



**REQUEST FOR QUALIFICATIONS**

**HVAC ASSESSMENT SERVICES  
ACCOR TECHNOLOGY INC. BUILDING**



**Chelan Douglas Regional Port Authority  
285 Technology Center Way, Suite 202  
Wenatchee, WA 98801  
509-884-4700 / [nick@cdrpa.org](mailto:nick@cdrpa.org)**

**Issue Date: April 25, 2024  
Responses Due By: May 16, 2024, prior to 1:00 PM**

## **SECTION I: PURPOSE**

The Chelan Douglas Regional Port Authority (CDRPA) is requesting statements of qualifications (RFQ) from qualified, licensed mechanical engineering firms specializing in heating, ventilation and air conditioning (HVAC) systems. The CDRPA is requiring the evaluation and development of a replacement plan for an existing HVAC system(s) (serving such rooms as an office area, manufacturing production areas, shop/repair areas and storage areas) within the CDRPA's owned industrial building located at 3310 5th Street SE, East Wenatchee, WA 98802.

The building is currently leased to Accor Technology, Inc., who manufactures plumbing materials within the building.

## **SECTION II: BACKGROUND**

The existing 'HVAC system' is comprised of at least five independent HVAC systems, with varying size, age and manufacturing brand units. Each system has an indoor air handler with cooling coils and fans, natural gas or electric heaters, and outdoor condensing units (some systems have multiple outdoor compressors and fans). The indoor air handlers are ducted to the outside of the building to provide ventilation air.

Some of the HVAC systems were installed during construction of the original building footprint and are approximately 20+ years old. Other HVAC systems have been installed and added (such as in 2007/2008), as recent remodel construction occurred. It has been reported by the building tenant that continuous repairs are required throughout the year to keep systems functional and in some cases, there is loss of HVAC system pressures (affecting other building operations).

Companies offering professional HVAC system assessment services that can meet the needs of this project are encouraged to submit for this RFQ.

## **SECTION III: SCOPE OF SERVICES**

### **1. Inspection and Testing**

- Inspect and test each HVAC unit including air handler, cooling coil, blower/fan, natural gas and electric heaters, and outdoor compressor unit fans and check refrigerant level.
- Inspect and test operation of economizers, motor actuated dampers and louvers (if equipped).
- Inspect existing ductwork and ventilation locations, noting condition and sizing information.

- Evaluate existing thermostat locations and recommend relocation and/or replacement options to better maintain consistent temperatures in the building.
- Provide Condition Report for each HVAC System which documents condition of each unit and connected appurtenances. Report to identify any items needing repair, estimate of the repair cost, and recommended maintenance schedule for each of the various system components as identified above. Include a cost estimate for how much the repairs will cost for each item.

## **2. “As constructed” Plan for the existing HVAC system**

- Develop an “as-constructed” plan for each of the HVAC systems including verifying duct runs for each room. The marked-up plans shall be made on enclosed design plans for the building in accordance with HVAC industry standards.
- For all major HVAC components provide Equipment Name, Manufacture, Model Number, appurtenant information on the unit (Nameplate data, Hp, static pressure etc), location and condition of the unit.
- The “as-constructed” plan shall retain the information needed to solicit HVAC contractors, which will perform HVAC improvements and/or replacement work.

## **3. Air Flow Balancing**

- For each HVAC system, check current airflows in building areas to see if airflow is within the manufacturer’s design flowrate. For those units or runs that are out of design specification, provide estimate for rebalancing to design flow.

## **4. Replacement Plan**

- Provide a replacement plan with recommendations for eventual replacement of existing HVAC units based on remaining useful life of the HVAC system components. Replacement plan to review gas consumption records to determine if efficiency improvements could be made to the system and evaluate continued use of natural gas for heating or switching to an all-electric system for heating and cooling.
- As part of the replacement plan, provide building wide HVAC system recommendations that will meet the new Washington State’s Clean Building Act (as applicable).
- Plan to include replacement equipment manufacturer and model type for all major components, detailed budget estimate broken down by equipment and labor and proposed replacement schedule.
- The replacement plan shall supplement the “as-built” plan indicated in Section 2 above.

The CDRPA reserves the right to provide 'add-on' services for this project or future project phases that likely require design services. Any replacement work will be bid as a public works project, the firm doing the assessment and/or design will not be eligible to bid said projects.

## **SECTION IV: REQUIRED CONTENTS OF PROPOSAL**

1. **Cover Letter:** Provide a letter of introduction with a brief description of your firm, indicating the primary office location for servicing this contract, the type of firm, areas of specialization, the project lead, and any other key staff members.
2. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFQ, demonstration of comparable services for similar projects including public works experience.
3. **Key Personnel:** Include the biographies of personnel to be assigned to the contract and indicate what role they will assume. Directly outline how the experience and skills of these individuals would be utilized to complete the type of work outlined herein. The chosen firm will demonstrate they have personnel available to perform this work that have significant experience with similar projects.
4. **Contact Information:** Include a company name and address, a contact name and title of the principal individual responsible for the RFQ response, appropriate phone numbers, email addresses, and website addresses. Identify and provide contact information for key sub-consultants who you frequently work with. Successful architect has the ability to select sub consultant teams on a per project basis without approval of the CDRPA.
5. **Understanding of Scope of Work:** Provide the Firm's understanding of the scope of work and needs of the CDRPA as described herein.
6. **References:** Provide reference information and brief project descriptions for at least three (3) recent or current clients. Reference projects should be completed within the last five (5) years and be similar in nature to the project described in this RFQ. Please include the following information:
  - Name of client;
  - Name and title of primary contact for client;
  - Telephone number, email address, and mailing address of the client's primary contact;
  - A brief description of the types of services provided including scope, duration, budget, and current status; and
  - Examples of deliverables (drawings, renderings, before/after photos, cost estimates, etc.).
7. **Schedule:** include proposed completion date for the above scope of work including time to complete work by September 30, 2024. The selected firm employees will be required to notify the CDRPA project manager (Nick Rohrbach, 509-884-4700 or nick@cdrpa.org) of the scheduled date and time to conduct

building site visits (as needed to complete the scope of work). This is required to coordinate with the current building tenant and their operations.

8. **Insurance:** The selected firm shall provide proof of insurance prior to commencement of any work. Insurance provisions shall include:
- Contractor shall secure and maintain during the term of this work, comprehensive commercial general liability insurance written on an occurrence basis with a minimum coverage of \$1,000 000 per occurrence and \$1,000,000 aggregate for bodily injury, \$1,000,000 per occurrence/aggregate for property damage.
  - All liability policies shall name the Chelan Douglas Regional Port Authority, Port of Chelan County, and Port of Douglas County as an additional named insured and shall include a provision prohibiting cancellation of said policy except upon 30 days prior written notice to the Port.
  - Certificates of coverage as required herein shall be delivered to the Port within ten (10) days of acceptance of the Contractor's quote for these services

## **SECTION V: TIMELINE AND SUBMISSION PROCEDURES**

This RFQ will be advertised on April 25, 2024. Prospective proposers are encouraged to attend an optional pre-bid site walk scheduled for May 9, 2024 (no individually scheduled prospective bidder site walks will be allowed) and to contact the CDRPA with questions. Please email [nick@cdrpa.org](mailto:nick@cdrpa.org).

Qualified applicants shall submit one (1) electronic copy (USB drive or email) to:

Nick Rohrbach  
Chelan Douglas Regional Port Authority  
285 Technology Center Way, Suite 202  
Wenatchee, WA 98801  
[nick@cdrpa.org](mailto:nick@cdrpa.org)

All submittals must be received no later than Thursday, May 16, 2024, prior to 1:00 PM. All proposers are notified that the CDRPA board must review and approve the solicitation and award for this contract in accordance with CDRPA contracting policies.

## **PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

All proposals received shall be deemed public records as defined in Chapter 42.56 RCW, "Public Records."

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW must be clearly designated. The page must be identified and the particular exception from disclosure

upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right-hand corner of the page.

The Regional Port is extensively covered by the local media outlets in North Central Washington. Materials submitted to the Regional Port are likely to be reported on by various media outlets.

## **SECTION VI: SELECTION CRITERIA**

The top firm will be selected based on the submitted proposal meeting the above Section IV requirements. The CDRPA reserves the right to contact proposers to seek clarification on any aspect of their proposal and to conduct interviews at their discretion. The selection criteria and weighting factor will be:

- Qualifications of key personnel (30%);
- Demonstrated staffing and resource capacity to meet CDRPA timeline (20%);
- Experience with public works projects (20%);
- Experience completing projects of comparable scope, budget, and complexity (15%);
- Clarity of proposal (10%); and
- Discretionary (5%).

**All questions shall be directed to Nick Rohrbach via email at: [nick@cdrpa.org](mailto:nick@cdrpa.org)**