

ORANGE COUNTY SCHOOLS



200 E. King Street Hillsborough, NC 27278 | www.orangecountyfirst.com | 919.732.8126

February 20, 2019

Request for Proposal #2019-300 Professional Engineering Services—Mechanical HVAC Design Hillsborough, NC

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

- Provide turnkey services related to engineering, specifications and construction oversight for a HVAC systems at:
 1. Cameron Park Elementary School (2019)
 2. New Hope Elementary School Phase I (2019)
 3. A.L. Stanback Middle School (2020)
 4. Central Elementary School (2020)
 5. Efland-Cheeks Global Elementary School (2021)
 6. Grady A. Brown Elementary School (2021)
 7. Hillsborough Elementary School (2021)
 8. New Hope Elementary School Phase II (2021)

Proposals must be received in the office of the Orange County Schools Superintendent, 200 East King Street, Hillsborough NC 27278 no later than 12:00PM EDT, Wednesday, March 13, 2019.

Background

Orange County Schools completed a comprehensive facility assessment in 2013. The district has an approved bond funding schedule of approximately eleven million dollars (\$11,000,000) for the identified seven school mechanical system upgrades, renovations and improvements. A detail of each school's age and mechanical system is located in Attachment A.

As part of the mechanical system upgrades the engineer should consider sustainable and cost saving options for the district to consider. Each elementary school should be reviewed for the feasibility to add warm water to student and staff hand washing stations within the school where currently not available.

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 projects are 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 school/HVAC 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 HVAC 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 #2019-300 MECHANICAL HVAC DESIGN", 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: due 12:00 noon EDT, Wednesday, March 13, 2019.

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 Sara Pitts, Interim Chief Operations Officer, Orange County Schools, 200 East King Street, Hillsborough, NC 27278; (919) 732-8126; sara.pitts@orange.k12.nc.us.

All questions must be submitted in writing no later than 12noon EDT, Thursday, March 7, 2019 (E-mail is preferable). Please use the name of the project "RFP 2019-300 MECHANICAL HVAC DESIGN " in the subject line of your email.

Material clarifications and any modifications will be addressed by addendum to this RFP no later than EOB Friday, March 8, 2019.

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

Submittal Summary
Project Name: RFP 2019-300 MECHANICAL HVAC DESIGN
Respondent Questions deadline: 12:00 noon EDT, March 7, 2019
Proposal Due Date/Time: 12:00 noon EDT, March 13, 2019
Delivery Location: Orange County Board of Education, 200 East King Street, Hillsborough NC 27278
Contact: Sara Pitts, Interim Chief Operations Officer sara.pitts@orange.k12.nc.us (919) 732-8126
Please provide proposals: One (1) hard-copy and One (1) ADOBE readable (CD or flashdrive accepted)

ATTACHMENT A: SCOPE OF WORK SITE LOCATIONS & SYSTEMS

Note: This is only a partial listing of general comments from the 2013 Comprehensive Facility Assessment. The selected engineer must review and recommend the design replacement HVAC systems and components based on current conditions and occupancy needs and not solely based on the information listed in this attachment.

1. Cameron Park Elementary School (2019), 240 St. Mary's Road, Hillsborough, NC
 - a. Boilers are dated from 1988.
 - b. Chiller is new and should have additional service life.
 - c. The floor mounted 4-pipe unit ventilators in classrooms were installed in 1985-1989.
 - d. The school currently does not have dehumidification control and humidity and moisture is an issue.
 - e. Kitchen hood ventilation system needs to be replaced.
 - f. Convection heaters in hallways are from 1956 original installation.
 - g. Review ductless/mini split units for replacement.
 - h. Utilize Building Automation Controls for setpoint and system efficiency.
2. New Hope Elementary School (2019 & 2021), 1900 New Hope Church Road, Chapel Hill, NC
 - a. Boilers are dated from 1991.
 - b. Chiller is in good condition and should have additional service life.
 - c. The air handlers are original from 1991. Review replacement for fan coil unit (FCU) with dehumidification capacity. Humidity and moisture is an issue.
 - d. The kitchen hood should be reviewed for adding heating in the makeup air supply.
 - e. Review Building Automation Controls for setpoint and system efficiency.
3. A.L. Stanback Middle School (2020), 3700 NC HWY 86 South, Hillsborough, NC
 - a. The boilers and system pumps are 1995. Two outside packaged chillers have been recently replaced and should have additional service life.
 - b. Review the campus for dedicated unit within each classroom. Current HVAC systems are 1995.
 - c. Utilize Building Automation Controls for setpoint and system efficiency.
4. Central Elementary School (2020), 154 Hayes Street, Hillsborough, NC
 - a. The boiler is dated 1988. A cooling tower is in existence along with base mounted pumps. These should be reviewed for determining system life.
 - b. Water source heat pumps (WSHPs) are dated beyond 1990.
 - c. Review replacement of the ventilation system in the custodial closet and kitchen.
 - d. Utilize Building Automation Controls for setpoint and system efficiency.
5. Efland-Cheeks Global Elementary School (2021), 4401 Fuller Road, Efland, NC
 - a. The boiler is dated 1995. The cooling tower is 2009.
 - b. VVT dampers are estimated to be 1977.
 - c. The piping system within the school is in poor condition.
 - d. The kitchen hood system may need additional heating for the makeup air.
 - e. The media center HVAC rooftop unit needs replaced to lesson noise and vibration into the learning space below.
 - f. Utilize Building Automation Controls for setpoint and system efficiency.
6. Grady A. Brown Elementary School (2021), 1100 New Grady Brown School Road, Hillsborough, NC
 - a. The boilers are dated 2005, 2009 and 2010. Consider conversion to hot water from steam. The chiller for the 100,200, and 300 buildings are dated 1988.

- b. The FCU's installed in the 100 and 200 building are presumed to be 1988 installed when the chiller was last replaced.
 - c. The FCU's in the 300 building are 2003 and will need to be replaced.
 - d. The heat recovery units are 2003 and will need to be replaced.
 - e. Update dedicated outside air units (DOAs) as needed.
 - f. Utilize Building Automation Controls for setpoint and system efficiency.
7. Hillsborough Elementary School (2021), 402 North Nash Street Hillsborough
- a. The building is currently being reviewed for long-term use by the school district due to considerable overall building capital recommendations.
 - b. The HVAC project at this site may be limited in scope to coincide with the current facility use plan.