

Helena Public Schools
Smith Elementary HVAC Design and Project Management
Request for Qualifications (RFQ)

Date: 14 October 2024

Issued by: Helena Public Schools

Contact Person: Todd Verrill, Director of Facilities

Contact Information: (406) 324-1734, tverrill@helenaschools.org

Response Due Date: **8 November 2024**

1. Introduction

Helena Public Schools is seeking qualifications from experienced professional mechanical engineering firms to provide design services and project management for a new heating, ventilation, and air conditioning (HVAC) system for Smith Elementary School, located at 2320 Fifth Avenue, Helena, MT 59601. The selected firm will collaborate with school administrators, stakeholders, and local authorities to ensure the system meets the needs of the school community and complies with all applicable codes and standards.

2. Project Overview

The existing HVAC system at Smith Elementary is outdated and inefficient, leading to poor indoor air quality and comfort issues for students and staff. The project aims to design a modern, energy-efficient HVAC system that enhances comfort, reduces energy consumption, and supports the school's educational mission.

3. Scope of Work

The selected firm will provide full-service design and construction administration to include the following:

- a. Conducting a detailed assessment of the existing HVAC system.
- b. Developing a design for the new HVAC system that meets the specific needs of the school, ensuring compliance with all applicable codes and regulations.
- c. Providing energy-efficient solutions to reduce operational costs and maintenance requirements.
- d. Preparing the construction bid package in conformance with the applicable federal and state requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening and issuing the notice to proceed.
- e. Conducting the preconstruction conference.
- f. Providing regular oversight of construction work, facilitating and recording weekly construction meetings, construction administration and preparing inspection reports.

- g. Providing quality control to ensure the contractor is providing materials, labor and products consistent with what is identified in the design and specifications.
- h. Providing quality control to ensure compliance with technical specifications and conformance with codes and standards.
- i. Reviewing and approving all contractor requests for payment and submitting approved requests to owner for payment.
- j. Providing one complete set of as-built, reproducible plan drawings to owner upon project completion, based on General Contractors redlines.
- k. Conducting final inspection necessary for certificate of completion, etc.

4. Proposal Content

Three (3) hard copies are required to be submitted. Legibility, clarity, and completeness are essential. Proposals should provide assurance that the firm has the professional capability, availability, and to satisfactorily and timely complete all the tasks as described in this RFQ. Responses should include:

- a. The firm's legal name, address, and telephone number.
- b. The principal(s) of the firm and their experience and qualifications.
- c. The experience, qualifications, and specific roles of other staff to be assigned to the project.
- d. A description of the firm's prior experience, including design and construction management of similar projects (including information on size and cost, specific accessibility and special needs requirements, size of community, location, original construction estimate and final project costs, and name of the owner's representative who is knowledgeable regarding the firm's performance);
- e. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and
- f. Breakdown of the costs for these services.

5. Timeline

The proposals must be received no later than 1:00 p.m. 8 November 2024, at the Helena Public Schools Facilities Office located at 1201 Boulder Ave., Helena, MT, where proposals will then be opened publicly. Once opened proposals will then be given to a three-person committee to evaluate. Recommendations will then be given to the Helena Public Schools Board of Trustees in a public meeting at a later date. All proposals must be submitted in printed format. Proposals received after the aforementioned time and date will not be considered. Please provide three (3) copies of all proposal documents. Responses may not exceed 4 one-sided pages, not including resumes of key personnel, and cover letter. The architect/engineering contract will be awarded after all appropriate approvals. It is anticipated that the preliminary design will be started in winter of 2024 and construction will commence no later than June 2025 for completion by 15 August 2025

6. Evaluation Criteria

Qualifications will be evaluated based on:

- a. Relevant experience and past performance – demonstrated competence and qualifications for service required
- b. Technical expertise and qualifications of the proposed team
- c. Understanding of the project requirements and proposed approach
- d. Overall quality of the proposal
- e. Overall cost of services
- f. Client references

The selection may be made from this RFQ or selected finalists may be interviewed and will be based on a selection committee's evaluation of the written responses. Contract negotiations will commence with the highest-ranked engineering firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked architectural firm will be approached, and so on.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the owner reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, or unsatisfactory. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to Helena Public Schools; all factors considered. Unsuccessful offerors will be notified as soon as possible. Helena Public Schools reserves the right to increase the scope of work with the contractor as long as the increase is within the contractor's ability.

7. Questions

All inquiries regarding this RFQ should be directed to Robert Brewer at (406) 324-1702 or rbrewer@helenaschools.org

We look forward to your qualifications and appreciate your interest in contributing to the improvement of our educational facilities.

Sincerely,

Todd J. Verrill
Director of Facilities
Helena Public Schools

14 October 2024