

Evergreen Park & Recreation District

Request for Proposals # 2019 – 03-7008-05

BPRC – HVAC Software/Hardware Upgrade Project



Requested By:
Evergreen Park & Recreation District
1521 Bergen Parkway
Evergreen, CO 80439

May 13, 2019



Evergreen Park & Recreation District Request for Proposals – BPRC HVAC Software/Hardware Upgrade Project

Invitation

Evergreen Park & Recreation District (“EPRD”) invites qualified companies (“Respondents”) to submit their proposals for the HVAC Software/Hardware Upgrade project to include the replacement of all monitoring devices to the HVAC system, temp sensors, humidity sensors, and pressure sensors, then installation of new BAS software and a new computer for the system at the Buchanan Park Recreation Center. Selected respondent and all subcontractors shall conform to all applicable building codes, and shall secure all necessary building permits for the project.

Period of the Contract

The successful Respondent will be awarded a Service Agreement likely by the beginning of September 2019. The intention is for the project to be complete by October, 2019.

Project Schedule

June 3, 2019	RFP Issued
June 5, 2019	RFP published in Canyon Courier
June 26, 2019	Mandatory Pre-Bid Meeting On-site (10:00am)
July 5, 2019	Proposal Due (10:00am)
July 12, 2019	Evaluation of Proposals
July 24, 2019	Award of Service to Selected Respondent
September 9, 2019	Project Begins
October 4, 2019	Target Completion of Project

The above dates are subject to change.

Location Where Work Will Be Performed

The project location is the Buchanan Park Recreation Center, 32003 Ellingwood Trail, Evergreen, CO 80439.

Scope of Work

The scope of work for this RFP, HVAC Software/Hardware upgrade, encompasses replacing all monitoring devices to the HVAC system including temp sensors, humidity sensors, and pressure sensors, installing a new BAS software and a new computer for the system. Selected Respondent and all subcontractors shall conform to all applicable building codes, and shall secure all necessary building permits for the project.



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Proposal Content

1. **Material and Set-up Costs:** Clearly differentiate the cost of each category. The assumed finishes and materials must be priced to meet the exact specs described in the RFP.
2. **HVAC Software/Hardware Upgrade Scope of Services:** HVAC Software/Hardware upgrade scope of services shall include, but not necessarily be limited to:
 - a. Software
 - b. Computer
 - c. Training
 - d. All materials needed to complete the project
 - e. Commissioning Assistance
 - f. Warranty
3. **Relevant Experience & References:** Provide relevant background information, project examples and data on at least three (3) projects that your company has completed that are similar in nature and scope to the above referenced project. Include a list of owner references with contact names and current telephone numbers.
4. **Project Management:** Each Respondent must provide the name(s) and contact information for the person(s) designated as the project manager for this work. Provide a list of no fewer than three projects managed by this person(s) previously.
5. **Site Logistics:** Selected contractor will be responsible for coordination of staging, installation, training, clean up and haul-off, and all other site-related issues with Evergreen Park & Recreation District.
6. **Prep work and Installation Schedules:** Prepare and submit a schedule that displays your company's understanding of the project scope, logical sequence of activities, and overall completion commitment. Such schedules shall be cited in number of days/weeks of duration. A final schedule of completion will be negotiated between the successful Respondent and Evergreen Park & Recreation District as part of contract negotiations. The negotiated construction milestone schedule shall be considered your company's commitment of the overall installation and training duration for completing the project.
7. **Additional Information:** Provide any additional information that will demonstrate your company's ability to perform this project.

Site Review

A mandatory pre-bid meeting for interested contractors shall occur on-site on Wednesday, June 26 at 10:00 a.m. More detailed information on the size and scope of the HVAC project will be distributed at the pre-bid meeting. Additional site reviews during the proposal period are encouraged to give contractors a more complete understanding of the project. The site is accessible with no other prior arrangements necessary.



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Withdrawal of Proposal

Proposals may be withdrawn by written notice at any time prior to the submission deadline.

Proposal Evaluation Process

Proposals received will be evaluated using the following process:

1. Proposals received will be screened for responsiveness to RFP the Proposal Content listed above.
2. Proposals deemed “responsive” shall then be evaluated using the following criteria:
 - Competitiveness of fees.
 - Relevance and quality of Project Examples provided.
 - Ability to deliver in a short time period and within budget.
 - Positive comments from References.
 - The relative strength and experience of the management and staff most likely to work the project.
 - Warranty of the product, materials and training provided.
 - Other information provided.
3. Respondents may be asked to clarify information in their proposal, or provide additional information, when deemed necessary.
4. The District reserves the right to reject any and/or all proposals, and to waive or decline to waive irregularities in any submittal.
5. The Respondent judged most qualified will be offered a contract. The exact terms and compensation will be negotiated at that time. If agreement cannot be reached, the District reserves the right to offer a contract to the next most qualified Respondent, until an acceptable contract is negotiated of the District chooses to reject all proposals.

Proposal Submittal

For technical information, contact Bob Schmitz, bschmitz@eprd.co or 720-880-1113.

Minimum of three (3) copies in electronic or hard copy form of the complete proposal shall be provided to the Evergreen Park & Recreation District Administrative Office by 10:00 am on Friday, July 5. Submittals may be sent via mail, hand delivery, fax, or email to:

Evergreen Park & Recreation District
Attn: Bob Schmitz
1521 Bergen Parkway, Evergreen, CO 80439
Email: bschmitz@eprd.co
Fax: (720) 880-1180