

**KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR QUALIFICATIONS**

**COMMERCIAL HVAC SYSTEM DESIGN AND REMOVAL**

**KITTITAS COUNTY, WASHINGTON**

Kittitas County (“County”) Department of Public Works requests statements of qualifications from heating, ventilating and air conditioning (HVAC) contractors, mechanical engineers, architects or other qualified parties interested in providing plans and specifications for removal and replacement of the existing HVAC system at the Morris Sorensen Building located at 503 N Naneum Street, Ellensburg, WA. The Morris Sorensen Building is a 2-story 16,500- square-foot facility, currently used by its tenants for offices and examination rooms. The replacement HVAC system must be high efficiency and cost effective. The system must conform to the requirements of the American Recovery and Reinvestment Act (ARRA) Buy American guidelines and the Washington Department of Commerce Energy Efficiency and Conservation Block Grant (EECBG), which is funding this project.

**BACKGROUND**

The Morris Sorensen Building was originally constructed in the late 1940s as the Kittitas County Hospital. Currently the Morris Sorensen Building is a 16,500-square-foot building that houses five tenants - the Kittitas County (KC) Public Health Department, KC Noxious Weed Board, KC Misdemeanor Probation Services, Washington State University Extension Offices, Washington State DSHS Alcohol and Drug Dependency Services and supports County programs such as 4H and the Master Gardeners Program.

The HVAC system is outdated and inefficient, and needs to be replaced to improve the efficiency of the building and to lower the utility bills and increase the comfort of its tenants. Currently the building is heated with a 1971 Ajax steam boiler and window air conditioners provide cooling. The purpose of the EECBG is to reduce the use of energy. Therefore, the new HVAC system is to be as energy efficient as is cost effective, given the age, use, and condition of the building.

Asbestos testing concluded that there is asbestos located within the attic crawl space and walls throughout the building. The design of the new system and removal of the existing system will need to take into consideration minimizing the disturbance of the asbestos-containing materials.

**SCOPE OF WORK**

Interested parties are asked to submit their qualifications for providing plans and specifications for removal and replacement of the existing HVAC system at the Morris Sorensen Building. The

contractor shall be responsible for assessing the needs of the building and its tenants and designed to minimizing disturbance of asbestos-containing materials during removal and installation. The HVAC system must consist of zones for the various sections of the building, have proper controls, and be high efficiency and cost effective. The system must conform to the requirements of the ARRA Buy American guidelines and the Washington Department of Commerce EECBG, which is funding this project.

## **INSPECTION**

Firms interested in submitting a proposal may perform an inspection of the building. Inspections will be given on August 31, 2010 at 10:00 am. Contact Christina Wollman at 509-962-7253 to sign up for the inspection.

## **STATEMENT OF QUALIFICATIONS**

1. Those responding to this RFQ must provide a signed cover letter that includes his or her Statement of Interest for the HVAC system design and removal including a narrative describing his or her unique qualifications.
2. Those responding to this RFQ must attach a resume (or more than one resume if anticipating that more than one individual will share in the responsibilities) outlining his or her experience and expertise, including experience with similar projects and number of years employed in the business.
3. If you are responding to this RFQ, your Statement of Interest must adhere to the following:
  - a. Provide a history and important statistics about yourself;
  - b. Discuss your ability to meet schedules;
  - c. Discuss availability and commitment (or that of your principal and/or key individuals) to undertake the HVAC system design project;
  - d. Discuss your familiarity with relevant codes and standards.
4. Respondents to this RFQ must sign this Statement of Qualifications, and submit three (3) copies to the County by the date and time referenced below. If you are an individual applying for the position, then you must sign. If a firm is responding as an applicant for the position, then a principal member of your firm must sign.

## **SELECTION COMMITTEE**

Your Statement of Qualifications will be evaluated using the following general criteria. A point system of relative importance with an aggregate total of 100 points will be utilized to evaluate the qualifications of each Respondent:

<b>EVALUATION CRITERIA</b>	<b>WEIGHTING</b>
Evidence of contractor's ability to perform the required services	25
Qualification and expertise of the contractor	20
Past performance and record of successful completion of similar work	20
Evidence of availability of staffing to begin immediately upon award of contract	25
Experience working with County government and ARRA	10

Qualifications shall be reviewed by a selection committee. The selection committee may be all or any of the following: KC Public Works staff, KC Maintenance staff, KC Public Health staff.

The Selection Committee will review the qualifications responses depicting qualifications and may select for further consideration firms that will be given an opportunity for an on-site interview session. The County is not obligated to perform interviews and may choose a consultant based on the Statement of Qualifications. Those firms not selected for further considerations will be notified.

## **GENERAL INFORMATION**

1. Kittitas County is an Equal Opportunity Employer and affirms that it does not discriminate against anyone on account of race, marital status, religion, age, sex, national origin, or handicap.
2. The County strongly encourages minority, women and veteran-owned businesses to submit qualifications consistent with the County's policy to insure that minority and women-owned businesses are afforded the maximum practicable opportunity to compete for and obtain public contracts.
3. The selected consultant shall comply with all applicable federal, state and local laws, rules and regulations affecting his or her performance and will hold the County harmless against any and all claims arising from the violation thereof.
4. The County respects the confidentiality of information provided in the Statements of Qualifications. However the Statements may be subject to public disclosure requirements. The submissions will become the property of Kittitas County and thus public information. As such, to the extent required by law, any information contained in the submissions may be reviewed by anyone upon request at the conclusion of the evaluation process.
5. For purposes of this RFQ, use of the singular shall also be deemed an equivalent use of the plural and vice versa; and reference to an individual shall also apply and be deemed an equivalent reference to a firm which may be a Respondent under this RFQ.

6. Kittitas County reserves the right to request clarification or additional information from a Respondent.
7. This solicitation does not obligate Kittitas County to award the consultant position to any Respondent. The County reserves the right to reject any and all submissions if they are not responsive to the County's needs.
8. The County reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.
9. Any proposals may be withdrawn prior to the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to provide to the County the services described in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
10. In the event it becomes necessary to revise any part of this RFQ, addenda shall be provided to all Respondents who receive the original RFQ.
11. All questions regarding this RFQ should be addressed to Christina Wollman at the address and telephone number noted below.

## **INSTRUCTIONS TO APPLICANTS**

1. All RFQ Statements must adhere to the following guidelines:
  - a. Three (3) copies of the signed Statement of Qualifications must be placed in a sealed envelope;
  - b. The outside of the envelope must plainly identify the Respondent's Name (your name);
  - c. The outside of the envelope must also be marked "Qualifications: RFQ for HVAC Design".
  - d. The envelope must be sent or delivered to:

Kittitas County Department of Public Works  
411 N Ruby St, Suite 1  
Ellensburg, WA 98926  
Attn: Christina Wollman
  - e. The envelope containing the Statements must be received at the above County by 5:00 p.m. on Sept 10, 2010.
2. Kittitas County is not responsible for Statements delivered late by the U.S. Postal Service. It is the Respondent's responsibility to be sure that all Statements, if mailed, are sent sufficiently in advance to be received at the County point-of-contact by the closing date and

time. Late Statements properly identified will be returned to the Respondent unopened. Statements delivered by telephone, facsimile or electronic mail will not be accepted.

3. Statements of Qualifications should be prepared simply and economically, providing a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests is encouraged whenever practicable. Use of both sides of paper sheets for any submittals to the County is desirable whenever practicable.
4. As basic eligibility, the selected Project Manager must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Project Manager must not be debarred, suspended, or otherwise ineligible to contract with the County, and must not be included on the General Services Administration's "List of Parties Excluded from Federal Procurement and Nonprocurement Programs" or the Department of Housing and Urban Development's "Limited Denial of Participation" list.
5. Whenever it is in the County's best interest, in the opinion of the Kittitas County Board of Commissioners, the County reserves the right to accept the Statements deemed best for the County; to waive minor deviations; to waive any informality in the Statements received; or to reject all responses and advertise for new responses.
6. The County shall not be responsible for any cost incurred by any Respondent in preparing, submitting or presenting his or her response to this RFQ.
7. Upon receipt of the Statements of Qualifications, the County will date-stamp them to show the exact time and date of receipt. All Statements of Qualifications received will become the property of the County and will not be returned.

## **COMPENSATION**

1. Upon selection of the most qualified firm the County will timely negotiate an agreement. If the parties are unable to negotiate a satisfactory agreement, negotiations with that firm will terminate and the County may select another firm.
2. Payment by the County for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the County and approved by the appropriate County representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

## **RESPONSES DUE**

Sealed qualifications will be accepted until September 10, 2010 at 5:00 pm. Please submit three (3) copies to:

Kittitas County Department of Public Works  
411 N Ruby, Suite 1  
Ellensburg, WA 98926  
Attn: Christina Wollman

Questions may be directed to:

Christina Wollman  
509-962-7523  
christina.wollman@co.kittitas.wa.us