

HUNTINGDON AREA SCHOOL DISTRICT

**2400 Cassady Avenue, Suite 2
Huntingdon, PA 16652**

**REQUEST FOR BID
FOR HVAC CONTROL SYSTEM UPGRADE AT SOUTHSIDE ES**

SEPTEMBER 13, 2023

TABLE OF CONTENTS

I. Purpose of Solicitation

II. Requested Services

III. Selection Process

Proposal Evaluation
Scoring Matrix
Final Contract

IV. Schedule

V. Format of Response

Section 1 - Cover Letter
Section 2 - Executive Summary
Section 3 - Personnel
Section 4 - Services and Approach
Section 5 - Project References
Section 6 - Project Costs/Fees

Appendix for Additional Information

I. PURPOSE OF SOLICITATION

The intent of this Request for Bid (RFB) is to solicit bids from experienced and licensed HVAC Service Providers. Responses to this RFB shall describe the HVAC Service Provider's capability to professionally carry out the scope of work requested herein. The **Huntingdon Area School District** intends to select a HVAC service provider and award a contract to perform the requested HVAC control system upgrade.

Responses to this RFB must be delivered to Huntingdon Area School District at 2400 Cassady Ave, Suite 2, Huntingdon, PA 16652 by 2:00 p.m. on October 5, 2023. The bid must be in a sealed envelope and labeled, "HVAC Controls Bid".

A pre-bid walkthrough is available to all bidders and must be scheduled to occur no later than October 2, 2023. The pre-bid walkthrough will be conducted during normal operating hours between 8:00 a.m. and 4:00 p.m.

Huntingdon Area School District reserves the right to reject any and all responses resulting from this RFB. Late responses will not be accepted and will be returned to the submitting company unopened. **The Huntingdon Area School District is not liable for any cost incurred by any person or firm responding to this RFB.**

Huntingdon Area School District reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFB. Additionally, **Huntingdon Area School District** reserves the right to reject as non-responsive any bids, which are not organized and formatted as described in this RFB.

Any and all questions regarding this RFB and the program it represents must be submitted in writing to:

Matt Gibson, Business Manager, at mgibson@huntsd.org

II. REQUESTED SERVICES

Huntingdon Area School District proposes to upgrade its current HVAC system at Southside Elementary School, 10906 Station Road, Huntingdon, PA 16652. The HVAC redesign will require the HVAC Controls at Southside ES to be upgraded. The current control system is a direct digital control platform which overlays the original Johnson Metasis controls. Automated Logic Corporation, the manufacture of WebCTRL Building Automation System (BAS), is the supplier of the District's BAS systems in the District's HS, MS, and Standing Stone ES. The District is seeking the same platform for Southside ES BAS to be compatible with all our existing field controllers, sensors, thermostats, wiring, etc.

This project may use funding from the American Rescue Plan (ARP) and Elementary and Secondary School Emergency Relief (ESSER) funding sources. The project shall be subject to appropriate wage rates and contract conditions applicable to the use of those funds, i.e. Davis-Bacon Act (40 U.S.C. 3141-3144) and amended (40 U.S.C. 3141-3148) as supplemented by Department of Labor Regulations (29 CFR PART 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

The following items are to be controlled with the HVAC Control System Upgrade:

1. Hot Water System with 2 boilers and 2 pumps
2. Chilled Water System with glycol feed system and 2 pumps
3. AHU-1 (new equipment)
4. VAV Boxes (new equipment) (typ of 10)
5. Kitchen System (RTU-3, KV-1, EF-1)
6. Exhaust Fans (typ of 8)
7. Blower Coils (typ of 7)

8. Fan Coil Units (new equipment) (typ of 17)
9. Unit Ventilators (typ of 5)
10. Unit Ventilators (new equipment) (typ of 23)
11. Coordinate Sequence of Operations with the engineer of the Southside ES HVAC Redesign.
12. Coordinate the installation with the chosen mechanical contractor.
13. Provide all necessary hardware, software, project management, engineering, programming, graphics, installation, point-to-point, startup/checkout, training, and warranty for a complete, turnkey system.
14. Work with the District's IT department in setting up access to the system through a mobile device such as a smartphone or tablet
15. Provide a minimum of 16 hours of training on new software.
16. Provide a minimum of a 1-year warranty on parts, labor and all new material furnished as a part of this project
17. Provide a minimum of 1 year of software updates after completion of project.
18. Any other work needed to successfully upgrade the existing HVAC controller that results in its safe, efficient, and orderly operation.

As a result of the HVAC control system upgrade, the Huntingdon Area School District expects a more efficient and enhanced operation of its HVAC system including improved temperature regulation, improved energy efficiency, enhanced cyber security protection, and improved airflow and ventilation. ESSER III funds, appropriated in the CARES Act, will be used to pay for the control system. **Huntingdon Area School District** expects this upgrade to help prevent, prepare for, and respond to the coronavirus.

Respondents to this RFB shall identify their experience and qualification to perform and manage the HVAC control system upgrade scope of work as detailed above. The HVAC service provider is responsible for all certification and documentation of personnel, along with all other aspects of the service provided, necessary to comply with the laws to perform work in the state of Pennsylvania along with any federal laws governing said services.

III. SELECTION PROCESS

Bid Evaluation

Interested HVAC service providers responding to this RFB must provide the information required. Responsible bids will be evaluated and scored accordingly. With kind, quality and material being equal, the respondent receiving the highest scoring of bids that meets bid specifications shall be accepted upon resolution of the District's Board of Directors, unless the District's Board of Directors chooses to reject all bids.

Scoring of Bids

5%	Conforms to format and includes required information
20%	Personnel
30%	Services and Approach
25%	References
15%	Project Cost/Fees and Exclusions
5%	Additional Information

Final Contract

Upon selection the HVAC Service Provider will design and develop specific scopes of work to meet the District's intent for this HVAC control system upgrade.

IV. SCHEDULE

The following time frame is expected to be followed during the procurement period of this RFB:

September 13, 2023	Release of RFB
October 2, 2023	Last day to provide a pre-bid walkthrough
October 5, 2023	Bid packet received by 2:00 p.m. Bid opening at 2:00 p.m.
October 16, 2023	Administration Presents recommendation for Board Approval
August 23, 2024	Substantial Project Completion
September 30, 2024	Final Project Completion

Huntingdon Area School District reserves the right to reject any and all responses resulting from this RFB. Late responses will not be accepted and will be returned to the submitting company unopened.

Huntingdon Area School District reserves the right to reject, as non-responsive, any proposal that does not contain the requested information. Additionally, **Huntingdon Area School District** reserves the right to reject, as non-responsive, any bids that are not organized and formatted as described in this RFB.

V. FORMAT OF RESPONSE

The responses to this RFB will consist of six (6) specific information subject areas, which must be completed and returned in the order indicated below with each section divided and tabbed with the appropriate section title. **Huntingdon Area School District** may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any HVAC Service Provider. Any additional information not specifically requested in this RFB must be put in a separate Appendix at the end of the response. Additionally, all supplemental materials (brochures, product information sheets, etc.) not specifically tailored to this response must be placed in the Appendix.

➤ **Section 1: Cover Letter**

The HVAC Service Provider's bid will include a cover letter at the beginning of the proposal. The cover letter shall provide a summary of the information presented in the proposal, names and telephone/email of persons authorized to provide any clarification required, and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. This cover letter shall also include the name and title of the person(s) authorized to conduct final contract negotiations on behalf of the HVAC Service Provider.

➤ **Section 2: Executive Summary**

The HVAC Service Provider will provide an Executive Summary highlighting the ESP's unique qualifications, including license to perform services, and capabilities for this project. **The summary shall include a timeline for the proposed project to begin and conclude. Substantial project completion shall be no later than August 23, 2024 and final project completion shall be by September 30, 2024.**

➤ **Section 3: Personnel**

Each HVAC Service Provider will attach a Project Staffing Plan, the proposed plan will include a description of proposed staffing showing the project organization, supervisory responsibilities, and lines of authority. Identify the corporate affiliation for each staff

member listed in the Project Staffing Plan. Additionally, the staffing plan shall include the company and personnel responsible for each phase of the project, lines of authority, and relationships between prime contractor and subcontractors.

➤ **Section 4: Services and Approach**

Provide an overview of the HVAC Service Provider's approach to HVAC Control System upgrades and program management and the range of services provided directly by the HVAC Service Provider. Specifically address the following areas:

- *Services, Approach and Experience*
Provide a description of the approach to HVAC system improvements and identify specific HVAC efficiency measures that the service provider has had responsibility over, including design, implementation and measurement, and verification. List all types of services provided by your firm.
- *HVAC System Improvement Verification*
Provide a description of the normal method used to evaluate the improvement in the efficiency and quality of the HVAC system as a result of the controls upgrade.
- *Building Commissioning Experience*
Describe respondent's experience and approach to building commissioning and/or retro-commissioning, including in-house expertise and project experience.
- *Program Training*
The HVAC service provider shall outline training proposed as part of the project, including the subject, duration, and location of training. Respondent shall also describe the relationship with the organization providing training, if not provided by the prime contractor.
- *Program/Construction Management*
Describe respondent's experience and approach to project management, including: coordination with subcontractors, division of responsibility among project staff, and interaction with **Huntingdon Area School District** representatives.

➤ **Section 5: Project References**

Provide information on four (4) related projects that the respondent has successfully implemented within the last five years. References shall include:

- Customer Name
- Name and Telephone Number of Contact
- Brief Description of the Project
- Project Beginning and Ending Dates

➤ **Section 6: Project Cost/Fees and Exclusions**

The respondent shall provide a breakdown of all costs/fees to complete and deliver the HVAC control system upgrade.

Provide a list of exclusions pertinent to the Project Cost/Fees.

➤ **Appendix: Additional Information**

Respondents may attach any additional information that is not contained within the RFB.