

ABC DISTRICT LIBRARY

123 ABC Road
ABC, MI 78468

Request for Qualifications and Proposal

In Preparation for HVAC Capital Improvements

Issued by:

ABC District Library
ABC, Michigan

OVERVIEW

ABC District Library of ABC, Michigan is seeking a submission of qualifications with proposal from qualified and interested firms that are capable of providing comprehensive HVAC capital improvement services as described within this request for qualifications (RFQ) for the following facility.

ABC District Library
123 ABC Road
ABC, Michigan 48468

Existing Conditions

ABC is comprised of one building with approximately 28,000 conditioned SqFt and is served by a common central plant. The central plant provides hot water for heating coils and has a DX cooling system. Air distribution consists of a main air handler system. HVAC and mechanical systems are controlled by a pneumatic control system. Field equipment and controls have been in service for nearly 40 years.

Problem Areas

ABC is experiencing temperature variation and high humidity levels during seasonally warm and rainy months. The boiler has been repaired multiple times and has become undependable and expensive to operate. The cooling system is also beyond its normal life cycle. One compressor has been disabled and the other does not function properly causing a lack of control of the environment temperature and humidity.

The goal of ABC is to provide a consistent environment for library patrons and employees by gaining control of temperature and humidity through the planned replacement of the HVAC mechanical system. The purpose for this Request for Qualifications (RFQ) is to solicit a technical approach from Design & Build provider respondents (i.e. system repairs, modifications and retrofits) that will provide to ABC an indoor temperature and humidity environment that will meet ABC performance specifications. Due to the current condition of the existing heating system, ABC seeks recommendations from qualified providers on implementing a planned

ABC DISTRICT LIBRARY

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replacement of the HVAC system with possible emergency replacement of the boiler this heating season.

Responses to this RFQ must include a phased implementation plan of the total HVAC system along with an emergency boiler replacement plan should it be required during this heating season. The first phase of this plan must ensure that ABC can control temperature and humidity throughout the entire facility through this heating season.

QUALIFICATIONS OF THE FIRM

ABC District Library may award a contract to the firm that, in its sole opinion, is most capable of providing the range of services described and anticipated by this RFQ, and in the long-term best interest of ABC. To be considered for this project, a provider must demonstrate knowledge and experience in similar projects:

- Adequate financial resources to support the range of alternatives anticipated
- References that can attest to the quality of the firm's past work
- An established record of technical performance on similar type projects
- A proven record of on-time and on budget performance
- Excellent Safety rating
- Established records of your firm's ability to self perform the work
- Trained and knowledgeable staff
- Competent management support at all levels
- Ability to effectively communicate with ABC and Board, as necessary.

ABC reserves the right to investigate the qualifications of all firms under consideration and to confirm any part of the information furnished by a supplier, or to require other evidence of managerial, financial or technical capabilities that are considered necessary for the successful performance of the Design & Build contract.

SUBMITTAL REQUIREMENTS

The submitting firms must have demonstrated technical and managerial capability across a broad range of energy, design, construction, operations and maintenance areas. ABC will consider the following background and experience factors in the evaluation of all proposals. **Response to this section is mandatory.**

ABC DISTRICT LIBRARY

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Answer the following questions as completely as possible:

1. The approach to locally manage the project. If this project is to be managed and/or administered by a different office location, provide the location of the office(s), areas of responsibility, and the division of duties.
2. A description of your firm's safety program. Include proof of your firm's safety EMR rating.
3. Definition of the contracting format that is used to deliver projects. Address the areas that are self-performed, sub-contracted, team delivered, etc. The following areas must be addressed: design engineering, procurement, commissioning.
4. Include a step-by-step process showing the necessary activities of project implementation.
5. Qualifications and relevant mechanical, automation and engineering experience of the company, its team and staff. Include a clear description of your firm's proposed team with names, resumes, and project responsibilities.
6. Financial capacity of company to handle project. Include company bond rating, bond limits, and evidence of insurability.
7. Demonstration of mechanisms for funding infrastructure improvement. Include brief description of financing options, company provided as well as third party provider.
8. Experience working with a broad-based evaluation committee; site previous museum, education, or government projects.
9. Any unique capabilities of the company that would be useful to the specific needs of this project.
10. Names and telephone numbers of *three* Design and Build references for projects in which your firm was the Engineer of Record, with brief description of the work done for these individuals in the past five (5) years. Provide a brief summary of the performance for these references.
11. Provide a brief description of your firm's ability to provide remote monitoring of equipment and utility meters.
12. Is or has your firm, or any primary subcontractor been a party to suits, claims or similar actions related to:
 - a) Construction claims relating to performance or delay
 - b) OSHA, labor relations or similar issues effecting the progress of the work
 - c) If yes to any of the above, provide a summary and current status of the issue, under separate attachment, to the response to this RFP (This information will be treated confidentially by the library board.)

13. Legal Documentation

This RFQ requires that each Qualified Provider must employ a professional engineer registered in the State of Michigan. Each firm will provide engineered drawings prepared and stamped by a professional engineer registered in the State of Michigan.

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PROPOSAL EVALUATION PROCESS

Providers will be evaluated on the range of services, innovative approach, technical and contractual approach, additional services, and flexibility in developing and implementing these projects.

ABC 's evaluation and selection process require that the appropriate specifications and terms of the RFQ be included in the supplier's submission.

ABC reserves the right to:

- Reject any or all proposals.
- Issue a subsequent request for proposals.
- Cancel the request for proposal.
- Approve or disapprove the use of a particular subcontractor.
- Approve or disapprove the use of a particular manufacturer.
- Modify any requirements contained within the RFQ and request a revised submission from all suppliers.
- Negotiate with any, all or none of the suppliers.
- Establish a short list of suppliers eligible for interview after review of written proposals.
- Accept the written proposal as an offer, without negotiation, and issue a notice to proceed.
- Establish an added value point system.
- Establish other evaluation criteria determined to be in the best interest of ABC

Note: This RFQ does not commit ABC to negotiate a contract, nor does it obligate the above mentioned to pay for any cost incurred in the preparation and submission of proposal or in anticipation of a contract. The ABC reserves the right to contract with any of the firms responding to this RFQ based solely upon its judgment of the qualifications and capabilities of the firm.

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DESIGN AND BUILD PRICING OPTIONS

Prepare and submit pricing options, technical approach, and implementation plan that ensure temperature and humidity control. Respondent should evaluate the required sizing of the HVAC central plant and list major equipment to be used. Respondent should provide equipment type, manufacturer, model number, and lead times for each major component including automatic temperature control system. Provide ideas and pricing options for temperature and humidity control for these systems and the areas they serve.

All proposed technical solutions must consider:

- A performance guarantee that the main floor of the Library will maintain operation of:
 - 70 degrees Fahrenheit +/- 2 degrees
 - 40% Relative Humidity +/- 5% RH
- Maintaining full time building operation during modifications
- Turnkey Design & Build approach with a guaranteed maximum price
- Different technical and cost options for ABC to consider
- Cost benefit analysis including any energy and operational cost savings
- Cash flow analysis showing Return on Investment and simple payback on any capital improvement or energy conservation measure recommended

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ECONOMY OF QUALIFICATIONS

ABC will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response for this RFQ. Qualifications should be prepared simply and economically and give a straightforward and concise description of the respondent's capabilities to satisfy the requirements of the project. Special bindings, colored displays, etc. are not necessary. Emphasis should be placed on completeness and clarity of content. Suggested format headings for content are as follows:

EXECUTIVE SUMMARY	1
Background And Objective	
Corporate Commitment to ABC	
PROVIDER QUALIFICATIONS	2
Firm Profile / Financial History	
Capabilities & Range Of Services	
Project Team Resumes.....	
Project References	
Bonding Capability	
DESIGN & BUILD TECHNICAL APPROACH	3
Scope Development & Design.....	
Proposed Project Timeline	
Code Requirements	
Equipment Procurement.....	
Project Management	
Commissioning Process.....	
Submittals/Documentation.....	
Dispute resolution	
Owner Training	
Operations and Maintenance	
PROPOSED SCOPES OF WORK	4
Solution 1	
Solution 2.....	
Solution 3.....	
Solution 4.....	
COST & BENEFIT ANALYSIS	5
Pricing Summary with Cash Flow Analysis	
OTHER BENEFITS	6

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RFQ PROCESS TIMELINE

ABC will arrange a Pre-Proposal Conference and walkthrough for pre-qualified Design & Build providers. The RFQ development will progress according to the following timeline:

- Nov 23, 2005 - Issue RFQ
- Nov 28 – Dec 9, 2005 – Walkthrough and Inquiries
- Dec 22, 2005 – RFQ Response Due
- Jan 3-6, 2006 - Interviews
- Jan 27, 2006 - Selection
- Feb 3 – Contract
- **May 1st – Phase 1 Complete**

SUBMISSION DEADLINE

An original and eight (8) copies of your qualifications must be received no later than **5:00pm, December 22, 2005**, at the following address:

Judy Smith, Librarian
ABC District Library
128 E. Front Street
Buchanan, Michigan 49107
(269) 695-3681

Qualifications may be either mailed or hand delivered. ABC is not responsible for late delivery caused by the Postal Service or private carriers. Any qualifications received after the deadline may not be evaluated.

All submittals become the sole and unrestricted property of ABC District Library. The content of all submittals will be held confidential until the selection of a firm is made. Any proprietary information in a submittal must be designated clearly and should be bound separately and labeled with the words “**PROPRIETARY INFORMATION.**” Appropriate references to this information must appear in the body of the qualifications. An entire submittal marked “**PROPRIETARY INFORMATION**” will not be accepted.

Our goal is to enter into a contract with a qualified firm no later than February 3, 2006.

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REQUESTS FOR INFORMATION

Responsible respondent may view documents and mechanical drawings at ABC .
Requests to arrange for copied drawings, clarifications, or additional information
regarding this RFQ shall be submitted in writing to the following address:

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123 ABC Road
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123-456-7890

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