

CITY OF SEGUIN TEXAS



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REQUEST FOR PROPOSALS
FOR
HVAC Design and Installation

RFQ #AF-2025-38

ISSUED BY THE CITY OF SEGUIN
PURCHASING DEPARTMENT

PROPOSALS MUST BE SUBMITTED NO LATER THAN:

June 4, 2024

3:00 p.m. (Local Time)

Project Overview: The City of Seguin seeks a qualified HVAC contractor to design and install a new, energy-efficient HVAC system, at the Seguin Coliseum, located at 950 South Austin, replacing the existing outdated system, to improve occupant comfort and optimize building energy usage.

Scope of Work:

- **Site Assessment:**

Conduct a thorough evaluation of the current HVAC system, including load calculations, system deficiencies, and potential energy savings opportunities.

- **Design Development:**

- Develop a detailed design plan for a new HVAC system including equipment selection, system layout, zoning, and ductwork design, considering energy efficiency and comfort requirements.
- Provide detailed specifications for all proposed HVAC equipment, including capacity, efficiency ratings, and manufacturer details.

- **Permitting and Approvals:**

Permitting will be required but because this is a City of Seguin property, there are no permit costs.

- **Installation:**

- Complete removal and disposal of any of the existing HVAC system necessary.
- Professional installation of new HVAC equipment and ductwork (if required) according to industry standards and project specifications.
- System start-up, testing, and balancing to ensure proper operation.

- **Documentation:**

- Provide comprehensive project documentation including as-built drawings, system manuals, maintenance schedules, and warranty information.

Key Requirements:

- **Technical Expertise:**

Demonstrated experience in designing and installing complex HVAC systems for commercial buildings, including knowledge of current energy-efficient technologies.

- **Qualifications:**

- Licensed and insured HVAC contractor with a proven track record in similar projects.
- Team of qualified engineers, technicians, and installers.
- Expertise in various commercial HVAC systems.
- **Energy Efficiency:**
 - The proposal must clearly outline strategies to maximize energy efficiency, including potential incentives or rebates.
 - Provide detailed energy modeling or calculations to support proposed system design.
- **Project Management:**
 - Detailed project schedule to include milestones and completion dates.
 - Clear communication plan to keep city officials informed throughout the project.
 - Ability to manage the project while the facility is operational since clients will continue to rent and occupy the building.

Proposal Submission Requirements:

- **Company Profile:** Provide a detailed overview of your company, including relevant experience, project portfolio, and key personnel qualifications.
- **Technical Proposal:**
 - Comprehensive design approach, including system layout, equipment specifications, and energy efficiency strategies.
 - Detailed cost breakdown with itemized pricing for equipment, labor, and materials.
 - Proposed project schedule with milestones.
- **Financial Information:** Provide references and evidence of financial stability.

Evaluation Criteria:

- **Technical Capability:** Quality of proposed design, system selection, and energy efficiency strategies.
- **Experience:** Relevant project experience and demonstrated ability to deliver similar projects on time and within budget.

- **Cost Competitiveness:** Overall project cost and value proposition.
- **Project Management:** Proposed project schedule and communication plan.

Project Schedule

Date	Event
January 2025	Contract with selected vendor
February 2025	100% design complete
February 2025	Procurement of materials
March/April 2025	Project Construction
May 2025	Final Inspection
May/June 2025	Project Closeout

All dates are estimated. Please note: Seguin Events Complex is a public and employee workplace that will remain fully operational during this project. Construction activities, material laydown area, crane location, and safe entry & exit of employees and public must be coordinated in advance so that impacts on employees and public safety can be ensured.

SELECTION AND AWARD PROCESS

All proposals received by the City of Seguin in response to this RFP will be reviewed by an evaluation team, which may include senior management representatives, a financial officer, and/or an independent consultant.

1. Selection will be based on the evaluation factors described in this RFP.
2. The evaluation team will recommend a qualified firm to the Seguin City Council. The City Council will make the final selection based on the evaluation team's recommendation and whether the qualified Offeror's proposal is determined to be the most advantageous to the City.
3. No individual City employee or any City Department has the authority to legally and/or financially commit the City to any contract or agreement for goods or services.

Submission Instructions:

- Sealed Proposals will be received by the City of Seguin electronically through <http://www.bidnetdirect.com/texas/cityofseguin> until 3:00 P.M., Tuesday, February 25, 2025. At 3:00 p.m. in the City Council Chambers, the name of all vendors submitting a Proposal will be read publicly but no contents of the Proposals will be disclosed.

- Vendors shall sign and include all documents requested and forms provided with the RFP. Also, to be included is a listing of three (3) municipal or private sector references within 3 years or less with similar services were provided.
- Vendors shall submit a price proposal which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

RIGHT OF THE CITY TO REQUEST FURTHER DOCUMENTATION

The City reserves the right to request additional documentation that it deems appropriate and necessary for the review and award process during both the initial proposal review process and the negotiation phase.

RFP Timetable:

<u>Event</u>	<u>Date</u>
– RFP Issued	05/08/2024
– Site Visit	05/08/2024
– All Proposer's Questions due by	05/21/2024
– Proposer Q & A Addendum issued	05/28/2024
– PROPOSAL DEADLINE	06/04/2024
– Evaluation/Interview Process (estimate)	06/24/2024
– Contract Negotiation (estimate)	07/08/2024
– Contract Award (estimate)	08/06/2024

Right to Reject Proposal and Negotiate Contract Terms

The City reserves the right to reject any and all proposals. The City reserves the right to negotiate the terms of the contract, including reimbursement rates with the selected Consultant prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, the City may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

Questions

Respondents shall submit all questions, in writing, to the contact's e-mail address listed below or via Bidnet. When submitting questions, please reference the solicitation name and number, as well as the page and section, if applicable. Question submissions are due by the date and time listed in the RFP Timetable. Questions submitted after the deadline do not require a response.

Point of Contact

The City of Seguin issues this Request for Proposals (RFP) and the Purchasing Manager is the sole point of contact during the solicitation and selection process.

Contact Information:

Ashley Bruns, Purchasing Manager
abruns@seguintexas.gov

Responses to Questions & Addenda

Responses to question submissions and addenda will be posted on the City's BidNet website under the referenced solicitation number/project. It is suggested that you sign up for email updates to ensure you receive all relevant information, as it is posted. It is the respondent's responsibility to ensure they have received, reviewed, and understand all posted addenda. Respondents are required to certify all Addenda were received in their proposal submission.