

# ORANGE COUNTY SCHOOLS



200 E. King Street Hillsborough, NC 27278 | [www.orangecountyfirst.com](http://www.orangecountyfirst.com) | 919.732.8126

**May 11, 2017**

## **Request for Proposal #2018-6 Professional Engineering Services—Geothermal System to Serve Orange High School, Hillsborough, NC**

Orange County Schools is soliciting proposals from qualified firms with experience in geothermal HVAC systems to provide the following services:

- Provide turnkey services related to engineering, specifications and construction oversight for a geothermal HVAC system for Orange High School in Hillsborough, NC.

Proposals must be received in the office of the Orange County Schools Deputy Superintendent, 200 East King Street, Hillsborough NC 27278 no later than 12:00PM EDT, Thursday, May 25, 2017.

### **Background**

Orange High School is one of District's two high schools and boasts a 92-acre campus with over 1,300 students enrolled as of March 10, 2017. The first building on the high school campus was built in 1962, with additions in 1965, 1969, 1971, 1979 and 1986. The buildings are served by two Weil-McLain boilers (1983/2009 manufacture dates), two 165-ton chillers (1990 manufacture date), one 30-ton chiller (1990 manufacture date) and one 20-ton chiller (1990 manufacture date). The steam lines interior to the building have been failing for several years. In November 2016, Orange County voters approved a bond referendum that included funding for a replacement HVAC system for this site. Assuming test wells reflect favorable conditions to do so, the Board of Education has chosen to pursue a geothermal system to promote long-term sustainability both economically and environmentally.

### **Scope of Work/Deliverables**

The firm selected for this work will be responsible for turnkey services related to the design, bidding and construction oversight of the project.

The project is currently funded.

### **Proposal Submittal Information**

Respondents are asked to provide information about your firm and proposed design team that would allow the evaluation team to determine your firm's ability to carry out the proposed project. This information includes, but is not necessarily limited to the following:

- General overview of the firm and its experience relative to geothermal projects;
- Current projects of the firm;
  - Discuss projects completed within the past five years by members of the proposed design team, with specific emphasis on any projects involving retrofit of an older facility.
  - Note the firm's current work load and how this project would fit into your existing workload.

- Specifically note any available data from previous projects that demonstrate the client's experience with energy/maintenance costs after installation. We would be most interested in client data from systems in operation for more than 3 years;
- References and contact information from three similar geothermal projects completed within the past 5-7 years.
- Identify design team members (including subcontractors) and their role and qualifications to provide the anticipated services. Include their work history and representative projects that showcase their expertise for this work. Work history and relevant projects done at another firm should accompany any key employee who has not been with the responding firm for a ten-year period.
- **Include your proposal for completing the engineering, specifications and construction oversight, complete with proposed steps, timeline for completion and staffing required for each step.**
- Feel free to provide any relevant supplemental information that supports your firm's capabilities.

### **Proposal Format**

Respondents are requested to provide one paper copy and one ADOBE-readable electronic copy of proposals for use by the District and its selection committee. Flash drive or CD/DVDs are acceptable electronic copy format. E-mailed proposals will not be accepted. The selection committee will utilize these for their review, so please ensure your submitted documents are readable electronically.

### **Submittal Deadline**

Sealed responses must be clearly marked with "RFP #2018-6 OHS Geothermal Design, due 12:00 noon EDT, May 25, 2017" on both inner and outer envelopes and delivered to the Orange County Schools Board of Education 200 East King Street, Hillsborough, NC 27278 by the designated deadline.

### **Selection Process**

A selection team of District staff will evaluate all proposals and make recommendations to interview a minimum of three respondents. Respondents will be notified within one week of the submittal deadline if they are to be invited for interview. A recommendation for contract is anticipated within 30 days of the submittal deadline.

Key members of the design team as articulated in the response are expected to participate in the interview. Specifically, the proposed project manager must be in attendance and provide a meaningful contribution to the interview.

### **Evaluation**

Evaluation criteria will include, but not necessarily be limited to the following:

- Depth of relevant experience of the overall design team;
- Demonstrated success on projects of similar scope and completed without major legal or technical problems;
- Qualifications of individuals assigned to the project team, including subcontractors;
- Demonstrated expertise with public entity work (North Carolina experience is preferred);
- Capacity of firm and key personnel to complete this project in a timely manner, considering current and projected workload;
- Relevant and easily understood response to RFP;
- References from completed projects.

**Insurance**

The successful firm will be required to provide proof of professional liability insurance in types and amounts satisfactory to the District.

Respondents must also disclose in their response any and all claims that have been filed against their professional liability insurance within the past ten years, regardless of settlement disposition.

**Questions**

Questions or comments regarding this proposal are to be directed to Pam Jones, Deputy Superintendent, Orange County Schools, 200 East Cameron Street, Hillsborough, NC 27278; (919) 732-8126; [pam.jones@orange.k12.nc.us](mailto:pam.jones@orange.k12.nc.us)

All questions must be submitted in writing no later than 12noon EDT, Thursday, May 18, 2017 (E-mail is preferable). Please use the name of the project "OHS Geothermal Project" in the subject line of your email.

Material clarifications and any modifications will be addressed by addendum to this RFP no later than EOB Monday, May 22, 2017.

Orange County Schools reserves the right to accept or reject any and all proposals and to waive minor irregularities.

By: Pamela Jones  
Deputy Superintendent  
Orange County Schools  
Hillsborough, NC

**Submittal Summary**

Project Name: RFP 2018-6 OHS Geothermal Design

Respondent Questions deadline: 12:00 noon EDT, May 18, 2017

Proposal Due Date/Time: 12:00 noon EDT, May 25, 2017

Delivery Location: Orange County Board of Education, 200 East King Street, Hillsborough NC 27278

Contact: Pam Jones, Deputy Superintendent  
[pam.jones@orange.k12.nc.us](mailto:pam.jones@orange.k12.nc.us)  
(919) 732-8126

Please provide proposals: One (1) hard-copy and  
One (1) ADOBE readable (CD or flashdrive accepted)