



CITY OF LAREDO

Environmental Services Department

March 2, 2010

Request for Qualifications

Project: Assessment and Preparation of Plans and Specifications for replacement/retrofits to City of Laredo Health Department's HVAC System. (Funding Provided by ARRA fund through Energy Efficiency Conservation Block Grant - EECBG)

The City of Laredo will solicit and receive qualifications until 4:00 P.M., on Friday, April 2, 2010 from qualified Consultants interested in providing consulting services for the assessment, design and engineering for replacement/retrofits to the City of Laredo Health Department's HVAC system, located at 2600 Cedar Avenue.

BACK GROUND:

The American Recovery and Reinvestment Act of 2009 appropriated \$3.2 billion for the Energy Efficiency and Conservation Block Grant (EECBG) Program. The Energy Efficiency and Conservation Block Grant program assists local and state governments to develop and implement a comprehensive energy efficiency strategy which emphasizes a bottom-up, community-based approach in helping the nation meet its energy and climate protection goals. Monies from this grant will fund the following project:

Assessment, engineering and design of the of upgrades/replacement/retrofit of the Heating, Ventilation and Air-conditioning (HVAC) system at 2600 Cedar, City of Laredo Health Department is to maximize capacity and energy efficiency of system. This includes its ventilation, exhaust, cooling and heating system. The assessment and engineering must include that of the HVAC system for 44,000 sq. feet (North Tower, South Tower except the new dental clinic and laboratory). Currently the system has a chiller and thermal capacity of 300 tons. Heating system is a gas and water heating system with 8 compressors and the air-condition has a 40 ton chiller.

Funding for this project is through the American Recovery & Reinvestment Act (ARRA) which

has various stipulations that selected consultant must follow, which includes but is not limited to the following:

- Compliance with Davis-Bacon Act
- Compliance with “Buy American” provision.
- Record keeping and reporting to City and or State/Federal government regarding any requirements under the ARRA.

The consultant(s) selected must have demonstrated prior experience in planning, engineering, design, and assessment of HVAC systems. The scope of services for the project is expected to consist of, but not limited to, the following elements.

- Assessment of current HVAC system.
- Design and development of plans and specifications for the replacement/retrofit of the Health Department’s HVAC system that meets City’s energy efficiency needs and requirements.
- Preparation of bid documents for replacement/retrofits.
- Preparing all written reports, checklists, or legal notices required to assure compliance with Federal and State requirements including grant reporting requirements;
- Follow all ARRA requirements including but not limited to Davis Bacon and Buy American.

Submission of Qualifications

Provide Seven (7) copies (including one unbound copy suitable for photocopying) of submittals and must contain the following information:

- 1 One page letter of interest that includes a synopsis and qualifications of the prime firm and sub-consultants, the project manager and primary contact, and the project principle representing the contractual authority of the firm.
- 2 An Organizational chart showing the prime consultant and subconsultants, the proposed relationships between key personnel and support staff who are expected to participate on the project, and which aspects of the work each person will be responsible for performing.
- 3 Profile(s) of firm or team members including number of employees, location, and relevant experience working on similar projects within the last five (5) years. Describe the firm’s or team members experience with local governments or other public agencies in the development of similar projects.
- 4 Resumes of the project manager, principal and staff identified as having a major role in the project.
- 5 Provide a brief description of all firms participating in this submittal and its ownership structure. Indicate percentage ownership by women and minorities.
- 6 A description of the proposed approach to the assessment, design and engineering of the proposed replacement/retrofit.
- 7 A detailed timeline for completing the assessment, design, engineering of the HVAC system.
- 8 Project descriptions for three (3) recent projects of a similar scope performed by the

project manager, principal or team members within the last five (5) years. Provide the name of the client (include contact information), description of services provided, key personnel involved, year the project was completed, and estimated planning or design cost.

9 Disclose any material agreements, relationships, or employment your firm or team members has with any other planning or design firm, government agency or other person or entity that may create a conflict of interest or the appearance thereof.

SELECTION PROCESS AND CRITERIA

Process

The City Manager will assemble a review committee to evaluate all responses to this Request for Qualifications. From this review, the committee may select a consultant(s) solely on the basis of submittals, or may additionally identify a short list of individual or team candidates for possible interviews. The committee may contact any or all respondents to clarify submitted information. Upon selection of a firm, firms or individuals based on its evaluation of the respondent's submission, the City will negotiate a scope of services and other terms and conditions of an agreement with the selected firm(s). City intends to evaluate the submissions received and to select one or more firms within thirty (30) days.

Selection Criteria

The City will select the consultant team(s) or individuals that most successfully meet the criteria listed below. The selection criteria and weighting is shown below:

- 1 Demonstrated experience of the consultant team(s) or individuals in the design, engineering, and assessments of large energy efficient HVAC systems. (35 points)
- 2 Capacity of the team to provide the full range of project management skills needed and to adequately respond to scope requirements. (30 points)
- 3 Qualifications of the key individual(s) and or sub-contractors proposed to provide these services and the overall approach to the project and evidence of the Team's ability to generate creative solutions. (30 points)
- 4 Firm is a minority or woman owned business (5 points).

Important Considerations

The City reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public best interest, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which the City deems necessary, 5) extract, combine, and delete elements of individual submittals and to negotiate jointly or separately with individual proposers with respect to any or all elements of the proposal.

This Request for Qualifications does not obligate the City to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for qualifications. The City, encourages local participation and may

give preference to Laredo firms when all considerations with other firms are equal. Firms submitting interest statements should be ready to negotiate a professional services fee within five (15) days after notifications of recommendation for award. The City of Laredo reserves the right to reject any or all submittals received and to award contract only upon availability of funding.

Questions concerning the RFQ should be directed to Mr. John Porter, Assistant Director at 956-794-1650. Interested consultant firms should submit the qualifications consisting of the minimum number of typewritten pages sufficient to provide necessary information to:

A handwritten signature in black ink, appearing to read 'Riazul Mia', is centered on the page.

Riazul Mia, P.E., Director
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