

**Request for Proposals
Architectural/Engineering/ Design Services associated with:
CITY OF KELSO CITY HALL HVAC SYSTEMS EVALUATION**

GENERAL

The City of Kelso is requesting proposals for Architectural/Engineering/Design services associated with the evaluation and possible remodel or replacement of the heating, ventilation and air conditioning systems (HVAC) at the City Hall located at 203 S. Pacific Ave. Kelso, WA 98632. The proposal shall address the following items:

I. Scope of Work:

- A. Site evaluation of the complete existing HVAC systems, mechanical rooms, and existing electrical distribution system related to the HVAC system.
 - Obtain existing building plans and/or studies from City of Kelso staff and perform field evaluations to identify the existing HVAC system components and calculate new heating cooling loads to ensure all system components and end devices are sized correctly.
- B. Prepare a technical memorandum identifying the deficiencies of the existing HVAC and electrical systems and make recommendations for upgrades/repairs. The technical memorandum shall identify the systems by area and include a budgetary estimate.

Alternate Tasks:

The following tasks will be awarded on a service order basis as funding allows. The City makes no guarantee that Tasks C through E will be issued.

- C. Design for new HVAC system(s) equipment with new direct digital control (DDC) system.
- D. Construction Document Preparation and Bidding.
 - Written specifications to include General Conditions, Products, Submittals, and detailed construction drawings.
 - Prepare construction cost estimate.
 - Present draft drawings to City engineering staff for their review and final approval.
 - Deliver two complete sets of stamped and signed detailed drawings and specifications.
- E. Engineering Construction Services.
 - Attend a walk-through pre-bid meeting to review project specifications with all potential bidding contractors.
 - Bid review consultation.
 - Attend a Pre-Construction Meeting with successful bidder.
 - Conduct weekly jobsite construction progress meetings to enhance communication and reduce likelihood of problems.
 - Conduct Project Close-Out Meeting to review warranty limitations and responsibility of interested parties with City staff.

II. The Proposals Shall Include:

- A. Consultant's approach to the assessment of the existing facility HVAC equipment.
- B. Consultant's approach to design development.

- C. A statement of staff availability and their experiences and backgrounds. (Ensure that the Project Architect / Engineer assigned to the job has knowledge of this proposal and is qualified to direct the effort).
- D. Provide a reference listing of clients and similar projects applicable to the size and complexity of the proposed scope of work.
- E. An evaluation of the projected time schedule of the work.

III. Selection Criteria

The Responding Firms will be selected on the following basis:

- A. Experience and knowledge
- B. Understanding of the scope of work
- C. Approach and scheduling of the tasks required
- D. Staff availability

The top three rated firms may be selected for interviews. The successful firm will be chosen based on the outcome of the interviews.

SUBMISSION REQUIREMENTS

Proposals shall be received no later than 4:00 PM on July 19, 2019. Proposal shall be delivered to City of Kelso – Engineering Department, Attn: Michael Kardas, 203 S. Pacific Ave., PO Box 819, Kelso, WA 98362.

An optional walk through is scheduled for 9:00 AM. June 27, 2019 at the City of Kelso City Hall located at 203 S. Pacific Ave. Kelso, WA 98632.

The Respondents are advised that this is an RFP and the City reserves the right to negotiate, accept, or reject any or all proposals submitted.

The City of Kelso in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all consultants that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of Kelso is an equal opportunity and affirmative action employer. Small, minority, and women-owned businesses are encouraged to submit proposals.