

RFP299-PSC

UNIVERSITY OF LOUISVILLE
PROCUREMENT SERVICES
BELKNAP CAMPUS
LOUISVILLE, KY 40292

PERSONAL SERVICE CONTRACT
REQUEST FOR PROPOSAL
COVER/SIGNATURE PAGE

REQUEST DATE: <div>1. 11/9/2022</div>	2. NAME OF DEPARTMENT: Physical Plant Department (PPD) CONTACT PERSON: Evan Riddell	
3. Service: Engineering Services		
4. Due Date: <div>12/02/2022</div>	5. Time Due: <div>2:00PM, EST.</div>	6. Email: evan.riddell@louisville.edu

Proposals should be sent to the by the following method:

7. EMAIL PROPOSALS TO: University of Louisville, Procurement Services
Contract Administrator
Evan Riddell
evan.riddell@louisville.edu

THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Request For Proposal has been submitted without collusion with , and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 45A.990 and 164.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

SIGNED BY: _____ TELEPHONE: _____
PRINTED NAME: _____ EMAIL: _____
FIRM NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____

REQUEST FOR PROPOSAL COMPONENTS

1) Scope of Services:

The University of Louisville Physical Plant Department (PPD) is requesting Engineering Services for design and specifications to upgrade and modify multiple buildings' Fire Alarm systems located on the Belknap Campus. The scope of the project includes identifying all fire detection system components, both operable and inoperable, that require removal and replacement to implement a code compliant system.

Because this project includes multiple buildings, the selected vendor will be expected to provide design documents for each building in phases/batches. The University reserves the option to prioritize which buildings to be phased/batched.

The base bid for this project is to include complete design documents for the six buildings as part of the base bid. Additionally, PPD is seeking optional/alternate pricing for two additional buildings (Studio Arts – Thrust Theatre & Natural Sciences).

The selected vendor is expected to provide plans and specifications that satisfy the following items:

A. Survey Phase/Needs Assessment

Conduct a survey of multiple buildings to determine the existing conditions of all areas that will be impacted by the installation of the new fire alarm system and the site-specific design requirements for this project. The survey/needs assessment shall include, but not be limited to the following:

- Identify all existing fire detection system components, both operable and inoperable, that shall be removed and replaced as part of this project.
- Identify all fire suppression system and flow control valves that require monitoring by the new fire detection system. (If Applicable)
- Identify building systems and components that require monitoring (duct work, air handlers, etc.) and any other conditions that need to be monitored by the fire detection system
- Consult with Physical Plant Life Safety Staff and identify the appropriate location for all new remote annunciator panels. Determine the design requirements for space needs, existing equipment relocation, electrical power, tie-in to the main alarm panel, and provisions for a protected environment at each panel site location where required.
- Identify the location, space, and upgrade requirements, if any, for the main fire alarm panel
- Identify the design requirements and exact routing of all new electrical distribution power wiring, if necessary, to the fire detection system and related components and the upgrades required for any existing electrical system component. Reuse existing wiring and conduit if possible.
- Identify all obstructions that must be altered, relocated, or removed in order to install the new fire detection system.
- Identify the requirements for power to run the system and the availability of output devices to enable local as well as remote monitoring.
- Identify the design requirements for backup power, through batteries and/or UPS, so that a loss of power, for any reason will not limit the operation of the detection and annunciation of the system.
- Survey the existing suppression system and make design provisions to tie the suppression

system into new panels as necessary. (If Applicable)

The survey phase and needs assessment shall be submitted in a bound report and shall include an estimate of the construction cost based on the findings of the survey/needs assessment.

B. New System Design Criteria

Provide the design and specifications to replace all the existing, non-addressable fire alarm detectors, peripheral devices, and panels at the facility with a new non-proprietary system. In addition, address the following as may be applicable.

- The new system must comply with the requirements of NFPA 72, NFPA 70, IBC and NFPA 101 for a University Business Occupancy installation. New system must also comply with all applicable University specified requirements.
- Protection of the fire alarm system from electrical surges, spikes, sags, over-voltages, brownouts, and electrical noise.
- Addressability of devices and notifications made to the building fire alarm control panels and the facility main fire alarm remote station panel.
- All programmable devices must be able to have their addresses set without special equipment, tools, or programs. Changing of vandalized heads or devices must be able to be completed by facility maintenance staff without the requirement of special software or tools.
- Software requirements and compatibility with new and existing devices.
- New smoke detectors shall be appropriate for the institution and approved by facility management staff. Install heat detectors rather than smoke detectors in high humidity locations.
- Tamper proof security covers that meet Department of Physical Plant requirements and standards shall be provided on all devices that may be accessible to the population.
- As applicable, duct detectors shall be installed so they are accessible for repair or replacement. They shall be located in areas ensuring laminar flow across the detector. Do not locate them downstream of humidity injection points. Each duct detector shall have a LED that can be easily observed and located by the fire company and other interested parties. Each duct sensor shall be self-compensating for the effects of air velocity, temperature, humidity, and atmospheric pressure and not require field adjustments to compensate for the above effects.
- The building fire alarm control panels shall be wired to all peripheral alarm and initiating devices and tied into remote annunciator panels located in a convenient area near the fire department entrance to the buildings and shall be readily accessible and readily visible to fire fighters. The building fire alarm control panels and annunciator panels shall be tied into the existing or a new electrical power source at their location in the building.
- Consult with facility Management staff and provide additional annunciator panels in locations as needed.
- Provide a riser diagram drawing for the building fire alarm control panels that identifies their connections to the various circuits and peripheral initiating devices.
- Any new low voltage wiring, if necessary, from the fire alarm panels to the peripheral devices shall be concealed and run in wiremold or conduit, whichever is more appropriate for the building conditions, security requirements, efficiency, and cost effectiveness. Any exposed wiring installed above the ceiling shall be plenum fire rated cable in accordance with NEC Article 760 or must be protected in conduit. Protect exposed fire alarm wiring from potential rodent damage.
- The fire detection systems shall have emergency battery backup that is sized in accordance with all applicable codes. The battery supply shall be calculated to operate loads in a supervisory mode for twenty-four (24) hours for central station systems and remote supervisory systems. Batteries shall be sized at 125% of the calculated size to compensate for deterioration and aging during the battery life cycle.
- Provide a battery charging circuit for each standby battery bank in the system. The charger

shall be automatic in design, adjusting the charge rate to the condition of the batteries. All system battery charge rates and terminal voltages shall be read using the fire alarm control panel LCD display in the service mode indicating directly in volts and amps.

- Address the needs of hearing and visually impaired individuals through the use specialty devices for the fire alarm system. (If Applicable)
- The old alarm system shall remain active until the new system is in operating, inspected, tested, and approved.
- Carbon monoxide detection shall be provided. (If Applicable)

C. System Tests

A written "Acceptance Test Procedure" (ATP) for testing the new fire detection system and components, as applicable, shall be prepared by the Contractor in accordance with all applicable codes and standards and included in the specifications.

The selected vendor will be expected to attend the system test performed By Others. The selected vendor will be expected to review and approve the As Built diagrams generated By Others.

Upon completion of the system installation, the fire alarm system manufacturer's representative shall be responsible for the performance of the ATP, demonstrating the function of the system and verifying the correct operation of all system components, circuits, and programming.

D. Spare Parts

A spare parts list shall be prepared for all critical items necessary for the successful operation of the fire detection system such as detectors, fire alarm fuses, switches, relays, LED lights, etc. Instructions shall be included for the operation and care of the system.

E. Cost Opinion

Provide a cost opinion for the costs to install the system per these plans and specifications.

Base Bid

Project ID:	Description:	Campus:
033.02.04	Ernst Hall-STEM	Belknap
008.02.01	Gardiner Hall	Belknap
010.02.01	Gottschalk Hall	Belknap
019.02.03	Law School	Belknap
043.02.01	Urban & Public Affairs	Belknap
032.02.05	W.S. Speed-STEM	Belknap

Alternates

Description:	Campus:
Studio Arts – Thrust Theater	Belknap
Natural Sciences	Belknap

2) Required Proposal Submittals:

a. Proposed Cost:

- Provide a lump sum fee for services as specified in these RFP documents (fee should include pricing for alternates)
- Fee shall include all expenses
- Provide an itemized cost breakdown

b. Firm Experience:

- provide 3 (three) similar projects your firm has completed that are similar in nature to this scope.

c. Team Experience:

- provide an organizational chart and resumes of team members who will be working with the University on this project (going back at least 5 years)
- The University would like the original team as provided in your proposal who are assigned to this project remain intact throughout the duration of the project, if possible.

d. Work Plan:

- Proposed design schedule (the sooner, the better)
- Understanding of preliminary information
- Methods for project management and delivery

***Cover sheet of this RFP is to be submitted with proposal along with signed addendum, if any.**

3) Required Professional Liability Insurance:

Prime firm shall carry industry standard, general liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, automotive liability of \$1,000,000, umbrella liability of \$2,000,000, workers compensation of \$1,000,000, and professional liability of \$2,000,000. For fees exceeding the liability limits, the team shall be allowed to utilize the aggregate of coverage among all team members or provide a single policy covering the total fee amount over the life of the contract. UofL shall be made an additional insured on any policies utilized to satisfy the required coverage.

4) Method of Award:

- a. Cost – 40%
- b. Firm Experience – 20%
- c. Team Experience – 20%
- d. Responsiveness of Work Plan – 20%

5) RFP Schedule:

- **RFP Posted – 11/9/2022**
- **Pre-Proposal Conference – 11/17/2022 at 10:00AM, EST.**
- **Questions Due – 11/21/2022 at 2:00PM, EST.**
- **Proposals Due – 12/02/2022 by 2:00PM, EST.**

6) Contract Period:

The contract period will be from the date in which the contract is fully executed until all services as specified in these RFP documents have been completed.

7) Design Schedule:

- PPD would like to have first phase/batch of building designs within 6 weeks of award.
- PPD would like to have all building designs complete within 10 weeks of award.

Time is of the essence. Proposers must submit a design schedule with an estimated completion date.

8) Pre-Proposal Conference:

There will be a Pre-Proposal Conference on **November 17, 2022**, at the **University of Louisville Service Complex, 2215 S. Brook Street, Louisville, KY 40292 - Conference Room 102 at 10:00am EST**. A site walk-thru will be given at this time, if requested. The purpose of this meeting is to answer questions pertaining to this solicitation. This meeting is to assure that each potential proposer has a complete understanding of the scope of work involved. This Pre-Proposal Conference is not mandatory; however, attendance is encouraged.

9) Foreign Corporation Registration (Out-of-State Corporations):

Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states “(a) foreign corporation...shall not transact business in this state until it obtains a certificate of authority from the Secretary of State.” The registration form and instructions are found at https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization_Foreign%20Business%20Entity.pdf

10) Reciprocal Preference:

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute. Forms can be found at <http://louisville.edu/purchasing/forms>.

11) Questions:

The University of Louisville will accept questions regarding this RFP only if they are submitted by email no later than **November 21, 2022 at 2:00PM Eastern Standard Time** and are to be emailed to Evan Riddell at evan.riddell@louisville.edu. Answers to the questions submitted will be issued as an addendum and posted to the website location of the RFP <https://louisville.edu/purchasing/bids> by **November 23, 2022**.