

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
School of Unlimited Learning (SOUL)**

**REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS FOR
HVAC RETROFIT DESIGN-BUILD SERVICES
(RFQ/RFP No. CM0816-16)**

The Fresno Economic Opportunities Commission ("Fresno EOC") requests qualified design-build Contractor firms ("Contractor") to submit their qualifications and proposal for the following services ("Services"):

- 1. Design-Build services for HVAC Replacement projects including all necessary design, engineering, management, labor, materials, tools, equipment, supplies, and related services for the installation of high efficiency HVAC equipment and controls in accordance with the Scope of Work (SOW) Attachment "A" and Design Drawings**

Work shall be performed at the following sites:

- School Of Unlimited Learning (SOUL): 2336 Calaveras Street, Fresno, CA 93721

Interested Firms should mail or deliver **one (1) original** Proposal and **(3) copies** in hardcopy and **one (1) in electronic format** on a CD or flash drive in a sealed box/package, as further described herein, to:

Fresno EOC
1920 Mariposa Mall, Suite 330
Fresno, CA 93721
ATTN: Bill Simon,

All Proposals are due by 12:00 pm., on September 28th, 2016. Faxed, electronically transmitted, or late proposals will not be accepted.

Firms must attend a **Mandatory Site Walk on September 7th, 2016**. Firms not in attendance for the entirety of the site walk will be deemed ineligible to propose on this RFQ/RFP. Site walk is expected to last a minimum of three (3) hours and a mandatory *sign-in* at all locations will be required.

Mandatory Site Walk

11:30am

School Of Unlimited Learning (SOUL)
2336 Calaveras Street
Fresno, CA 93721

Questions (RFI's) regarding this Request for Qualifications and Request for Proposals ("RFQ/RFP") must be received in writing at atodd@ccorpUSA.com by **5:00pm, September 22nd, 2016**. Responses will be issued by September 16th, 2016 via email.

This RFQ/RFP is not a formal request for bids, or an offer by Fresno EOC to contract with Firm(s) responding to this RFQ/RFP. Fresno EOC reserves the right to reject any and all Proposals. Fresno EOC also reserves the right to amend this RFQ/RFP as necessary. All materials submitted to Fresno EOC in response to this RFQ/RFP shall remain the property of Fresno EOC. Fresno EOC reserves the right to seek proposals from, or to contract with, any Firm not participating in this process. Fresno EOC shall not be responsible for the costs of preparing any proposal in response to the RFQ/RFP.

1. General Information/Instruction for Statement of Qualifications and Proposals.

- 1.1.** Fresno EOC invites qualified Firms to submit a Statement of Qualifications and Proposal (together, "Proposal(s)") related to its ability to provide the Services as indicated herein.
- 1.2.** The District is currently seeking Proposals to provide design-build services for the Lighting Retrofit projects at four (4) District school sites. Through this RFQ/RFP, the District intends to procure and implement energy conservation measures via the procurement process as prescribed by Public Resources Section 26235 (c) and as outlined in the Proposition 39 Implementation Guidelines.

2. Description of Site(s).

- 2.1.** **Work shall be performed at the** School Of Unlimited Learning (SOUL), 2336 Calaveras Street, Fresno, CA 93721

3. Description of Services.

- 3.1.** District intends to award Services of this RFQ/RFP per the contract as follows:

- 3.1.1. Design and Construction Services Pursuant to the Agreement and General Conditions.**

- 3.1.1.1.** The selected Firm shall perform the Services of the *Agreement and General Conditions* attached hereto as **Attachment "B"**, including the performance of the following services, without limitation: engineering, design, procurement, construction management, installation, construction, and training services related to the HVAC Replacement project.

- 3.2.** Firm shall provide in its Proposal a detailed Statement of Services that it proposes to provide.

4. Content of Proposals. Proposals must be concise, well organized, and demonstrate Firm's qualifications. Proposals shall be formatted as outlined below. Proposals shall be no longer than **twenty-five (25)** double-sided pages, 8½" x 11" paper, inclusive of résumés, forms, and pictures, (Exclusive of Forms), and tabbed according to the numbering system reflected below. If any of the information required in sections below are not included in the submission, proposal can be deemed non-responsive.

- 4.1. Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Firm, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the Firm. The Letter of Interest should provide a brief statement of Firm's experience indicating the unique background and qualities of the Firm, its personnel, and what will make the Firm qualified to provide the Services.

- 4.2. Firm Information.** Provide a comprehensive narrative of the Services offered by Firm. The narrative should include the following:

- 4.2.1.** Provide a brief history of Firm, and, if a joint venture, of each participating Firm. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

- 4.2.2.** Describe Firm's philosophy and how Firm intends to work with Fresno EOC to perform the Services.

- 4.2.3. Include resumes of key personnel who would be performing Services for Fresno EOC. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for Fresno EOC. Indicate Firm's and personnel's availability to provide the Services.
- 4.2.4. Provide a list of all Firm licenses and certifications held. Must have a Class B license and C-10 for electrical work, C-20 for HVAC work.
- 4.2.5. Provide a statement of Firm's financial resources. Include a certification of correctness of Firm's statement of financial resources and a current Profit and Loss Statement.
- 4.2.6. Describe your Firm's safety program. Include proof of your firm's safety Experience Modification Rating (EMR) or equivalent.
- 4.2.7. Provide a statement of ALL claim(s) filed against Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s).
- 4.2.8. Include letters of reference or testimonials, if available. Firm should limit letters of references or testimonials to no more than five (5).
- 4.2.9. Any other data that may assist Fresno EOC in understanding Firm's qualifications and expertise.

4.3. Prior Relevant Experience.

- 4.3.1. Provide a list of **ALL** K-12 and Community College Districts for which Firm has provided the same or similar Services to in the past five (5) years. Limit your response to no more than the five (5) most recent districts. Include the names of Fresno EOC, a description of services provided, and the name of the contact person and telephone number at Fresno EOC. Also, indicate the Firm's personnel that performed services for each district.
- 4.3.2. List other public entities that the Firm would like Fresno EOC to consider in its evaluation.

4.4. Statement of Services. Prepare a detailed Statement of Services for which Firm is submitting its Proposal that includes all work as described in the **Scope of Work (Attachment "A")**.

- 4.4.1. Specify key personnel, role and attach a resume of relative experience.
- 4.4.2. Provide an organizational chart with the key positions that will be assigned to work on this project.
- 4.4.3. Outline the project management process the firm will utilize for this project and a Project Plan that includes ways and means of procurement and transport of equipment and installation.
- 4.4.4. Provide a schedule of the work to meet required Project Milestones for each Project, as required in the following table.
 - 4.4.4.1. Design-build contractor will have access to site during normal working hours and should schedule work accordingly.

Activity	Milestone Dates
Award of Contract / Notice to Proceed (NTP)	Expected NTP by October 14th 2016
Design submittals to District for approval for all sites (See SOW)	20 Days from NTP
Material Product Submittals	10 Calendar Days from NTP
Construction (Milestone per site)	December 16th, 2016
Commissioning (Milestone per site)	10 days prior to Completion
Completion	January 7th, 2017

Table 1: Milestone Dates

- 4.5. Design.** It is the responsibility of the contractor to find HVAC units that meet the energy performance requirements while not exceeding the existing unit weights by more than 5% as listed in the design drawings (Attachment F). Provide all information for HVAC unit weights on Pricing Sheets tabs for unit prices (**Attachment “C”**).
- 4.6. Price.** Provide Firm’s proposed fee for performance of the Services indicated below:
- 4.6.1. **Design and Construction Services.** Pricing information for *Agreement* including estimated design costs, construction costs, equipment costs, Firm’s mark-up on subconsultant and subcontractor prices, general conditions, and all other categories of costs, expenses, fees, or charges that Firm anticipates will be a part of its price to complete this portion of the Services. Pricing information should breakdown total costs per site for each of the two (2) elementary school sites.
- 4.6.1.1. **Pricing Sheets.** Provide all information for HVAC material and labor on Pricing Sheets (**Attachment “C”**). Firm Proposed Fee should include Pricing Sheet HVAC related material and labor costs for each site.
- 4.7. Conflict of Interest.** If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate to similar work that may have a potential to conflict with the Firm’s providing the Services to Fresno EOC.
- 4.8. Additional Information.** Provide any additional information, options, or features related to Firm’s program or its Services that Firm believes Fresno EOC will find helpful in Fresno EOC’s evaluation and selection process.
- 4.9. Form of Agreements.** Provide Firm’s proposed revisions, if any, to District’s Agreement and General Conditions attached hereto as **Attachment “B”**. **PLEASE NOTE: Fresno EOC will not consider any substantive changes to the Form of Agreement if they are not submitted at or before this time.**

4.10. Contractor Registration. Firm shall ensure that it and its Subcontractors comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its CPRs to the Labor Commissioner, and are registered pursuant to Labor Code section 1725.5. Firm and its subcontractors shall comply with Labor Code section 1725.5 to be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of the Contract.

4.11. Prevailing Wages. Pursuant to sections 1770 et seq. of the California Labor Code, Firm and all Subcontractors under the Firm shall pay all workers on all work performed pursuant to the Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the State of California Department of Industrial Relations (DIR) for the type of work performed and the locality in which the work is to be performed within the boundaries of Fresno EOC. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by the DIR are available from Fresno EOC or on the internet (<http://www.dir.ca.gov>).

5. District's Evaluation / Selection Process.

5.1. Fresno EOC intends to select one of the Firms—but reserves the right to select more than one Firm—that best meet(s) Fresno EOC's needs to perform the Services as described in this RFQ/RFP. From the Firms that provide Proposals to Fresno EOC, Fresno EOC may, at its discretion, interview some or all of those Firms. One or more Firms may be selected and recommended to the governing board of Fresno EOC for approval ("Successful Firm"). The Successful Firm will be selected based on qualifications and demonstrated competence that include relevant experience with public agencies, including local agencies, and a proven track record of success for these types of Services. A "best value" method of selection will be utilized. The "best value" method includes, but is not limited to, the following selection criteria:

5.1.1. Technical expertise;

5.1.2. Team experience;

5.1.3. Recent success with similar energy conservation and/or alternate energy supply sources;

5.1.4. Proximity of offices and availability of qualified staff;

5.1.5. Prior experience with District staff and current consultants;

5.1.6. Approach in providing Services;

5.1.7. Schedule; and

5.1.8. Pricing.

RFQ Selection Criteria	Evaluation Weight
PROPOSAL COMPLETENESS	10%
DVBE/ MINORITY OWNED BUSINESS	10%
FIRM INFORMATION AND SAFETY EMR	5%
PRIOR RELEVANT EXPERIENCE	15%
STATEMENT OF SERVICES (TEAM/PM	15%
DESIGN	15%
PRICE	30%
Total	100%

Table 1 - Evaluation Weights

5.2. Fresno EOC reserves the right to contract with any Firm responding to this RFQ/RFP for all or portions of the Services, to reject any proposal as non-responsive, and not to contract with any Firm for the Services described herein. Fresno EOC makes no representation that participation in the RFQ/RFP process will lead to an award of contract or any consideration whatsoever. Fresno EOC reserves the right to seek proposals from or to contract with any Firm not participating in this process. Fresno EOC shall in no event be responsible for the cost of preparing any proposal in response to this RFQ/RFP.

5.3. Responses to this RFQ/RFP will become the property of Fresno EOC and subject to the California Public Records Act, Government Code sections 6250, *et seq.* Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. Fresno EOC shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event Fresno EOC is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the Firm agrees, by submission of its response for Fresno EOC's consideration, to defend and indemnify Fresno EOC from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

6. Attachments

- 6.1. Attachment "A" – Scope of Work
- 6.2. Attachment "B" – Agreement and General Conditions
- 6.3. Attachment "C" – Pricing Sheet
- 6.4. Attachment "D" – Required Forms
- 6.5. Attachment "E" – Specifications
- 6.6. Attachment "F" - Design Drawings

Attachment "A"
SCOPE OF WORK (SOW)

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SCOPE OF WORK FOR HVAC REPLACEMENT PROJECTS

The design-build Contractor shall provide all of the necessary engineering, material procurement, management, labor, materials, tools, equipment, supplies, services, components, and disposal and comply with the contract's General Conditions to successfully complete the replacement of existing HVAC units scope of work to the satisfaction of the Owner. This project is funded by Proposition 39 and emphasizes energy savings. All replacement units shall meet the minimum efficiency requirements shown on the drawings and specifications.

- School Of Unlimited Learning (SOUL): 2336 Calaveras Street, Fresno, CA 93721

General Description Of Scope Of Work

HVAC Replacement work consists of the following elements. These elements are described in detail for each school in the next section and on the conceptual design drawings (Attachment "B").

HVAC SYSTEM Specifics:

- Demolish existing HVAC unit.
- Procure and install high efficiency units with controls. Contractors scope includes connecting the units to the new programmable thermostats.
- Re-use existing ductwork
- Install new disconnect switch and conduit to the new units.
- Reuse existing curbs on the roof, provide curb adapter if necessary.
- Install smoke detector and connect to existing fire alarm systems as required by code.
- New units shall be equipped with an economizer and Demand Control Ventilation (DCV) where appropriate. AC-9 as shown in the HVAC scope of work, should be equipped with Variable Frequency Drives on the supply fan.
- Ductwork is externally insulated and insulation is torn and there are leaks in the ductwork. Contractor shall repair the ductwork and seal all the leaks. Contractor shall then re-insulate the ductwork to current insulation R Value. Ducting should be mechanically fastened and sealed tightly with mastic and/or Underwriters Laboratory (UL) 181B-FX approved tapes, such as metal backed tape.

Fire Alarm/ Sprinkler System Notes: (ALL Items below to be Non-Proprietary). This scope is for informational purposes only. Contractor is required to provide a completing functioning fire alarm system that meets code.

- Install eight (8) NEW Commercial Wireless transmitters for eight (8) NEW Duct Detectors
- Install eleven (11) Remote Test Stations for three (3) Existing and eight (8) NEW Duct Detectors
- Connect NEW fire sprinkler system components to HVAC units via relay interface
- One (1) Vista 128 Fire Alarm Control Panel
- One (1) 5881ENHC Wireless Receiver
- One (1) IP/Radio Fire Communicator Panel
- One (1) FCPS-24FS6 Power Supply
- Four (4) 12v 7a Back-up Batteries
- Nine (9) Smoke Detectors
- Six (6) Manual Fire Pull Stations
- Three (3) Connection to Existing Duct Detectors
- One (1) Connection to Waterflow
- One (1) Connection to Tamper

- One (1) Connection to Ansul System
- Four (4) High Candela Wall Mount Horn/Strobes
- Fourteen (14) Wall Mount Horn/Strobes
- Install the following additional new devices:
- Eight (8) 3 Zone Commercial Wireless Transmitters for (8) new Duct Detectors (installed by others)
- Eleven (11) Remote Test Stations for (3) Existing and (8) new Duct Detectors (installed by others)
- System To Be Installed As Designed
- Customer to Pay All Fire Permit Fees
- Customer to Provide Current CAD/Electronic Floor Plans For Fire Plan Creation.

Verification Of Details

This scope of work, the associated drawings and specifications are provided to the design-build Contractor for information purposes only. Designer/Builder assumes all the responsibility for site verification of equipment for replacement with high-efficiency units, controls and other items required to successfully complete the HVAC replacements and meet the necessary building and safety codes as more fully described in the specifications and general conditions.

Design-build Contractor shall become familiar with details of work in the field and shall advise OWNER of any discrepancy prior to performing any tasks, including but not limited to existing and proposed equipment quantities, building and area locations, etc. The design-build Contractor shall thoroughly investigate and satisfy itself of the conditions affecting the work prior to construction start.

Weights of existing units are best estimates available. It is the responsibility of the contractor to find HVAC units that meet the energy performance requirements while not exceeding the existing unit weights by more than 5%. In the event that the contractor is unable to find the units that meet the above stipulation, those units will be removed from the scope of work

Design Submittal Requirements

This project is required to obtain the required permit from City of Fresno building department. City of Fresno has indicated that the permits may be obtained over the counter if all the units are within the existing weight. Design-build Contractor is responsible for the review of electrical specifications, equipment performance specifications, and related design criteria prior to the purchase of equipment, materials and installation of the work. Design-build Contractor shall submit the following information considered as the Design Submittal:

1. **Material Product Submittals** with equipment type, manufacturer, EER Rating, quantity; cut sheets, and product warranties (*submitted within 10 days from Notice to Proceed*).
2. Proposed controls method and control plan (line diagram) for each area

Commissioning Requirements

Design-build Contractor shall provide information to the Fresno EOC in the format attached in Attachment A.

Closeout Documents

Design-build Contractor shall meet all requirements of the General Conditions for closeout; design-build Contractor shall provide to Fresno EOC the following document precedent to Closeout:

1. List of Manufacturers with contact information and parts reordering information for all products installed.
2. As-built drawings of HVAC Replacements at each site
3. Commissioning checklist for each HVAC unit.

Room Number	Unit #	Equipment Type	Existing Equipment Make	Existing Model #	Existing EER	Proposed New Equipment Make	Proposed New Equipment Model #	Proposed EER	Tons	Economizer	Existing unit weight	New Unit Weight
Classroom #4	AC-1	Packaged Unit	Carrier	48HJD006---531--	10.5	Carrier	48HCLA06A2A5	12.45	5	Yes	594	660
Classroom #3	AC-2	Packaged Unit	Carrier	48HJD006---531--	10.5	Carrier	48HCLA06A2A5	12.45	5	Yes	594	660
Classroom #2	AC-3	Packaged Unit	Carrier	48HJD006---531--	10.5	Carrier	48HCLA06A2A5	12.45	5	Yes	594	660
Teacher's Office	AC-4	Packaged Unit	Carrier	48HJD007---531--	11	Carrier	48TCDA07A2A5	11	6	Yes	649	737
Secretary's Office	AC-5	Packaged Unit	Carrier	48HJD005---531--	11	Carrier	48LCL005A2A5	13.1	4	Yes	574	620
Classroom #1	AC-6	Packaged Unit	Payne	587ANZ030060AAAE	SEER=11	Carrier	48VGN300405	SEER = 15	2.5	No	476	351
Principal's Office	AC-7	Split - Condensing Unit	Mitsubishi	PUH30EK	9.5	Carrier	38MAQB30-3	9.6	2.5	No	245	158
Counselor's Office	AC-8	Split - Condensing Unit	Carrier	38CKC024330	9	Carrier	24AAA624A003	13.5	2	No	117	123
Theater	AC-9*	Packaged Unit	Carrier	48HJD0012---561--	11	Carrier	48HCDD12	11.5	10	No	1035	1099
SOUL- Conference Room		Wall mounted heat pump	Bard	WH361-A10xx4xx	9	Bard	WA3S3	11.4	3	No	TBD	TBD

* AC-9 to be equipped with VFD controls in addition to DCV and Economizer.

Thermostats Replacement Scope:

Install 11 programmable thermostats capable of wireless networking in association with the installation of these 11 new air conditioning units. The general scope of work includes the following:

- Demolition of existing thermostat.
- Save the existing wiring from the HVAC units. Contractor to verify if the existing thermostat is 4-wire or 5-wire.
- Install new wifi networkable thermostat (Venstar T4900SCH or equivalent) per user manual provided by OEM. If the existing thermostat is a 4-wire thermostat contractor to make appropriate modifications to accommodate the new thermostat.
- Program the thermostat with Owner provided schedules.
- Configure the thermostat to work with Owner provided wifi.

Utilizing the OEM website, set up the thermostat, to display and control the thermostat via web and or mobile devices as requested by the owner.

Commissioning Checklist for Each HVAC Unit

PROJECT: _____
Equipment Name/Tag: _____ Location: _____

ITEM	√	COMMENTS
PRE-START-UP INSPECTION		
Commissioning lock-out procedures reviewed		
Operation and maintenance information		
Mounting/support system and vibration isolation		
Seismic restraints		
Equipment guards		
Alignment & V-belt tension		
Freedom of rotation		
Lubrication		
Plenums clean and free of loose material		
Temporary start-up filters		
Fire & balance dampers positioned		
Access doors, Insulation and interior lights		
Filter bank, DP switch gauge and photohelics		
Local valving/piping (gas, condensate, pans, drains)		
Motorized dampers		
D/X expansion (cooling) coil and compressor		
D/X condensing coil and fans		
Gas piping and valving complete		
Gas inspection certificate		
Regulatory authority approved installation and burner control (certificate available)		
Building cleanliness		
Electrical wiring complete		
Overload protection (sized correctly)		
Disconnect switch (tested)		
Local control module with DDC interface		
Control system - point to point checks complete		
START-UP		
Start-up by manufacturer's representative with report and certificate or log provided		
Direction of rotation		
Electrical interlocks - stop/start		
Local air leakage acceptable		
Vibration & noise level acceptable		
Motor Amps - Rated :__ Actual :_		
Motor Volts - Rated :__ Actual :_		
Final operating filters installed		

Pre-start checks by: _____	Date: _____
Start-up checks by: _____	Date: _____
print name	signature

Attachment “B”
AGREEMENT AND GENERAL CONDITIONS
(Download Document separately)

Attachment “C”

PRICING SHEET

(Download Document separately)

Attachment “D”

REQUIRED FORMS

(Download Document separately)

Attachment “E”

SPECIFICATIONS

(Download Document separately)

Attachment “F”

DESIGN DOCUMENTS

(Download Documents separately)