulbacki, P.E. may be reached by telephone at (603)-643-3327 between 7-3:30**
- g) Responses will be posted as an addendum on the Public Works Department Current Projects page of the TOWN's website:
<https://nh-hanover.civicplus.com/286/Current-Projects>

4) Proposal format:

a) Cover Letter

A cover letter signed by an authorized representative of the CONTRACTOR shall outline the intent of the response and shall state that the information contained in the Proposal accurately describes the services to be provided.

b) Company profile

- i) Provide a brief description of company or business, its purpose, history, including the number of years in business.

c) References

- i) Provide associated references and contact information for the persons or organizations that have engaged the CONTRACTOR. Preferably these references will be New Hampshire, if possible, in the New Hampshire Liberty Utilities service area and in Hanover.
- ii) Include a list of up to three (3) projects where the CONTRACTOR has successfully completed a commercial power upgrade including a generator and ATS.
- iii) By submitting a proposal, the CONTRACTOR consents to TOWN contacting these references, and consents to TOWN also contacting any other organization for the purposes of evaluating the Proposal.

d) Key personnel:

Identify key personnel that would be employed for this program and provide a detailed resume of their relevant experience, education, and success. Key personnel should demonstrate ample experience in managing building electrical

upgrade projects.

e) The quotation shall include, but is not limited to, the following:

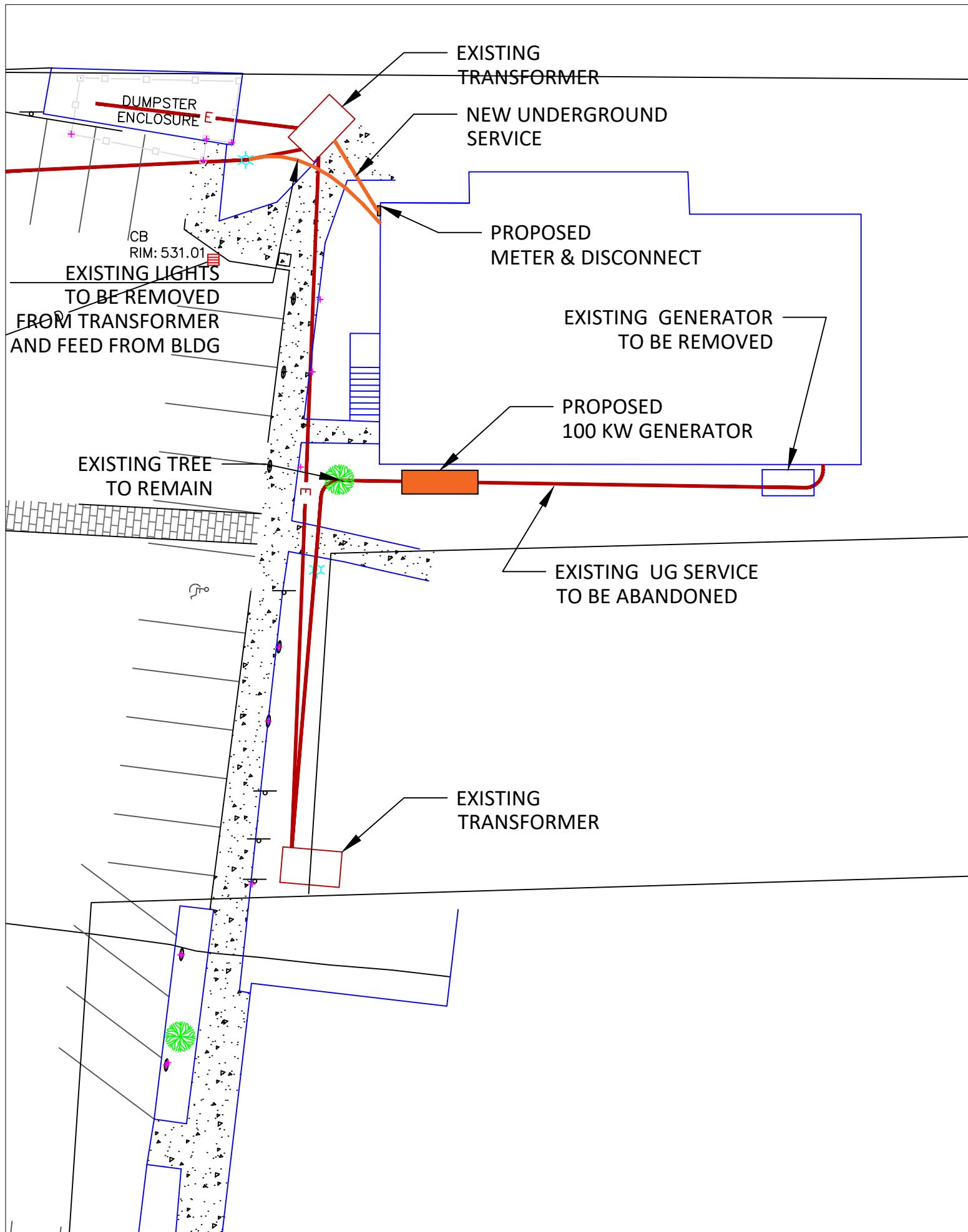
- i) A lump sum unit price for providing and installing items including new underground power and refeeding of parking lot lighting from existing service including conduit, and wire installation, 400 amp disconnect, grounding, new Utility required CT Cabinet, CT Meter Conduit, and CT meter socket, all interior wires & conduits, breaker and circuit panels, temporary power, maintenance of existing generator and critical circuits until new generator is functional, including reconnection to existing systems as well as all items shown on Drawings. The TOWN will provide Automatic Transfer Switch, 100 KW Generator, all excavation, backfilling, restoration of sidewalks, landscaping, screening, and generator pad. Work to include all project, vendor and utility coordination, all licenses, fees and project management. Utility and permit fees will be paid by the TOWN.
- ii) 100% payment and performance bonds, per RSA 447:16.

Bid Alternates award will be based on final proposal pricing and TOWN budget limitations and at the TOWN's discretion.

5) Project Schedule

Include with the proposal a schedule indicating the number of weeks from contract execution to each major milestone. At a minimum, include the following:

- a. Procurement of major components.
- b. Submission of "for approval" documents for generator and automatic transfer switch.
- c. Start, duration of exterior work.
- d. Generator and Automatic Transfer switch installation and commissioning/testing. (based on estimated 6 month lead time for the generator).
- e. Interior work.
 - Conduit installation
 - 400 Amp breaker and 225-amp panels installation
 - Power switchover and interruptions



Project Description and Requirements

1) Project background

The Hanover Town Hall is currently fed by a 200-amp 120/208v three-phase direct bury electrical power supply. The current building draw exceeds the power supply capacity and is fed off a transformer to the southwest of the building on the edge of the TOWN parking lot. There is an existing generator that provides power to critical circuits. This project seeks to resupply the TOWN hall from a transformer to the northwest of the building with a new 400-amp service. This will require TOWN owned parking lots lights to be removed from the northwest transformer and be fed from the building. Picture of the existing transformer feeds are attached ([Appendix B](#)). Additionally, this project includes interior conduits and wiring to new internal panels, automatic transfer switch, generator and associated appurtenance necessary to ensure a fully functioning code compliant system.

2) Scope of services

The TOWN is seeking proposals from qualified service providers referred to as "CONTRACTOR." This proposal is to be a proposal that includes the tasks outlined below and as shown in the Proposed Electrical Upgrades Drawings [Appendix C](#).

SCOPE OF WORK includes complete functioning system(s) including all necessary code requirements as follows:

1. Mobilization, insurance, project coordination, and management
2. Supply and install new 3 phase 400-amp meter and building exterior main disconnect. (figure 5)
3. Install new 3 phase 400-amp automatic transfer switch, *provided by TOWN*. (figure 5)
4. Install new 3 phase 100 kw standby diesel generator, *Generator and generator pad provided by TOWN* (figure 5). *This item includes ensuring that the existing generator continues to power currently supplied critical circuits until the new generator is functional.*
5. Supply and install new primary feed(s) from Liberty power source. (figure 6). *Excavation, backfill and restoration by TOWN.*
6. Supply and install new feed(s) from new exterior service location to existing electric room. (figures 2 & 4)
7. Remove existing parking lot light service; Supply and install new feed from electric room. *Excavation, backfill and restoration by TOWN.*
8. Remove existing generator. Return to TOWN. (figure 3)
9. Remove existing meter. (figure 1)
10. Temporary building power during transfer, if required.
11. Supply and install new panels and new Main Distribution Panel (MDP) in existing basement electrical room.
12. Relocate existing circuits from old panels to new. Remove old panels.
13. Supply and install whole building surge suppression.

Alternate A 100% Performance and Payment bond.

CONTRACTOR shall provide all project, vendor and utility coordination, all licenses, permits, fees, and project management. Utility and permit fees will be paid by the TOWN.

CONTRACTOR shall always provide or maintain building power during construction and shall provide a minimum of 3 business day notice to the TOWN Manager's office of utility service change over. CONTRACTOR shall ensure critical systems always remained powered.

The TOWN reserves the right to eliminate from or add items to the PROJECT based on available funding and or as the TOWN deems necessary at its Sole discretion.

NH RSA 447:16 requires all municipal projects exceeding \$125,000 to provide 100% performance and payment bonds.

The Town desires to begin work as soon as possible. With long lead times expected for the generator (6 months) the CONTRACTOR shall ensure that the existing generator continues to serve critical circuits until such time as the new generator is fully functional.

The TOWN will provide excavations, backfilling, surface restoration, and generator pad. The CONTRACTOR is responsible for the coordination of these items and shall provide a minimum of 72 hours of notice.

3) Materials and equipment code compliance:

- a) All materials and equipment used, as well as all methods of installation, shall comply with all federal, OSHA, state and/or local codes, including applicable TOWN ordinances and regulations. All work on or near electrical transformers and electrical service lines shall comply with Liberty Utilities' requirements.
- b) System must comply with NFPA 110 and be listed for Emergency power supply.
- c) Generator shall be configured with both Emergency and Standby power transfers. Emergency transfer shall be included for critical equipment and future emergency lighting circuits.
- d) All exposed exterior conduits shall be rigid steel.

4) Payment schedule:

- a) The TOWN of HANOVER shall pay within 30 days following receipt of invoice of materials installed, functioning as designed, and verified by the TOWN.
- b) Invoices shall be submitted on a maximum of once every 30 days.
- c) The TOWN is exempt from the state's sales and use tax as well as all federal excise taxes.

5) Insurance

CONTRACTOR shall maintain during the term of the agreement insurance coverage that meets or exceeds the TOWN's requirements and provide a Certificate of insurance naming the TOWN of Hanover as additional insured at the following levels:

- a) General (Comprehensive) Liability of such insurance shall be as follows:

Bodily Injury or Death - Each Person	\$ 1,000,000
Bodily Injury or Death - Each Accident	\$ 1,000,000
Property Damage - Each Accident	\$ 500,000
Aggregate	\$ 2,000,000

- b) Automobile and Truck Liability

Bodily Injury or Death - Each Person	\$ 1,000,000
Bodily Injury or Death - Each Accident	\$ 1,000,000
Property Damage - Each Accident	\$ 1,000,000
Aggregate	\$ 2,000,000

- c) TOWN's Protective Liability

Bodily Injury (each occurrence)	\$ 1,000,000
Property Damage, including Explosion, Collapse and Underground Coverage - each occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

d) SUBCONTRACTORs General Liability

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

e) Workmen's Compensation

The CONTRACTOR shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance as required by applicable State law for all of his employees to be engaged in work at the site of the project under this contract and, in case of any such work, the CONTRACTOR shall require the SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the CONTRACTOR's Workmen's Compensation Insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the CONTRACTOR shall provide and shall cause each SUBCONTRACTOR to provide adequate employer's liability insurance for the protection of his employees that are not otherwise protected.

f) Builders Risk – During the term of this Contract, the CONTRACTOR shall obtain and maintain in effect Builders Risk insurance on an all-risk form, including but not limited to fire, extended coverage, and special form including theft, for an amount equal to the full replacement value of the completed project. The policy shall include as loss payees the Owner and the Contractor, as their interests may appear.

6) Hold harmless:

The CONTRACTOR shall defend, indemnify and hold the TOWN of HANOVER, its officers, employees, volunteers, and agents harmless from any liability for damage or claims of same, including but not limited to: personal injury, property damage and death, which may arise from the bidder or bidder's CONTRACTORs, SUBCONTRACTORs, agents or employees operating under this agreement, excepting suits and actions brought by the bidder for default of this agreement or to the extent the claim arises out of the sole negligent or willful misconduct of the TOWN. The TOWN shall cooperate reasonably in the defense of any action and the bidder shall employ competent counsel reasonably acceptable to the TOWN's legal counsel.

7) Equal employment opportunities

The CONTRACTOR shall comply with any and all applicable federal, state and local laws, executive orders, and regulations prohibiting discrimination in employment. The CONTRACTOR shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, handicap, or sexual orientation.

Appendices

Appendix A: Proposal Form & Pricing Sheet

Appendix B: Pictures

Appendix C: Proposed Electrical Upgrades Drawings (8 pages)

Appendix A:

Proposal

PROPOSAL

TOWN OF HANOVER
TOWN Hall Electrical Upgrade

****THIS SHEET MUST BE INCLUDED IN YOUR PROPOSAL****

The undersigned hereby declares that he/she or they are the only person(s), proposer or corporation interested in this proposal as principal, that it is made without any connection with any other person(s), proposer or corporation submitting a proposal for the same, and that no person acting for or employed by the TOWN of HANOVER is directly or indirectly interested in this proposal or in any anticipated profits which may be derived therefrom.

The undersigned hereby declares that they have read and understand all conditions as outlined in this Request for Proposals, and that the proposal is made in accordance with the same. The bidder acknowledges the receipt of Addenda

Numbered: _____

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINT NAME & TITLE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

TYPE OF ORGANIZATION: (PARTNERSHIP, CORPORATION, INDIVIDUAL, OTHER): _____

STATE OF INCORPORATION: _____

FEDERAL TAX IDENTIFICATION NUMBER (Required): _____

Contractor shall Complete All Bid items for a valid Bid

TOWN Hall Electrical Upgrade

Pricing Sheet

Item	Description	Lump Sum Price
1.	Mobilization, insurance, project coordination and management	_____
2	Provide and install new 3 phase 400-amp meter and main disconnect.	_____
3.	Install OWNER supplied new 3 phase 400-amp automatic transfer switch.	_____
	Install OWNER supplied new 3 phase 100 kw standby diesel generator and	_____
4.	maintain existing generator and critical circuits.	_____
5.	Provide and install new primary feed(s) from Liberty power source.	_____
	Provide and install new feed(s) from new exterior service location to existing	_____
6.	electric room.	_____
7.	Remove existing parking lot light service provide and install new feed from	_____
	electric room.	_____
8.	Remove existing generator. Return to TOWN.	_____
9.	Remove existing meter.	_____
10.	Provide Temporary power during transfer	_____
	Provide and install new panels and new Main Distribution Panel (MDP) in	_____
11.	existing basement electrical room.	_____
12.	Relocate existing circuits from old panels to new. Remove old panels.	_____
13.	Provide and install whole building surge suppression.	_____
	Total	_____
Alternate A	100% Performance and Payment Bond	_____

Appendix B

Picture of Northwest Transformer



Appendix C

Proposed Electrical Upgrades Drawings (8 pages)

Location:



Scope of Work:

Existing 200 AMP service is being upgraded to 400 AMP. A new 100 kW standby generator will be installed.

General Notes:

Drawings are not to scale.
Not all details are shown.

Drawings:

SHEET #	TITLE
Cover	Cover Sheet
E-1	One Line Diagram
E-2	Interior Overview
E-3	Interior Service Details
E-4	Exterior Overview
E-5	Exterior Service Details
E-6	Grounding Detail
E-7	Automatic Transfer Switch Detail

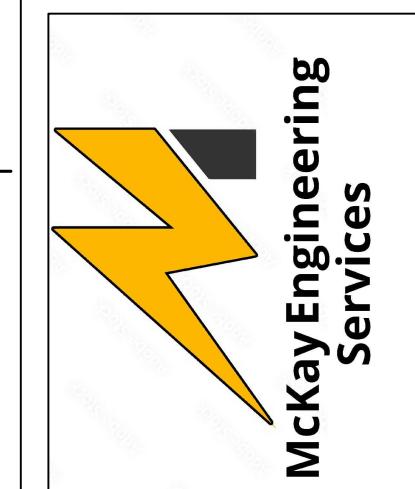
Abbreviations:

ATS	Automatic Transfer Switch
C	Conduit
CT	CT Cabinet
CU	Copper
EMT	Electrical Metallic Tubing
GRC	Galvanized Rigid Conduit
ISB	Inter System Bond
MB	Main Breaker
MDP	Main Disconnect Panel
NTS	Not to Scale
PNL	Panel
XFMR	Transformer

Engineers Statement:

To the best of my knowledge, these plans and specifications comply with the National Electrical Code 2020 Edition

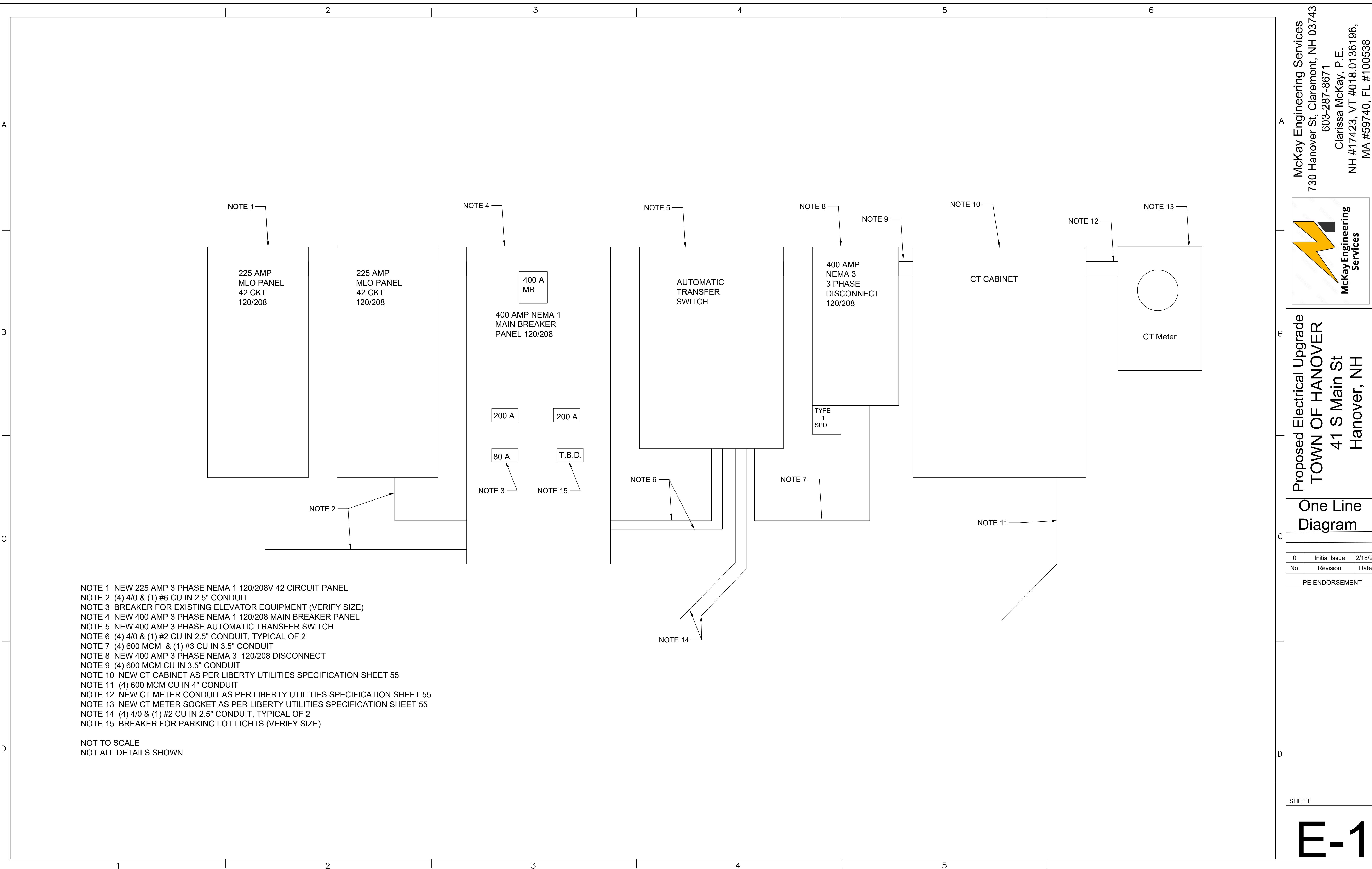
McKay Engineering Services
 730 Hanover St, Claremont, NH 03743
 603-287-8671
 Clarissa McKay, P.E.
 NH #17423, VT #018.0136196,
 MA #59740, FL #100538

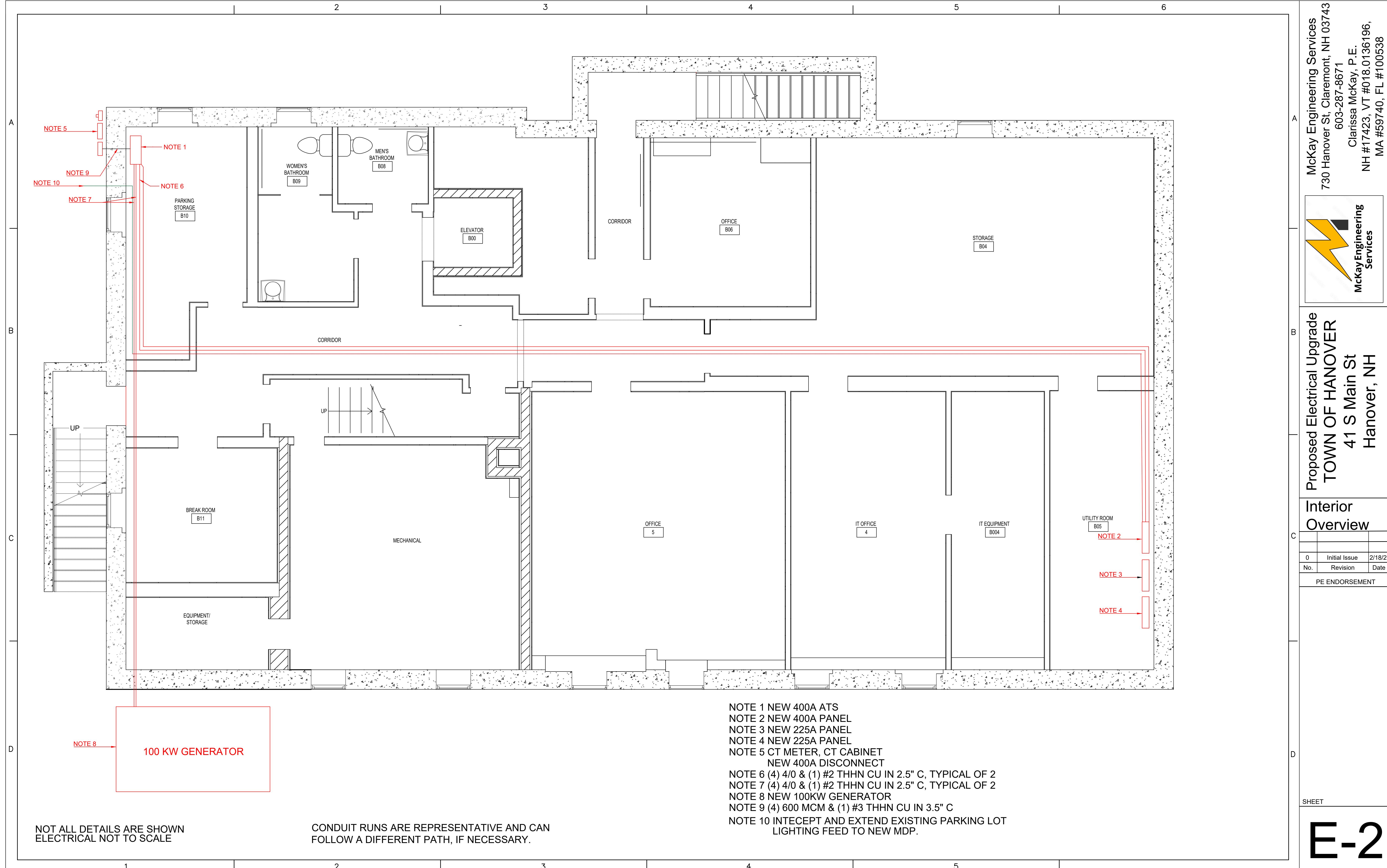


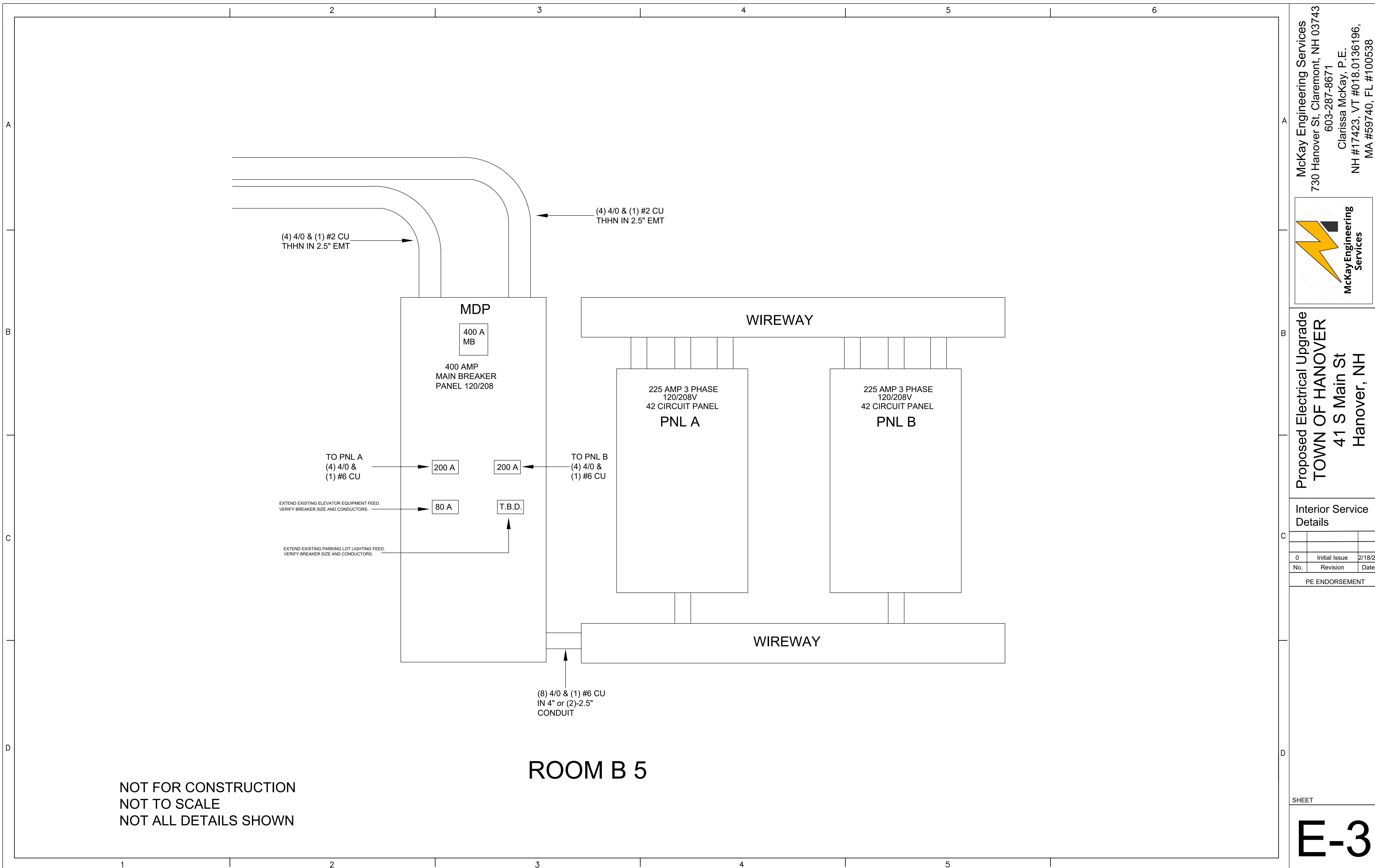
Proposed Electrical Upgrade
 TOWN OF HANOVER
 41 S Main St
 Hanover, NH

Cover Sheet		
0	Initial Issue	2/18/25
No.	Revision	Date
PE ENDORSEMENT		

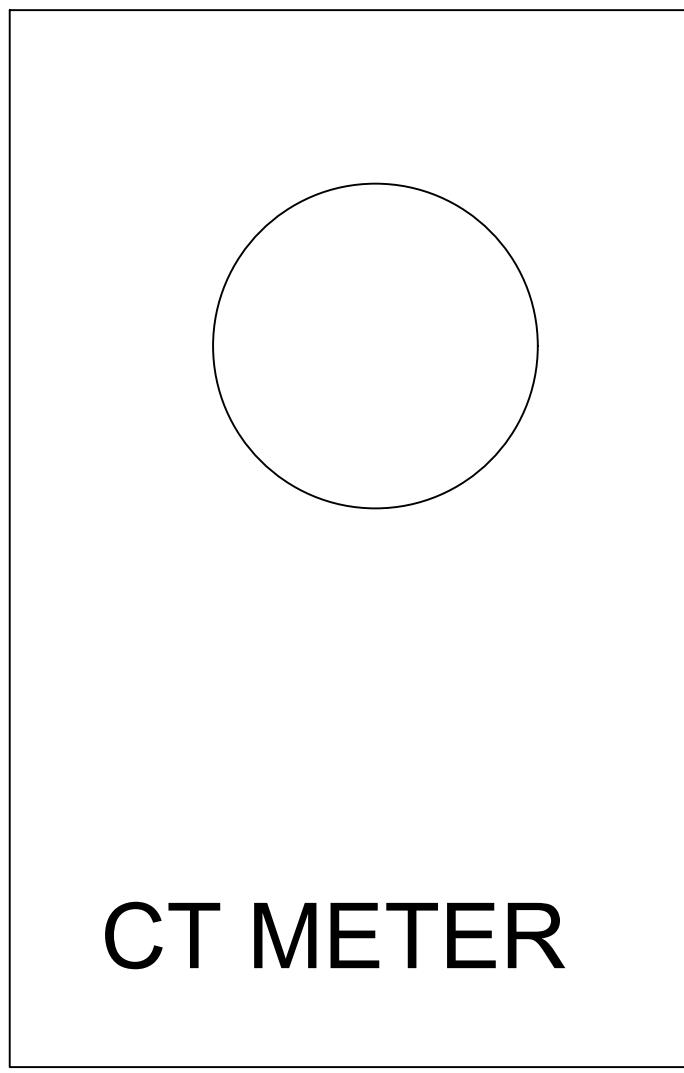
SHEET
 Cover











CT CABINET

(4) 600 MCM
CU THHN IN
4" C

400A
NEMA 3
DISCONNECT

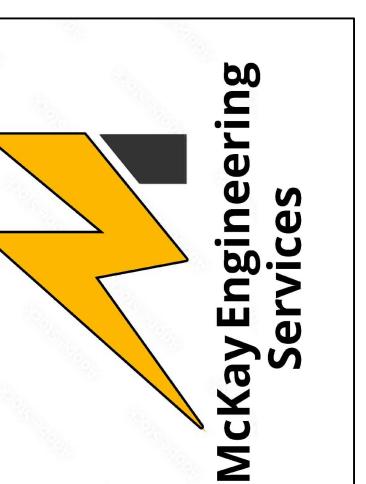
(4) 600 MCM CU
THHN IN 4" C
FROM UTILITY

(4) 600 MCM
& (1) #3 CU
THHN IN 3.5"
C TO ATS

NOT FOR CONSTRUCTION
NOT TO SCALE
NOT ALL DETAILS SHOWN

E-5

McKay Engineering Services
730 Hanover St, Claremont, NH 03743
603-287-8671
NH #17423, VT #018.0136196,
MA #59740, FL #100538



Proposed Electrical Upgrade
TOWN OF HANOVER
41 S Main St
Hanover, NH

Exterior Service Details		
0	Initial Issue	2/18/25
No.	Revision	Date
PE ENDORSEMENT		

SHEET

