

Bellevue Public Schools District
Bellevue, Nebraska 68005

REQUEST FOR PROPOSAL (RFP)

Bellevue Public Schools invites Proposals that will assist the District in determining a cost effective means of upgrading equipment and/or HVAC systems at four (4) school sites.

Project Name: HVAC SYSTEMS EVALUATION AND MECHANICAL UPGRADE

Location: Bellevue East High School, 1401 High School Drive, 68005
Bellevue West High School, 1501 Thurston Avenue, 68123
Avery Elementary School, 2107 Avery Road, 68005
CHAP Center, 1201 Gregg Road

Project Address: Bellevue, Nebraska

Contact person: James (Jim) McMillion / Director of Support Services

Identification of Contract(s) to be Awarded: Single Prime Contract covering the work of all trades.

TIME AND PLACE OF RECEIPT OF RFP:

Request for Proposals can be obtained: Bellevue Public Schools
Business Department
1600 Highway 370
Bellevue, Nebraska 68005

Address for Delivery of Responses: Bellevue Public Schools
Business Department
1600 Highway 370
Bellevue, Nebraska 68005

Contact Person: Peggy Howe
Phone: 402-293-4014
Fax: 402-827-8545

RFP ISSUE DATE: October 12, 2011
PROPOSAL DUE DATE: November 12, 2011, 4:30 p.m. (Central Time)

BUILDING DOCUMENTS: Available from Pro Copy-Omaha, 8710 F Street, Omaha, NE 68127 – phone (402) 341-6400. A \$100.00 refundable deposit for each set is required.

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Bellevue Public Schools District
REQUEST FOR PROPOSAL

HVAC SYSTEMS EVALUATION
AND
MECHANICAL UPGRADE

Contact Person

James McMillion
Director of Support Services

Phone: 402-293-4011

Fax: 402-827-8545

RFP ISSUE DATE: October 12, 2011
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SUBMITTAL LOCATION:

Bellevue Public Schools
Attn: Peggy Howe, Business Department
1600 Highway 370
Bellevue, Nebraska 68005

Bellevue Public Schools District
Bellevue, Nebraska 68005

REQUEST FOR PROPOSAL

INTRODUCTION and BACKGROUND

Bellevue Public Schools maintains two million square feet of school space. We are a two-time winner of the J.M. Harding Award of Excellence given for demonstrating efficient and innovative use of energy. Currently, we have schools identified for modification of HVAC systems due to age and indoor air quality issues. We are seeking support in prioritizing and finding solutions to our issues.

The objective of this RFP is to solicit responses that will assist the District in determining a cost effective means of upgrading equipment and/or HVAC systems at four (4) school sites. The ultimate goal is to make modifications to one or more of the identified schools.

Under this RFP, a responsible firm will be selected to conduct an analysis and make recommendations for improvements to all four schools under a single prime contract covering the work of all trades. The District may reject any or all responses received or waive minor defects, irregularities or informalities therein.

PURPOSE

To evaluate the equipment performance, identify opportunities to improve building comfort, enhance the heating, ventilation and air-conditioning (HVAC) systems' reliability and reduce utility consumption at four schools.

SCOPE OF WORK

- 1.) Conduct a HVAC systems analysis and identify measures to improve equipment reliability at:
 - Bellevue East High School, 1401 High School Drive, 68005
 - Bellevue West High School, 1501 Thurston Avenue, 68123
 - Avery Elementary School, 2107 Avery Road, 68005
 - CHAP Center, 1201 Gregg Road
- 2.) Provide a review of existing systems, noting current conditions and problems.
- 3.) Recommend at least two options to enhance the HVAC systems.
 - Address the current mechanical deficiencies and the systems' reliability at each site.

- Options may involve controlling, modifying, adding /replacing equipment and/or systems.
- Provide cost of system design and planning for implementation of the new systems.
- Provide a cost analysis of each option recommended.
- Summarize recommended actions with the implementation cost, estimated energy savings, energy cost savings, useful life of equipment and simple payback.
- Include major HVAC equipment, upgrade or installation of computerized energy management systems and envelope components in your report.

REQUIRED CONTENT FOR RESPONSES

A. Cover letter

- Spell out any specific items relating to your proposal.

B. Experience of key personnel

- Key personnel involved in the project must have experience within the last 3 years performing services comparable to the requested services.

C. Format and page length limitation

- Organize your response in accordance with the list of **scored criteria**.

D. Date and proposal submission

- Proposals will not be accepted after November 12, 2011, 4:30 PM Central Time.

E. Original signatures

- At least one copy of the proposal must bear an original signature of the owner of the company, sole proprietor or authorized representative.

F. Cover sheet (not counted in the page limitation)

- The proposal must include a properly completed and signed **Cover Sheet**. A sample cover sheet with all the required information is included as attachment A

G. Fee schedule (not counted in the page limitation)

- The proposal must include a complete fee schedule for all services.
- Describe what your team brings to the project to recognize our concern for ongoing operational costs.

H. Timeline schedule

- Provide a schedule itemizing your timeline from award to final report submission.

I. Prior experience

- Select two similar projects and submit up to a two page description of each project demonstrating experience in:
 - Assessing the need to upgrade and/or replace equipment /systems.
 - Assisting in the coordination/procurement of said upgrades or replacement equipment.

J. Proposal Form

- The proposal must include a properly completed and signed **Proposal Form**. A proposal form with all the required information is included as attachment B.

TIMETABLE

(The District reserves the right to modify the timetable at its absolute sole discretion.)

EVENTS

Issue the request for Proposal (RFP)	10/12/11
Due Date for questions regarding the RFP	10/22/11
Responses to written questions provided	10/29/11
Proposals due to Bellevue Public Schools	11/12/11
Interviews conducted of selected firms (if required)	11/13/11 – 11/21/11
Completion of decision making and Reference Checking	11/22/11
Announcement of Final selection of the firm	11/23/11
Contract begins	12/01/11

SITE DETAILS

Listed site information is general in nature and must be verified by a site visit to each site. The District reserves the right to amend the RFP based on questions and walk-through inspections prior to the proposal due date. Any such amendments will be in writing.

To conduct a site visit contact James (Jim) McMillion at 402-293-4011. Copies of the building documents are available at Pro Copy, 8710 F Street, Omaha, NE 68127 ph. 402-341-6400.

Site Information

SCHOOL	SQ. FOOTAGE	BOILERS	CHILLERS	Cooling Towers	DDC
Bellevue East	315,653	(3) 1961 Kewanee	1994 York screw	1994 Air Coil	alerton
Bellevue West	303,840	(4)2000 aenco	(24) roof top units	none	alerton
Avery	47,778	(2) 1992 hot water	1991 Carrier	none	Siemens
Chap	12,850	1972 Kewanee	1989 Carrier	none	none

EVALUATING THE PROPOSALS

THERE WILL BE 160 POINTS AVAILABLE

- A. Overview (1) page** **10 Points Maximum**
The overview should demonstrate the Proposers overall qualifications to fulfill the requirements of this RFP.
- B. Implementation Approach (2 pages)** **40 Points Maximum**
Describe the approach to be taken on this project. Provide the steps and actions you will take to accomplish the project. Indicate management approach used when addressing key issues.
- C. Key Personnel Qualifications (excluded from page limit)** **30 Points Maximum**
Identify Key personnel and provide their qualifications and experiences. Responses should address the following:
- Responsibilities and qualifications including a resume and relevant individual experience.
 - Short description of experience on similar or related projects.
 - Information that demonstrates experience with conducting similar evaluation efforts.
- D. Customer Reference (1 page)** **20 Points Maximum**
Provide a list of customers similar in size to that of Bellevue Public Schools District including contact names and telephone numbers, which the Proposer has performed similar work during the last five years.
- E. Post Project Professional Support (1 Page)** **20 Points Max**
Proposers should describe their approach to support and service providing a menu of related options after the completion of the project.
- F. Fee Schedule/Pricing Information (no page limitation)** **40 Points Maximum**
Provide a comprehensive cost proposal that include:
- Total cost of analysis and assessment of the current HVAC systems.
 - Cost of system design and planning for implementation of the new systems.

Cover Sheet

Company/Firm _____

Address: _____

Telephone #: _____

Name and telephone # of the contact person _____

Federal ID# _____

The undersigned agrees and certifies that:

- 1.) he/she has read and understands all of the instructions, terms and conditions contained in the RFP;
- 2.) he/she is the Proposer or an authorized representative of the Proposer;
- 3.) he/she is empowered to bind the proposer to the terms of the proposal;
- 4.) the information provided in the proposal is true and accurate;
- 5.) he/she is bound by and will comply with all requirements, terms and conditions of this RFP;
- 6.) he/she will furnish or cause to be furnished all of the services specified in the RFP in accordance with the Proposal and the subsequent Contract and
- 7.) he/she is submitting the enclosed proposal for consideration by Bellevue Public Schools.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment A

PROPOSAL FORM

HVAC SYSTEMS EVALUATION AND MECHANICAL UPGRADE

PROPOSAL DEADLINE

NOVEMBER 12, 2011

4:30 PM

SCHOOL	COST OF EVALUATION
1) Bellevue East High School	_____
2) Bellevue West High School	_____
3) Avery Elementary	_____
4) Chap School	_____

TOTAL COST \$ _____

COMPANY/FIRM: _____

EXPIRATION DATE: _____

MAILING ADDRESS: _____

TELEPHONE #: _____

FAX # _____ E-MAIL: _____

SIGNATURE _____

TITLE: _____

DISTRICT USE ONLY:

- STATEMENT OF QUALIFICATION
- SAMPLE OF PREVIOUS PROJECTS
- REFERENCES
- FEE SCHEDULE/PRICING INFORMATION
- IMPLEMENTATION APPROACH

Attachment B

COMMUNICATIONS PLAN

The following media will be used to advertise Bellevue Public Schools' HVAC Systems Evaluation and Mechanical Upgrade Request for Proposal (RFP):

1. **NEWSPAPERS** - A news release should be written and provided to local newspapers to announce that BPS is accepting proposals for an upcoming HVAC project.
 - a. Bellevue Leader Bellevue
 - b. Omaha World Herald

2. **TRADE ORGANIZATIONS:**
 - a. **American Council of Engineering Companies – Nebraska (ACEC)**
 - i. ACEC is the only organization of engineers engaged in the practice of consulting engineering. It is comprised of 51 state and regional Member Organizations representing more than 5,600 independent engineering firms throughout the United States.

 - b. **A Society of the American Institute of Architects – Nebraska (AIA)**
 - i. AIA Nebraska is the state society of the American Institute of Architects, the largest and most influential professional association for architects, interns and those directly involved in the practice of architecture. Over 550 Architects in the state are members.

3. **ONLINE**
 - a. Bellevue Public Schools(BPS) bellevuepublicschools.org
 - i. Create a Business Services Tag on the front page of the website.
 - ii. Post RFP under Business Services in a pdf format.

 - b. American Institute of Architects (AIA Nebraska) ewilcox2@unl.edu
 - i. Send RFP to this email address in a pdf format.

 - c. American Council of Engineers (ACEC) jackie@acecnebraska.org
 - i. Send RFP to this email address in a pdf format.

Attachment C

