

**REQUEST FOR PROPOSAL (RFP)
FOR
REMOVAL AND REPLACEMENT, WITH ENERGY EFFICIENT DEVICES, OF THE
ORIGINAL HVAC SYSTEM, INCLUDING CONTROLS, FOR VILLAGE HALL
Issued by: Village of Elm Grove, WI**

"Notice is hereby given that the Village of Elm Grove (the Village) is requesting Qualified Providers to submit proposals for replacement of the Village Hall HVAC equipment. The Village's objective in issuing this Request for Proposal (RFP) is to provide a competitive means in which to select a single qualified provider for construction and installation.

Proposals will be received no later than 10:00 A.M on November 19th at the Village of Elm Grove 13600 Juneau Boulevard, Elm Grove, WI 53122. EXTENSIONS WILL NOT BE GRANTED. The Village is requesting 3 sealed copies of the proposals, which will be publicly opened and announced immediately following the proposal due date and time. A Proposal Review Period will follow for a period of 3 days. During the review period, interviews and qualifying credentials of bidding contractors may be requested. Proposal specifics can be found at <http://www.elmgrovewi.org/69/Bid-Information>. For more information, contact Monica Hughes at mhughes@elmgrovewi.org

All bidding providers will be required to attend a mandatory walk-through of the facility. Digital architectural and mechanical site plans will be provided at this time and Village staff will be available for questions. No further site visits will be allowed. The mandatory walk-through is scheduled for on Monday November 5th at 8:00am (4 days after RFP is issued).

Certain manufacturers have been specified in this RFP. Substitutions will not be allowed and will disqualify the bid.

The Village will base its qualified provider selection on the following criteria:

Experience and Qualifications

- Proposal Presentation and Technical Approach
- Financial Consideration and Economic Impact
- Ability to Implement Project
- Ability to Provide Comprehensive Maintenance Services

Upon review of Proposals received in response to this RFP, the Village will enter into a contract with the provider that is responsible and responsive to requested criteria and which provides the best overall value. The successful provider shall be required to submit a 100% Performance and Material Payment Bond upon award of Contract along with a Certificate of Insurance.

The Village will only consider those companies who meet all requirements in Section 1. A. (Experience and Qualifications) of this RFP.

The Village may elect to implement these facility improvements throughout the Village Hall in a multi-phased approach with the selected Qualified Provider pursuant to the contract.

The Village reserves the right to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered. Such decisions shall be final.

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I. PROPOSAL CONTENT & FORMAT

Proposal must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The Village reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

A. Experience and Qualifications

1. Company history - structure of company, financial stability and longevity.
2. Location of Corporate Headquarters and Professional Training Facilities within 40 miles of the Village of Elm Grove, Wisconsin.
3. The company's experience with energy savings projects (references). Include five (5) references who have completed projects (a minimum of \$1,000,000) within 120 miles of the Village. For these projects, list the following information:
 - Customer Name, Project cost, savings and scope
4. Resumes of all key project personnel.
5. Audited Financial Statement.
6. Satisfactory completion by, at least one staff member, of Fujitsu RAIT (Regional Airstage Installation Training) Class and 2 Day+ Airstage Factory Training (See attached Exhibit A+). to be submitted at time of proposal
7. Niagara 4 Technical Certification of at least one staff member . to be submitted at time of proposal.
8. Mechanical Services and Temperature controls to be provided and installed by bidding vendor only.

B. Scope of Work Description

Section B should contain the following information about the respondent's technical approach to meeting the Village's comfort, energy efficiency and operating cost reduction objectives.

The Village hall was built in 1960 and remodeled and expanded in 1995 but no improvements were made to the HVAC system within the older building due to cost constraints. Since then the Village has been challenged to continue to operate an aging infrastructure system and continues to have high energy costs compared to more recently built structures. The Village hall has been without heat in winter months for numerous days and without air conditioning during the summer months. Unplanned maintenance and repair costs continue to challenge the Village's budget on an annual basis. The biggest component of the system that continues to be an issue is the infrastructure piping. The Village would like a comprehensive proposal to solve this

ongoing problem and provide a comfortable work climate, operating efficiencies and the ability of staff to maintain the system. The Village requests that the proposal includes a Fujitsu Variable Refrigerant Flow (VRF) cooling system and elimination of the Metasys control system with an open source control system.

Heating & Cooling Systems

The General Government Area is currently heated by an air handler with a network of hot water booster coils. Cooling is provided at the air handler using chilled water. Provide Fujitsu Airstage 3-pipe VRF, including 24 ceiling cassette units and 5 ducted units, as an alternate heating and cooling system, abandoning existing piping infrastructure in General Government Area. Individualized room zoning control throughout the office area to be provided.

- A. Existing heating systems for the Fire Department area and Library area are to remain.
- B. Abandon the existing duct mounted hot water reheat coils and cap piping near coils. Coils to be removed as needed to allow for new HVAC construction.
- C. Re-pipe existing hot water cabinet unit heaters with new piping.
- D. Replace 2 existing boilers with 2 new 95% high efficiency condensing boilers. Boilers to provide supplemental heating to the VRF system. Boilers shall include stainless steel heat exchangers and be capable of a minimum of 10:1 turndown ratio. All boiler venting must be replaced.
- E. Provide all new hot water piping, pumps, expansion tank, and air separator in the boiler room.
- F. Install new chemical treatment, potable drinking water quality and water filters.
- G. Install new VFD to the hot water pump and control as variable speed pumping system.
- H. Provide alternate heating in the Police Garage
- I. Provide alternate heating in the Sally Port Garage
- J. Provide alternate heating in the loading dock and maintenance area
- K. Abandon the 4 existing hot water unit heaters in the crawl space.
- L. Remove the existing air-cooled chiller and associated chilled water pumps, and controls. Remove existing chilled water piping on the roof, in the boiler room, attic, and mechanical rooms. Abandon existing chilled water piping in the crawl space and where concealed.
- M. Locate the new outdoor VRF (condensing units) on the existing support rails that are currently used to support the chiller.

Ventilation System

- A. AHU-1 (Community Room and O'Neil Room) . Provide VRF solution to allow single-zone control in each of the rooms. AHUs to include economizers.
- B. AHU-2 . Provide VRF solution with individualized room zoning control for this service area. Existing hot water reheat coils and piping to be abandoned. Add VFD and convert AHU to a dedicated outdoor air source to supplement the VRF system. Convert existing cooling coil in AHU to a heating coil using hot water.

- Include VRF terminals for the Basement Training Room and Holding Rooms 208 & 213.
- C. AHU-5 . Provide VRF solution to allow single-zone control in AHU-5 service area. Provide supplemental heat as needed. AHU to include economizer
 - D. AHU-4 . Provide VRF solution with individualized room zoning control for this service area. Provide an Energy Recovery Ventilator to supply fresh air to this service area. Add a hot water coil downstream of the ERV to temper fresh air. ERV to include static plate, heat and humidity transfer.
 - E. RTAC-1 . hot water reheat coils to be abandoned. Utilize RTAC-2 for heating and cooling. Convert system from constant volume to VVT (Variable Volume & Temperature)
 - F. Provide exhaust for gun cleaning room.

Temperature Controls

- A. Abandon in place all pneumatic controls. Install a new Tridium/BACnet front end BAS system. New system to control and monitor all new and existing HVAC units. Systems to allow for BACnet interface/compatibility. Each VRF terminal unit in individual rooms will include a hard-wired Airstage wall thermostat (P/N UTY-RNRUZ2). Provide wall-mounted touchscreen panel controller (P/N UTY-DTGYZ1) with internet connection for scheduling and remote monitoring of the VRF system. Provide Fujitsu Service Tool (P/N UTY-ASGX) software for monitoring and analysis related to installation and maintenance. Airstage AHUs will be supervised with a Tridium DDC controller. Provide a gateway allowing all Airstage equipment to integrate with Tridium system
- B. Implement energy efficiency control strategies. Install new CO₂ detectors. Control the large occupancy rooms by implementing DCV (Demand Control Ventilation) strategy. BAS system to have user friendly graphics to reflect the installed systems including interactive floor plan. Alerts pertaining to equipment ~~can~~ to be distributed to staff via email and/or text message. The entire control package will be accessible via the internet by use of Personal Computer, tablet, or mobile device. Customer to provide a dedicated internet connection or mobile-device accessible Virtual Private Network (VPN).
- C. Add controls to control the hot water system as a variable speed pumping. Update boiler hot water reset programming.
- D. Abandon in place unused air baseboard units, unused pneumatic thermostats, and unused ceiling diffusers/grilles.
- E. Add staged air volume control to Library rooftop units.
- F. Convert remaining hot water cabinet heaters and hot water unit heaters to DDC Controls.
- A. The proposed BAS System will monitor the existing generator status.

Asbestos abatement may be required and is not included in the scope of this project.

C. Financial Approach

Section C should contain the following information about the financial terms of the proposed transaction:

1. Cash Flow Analysis: Include a cash flow analysis with energy savings, operational savings, and annual Program cost and net cash flow. List energy and operational savings separately.
2. Payments: List the start date, payment amount and frequency of each payment during the Program term.
3. Performance Bond: The qualified provider must submit to the Village a performance bond in the amount of 100% of the construction costs.
4. Provide utility savings estimate and available incentive through Focus on Energy

D. Implementation Plan

1. Include in your proposal an implementation plan, along with a detailed scope of work, and timetable including completion dates describing how the qualified provider intends to execute the project.
2. Describe in detail your approach to project management for this energy conservation Program.
3. Bids should include work to be completed during regular business hours (7:00am thru 4:30pm)
4. Turnkey installation to include work performed by licensed electrical and mechanical contractors, and certified roofers. Ceiling removal and reinstallation along with insulation of all affected piping should also be included.
5. Advise on intent to accomplish this project in a fully occupied building (i.e. protection of desks, existing office space, computers, etc.)

E. Maintenance and Training Services

1. Each qualified provider shall describe in detail the quarterly maintenance program that is contained in their proposal and the necessary costs.
2. Each qualified provider shall describe in detail their training capabilities and the services that will be provided on new and existing equipment throughout the Village's buildings.
3. Provide eight hours of owner training.

F. Required Closeout Documentation

1. Air Test & Balance Report
2. Temperature Controls Record Drawings
3. Commissioning Reports

G. Warrantees

1. (1) year parts & labor to be provided on complete project
2. (10) year parts to be provided for Fujitsu VRF system

H. Additional Documentation Requirements

1. Engineering calculations will be required during the interview process.

II. EVALUATION PROCESS

The Village's evaluation team is internal and will consist of administrative personnel. The evaluation team members will read and evaluate the proposals and presentations and promptly make a recommendation to the Village Board. An Award of Bid will be issued by the Board to the successful respondent at this time. The negotiation process, i.e., determination of final project scope, terms and conditions, and financial and legal issues, will begin immediately following the issuance of the Award of Bid.

III. EVALUATION CRITERIA

Contract Award may be considered for the qualified provider who rates the highest in the categories outlined below and who best matches the needs of the Village. The maximum number of points is 100.

A. Experience and Qualifications 10%

1. Company history - structure of company, financial stability and longevity.
2. Organizational chart of company.
3. The company's experience with energy savings projects and Focus on Energy program (references).
4. Resumes of all key project personnel.
5. Most recent Annual Report and Audited Financial Statement.

Preferences will be given to respondents demonstrating strong capacities, experience and reputation in projects similar to those described in this RFP and providing authoritative documentation of the respondent's financial condition and stability.

B. Proposal Preparation and Technical Approach 30%

Proposals should include a detailed and sound technical approach to meeting the Village's comfort, energy and operating efficiency objectives. It must also follow the format described herein.

C. Financial Consideration and Net Economic Impact 10%

Preference will be given to the proposals that responsibly maximize the net economic benefit to the Village and that responsibly minimize the risk to the Tech Campus, in connection with the proposed transaction. The energy, operational and capital savings are guaranteed to cover the cost of the payments for the measures.

D. Ability to Implement Project 30%

Proposals should illustrate that a reliable and proven project team has been identified for the work. Also timelines should be established to prove the feasibility of the project.

E. Provide Comprehensive Maintenance Services 20%

Proposals should outline the respondent's specific ability to maintain and repair equipment and systems following installation (including the Village's existing equipment).

IV. CONTRACT REQUIREMENTS

A. General

1. **Cost for Proposal Preparation.** The Village is not liable for any costs incurred by a respondent in preparing or submitting a proposal, or in preparing the contract or for any finder's fee.
2. **Right to Submitted Material.** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits and other material submitted as part of a proposal will become the property of the Village when received.
3. **Competitive Offer.** Pursuant to State law, and under penalty of perjury, the signer of any proposal submitted in response to the RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of either federal or State antitrust laws.

B. Warrantees

The Village expects that all projects recommended and equipment replaced will have normal manufacturers or construction warrantees appropriate to the project. The Village does not expect the extension of additional warrantees beyond those indicated unless the individual project dictates such extension.

C. Insurance

The Village's insurance requirements will be available for the successful respondent.

V. CONTRACT

- A. **Type of Contract.** The Village is authorized to enter into an installment payment contract, a lease purchase contract, or a financing arrangement using currently existing funds. The choice of debt instrument should attempt to best meet the requirements of the Village's overall program needs.
- B. **Terms of Contract.** The Qualified Provider will review and/or prepare all contract documents. The successful responding proposal will comply with the provisions of the Local Government Conservation Act (50 ILCS 515/5, et, seq.) and the requirements outlined above.

VI. APPENDICES

The respondent should request any existing documents, which will aid it in the preparation of the response to this RFP. For a determination of existing documents, construction records, historic energy audits or related reports and information, please contact Monica Hughes, mhughes@elmgrovewi.org

Any documents provided were accurate at the time of preparation but the Village does not warrant that all physical specifications reflect all interim modifications.

VII. Exhibits

Will be handed out Monday November 5, 2018 at walk-through

1. First Floor layout
2. Basement layout
3. Fujitsu training