



Everett Public Facilities District
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REQUEST FOR PROPOSAL

**Everett Events Center
Everett, Washington**

Phase 2 Community Rink HVAC Upgrade

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Section 1: General

The Vendor is to provide parts and labor to facilitate the replacement of the rooftop HVAC unit (AC-10) which services the Everett Community Ice Rink.

Responding to this RFP should include assessing the heating, cooling, and dehumidifying capacity and capability of the existing system as per design and suggest an appropriate replacement of equal or higher performance.

Also, to be considered with the project is preparation for the future addition of a desiccant style standalone dehumidification to be merged with the air handling portion of the unit. Any needed prep work to facilitate this should be engineered and included with the install. An alternate plan would be to investigate if an appropriate AC-10 replacement unit can be sourced that already has a desiccant dehumidification system included in its design.

The project will meet the specifications listed herein for use at the Everett Events Center in Everett, WA. Angel Of The Winds Arena is owned by the Everett Public Facilities District (EPFD) and is managed by OVG360.

Section 2: Project Details

A. The AC-10 HVAC unit shall only be taken offline during the project or during the system evaluation for the purpose of responding to this RFP and only with the consent of the Chief Engineer.

B. Accessibility:

The existing unit, a Trane Model SFHFC404HA, is sizable and its location is obstructed and in a somewhat precarious location for crane access. Careful planning will need to be made for minimal system downtime during the removal and replacement of the unit.

AC-10 serves a public space that operates year-round and is adversely affected by high humidity and large temperature swings. The importance of a quick R&R portion of the project is a main focus.

During events in the arena, conference center or ice rink there will be occasions when the location of the project will be inaccessible so it will be important to coordinate with the Chief Engineer regarding access to the parking lot and roof access. All crew will check in and out with Security anytime they arrive or leave the premises.

C. Scope of Work:

As well as removal and replacement of the AC-10 unit, provisions will need to be made to incorporate the controls portion of the unit into our BAS system. This should be done in advance so commissioning of the new unit will not involve any surprises or unnecessary adventures.

The overall weight, the weight distribution, operational and installation dynamics of the replacement unit will need to be compared to the existing roof structure.

Any needed changes to the facility structure must be approved by a professional engineering company; we'd suggest Structural Design Associates as they are local and are familiar with our facility.

Any modifications to roof penetrations for ducting, electrical conduits or natural gas lines will need to be approved by the Chief Engineer. Also, any roof repairs will be completed by a licensed roofing company well versed in PVC membrane roof system repairs and installation.

When the old unit is removed a licensed roofing company needs be onsite to quickly make any needed repairs and to do a good inspection of areas that will be inaccessible once the new unit is in place.

Complete commissioning of the new system including calibration, operational adjustments and functionality will be completed by the vendor. Also, equipment manuals, drawings, schematics and special maintenance instructions will be provided by the vendor to the Chief Engineer.

D. *Other Considerations:

All portions of the retired HVAC unit as well as all trash generated from the project will be taken offsite by the vendors efforts and at the vendors expense for the purpose of disposal or recycling.

Any subcontractors including crane work, structural engineering and modification, electrician work etc. will be included in the project quote price and will be coordinated by the vendor.

The Vendor will communicate with the Chief Engineer regarding any subcontractor work and will make sure the subcontractors check in and out with Security.

E. The awarded contractor will demonstrate previous experience with installation of HVAC systems of this size and kind.

F. Work under this Contract includes all labor, materials, tools, transportation services, supervision, coordination, equipment or tool rental, shipping and delivery costs etc., necessary to complete the following phases of the project:

- i. Develop a detailed project timeline for work to be done so as to have little to no impact on scheduled facility events.
- ii. Removal and proper disposal of the retired HVAC unit including the R22 refrigerant contained in the unit, refrigeration oil etc.
- iii. Installing the new unit and performing a thorough test run of all stages of heating, cooling and dehumidifying through the facility's BAS system, calibration of operational controls, safeties actuators and dampers.
- iv. Initial lubrication of all bearings and installing the initial set of grade MERV13 air filters.
- v. Fabrication of evaporator drain P traps (if not included with the unit as supplied).

- vi. Fabrication of a combination burner & evaporator condensate flume to the nearest roof drain to limit damage from acidic NG combustion condensate to the roof membrane.

G. Labor Requirements:

- i. Vendor shall supply all technicians to provide all labor.
- ii. Washington State Prevailing Wage Rates shall apply. Vendor shall be responsible for submitting Intents to Pay and Affidavits of Wages Paid forms to Labor & Industries. Vendor shall supply the copies of forms and subsequent approvals to the EPFD.
- iii. The Vendor will be responsible for obtaining all required permits, agreements, licenses, and insurance.
- iv. The Vendor may employ subcontractors to perform certain portions of its responsibilities; however, the Vendor shall not subcontract any portion of its installation responsibilities without first obtaining express written permission from the EPFD. If the EPFD consents to such subcontract(s), the Vendor shall be fully responsible to the EPFD for all acts and omissions of the subcontractor(s).
- v. The Contractor shall prepare a detailed description of work performed and drawings when applicable for the project. These plans shall become the property of the EPFD.

H. The Contract also includes:

- a. Pre-Installation meetings on site.
- b. Verification of dimensions and conditions at the job site.
- c. Coordination with other contractors and trades.
- d. Preparation of submittal information.
- e. Installation in accordance with contract documents, manufacturer's recommendations, and all applicable code requirements.
- f. Initial tests and adjustments, written report, and documentation.
- g. Instruction to operating personnel: provisions of manuals.
- h. Maintenance services; warranty.

- I. The Vendor is responsible for providing a complete and working system as intended. Any item or items missing on information provided to the Vendor does not relieve the Vendor from the responsibility of providing what is required for a complete system.**

QUALITY ASSURANCE

- A. Manufacturer and Integrator must have at least 5 years of experience in the design, installation and implementation of all equipment indicated in this RFP.
- B. Provide corporate financial data for the past three years including bonding capacity.
- C. Provide a list of contacts of installations over the past three years for installations of a similar size and scope projects.
- D. Provide Project Manager by name and resume who will lead the project. Also, please indicate what subcontractors will be used with their experience.

- E. To be considered as eligible to submit a Proposal, Vendor must be legally licensed under applicable laws in the State of Washington.

COMMISSIONING, CLOSEOUT AND TRAINING

- A. The installers are to fully commission all aspects of all the equipment with the facility Chief Engineer observing. The facility Chief Engineer must sign off on the commissioning.
- B. The installers are to provide all literature for installed components in either hard copy or electronic. All licenses are to be provided as required.
- C. The installer will provide any needed training on operation of the new gear.

WARRANTIES AND SERVICE AGREEMENT

- A. The manufacture/installer is to provide a two (2) year parts and labor warranty. If an issue can be handled over the telephone that will lead to fixing the problem quickly, then that is acceptable. Repairs requiring labor on part of the manufacture/installer will be required to respond within 24 hours. Identification and location of the service center or third party will be required.

Section 3: Information supplied by bidders

3.1 Company Profile

The bidder should provide information about the company, including years of operation and client/employee growth.

3.2 System Description

Describe the Vendor's proposed system including capabilities, operation and equipment components, technical specifications, technical support and warranties.

3.3 Customer Support

Describe the firm's ability to support the schedule and delivery requirements in accordance with Section 5. Describe the firm's customer support program for resolution of warranty items.

3.4 References

The bidder shall provide a list of at least three (3) references of similar type facilities that have utilized its equipment being proposed within the last five years.

3.5 Costs

The bidder shall provide a list of costs in accordance with Section 2.

Section 4: Diversity Inclusion

Introduction Overview:

OVG360 has a long-standing commitment to diversity and inclusion. We recognize that diversity is an important component of our company's future success, not just as a value, but as a business philosophy central to our operations. As one of the world's leading Facility Management companies, we have a responsibility to reflect the customers and audiences we serve in all aspects of our business. To that end, we are committed to creating a best-in-class model for diversity and inclusion within the industry.

Supplier Diversity:

OVG360 is committed to providing equal access and meaningful opportunities to all vendors. Our supplier diversity program is designed to maximize the inclusion of minority, women, veterans and small disadvantages business enterprises and individuals (Diversity Suppliers) in our supply chain. If the supplier is not diverse, they may be asked to report on relevant subcontracting (Tier II) activity with diverse suppliers. Supplier shall submit these reports at the frequency specified by OVG360.

Company Ownership:

Is your company publicly or privately held? _____

If your company is publicly held, please provide the stock symbol that your company's stock is traded under. _____

Please fill out below as it applies to your company's diversity status:

Women Business Enterprise (>=51% owned and controlled) YES _____ NO _____
Minority Business Enterprise (>=51% owned and controlled) YES _____ NO _____
Veteran Business Enterprise (>=51% owned and controlled) YES _____ NO _____
Other (Specify) _____
If Diverse, is your business certified? YES _____ NO _____
If certified, by which organization/council? _____

Tier II (Subcontracting)

If your company does not have diversity status, please describe how a partnership with a diversity supplier would work. OVG360 encourages Suppliers to explore all available opportunities to partner with diversity suppliers who offer products and services that are being sought in connection with this RFP. OVG360 expects any such arrangements to augment, and not duplicate, the responsibilities and efforts of supplier and other suppliers engaged in the provision of the RFP. Please describe your company's efforts with respect to Tier II.

Section 5: Project Timeline

All phases of the project are to be completed by August 22, 2025 unless specific arraignments are made and signed off in writing by the Chief Engineer.

Section 6: Acceptance or Rejection of Proposal

The EPFD reserves the right to reject any and/or all Proposals when such rejection is in the interest of the EPFD to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the EPFD, not in a position to perform the contract. EPFD also reserves the right to waive any information, technicalities or irregularities in bidding. Contract will be awarded based on three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. The EPFD reserves the right, however, to award contract to its best interest or to reject all bids. The EPFD reserves the right to award a contract on an adjusted project timeline or to separate it into multiple phases.

Price = 30 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Equipment = 35 Points. Points will be awarded based on the quality, reliability, and overall functionality of the vendor's product.

Capacity = 35 Points. Points will be awarded on the basis of prior experience in performing similar work and the vendor's ability to meet the implementation date required.

Section 7: General Information & Timeline

Contact:

Please keep your contact to OVG360/Angel Of The Winds Arena limited to email so that we can share your responses easily with members of our evaluation group and simply track discussion points.

Please include the name of your company and "Angel Of The Winds Arena Phase 2 Community Rink HVAC Upgrade RFP" in the email subject line of any correspondence (example: Acme HVAC Company Angel Of The Winds Arena Phase 2 Community Rink HVAC Upgrade RFP).

OVG360/Angel Of The Winds Arena may contact you by phone for clarification on your responses.

All communication should be sent to:

Mark Clark – Chief Engineer, Angel Of The Winds Arena – OVG360
mark.clark@oakviewgroup.com

Corey Margolis – General Manager, Angel Of The Winds Arena – OVG360
corey.margolis@oakviewgroup.com

Site visits may be arranged through this contact list to assist in preparation of accurate proposals.

Timeline:

<i>October 23, 2024</i>	Request for Proposal issued to vendors
<i>October 30, 2024</i>	Last day for site visit requests
<i>November 6, 2024</i>	Last day for clarification questions

November 12, 2024 Responses from vendors due at 5:00 P.M. Pacific
November 14, 2024 Bid Reading (time TBD)
November 20, 2024 Notification to vendors on contract award (time TBD)

This is a tentative schedule only and may be altered at the sole discretion of the EPFD.

Proposal Instructions:

Sealed bid proposals will be received at the offices of OVG360, 2000 Hewitt Avenue, Suite 200, Everett, WA 98201, until 5:00 P.M. on November 12, 2024. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly and read aloud in the presence of the bidders or their representatives at an appointed time.

Envelopes containing Proposals shall be labeled as stated below and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- Name and location of project.
- Name and address of bidder.
- Addressed to Everett Public Facilities District.
- Submit proposal in duplicate plus one original. (Oral or telephone modifications will not be considered.)

The EPFD will negotiate a contract with the most qualified vendor at a price that the EPFD determines is fair and reasonable. In making its determination, the EPFD will consider the value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided. If the EPFD is unable to negotiate a satisfactory contract with the vendor selected at a price that is determined to be fair and reasonable, negotiations with that firm will be terminated in writing. Another firm will then be selected, and the process continued until an agreement is reached or the process is terminated.