

HARNEY COUNTY SCHOOL DISTRICT #3

Request for Proposals

Heating, Ventilation, and Air Conditioning (HVAC) INSTALLATION

RFP Issued: January 8, 2024

Site Location: 1100 Oregon Ave, Burns, OR, 97220

INTRODUCTION

The **HARNEY COUNTY SCHOOL DISTRICT #3** is requesting competitive proposals with the intent of entering into a contract with a firm able to provide **HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) INSTALLATION**. This is a qualifications-based selection with cost as a consideration. Factors such as Contractor customer service, past performance, technical expertise and experience, management capabilities and resources, will form the basis for the criteria considered, in addition to price to perform the scope of work. Award shall be made in accordance with the term's conditions, and requirements stated herein.

GENERAL INFORMATION

The district is seeking proposals from firms who can install an HVAC solution outlined below at Burns High School, 1100 Oregon Avenue, Burns OR 97220. The proposal will provide a recommended strategy, equipment selection, controls package, and installation plan for the school.

The district reserves the right to award the Contract or Purchase Order to the proposer that meets the requirements of the school with a cost-effective quote or to award a Contract or Purchase Order for portions of the project. The district reserves the right to reject any and all proposals/quotations if it is in the public's best interest to do so.

The law requires that when a contract for construction, re-construction, maintenance, or repair for a public agency exceeds \$50,000, the bid or quote specifications must contain a provision stating the minimum hourly rates of pay to be paid to workers, as those rates are determined by the Labor Commissioner. Prevailing wage shall be paid at the current wage rates published by the Bureau of Labor and Industry. Contracting agencies are required to include in their contracts, a provision that workers shall not be paid less than such rates. (ORS 279.850 - ORS 279.363) However, if the Contractor is asked to provide services on a prevailing wage project, they will be notified during the awarding of the RFP.

Harney County School District #3 will not receive / consider a bid / quotation unless the bidder is registered with the Oregon Construction Contractors Board as required by ORS 671.530. The bidder shall create and provide all electrical and mechanical drawings required to obtain permits. The bidder shall provide documentation and training to school staff on normal operations of the systems. All materials shall be installed according to manufacturer's instructions. The bidder is responsible to post signs and install barricades as required to protect completed work against damage or discoloration. The bidder shall warrant all labor and materials for a period of one year from the date of final acceptance by the district. The bidder shall provide and use their own tools for the job including but not limited to ladders. The bidder shall be responsible for securing their work space upon departure including, but not limited to, roof access points, classroom doors, and all exterior doors that they accessed. Contractor shall leave the work space in similar or better condition than they found it. For example, all construction debris shall be cleaned before departing the work site.

The bidders must certify that no asbestos containing building materials will be utilized in fulfilling this contract and will further certify compliance with ORS 468A.720 relating to asbestos abatement work. Any Contractor or their employee who will be on District property without the supervision of a District employee is required to complete the district's criminal background check and fingerprinting protocols. Contractor and their employees shall complete the processes prior to commencing work on the referenced

project. While on District property, Contractors and their employees shall be required to wear identifying clothing and district identification badge and shall provide photo identification upon request. No Contractor or Contractor employee will be allowed in occupied classrooms, student restrooms, or locker rooms without District employee supervision. Any Contractor or contractor employee shall check in at the school office upon arrival and departure from the site.

District structures may contain hazardous materials including, but not limited to asbestos, lead, and PCBs. It is the Contractor's responsibility to train their employees and/or sub- Contractors regarding these hazards and meet all OSHA and DEQ requirements. Records regarding hazardous materials can be viewed upon request at the Facilities Office by emailing wadepeasley@hcsd3.org.

PROJECT TIMELINE

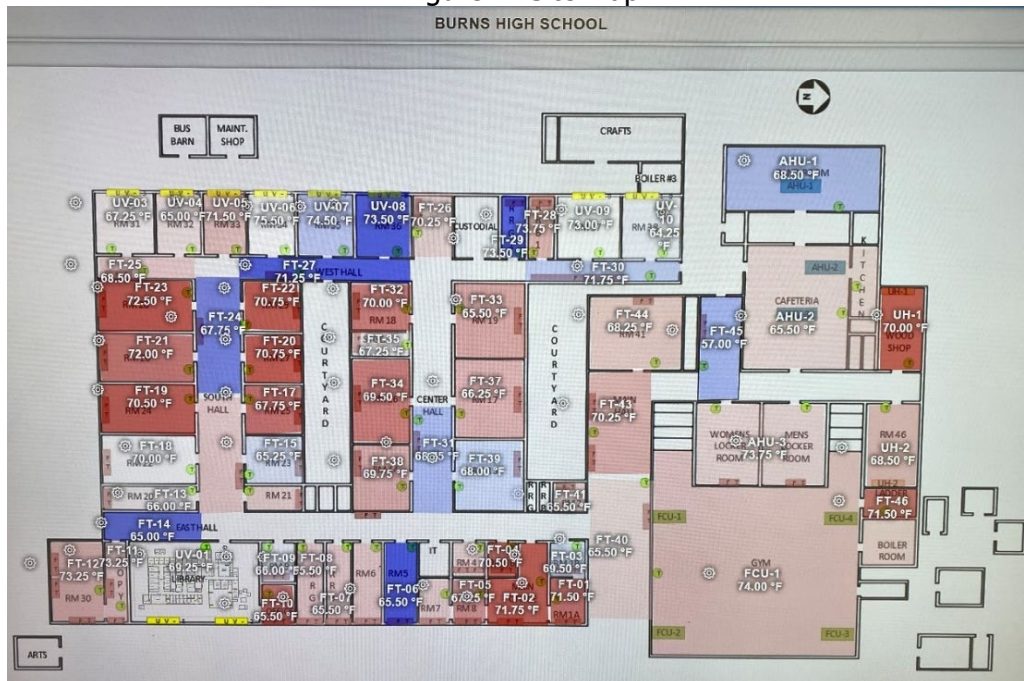
The bidder shall coordinate installation schedule with the Burns High School Project Manager to minimize in-school disruption. Equipment installation shall occur during summer break, between June 3 and August 16, 2024. All installation activities **must** be completed by September 30, 2024, in order to comply with grant funding requirements.

ESSENTIAL COMPONENTS AND FEATURES

The primary goal of the project is to improve the comfort of the students and teachers which satisfy a 70 to 72F space temperature design setpoint in all space's year round. Preference will be given to proposals which include a centralized control/monitoring system for mechanical equipment, including both newly installed and retained existing equipment. System controls should be user-friendly, simple to modify setpoints and schedules, and allow for data points to be monitored and trended. The proposed HVAC solution needs to meet all these objectives.

The school currently has hydronic heating equipment throughout the campus with no cooling solution. Classrooms and the library are equipped with hot-water fin-tube radiators, unit ventilators, dependent on the specific space. Heating-only hydronic Air Handlers serve the gymnasium, locker rooms, cafeteria, and music room. Two additional heating-only hydronic Air Handlers are installed with ducting serving the central and south classrooms, but are retired in-place. Hot water for all heating systems is generated by (1) oil burning boiler and (1) wood pellet boiler. (1) classroom, and (1) server room are currently cooled by split heat pump systems, but there is no other cooling equipment currently installed at the school. Existing systems may be retained for redundancy or to supplement proposed equipment, or they may be retired-in-place or removed as necessary. The figure below shows a map of the school site from the current HVAC control system. Additional photos of the school spaces and existing equipment are included in Appendix A.

Figure 1: Site Map



Below is a summary of the spaces for which cooling is required, including space characteristics, usage, and typical occupancy.

- (a) Gymnasium: 9,572 ft², cylindrical roof/ceiling structure, 50ft peak. Typical daily occupancy consists of gym classes with 40 people exercising. Typical high occupancy during sports events and assemblies consists of 200-250 spectators. Peak occupancy is at graduation, consisting of 1,750 seated occupants, typically during high OAT conditions.
- (b) Cafeteria: 4,608 ft². Typical occupancy (during lunch) of 200 people
- (c) Library: Single room, 1,625 ft². Typical occupancy of 15-40 people
- (d) Classrooms: (20) total classrooms. 1,000 ft² average. Typical occupancy of 40 people
- (e) Main Office: 660 ft². Typical occupancy of 1-5 people
- (f) Private Offices: (4) total offices. 135 ft² average. Typical occupancy of 1-2 people

The following is an example of a proposed system that would satisfy the cooling loads for the school. While system sizing is provided for each space as a general guideline, the contractor should not rely solely on these size estimates, and will be responsible for performing load calculations for all spaces to ensure that proposed systems are sized adequately. The below system assumes that existing classroom heating equipment will be retained for redundancy.

- (a) Gymnasium: (4) 7.5 ton split ducted heat pumps. Use existing ducting for air distribution
- (b) Cafeteria: (4) 2 ton mini split ductless heat pumps
- (c) Library: (1) 2 ton mini split ductless heat pump
- (d) Classrooms: (1) 1.5-3 ton mini split ductless heat pump per classroom. Unit size to vary based on classroom size and location.
- (e) Main Office: (1) 1 ton mini split ductless heat pump.
- (f) Private Offices: (1) 0.5 ton mini split ductless per office.

The above system archetype has been identified as highly likely to meet cooling requirements while being cost-effective to install and maintain. However, all cost-effective solutions that satisfy design load requirements will be considered. Several alternative system proposals are listed below

- (a) For spaces (b)-(f) above: same as above, but using VRF ductless heat pumps rather than 1:1 mini-split heat pumps
- (b) For spaces (b)-(f) above: Leverage existing heating-only hydronic AHUs and ducting. Retrofit existing heating-only AHUs with chilled water or DX cooling coils. Provide remote condensers or air-cooled chiller to serve cooling coils.
- (c) For spaces (b)-(f) above: Leverage existing ducting. Replace existing heating-only AHUs with new heating/cooling AHUs. Leverage existing HHW systems. Provide remote condensers or air-cooled chiller to serve cooling coils.
- (d) For space (a) above: (1) 30 ton direct expansion air handler, including new ductwork.
- (e) For space (a) above: (4) hydronic heating/cooling fan-coil units. Leverage existing HHW systems. Provide air-cooled chiller to serve cooling coils.

SCHEDULE OF EVENTS

Publish RFP	January 8, 2024
Virtual Tour	January 12, 2024
Questions Due	January 16, 2024
Proposals Due	January 23, 2024
Proposal Evaluation	January 24, 2024
Notice of Intent to Award	January 26, 2024
Commencement of Services	February 1, 2024

PROPOSAL EVALUATION PROCESS

A selection committee comprised of District employees will evaluate each proposal to determine the one that is most advantageous to the District based on the evaluation criteria outlined in this RFP. Proposals submitted that do not meet minimum content requirements will not be rated. The committee will consider the merit of information presented in the written responses and is not obligated to conduct further investigation.

The selection committee will add together the points that each committee member assigns and divide the total points by the total number of selection committee members to compute average score for the evaluation questions. The award of this solicitation will be made by the District based on the proposal which, in the selection committee's sole and absolute judgment, will best serve the interests and needs of the District.

EVALUATION CRITERIA

Proposals will be evaluated based upon the following criteria:

1. Work History and Experience with K-12 Education/Public Sector (20 points)
2. Management capability (20 points)
3. Service scalability (10 points)
4. Project References (20 points)
5. Package Recommendation and Efficiency (20 points)
6. Cost Efficiency (10 Points)

TERMS AND CONDITIONS

The District expects to enter into a contract with the successful Proposer; however, the District does not guarantee that it will award any contract pursuant to this RFP. While this RFP provides instructions for the preparation of a proposal that will address all RFP requirements, the District reserves the right to reject any and all proposals. This RFP is not an offer to contract. Only the execution of a written contract will obligate the District, in accordance with the terms contained in the contract.

VIRTUAL TOUR

A virtual walk-through tour of the school will be held on 1/12/24 at 10:00am. To register to the Virtual tour, email robertmedley@hcsd3.org with the subject line "Burns High School HVAC RFP Virtual Tour" with the email address of the parties requesting an invitation by 1/11/24 at 5:00pm.

QUESTIONS

Bidders may submit written questions about the RFP document will be directed to Robert Medley, Superintendent robertmedley@hcsd3.org. The subject line of the inquire should include "Burns High School HVAC RFP Questions: [Bidder's Name]". Questions from Bidders are due no later than 4 PM PST on 1/16/2024.

CHANGES OR MODIFICATION TO RFP (ADDENDA)

The District reserves the right to amend this RFP in any manner prior to award of a contract. Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all Proposers via email. No information received in any manner different than as described herein will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum must be received by the date and time stated in the addendum, or they will not be considered.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposers may modify or withdraw their submitted proposals only prior to the due date and time as indicated in the schedule of events. Any modification or withdrawal shall be made in writing, signed by an authorized representative of the Proposer, and shall state the action requested (i.e. the modified proposal supersedes the prior proposal; the submitted proposal is withdrawn). Modifications or withdrawals must be submitted in an appropriately marked and sealed envelope to the person designated to receive proposals.

MISTAKES BY PROPOSER

The District has the authority to waive any and all minor deviations, informalities or inadvertent nonjudgmental mistakes on any proposal. Such mistakes must be a matter of form, rather than substance that is clearly evident regarding the proposal or an insignificant mistake that can be waived or corrected promptly without prejudice to other Proposers or the District. Errors in judgment made in a proposal by a Proposer shall not be waived.

CLARIFICATION OF RESPONSES

The District reserves the right to request clarification of any item in a firm's proposal or to request additional information necessary to properly evaluate a particular proposal. All requests for clarification and responses shall be in writing and shall be provided to each selection committee member.

SELECTION PROTESTS

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection within seven days after notification of that selection to:

Paula Toney – paulatoney@hcsd3.org
Financial Specialist/ Executive Assistant
190 Hines Blvd
Burns, OR 97720

Any such protests must be received no later than seven days after the notification of selection has been made in order to be considered. The selection decision notification will be made via email.

PROPRIETARY INFORMATION

The District will retain this RFP and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made part of a file or record, which will be open to public inspection after responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.345(2), mark each sheet with the following legend: "This data constitutes a trade secret under ORS 192.345(2), and must not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

The Oregon Public Records Law exempts from disclosure only bonafide trade secrets, and the exception from disclosure applies only "unless the public interest requires disclosure in the particular instance". Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential must accompany the response, but must be readily separable from it. Any response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

INSURANCE PROVISIONS

Contractor shall not commence any work until Contractor obtains, at Contractor's own expense, all required insurance as specifically outlined in the resulting contract agreement between the District and Contractor. Such insurance must have the approval of Harney County School District #3 as to limits, form, and amount. Major requirements are:

1. **COMMERCIAL GENERAL LIABILITY** insurance including personal injury, bodily injury and property damage with limits of \$2,000,000 Per Occurrence / \$2,000,000 General Aggregate / \$2,000,000 Products and Completed Operations Aggregate. Aggregates shall apply per Project. Limits may be provided by Excess or Umbrella policy.
2. **BUSINESS AUTOMOBILE LIABILITY** insurance comprehensive form with limits of at least \$2,000,000 per Accident. The coverage shall include owned, hired, and non-owned automobiles.
3. **SEXUAL ABUSE AND MOLESTATION.** The Contractor's General Liability policy must not specifically exclude coverage for sexual abuse and molestation. If sexual abuse and molestation coverage is excluded under the General Liability policy, evidence of separate sexual abuse and molestation coverage of not less than \$500,000 per occurrence and \$1,000,000 aggregate each claim, incident, or occurrence must be provided to the District in the form of a certificate of insurance and must be approved by the District prior to the execution of this Agreement.
4. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY** insurance as statutorily required for persons performing work under this Agreement. Any subcontractor hired by Contractor shall also carry Workers' Compensation and Employer's Liability coverage, with limits of at least \$500,000 each accident / \$500,000 policy limit / \$500,000 each employee.

ADDITIONAL REQUIREMENTS

Pursuant to ORS 279A.105, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to ORS 279A.105, proposers are hereby notified that policies applicable to consultants and contractors have been adopted that prohibit sexual harassment and that proposers and their employees are required to adhere to the District's policy prohibiting sexual harassment in their interactions.

PROPOSAL REQUIREMENTS

Proposal receipt by email below to 5:00. PM, Tuesday, January 23, 2023

Office of the Superintendent

Attention: Robert Medley

Email: robertmedley@hcsd3.org

Subject: Burns High School HVAC RFP Submission: [Bidder's Name]

At a minimum, proposals will need to be a single PDF document and include the following information:

Cover Letter - 1 Page Limit

Executive Summary - 2 Page Limit

Bidders Experience – 6 Page Limit

Three Project References - 1 Page Limit

For each reference, provided location, description of project, contact name, email, and phone

Proposed Recommendation - 6 Page Limit

Schedule, Budget, and Costs - 2 Page Limit

Appendix A – Certificate of Insurance per outlined in RFP

Appendix B – Proof of Contractor License

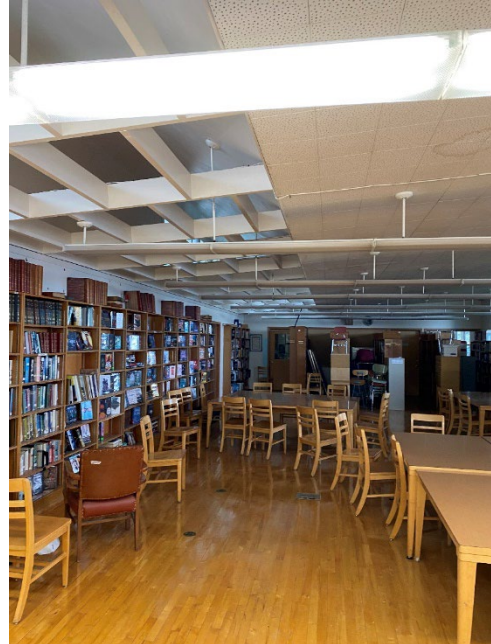
Appendix C – Equipment Specifications or Documentation

APPENDIX A: SITE PHOTOS

Gym Interior



Library Interior



Existing Gym Fancoil



Existing Library Radiator



Existing Classroom Radiator



Existing Ducted HP



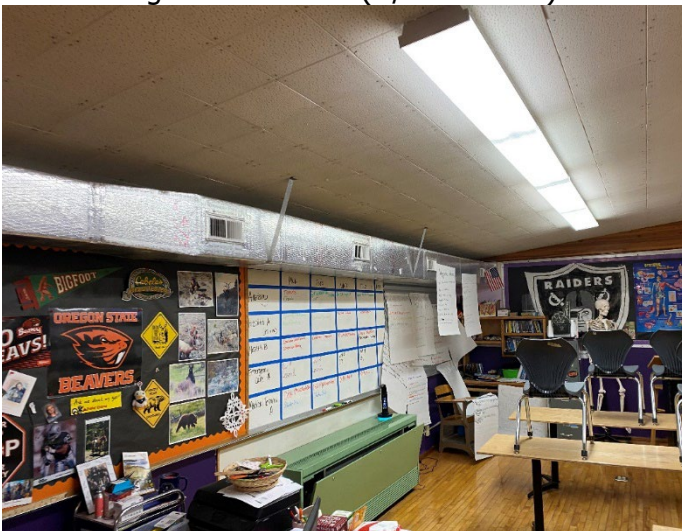
Existing Classroom Radiator



Existing Mini Split (IT Closet)



Existing Classroom Int (w/ ducted HP)



Existing Kitchen AHU



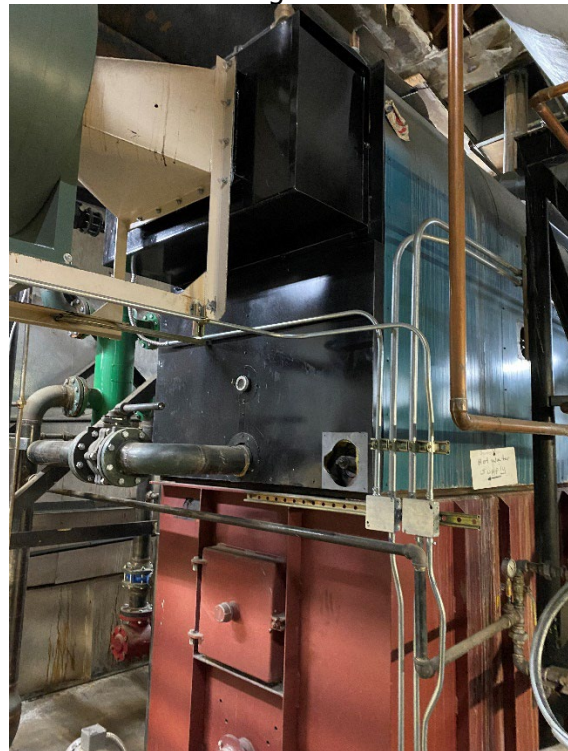
Existing Oil Boiler



Existing Classroom AHU (Retired)



Existing Pellet Boiler



Roof (Classrooms and Gym)



Roof (Classrooms and Courtyard)



Roof (Classrooms and Cafeteria)



School Ext West

