This document hereby forms part of the original document marked “20-05 LED Street Light Conversion Project” that was posted on April 22nd at www.hooksett.org.

**Instructions:** Each numbered item indicates a specific change or clarification issued by the Town of Hooksett in regards to the RFP that may significantly affect competition. The Page and section numbers indicate where an initial inquiry or inquiries were made, and is followed by a generalized version of the question or questions asked that prompted the response. Answers and (if applicable) changes to the RFP are quoted under “Response.”

1. **Page 3, Section 3.1, Question for clarification:** “What is the estimated number of public meetings the representative of a winning proposal would have to attend?”

   **Response:** It is anticipated that a knowledgeable representative of a selected firm will attend at least one (1) public meeting of Hooksett’s Town Council. Barring extraordinary circumstances, this would not exceed three (3) separate potential sessions: A kick-off/introductory meeting, a mid-project update, and/or a concluding meeting.

2. **Page 4, Section 3.6.d, Question for clarification:** “How does the town define ‘ancillary supplies’?”

   **Response:** The Town considers “Ancillary Supplies” to mean any materials or equipment necessary to replicate the intended lighting conditions of a total street light unit initially installed under this contract. For example, any additional shielding, optics, and controls installed for certain locations that aren’t included under the main fixture’s warranty would be considered ancillary supplies.

3. **Page 5, Section 4, Question for clarification:** “Does the town or utility provider mandate additional specific technical requirements?”
Response: Ultimately, as indicated in Section 3.3, the utility provider, Eversource, must approve all final products, configurations, and installation procedures. For specificity purposes, change Section 4 to include the following: “...the town requires all initially proposed fixture types to meet the standards or metrics listed from, 4.1 to 4.3” to “the town requires all initially proposed fixture types to meet the standards or metrics listed from, 4.1 to 4.4” and add the following subsection:

“4.4 Additional Utility Provider Fixture Requirements

a. Photocell must enable automatically turning light on at dusk and off at dawn
b. Photocontrol receptacles shall be wired at 120 volts
c. Must be compatible with existing line voltage, brackets and photoelectric controls, and must require no special tools or training to install and maintain.
d. Fixture assembly must contain highly polished aluminum reflector, internal ballast, adjustable porcelain mogul type socket, slip fitter mounting for 1 1/4–inch through 2–inch–diameter pipe, standard 3 terminal twist–lock type photocontrol receptacle ANSI C136.10–1996 (Roadway Lighting Equipment–Locking–Type Photocontrol Devices and Mating Receptacle Physical and Electrical Interchangeability and Testing), all associated wiring, prewired terminal block, and positive latching mechanism.
e.Fixture must be less than 50 lbs. in weight
f. Leveling pad must be incorporated into fixture housing
g. Wiring diagram and wiring instructions shall be packed in each luminaire.
h. Sufficient spacing shall be provided between the terminal block and the bracket pipe stop for easy field wiring.

4. Section 1.4, Question for clarification: “Does the Town require digital copies of the proposal?”

Response: No. Digital files are NOT a requirement for acceptance. However, as a consideration, the town is allowing technical details related to product options to be submitted as digital files if certain criteria are met. See Answer for Question 5 in this addendum.

5. Page 8, Section 6.8.b, Question for clarification – “Can our firm use a flash drive or another digital method to transmit technical files and save on paper/mailing costs and reduce potential exposure to COVID-19?”

Response: Change Section 1.4, Item 1. From:

“1. Non-pricing information about the products and services requested in line with subsequent sections of this RFP, including the mandatory proposal components found under Section 6”

…to

“1. Non-pricing information about the products and services requested in line with subsequent sections of this RFP, including the mandatory proposal components found under Section 6”
To save resources and reduce exposure to COVID-19, in lieu of hardcopy materials, the technical documents found under Sections 6.8 may be submitted digitally if the following requirements are met:

- Medium for receipt is a USB stick or hard drive
- Device is in compatible for access by most Windows 10 devices
- Files are in the .pdf format
- It is submitted in the SAME sealed final proposal package as other material
- It is NOT included in the separately sealed required pricing information in item #2
- Said digital files include NO visible pricing details of any kind; if pricing details naturally appear in the source material they may be redacted or rendered illegible and still accepted as valid digitally

6. **Bid Sheet, Line Item 9, Question for Clarification:** “Is there a specific definition for the included contingency?”

**Response:** The Town of Hooksett mandates this pool for two purposes: 1. Covering unanticipated costs or equipment procurements that might arise throughout the project and are approved by the Town Administrator, or; 2. Covering the contractor’s costs for procuring traffic control measures. In the case of #1, an example could be discovering a damaged streetlight that prevents normal conversion practices or if the town requires a particular fixture be supported by additional equipment. In the case of #2, this would be for covering police details or certified flaggers. Applicable costs that exceed the included contingency would have to be negotiated and implemented via a change order process versus merely the Town Administrator’s written assent.

7. **Attachment Item #3, Sample Contract, Section 11 Question:** “Does the prime bidder need to be a licensed contractor in the State of NH or can just its subcontractors/installation personnel be licensed in NH?

**Response:** The primary bidder need not necessarily be a licensed contractor or installation specialist in the State of New Hampshire so long as they comply with normal State and Federal business laws. That said, the professionals actually installing procured equipment must be properly licensed in NH. For specificity, change Section 5, the first paragraph, from:

“A typical Standard Contract is attached to this Request for Proposals as Attachment Item 3. The contractor shall provide at the time of the contract signing a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. Specific instructions for accepted pricing formats and insurance are listed below in 5.1 to 5.4.”

…to

“A typical Standard Contract is attached to this Request for Proposals as Attachment Item 3. The contractor shall provide at the time of the contract signing a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. Installation professionals should have a NH Medium/High Voltage License, a Masters Electricians License or be working under someone with a Masters Electricians License. In addition, contractors should be knowledgeable of and work in
compliance with OSHA 1910.269 the Occupational Safety and Health Standards relating to Electric Power, Generation, Transmission and Distribution. Specific instructions for accepted pricing formats and insurance are listed below in 5.1 to 5.4.”

Additionally, change the following: Attachment Item #3, the final paragraph under “Insurance and License Info” from:

“The CONTRACTOR shall also provide a copy of its current NEW HAMPSHIRE CONTRACTOR’s License; and Federal Id # (if a Corporation or Partnership) or Social Security # (if a sole proprietor).”

…to

“The CONTRACTOR shall also provide a copy of its Federal Id # (if a Corporation or Partnership) or Social Security # (if a sole proprietor), and submit written proof that installation professionals have a NH Medium/High Voltage License, a Masters Electricians License or be working under someone with a Masters Electricians License.”

Thank you for your patience! If you’d like to be included in future addendums or updates before the deadline, please contact the Town Administrator or this RFP’s main staff contact.

With respect,

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