


Tony Baldwin, Ed.D., Superintendent

175 Bingham Rd., Asheville, NC 28806

P: 828-255-5921 | F: 828-255-5923

buncombeschools.org

TRANSMITTED VIA EMAIL: 4 pages

TO: ALL PLAN HOLDERS AND POTENTIAL BIDDERS
FROM: TIFFANY McCANTS, PURCHASING OFFICER
SUBJECT: REQUEST FOR QUALIFICATIONS: HVAC DESIGN AND ADMINISTRATION
SERVICES
DATE: DECEMBER 20, 2019 

RFQ# 44-19

The following specifications are hereby made a part of the original documents.

**REQUEST FOR QUALIFICATIONS:
HVAC DESIGN AND ADMINISTRATION SERVICES
Issued: Friday, December 20, 2019**

It is the Buncombe County Schools Board of Education's intention to acquire the services of a qualified design consultant/engineering firm for the replacement of heating, ventilation and air conditioning (HVAC) systems within (2) existing facilities with an interest in optimizing indoor environmental conditions and maximizing energy reduction potential.

The Board of Education is hereby soliciting responses from interested Mechanical, Electrical and plumbing engineering firms. All professional services will be procured through a qualification-based selection process, without regard to fee, in accordance with G.S. 143-64.31, G.S. 143.64.32, and G.S. 115C-521(E). The scope of work is described herein.

Professional services will be rendered using a standard Buncombe County Schools professional contract.

The RFQ includes a preliminary scope of work and general terms and conditions of any subsequent contract. The scope of services as defined herein, may be modified after the final selection of the consultant. The general terms and conditions are part of any submitted statement of qualification and will be incorporated into any subsequent contract. Submission of the SOQ shall constitute acceptance of these terms and conditions. Conditional responses may be rejected.

SUMMARY OF PROJECTS:

Professional design services may be contracted on an as-needed basis for various HVAC projects, individually budgeted between \$ 900,000.00 and \$ 942,000.00 for HVAC and controls replacements through 2020. The design is for a complete school HVAC system replacement, if necessary, shall be phased over several budget years. Projects may include one, all or a combination of the following:

- Valley Springs Middle School: Complete replacement of existing HVAC system and controls plus installation of a humidity control system
- W.D. Williams Elementary School: Complete replacement of existing HVAC system and controls plus installation of a humidity control system

SCOPE OF SERVICES:

List at least 3 completed HVAC renovation/replacement projects in large commercial, educational or medical facilities performed in the past, including the client information and specific tasks completed. Please indicate which services were provided in the past projects from the list below.

A. HVAC replacement:

- Field survey of the existing conditions and drawings.
- Demolition drawings that indicate the complete or partial removal of the existing HVAC systems.
- Heating and cooling load calculations.
- Design and specifications for replacement equipment based on calculations.
- Design and specifications for a remote capable control system
- Design the HVAC air distribution systems
- Design the exhaust ventilation systems
- Evaluation of energy/electrical requirements

B. Electrical design services:

- Field survey of existing conditions
- Perform an evaluation of the building's existing electrical service to determine if sufficient electrical and physical capacity exists to support the requirements of the new system.
- Indicate the removal of existing electrical components as required.
- Design of any new/replacement building electrical system or supply components.

C. Structural design services may include the following:

- Design of structural components as needed.
- Site investigation to verify the existing conditions.
- Survey and analyze the condition and integrity of existing exterior building envelopes.
- Review loading requirements for proposed HVAC units on existing structure.
- Perform calculations to verify the existing structural capacity.
- Perform structural design for HVAC.

D. General:

- Analysis of existing energy usage and predicted energy usage.
- Consideration of energy efficiency equipment incentives.
- Providing an "opinion of cost" for construction based on the final design.
- Complete engineer sealed drawings and specifications ready for bidding purposes and permit submission.
- Construction administration services.
- Site supervision and report services.

PROJECTS' SCHEDULE:

Funding for the work associated with the HVAC system replacement is anticipated to be authorized by the Buncombe County Commissioners. Design work for the two projects shall be focused early to mid-2020. Construction is anticipated to initiate in the following year.

SUBMITTAL REQUIREMENTS:

Four (4) copies of the submittals shall be made in an 8 ½" x 11" bound hardcopy format. Provide (1) electronic copy in pdf format on a flash drive. Limit responses to no more than 16 one sided or 8 double sided sheets. Proposals more than 20 one sided sheets may not be considered. The submittal shall contain no less than the following:

1. Cover sheet title: "HVAC Design Services for Buncombe County Schools", Date, Firm name and contact information. Link to firm website and/ or optional supplementary information.
2. Letter of introduction and interest stating specific project or projects for consideration as defined above.
3. Office, project manager and design team members and/or firms to service the project with bio of firm, team members and licenses and certifications. Flow diagram graphically representing team organization. Lead designer for each specialty must be clearly identified.
4. A list of other client references for which similar work has been performed.
5. Reports or graphic illustrations of similar work performed.

SELECTION SCHEDULE:

Responses to this RFQ are due at 4:00 pm EST on Wednesday, January 15, 2020.

Interviews are not anticipated; however, a shortlist of firms may be requested by the selection committee to submit additional information. The selection committee will recommend several designers to the Buncombe County Board of Education for the referenced work, followed by negotiations for service fees for one or multiple projects per firm.

Selection committee recommendations are planned to be made to the Buncombe County Board of Education at the regular monthly meeting on Thursday, February 6, 2020.

All submittals, questions and inquiries shall be sent to:

Clark Wyatt,
Director of Maintenance
Buncombe County Schools
175 Bingham Road
Asheville, NC 28806
Phone: (828) 232-4244
Email: Clark.Wyatt@bcsemail.org

Under no circumstances shall contact be made with other Buncombe County Schools' personnel or members of the Buncombe County Board of Education regarding this Request for Qualifications and selection process.

End of RFQ# 44-19
Request for Qualifications: HVAC Design and Construction Administration Services