

Request for Qualifications Heating and Ventilation System Renovation

Request for Qualifications

The City of Alamosa, Colorado is soliciting qualification packages from heating and ventilating contracting firms to provide for renovation of the existing heating and ventilating system at the Alamosa Waste Water Treatment Plant. Upon approval, the qualified contractors will be provided with bid documents for the renovation work. The work will include boiler replacement, rooftop unit replacement, controls and automation / alarm coordination. The successful vendor will be responsible for providing labor, supervision, materials, equipment, transportation, and warranty services necessary to complete a high quality, workmanlike installation.

Background

The Alamosa Waste Water Treatment Plant presently has an 25 year old heating and ventilating system. The existing systems include conventional atmospheric cast-iron natural gas boilers, a rooftop heat recovery ventilator, and three rooftop heating and ventilating units. One of the rooftop units includes refrigerant cooling to serve the central office and lab areas. The other units are heating and ventilating only. The project will provide for replacement of the existing boilers with high efficiency condensing units, replacement of the heat recovery ventilator with a heating and ventilating unit and replacement of one of the existing heating and ventilating units. Additional work will provide for controls modernization and coordination with the existing waste water automation system.

Project Goal

The City of Alamosa is seeking to bid the proposed scope of work to pre-qualified contractors who have demonstrated experience, knowledge and skill to allow for a staged implementation, limiting the service shut-down of the heating and ventilating system to no more than 8 hours at any one time. The City is also seeking to approve mechanical contractors who have a record of coordinating the work of multiple sub-contractors (for work that is not self-performed) and have experience working with municipal facilities.

Instructions to Responders

1.1 General

The City of Alamosa is soliciting submissions under this Request for Qualifications (“RFQ”) in a fair and open process. Written submissions in response to the RFQ should be submitted to the following:

City of Alamosa - Public Works Director
300 Hunt Ave
P.O. Box 419
Alamosa, CO 81101

To be considered, please submit three (3) copies of your qualifications to the above noted address no later than 2:00 PM on August 31, 2018. No oral, written or other form of amendment will be accepted by the City of Alamosa after this time, unless specifically requested by the City of Alamosa. The City of Alamosa reserves the right to reject any or all submissions. All submissions shall become the property of the City of Alamosa. It is the responsibility of the respondent to monitor the City of Alamosa’s website for updates and responses to questions.

The preparation of an RFQ response shall be at the expense of the respondent. The City of Alamosa will not reimburse firms for any costs associated with the preparation or submittal of a response. By responding to this RFQ, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of the response.

1.2 Respondent Questions

All questions should be addressed in writing no later than August 22, 2018 to:

City of Alamosa - Public Works
300 Hunt Ave
P.O. Box 419
Alamosa, CO 81101

Attn: Mr. Mark Wright
mwright@ci.alamosa.co.us

It is the City of Alamosa’s preference that questions be delivered by email with the subject line - “WWTP Renovation RFQ”

1.3 Proposal Format

Response should include all information requested in Section 4 of this RFQ and should also address services listed in Section 3 and the selection criteria in Section 1.5. The response shall be placed in a sealed envelope and clearly labeled with the title “Qualifications to Bid Heating and Ventilating System Renovation for Alamosa WWTP”. The envelope shall also clearly show the firm’s name and business address.

Each proposal must be accompanied by a letter of transmittal not exceeding two (2) pages. The letter shall include the full legal name and business address of the firm.

Submissions which, in the sole judgement of the City of Alamosa, fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additional or deletions from the requested information, or contain errors may be rejected.

Submissions should provide a straightforward and concise delineation of the respondent qualifications and commitment to satisfy the requirements of the RFQ.

1.4 Advancement to Request for Proposal (Bid)

The City of Alamosa will evaluate the received RFQ’s and reduce the list of applicants to a “short list” of qualified contractors. These contractors will then be invited to respond to a request for bid for the Alamosa WWTP Heating and Ventilating System Renovation. The successful bidder will be required to have participated in the RFQ and no contractors will be allowed to bid the work who have not participated in the RFQ.

1.5 Criteria Used for Basis of Advancement to the Bid

Submissions will be evaluated on the basis of experience in providing the desired services and the following other factors:

- Professional expertise including accreditation, licensing and/or membership in appropriate professional associations.
- Demonstrated expertise in the replacement of heating and ventilating systems.
- Demonstrated expertise in trouble shooting systems after installation.
- Past performance reputation.
- Availability and anticipated ability of the firm to accommodate and successfully provide the requested contracted services on a timely basis.
- Scheduled availability for a 3 month project duration
 - September 2018 start
 - October 2018 start
 - April 2019 start
- A listing of past projects which include a limited service shut-down time
- References
- Proposed staff including resumes and relevant experience
 - Project manager
 - Project superintendent

- Bonding capacity
- Insurance provided
- Hourly rates
 - Project manager
 - Project superintendent
 - Journeyman
 - Apprentice
- Any other factors as demonstrated to be in the best interest of the City of Alamosa
- For firms not located in the San Luis Valley (50 mile radius of Alamosa), please provide a statement of how local sub-contractors are to be used and how warranty and service will be handled.

Since the members of the Review Committee shall utilize the criteria set forth above in making a short list for the RFP process, you are urged to provide sufficient information on the above criteria to be evaluated in your submission. The Review Committee reserves the right to interview the respondents. Upon receipt of bids from the approved short list, please be aware that the City of Alamosa is not bound by the lowest cost proposal, but may accept the proposal that is considered the best value for the City. The City also reserves the right to negotiate terms and conditions of the contract to obtain the most advantageous situation for the City.

1.6 Compliance with Laws

The firm selected shall comply with all applicable federal, state and local statutes, rules and regulations.

1.7 Indemnification

The selected firm shall defend, indemnify and hold harmless the City of Alamosa, its officers, agents and employees from all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the acts or omissions of the Respondent or any of its principals, employees or agents under this request for qualification or under any agreement executed with the City of Alamosa.

1.8 Conflict of Interest

Firms must identify any conflict of interest that may arise from providing services to the City of Alamosa.

1.9 Qualifications Package as Public Information and Property of the City of Alamosa

The information submitted in each Qualifications package may become subject to public disclosure pursuant to State and Federal law. All Qualifications packages will become the property of the City of Alamosa.

Section 2 Screening / Evaluation

2.1 Initial Screening

A screening of all proposals will be conducted to determine overall responsiveness. Proposals determined to be incomplete or non-responsive will be disqualified.

2.2 Evaluation of Submission Documents

Each proposal will be evaluated based on the requirements of this RFQ and the criteria set forth in Section 1.5. The review will focus on the experience and expertise of the firm in providing services for this type of project. This step of the overall evaluation may include verification of credentials and stated experience.

Section 3 General Qualifications

3.1 Company

The Contractor shall have a local office within a 250 mile radius of the job site, staffed with factory trained installers fully capable of providing instruction, routine maintenance and 24 Hour emergency maintenance service on all system components. The Contractor shall have a five year experience record in the installation of systems similar to that described in Section 1 of this RFQ and shall provide evidence of this history.

Provide a list of jurisdictions and trade categories in which the Contractor is legally qualified to do business. Provide registration or license numbers as applicable.

Based on the general project description, provide a list of work that will be self-performed and work that will be performed by sub-contractors.

3.2 Superintendent

Contractors shall have in charge of the work at all times during construction, a thoroughly competent field superintendent with experience in the type of work to be installed.

3.3 Claims and Suits

Provide answers to the following:

- 3.3.1 Has your organization ever failed to complete any of the work awarded to it.
- 3.3.2 Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers.
- 3.3.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years.

3.4 Work Experience

3.4.1 Current

Provide a list of major construction projects your organization has in progress, giving the name of the project, owner, architect (or engineer), contract amount, percent complete and scheduled completion date.

3.4.2 Past

Provide a list of major construction projects your organization has completed in the last five years, giving the name of the project, owner, architect (or engineer), contract amount, date of completion and percentage of the cost of the work completed with your own forces.

Section 4 Submission Requirements

(Please respond in as much detail as possible and label / tab sections in order as follows):

4.1 Description of Firm and Capabilities

Provide a history and description of your firm and its capabilities with regards to this RFQ.

4.2 Experience

Please summarize your experience in providing services to other governmental agencies. Include responses to work experience questions noted in paragraph 3.4.

4.3 References

Provide three (3) references which can be contacted during the RFQ process indicating the name, contact person, his / her title and address and telephone number for whom you have provided similar services over the past two years. Indicate your role and a list of work completed for the client.

4.4 Conflicts Statement

Describe any existing or potential conflicts of interest your firm might have or which might reasonably arise due to your involvement with the City of Alamosa. If no conflicts are expected, then please response with “No Conflicts”.

4.5 Proof of Insurance

Document and detail your insurance coverage applicable to the work described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include, at a minimum, general liability insurance coverage.

Provide response to questions noted in paragraph 3.3 in this section.

4.6 Other information

Please discuss any other factors not mentioned above which you believe are relevant to the City of Alamosa's selection of your firm.