

ORCAS ISLAND HEALTH CARE
DISTRICT

P O BOX 226

EASTSOUND, WA 98245-0226

REQUEST FOR QUALIFICATIONS &
PROPOSAL # 2019-01

HVAC OR THERMAL ENGINEERING SERVICES
FOR MEDICAL CLINIC BUILDING

ORCAS ISLAND HEALTH CARE DISTRICT
REQUEST FOR QUALIFICATIONS & PROPOSAL #2019-01
HVAC OR THERMAL ENGINEERING SERVICES

NOTICE: Notice is hereby given that the Orcas Island Health Care District is seeking a qualified HVAC or thermal engineer or engineering firm to assist it in planning the replacement of the HVAC system for the medical clinic located at 7 Deye Lane, Eastsound Washington.

SUBMISSIONS DUE: Before **4:00 p.m. PDT, May 9, 2019.** Modifications of a submission may be submitted prior to that date and time.

SENDING SUBMISSION: Three copies of Statements of Qualifications and Proposals (SOQ/P) should be mailed to:

Orcas Island Health Care District
PO BOX 226
Eastsound, WA 98245-0226

Or delivered in person to their office at between 9 am – 5 pm on the 9th, or by appointment prior, located at:

18 Haven Road, Second Floor
Eastsound, WA 98245

Or a single copy of the SOQ/P may be submitted by e-mail to the District's Superintendent at:

annep@orcashealth.org

A postmark or other mark will not be accepted as receipt of the proposal. The contractor assumes full responsibility for the delivery method chosen. In the event a proposal is not accepted, the contractor will be notified of such non-acceptance and must advise the OIHCD Superintendent as to its desired disposition of the proposal by either pick up, return at the contractor's expense or destroyed with written authorization of the contractor.

MARKING SUBMISSION:

Please submit your sealed submission, plainly marked “**RFQ/RFP 2019-01: HVAC Engineering Services**” on the lower left-hand corner of the mailing envelope as well as the sealed proposal envelope. Please include the name and address of the individual or firm making the submission on the mailing envelope.

ACCEPTANCE OF SUBMISSIONS:

The District reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the District’s interest and the right to waive minor irregularities in procedures

INSTRUCTIONS TO SUBMITTERS

I. **INTRODUCTION.** The Orcas Island Health Care District, a public hospital district located on Orcas Island, Washington, is seeking qualifications and proposal from a qualified individual or firms to assist it in planning a replacement HVAC system for the District's 6100 square foot medical clinic building located at 7 Deye Lane, Eastsound, Washington 98245. The desired services include project analysis, budget analysis, and design.

II. SCOPE OF SERVICES:

A. Services – Generally:

1. Site evaluation of the complete existing HVAC systems, mechanical rooms, and existing electrical distribution system related to the HVAC system.
2. Use existing building plans obtained from the District and perform field evaluations to calculate new heating and cooling loads to ensure all new system components and end devices are sized correctly.
3. Review past suggestions for how to improve or replace the HVAC system for the medical building and improve overall building thermal performance.

B. **Deliverable.** Prepare a technical memorandum making recommendations for the best design options for a completely new HVAC system including new locking smart thermostats or a direct digital control system to control/coordinate climate in all areas of the building. The memorandum should specify the type of equipment by area, an estimate of costs for the various options.

C. Project Goals:

1. A recommendation for a replacement HVAC system for the medical building that delivers a comfortable environment for patients and staff to be received by **May 28, 2019**.
2. An understanding of the thermal efficiency, operating savings and cost of the recommended HVAC system.
3. An understanding of the thermal efficiency improvement and operating savings to be expected if the existing fiberglass batt insulation is replaced with rigid polyisocyanurate panels on the roof decking to enable the District to move forward on replacing the roof on the medical clinic building.
4. An understanding of whether installation of any components of the new HVAC system could be staged to take advantage of through roof access during a planned re-roofing project.

5. The ability to reduce or spread out the cost of the new HVAC system by taking advantage of any available rebates, grants, or low interest loans.

III. **PROPOSAL REQUIREMENTS:** Each proposal should include the following:

A. **Cover Letter:** All proposals must include a cover letter to the attention of Anne Presson, District Superintendent, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

B. **Experience:** Specialized experience and technical competence of proposer and their team in similar project scope. Identify recent experience and expertise with similar types of projects including:

1. Design of replacement HVAC systems for light commercial use;
2. Design of HVAC systems for administrative, civic or public health types of uses;
3. Design experience with a project of similar size, use and complexity;
4. Experience with various city, county, police, fire, and permitting agencies; A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal. The engineer(s) proposed in the submittal must be licensed in WA state.

C. **Project Team:** Describe the proposed project team, indicating who will be the key contacts and leaders of the team and who will interact with the District. Please provide resumes of all key personnel who will conduct any work on this project. Please provide the proposed staffing or total number of persons you plan to have available to assist on this project.

D. **References:** A professional profile of the proposer including a list of at least three references from public entities the proposer has provided similar services to. Include the scope of work, budget, timeline and change order report.

E. **Project Schedule:** The memorandum that is the deliverable for this RFQ/RFP is to be provided to the District by **May 28, 2019**.

IV. **EVALUATION PROCESS**

A. **Project Approach ~ 35%**

Evaluations will be performed to determine proposer understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to

the RFQ/RFP is considered most advantageous to the District using the Evaluation Criteria in this section.

B. Personnel Proposals, Project Organization and Experience ~ 10%

Proposals will be evaluated considering the proposer's technical and analytical experience, proposals, and the availability of personnel who are proposed to work on the project that include their resumes.

C. Relevant Past and Present Performance Criteria ~ 25%

Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

D. Capacity to Perform Work ~ 30%

The applicant's capacity to perform work in the prescribed time frame considering the applicant's team current and planned workload. Describe the applicant's ability to provide the technical disciplines and services required to cover the work required by the project.

V. GENERAL INFORMATION

A. **Selection Process:** Additional information, interviews and or presentations may be required at the option of the District. In no event shall the District or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

B. **Compliance with Rules:** Proposers responding to this RFQ/RFP must follow its procedures and requirements. Failure to comply with any portion of this RFQ/RFP may result with the rejection of your proposal.

C. **Proposal Withdrawal:** Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the District Superintendent. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a proposal will not preclude the proposer from filing a new proposal as long as it is received prior to the close date.

D. **Appeals:** Proposers who wish to appeal a disqualification of their proposal or the award of contract may submit the appeal in writing to the District Superintendent's Office within three (3) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

E. **Ownership of Documents:** Any material submitted by a proposer shall become the property of the District. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

F. **Public Record:** All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

G. **Confidentiality of Information:** All information and data furnished to the proposer by the District and all other documents to which the proposer's employees have access during the preparation and submittal shall be treated as confidential to the District. Any oral or written disclosure to unauthorized individuals is prohibited.

H. **Contract:** The Agreements for the engineering services will be the standard Engineering and Architectural Services Agreement and fees will be negotiated following notice of intent to award contract.

I. **Nondiscrimination:** The District is an equal opportunity and affirmative action employer. Small, minority- and women-owned businesses are encouraged to submit proposals.