

PROCUREMENT SERVICES

PERSONAL SERVICES CONTRACT (PSC) REQUEST FOR PROPOSAL(RFP)

REQUEST DATE:	2/20/2024
DUE DATE & TIME:	3/29/2024 @ 2PM EST
SPEED TYPE:	01075
DEPARTMENT NAME:	Physical Plant Department
DEPARTMENT CONTACT:	Glen Todd
CONTRACT ADMINISTRATOR:	Lauren Wieners
CONTRACT ADMINISTRATOR EMAIL:	Lauren.Wieners@louisville.edu

SERVICE REQUESTED (brief description)	Professional Engineering Services for Direct Digital Controls and HVAC upgrade
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EMAIL OR MAIL PROPOSALS TO:

UNIVERSITY OF LOUISVILLE
ATTN: PROCUREMENT SERVICES, SERVICE COMPLEX BUILDING
LOUISVILLE, KY 40292

CONTRACT ADMINISTRATOR NAME: Lauren Wieners
EMAIL: Lauren.Wieners@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 Proposal 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](#), [164.990](#), and [164.821](#) (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

SIGNATURE:		PRINT NAME	
FIRM NAME:		ADDRESS:	
PHONE:		CITY, STATE, ZIP CODE:	
EMAIL:		WEBSITE:	

REQUEST FOR PROPOSAL COMPONENTS

1. SCOPE OF SERVICES:

The University of Louisville is seeking Professional Engineering Services for design services to produce specifications and plans to modify and upgrade the existing Direct Digital Control and some HVAC systems in the Lutz Hall building located on Belknap Campus. The scope of the project includes the design of major HVAC and mechanical renovations, as well as upgrades to existing direct digital controls. Design services to include schematic design, design development, construction documentation, and construction administration through completion of the project.

2. INFORMATIONAL BACKGROUND:

Building Address:

Lutz Hall Building
200 E. Shipp Street
Louisville, KY 40208

Description:

- Constructed in 1995
- Five (5) floor building including basement, approximately 89,746 square feet.
- Primary use is academic instruction, research, and support services.
- See Attachment A for additional information.

Scope:

The primary focus of this project is to upgrade all outdated HVAC controls to bring up to current control standards and sequences and reduce the IT risk of an obsolete and unsecured system.

Secondary to the controls replacement is addressing deferred maintenance of the HVAC equipment by replacing aging air handlers and return/relief fans.

Controls Upgrades

- Replace the original Robertshaw DMS Controllers at all VAV boxes. Replace VAV comm wiring to accommodate, as well as wiring from VAV to room sensor.
- Replace all pneumatically actuated control valves, convert the HW 3-ways to 2-way valves. Replace all central plant control valves in addition to actuators.
- Replace all Robertshaw DMS Controllers and hardware associated with the air handling units, and CW/HW equipment.
- Replace all end devices at all air handling units 4 and 5.
- Replace wiring to end devices, conduit may be reused.

Miscellaneous

- Re-balance the entire air and hydronic system throughout the building
- Clean all ductwork.
- Replace all flexible duct runouts upstream of VAV boxes with hard duct.

Air Handling Equipment

- Replace AHU-4 and AHU-5 in kind at existing CFMs, upon confirmation that airflows meet current code and heating/cooling needs. New AHUs to provide the following:
- Enhanced filtration with MERV 8 and MERV 13 filters.
- Cooling coils to achieve a 15 deg delta T at the coil and utilize 2-way control valves with Hayes auto flow balancing valves. This will also include de-coupling the central plant loop and operate the chilled water as variable primary loop. Differential pressure sensors will need to be added for the main chilled water pumps, and the sequence of operations and programming will require updating accordingly.
- AHU supply fans with a new, variable speed fan wall assembly. The new fan section would consist of multiple fans arranged in either a 2x2 or a 3x3 array to allow redundancy. The fan housings also contain airflow monitoring piezo rings for supply CFM readings for each fan. Given that there are currently not any means for CFM monitoring, this would provide a much more accurate means of fan tracking between the supply and return fans. This would require adding an air flow monitoring station to the return fans, but this would provide significantly better building pressure control than fan tracking based on VFD speed.
- Replace any associated return/relief fan in kind, direct drive where possible.
- Reuse existing VFDs at fans.

Selective demolition

- All equipment, materials, and devices not in use shall be removed in its entirety. The need for asbestos abatement is a possibility. The

University will cover all asbestos testing and abatement scope. Some ceilings and lights may have to be removed and reinstalled to allow replacement of controls located above the ceilings.

Electrical

- Alterations may need to be made to the electrical and fire alarm systems for the replacement of controls and major HVAC equipment.

The awarded firm shall include, at minimum, the following during assessment stage:

- a. Site visits of the building to observe the existing conditions.
- b. Deliverables from each visit shall include a written condition report, photographs, and documentation of existing details of construction.
- c. During the site visits, the vendor shall meet with Physical Plant personnel to review University design standards.

The awarded firm shall include, at minimum, the following at design document stage:

- a. Dedicated time to review a report that includes solutions and preliminary plans/specifications.
- b. Recommended solutions to replace the existing controls, equipment and conditions observed during site visits.
- c. Plans drawn to scale with construction detail targets.
- d. Preliminary details of construction
- e. Preliminary recommendations for construction areas (laydown, staging, elevator, cranes, etc.)
- f. Schematic specifications
- g. Preliminary budget of construction

The awarded firm shall include, at minimum, the following at construction documentation stage:

- a. Plans with targets, construction notes, and references
- b. Details of structural construction relating to roof plan
- c. Written technical specifications for materials, equipment, and their installation.
- d. All elements to complete upgrade.
- e. Permitting submission/coordination with Kentucky Housing Building and Construction.
- f. Details of University approved construction areas (laydown, staging, elevator, cranes, etc.)
- g. Final budget for construction

The awarded firm shall include, at minimum, the following bidding assistance:

- a. Attendance of pre-bid conference
- b. Issuing any required addenda or response to RFIs during the bid process
- c. Bid and unit cost review with the University.

The awarded firm shall include, at minimum, the following construction administration:

- a. Attendance at pre-construction meeting
- b. Progress meeting attendance with written report and photographs
- c. Review of any change orders related to roof design/construction, if needed
- d. Final review and inspection
- e. Close out documentation, record drawings

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.

Design Schedule:

- 8 weeks for final design
- 3-4 weeks for schematic design including riser diagrams and HVAC Zone control diagrams to be included in schematic set.
- Room layout needs to be included to ensure all equipment is fit per code and clearances in existing spaces.
- Time is of the essence. Proposers must submit a design schedule with an estimated completion date.

3. REQUIRED PROPOSAL SUBMITTALS:

- a. Proposed Cost:
 - i. Provide a lump sum fee for all services as specified in these RFP documents.
 - ii. Fee shall include all expenses.
 - iii. Provide an itemized cost breakdown of the fee.
- b. Firm Experience:
 - i. provide 3 (three) similar projects your firm has completed, preferably at UL, that are similar in nature to this scope.
- c. Team Experience:
 - i. 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), preferably at UL.

- ii. 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/Timeframe:
 - i. Proposed design schedule (the sooner, the better)
 - ii. Understanding of preliminary information
 - iii. Methods for project management and delivery

4. METHOD OF AWARD:

Cost:	40%
Firm Experience:	20%
Team Experience:	20%
Work Plan:	20%
TOTAL	100%

5. DESIRED CONTRACT PERIOD:

The contract period will be from the date in which the contract is fully executed until all design and administrative services have been completed.

NO SERVICES ARE TO BE PROVIDED PRIOR TO THE START DATE INDICATED ON THE FULLY EXECUTED PSC (sample provided).

A subsequent additional contract may be established from this solicitation to run from July 1, 2024, with all terms, conditions, and pricing to remain the same. This will require a new contract to be executed.

6. FOREIGN CORPORATION REGISTRATION (OUT-OF-STATE):

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.

7. 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>.

8. QUESTIONS:

Pre-Proposal Conference:

There will be a Pre-Proposal Conference on March 11, 2024, at the University of Louisville Service Complex, 2215 S. Brook Street, Louisville, KY 40292 - Conference Room 125A 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 mandatory.

Questions:

All questions regarding this RFP are due by March 15, 2024, at 12:00 PM EST and are to be emailed to Lauren Wieners at Lauren.Wieners@louisville.edu. Answers to all questions submitted in writing before the deadline above will be issued as an addendum to this solicitation and posted at [University of Louisville Active Bids and RFPs](#).