

**Request for Proposal:
Design and Build Services for HVAC Renovation**

Saint Ann's Infant and Maternity Home
4901 Eastern Avenue
Hyattsville, Maryland 20782

May 2010

PROJECT SUMMARY

Purpose

The purpose of this renovation project is to update the HVAC systems serving the Saint Ann's Infant and Maternity Home facility.

Property Location

Saint Ann's Infant and Maternity Home
4901 Eastern Avenue
Hyattsville, MD 20782

Anticipated Project Dates

Start: June 2010
Deliver: October 2010

INTRODUCTION

Purpose

The purpose of this Request for Proposal (RFP) is to evaluate and select a Design-Build Team (D-B) to provide planning, pre-construction phase services, and construction phase services for the renovation of the HVAC systems at the above referenced facility. The selected D-B contractor shall be required to provide all services related to project design, site coordination, furniture moving, and installation of protective barriers, wall demolition and repair, etc., in addition to the upgrade of the mechanical systems. The scope of work will include commissioning of all new systems and will require a 1-year warranty including parts and labor on all work.

Project Goal

The project is to be delivered by October 2010.

Based upon an initial study by Setty & Associates, Ltd., Consulting and Design Engineers, it is the intent is to design and install modern HVAC systems within the facility capable of providing zone level HVAC system control while maintaining proper levels of ventilation and conditioning and improving operational efficiency.

Background

St. Ann's is administered by the Daughters of Charity of St. Vincent de Paul, a religious community of women who have dedicated their lives to serving the needy. The Sisters are assisted by a qualified and committed staff of approximately 125 full and part time employees, as well as consultants. This includes child care workers and maternity program staff, which account for a majority of the positions, as well as physicians, nurses, psychologists, and social workers; teachers, child care specialists, and therapists; maintenance, housekeeping and food services staff; and accounting and administrative personnel.

Sister Mary Bader, CEO oversees the operation of St. Aim's in conjunction with the Board of Directors. The CEO, representatives of Board of Directors and Chief Engineer, will make up the Renovation Committee (RC) who will review all proposals and make final selections.

The St. Ann's facility was constructed in 1960 and includes housing units. The facility includes a basement level, ground level auditorium, offices, kitchen and 2 levels of client rooms and a chapel and 3rd level residential staff. The majority of the HVAC systems serving the facility are original and have reached the end of their useful life.

The HVAC systems serving the facility include a separate air handling unit serving the auditorium and two 100% outdoor air handling units that supply conditioned air to the resident rooms on floors two and three. The air-handling units include supply air fans and heating and cooling coils. Heating water and chilled water is generated by a central plant located in the basement of wing "A" of the facility. The existing system is a four-pipe hydronic system.

SELECTION PROCESS AND SCHEDULE

Overview

The RFP selection is a two-step process. The first step is the receipt and evaluation of the RFP submittal material from all interested D-B Teams. During this time period, D-B Teams will have an opportunity to tour the facility and pose questions in an open forum to the RC. After evaluating all of the responses which shall include a Budget Contract Price and using the criteria set forth in the RFP, the RC will select a contractor for the project. Once the firm which the RC deems to be the best fit for the project is identified, negotiations with that firm will begin. If it is not possible to negotiate terms of the contract with the firm deemed to be the best fit, the RC reserves the right to negotiate with the next-best firm. In the event that the Final Contract Price is in excess of 105% of the Budget Contract Price, St. Ann's Infant and Maternity Home reserves the right to open contract negotiations with previously qualified bidders. Upon payment for the design services, the design for the new HVAC system shall become the property of St. Ann's Infant and Maternity Home with the right to use said designs with no further payment to the D-B Contractor.

Anticipated Schedule

Issuance of RFP	May 19, 2010
Pre Proposal Walk Through	May 26, 2010
Receipt of written questions and clarifications due	May 31, 2010
Response by Renovation Committee to all documented questions	June 4, 2010
RFP Responses Due (see below)	June 18, 2010
Renovation Committee Review and Evaluation of Proposals	June 23, 2010
Final Selection Announced	June 25, 2010

Anticipated Notice to Proceed

July 6, 2010

Proposals will not be accepted from respondents that do not attend a site walk down. For those who do not make the pre-proposal walk through, contact the RC to schedule an alternate time. Questions and clarifications should also be addressed to the RC via email.

Renovation Committee Point of Contact: David Brady, Chief Engineer, 301-559-5500.

Submit one (1) original and three (3) copies of your Proposal by Friday, June 11, 2010, by 4:00PM to:

St. Ann's Renovation Committee
Saint Ann's Infant and Maternity Home
4901 Eastern Avenue
Hyattsville, MD 20782

Late submittals will not be evaluated and the firm will be disqualified from further consideration

PROJECT SCHEDULE & SCOPE

Project Overview

Engineer, design, provide and install new HVAC system as noted in detailed scope below.

Project Schedule

The response to this RFP must include a detailed schedule for planning, pre-construction phase, and construction phase of this project. The schedule must incorporate the RC proposed QA Hold Points.

The Renovation Committee has already obtained financing to support this project. A portion of the funding comes from a grant from the State of Maryland. Workers must be paid in accordance with state "prevailing wage rates." The necessary construction drawings will be developed with consultation from mechanical, structural, and electrical engineers as needed. The firm will also be responsible for acquiring necessary approval and permits from Prince George's County to begin construction.

Construction can begin at any time once given the proper authorization. The facility will remain occupied during construction. Residents will be relocated during the construction process as required. The final installation will be complete and ready for final acceptance by September 2010. All personnel entering the site are to have cleared a criminal background check and the D-B Contractor shall be responsible for providing evidence of the background checks. The D-B Contractor and any and all subcontractors must provide a Certificate of Insurance naming the Archdiocese of Washington, D.C. and St. Ann's Infant and Maternity Home as additional insureds as required in Attachment 1 of this RFP.

Detailed Project Scope of Work

The following outlines the best known conditions of the facility. Respondents must understand that the building is 48 years old and has always served as a group resident home. The Board of Directors and RC understand that renovating this type of structure is never as easy or clear-cut as anticipated. Prior experience in renovation of older structures – especially residential buildings – is a requirement. Firms' suggestions, modifications, and creative solutions which allow for efficiencies and/or additional value are welcome.

The selected D-B contractor shall be required to provide all services related to project design, site coordination, furniture moving, and installation of protective barriers, wall demolition and repair, etc., in addition to the upgrade of the mechanical systems. The scope of work will include commissioning of all new systems and will require a 1-year warranty including parts and labor on all work and a proposal for a ongoing service contract.

Install new Whalen vertical fan coil units (or equivalent) to provide zone cooling for the basement, ground floor and 1,2 and 3 and associated risers. Demo of all existing convectors/radiators and abandon piping in wall. Remove existing units which are providing source of outside air to all floors and replace with 1 unit sized to meet outside air requirements. Balance all existing exhaust fans. Replace auditorium air handling unit and resize accordingly. Provide all new units with stand alone electronic controls.

Replace 4-pipe distribution system with new 2-pipe system. Provide summer/winter change over valves in basement elevator hallway. Contractor will be responsible for all general construction work to include; core boring, drywall, patch, paint, daily cleanup, electrical, insulation, controls, test and balancing of water and air systems.

PROJECT DESIGN AND CONSTRUCTION STANDARDS

Professional Services

The D-B Contractor shall obtain and designate a registered Professional Engineer as the Designer of Record who will be responsible for the integration and approval of the complete design package. The Designer of Record must sign and stamp/seal all construction documents. As mandated by applicable jurisdiction, the Designer of Record will designate representatives as sign-off authority for individual disciplines required for the completion of the Design. These individuals must be registered engineers and/or architects and have significant influence over the development of the Design. Sign-off from the Designer of Record and designated representatives will be on all applicable design documents, specifications and shop drawings before construction can begin.

Design Deliverables Formats

The D-B Contractor shall:

- Provide 2D drawings source files in an industry acceptable CAD format that shall be defined within the proposal
- Provide all related source and configuration files

- Provide each monochrome 2D construction drawing in PDF. Version 6.0 or higher, set to scale, with layer structure inherited from the source CAD file and 300 to 400 dpi resolution.
- Provide all text and presentation document source files in Microsoft Office Professional format, and in a PDF format
- Provide all electronic data deliverables on labeled compact disk (CD). CD label and transmittal shall contain key contract information.

Design Documents

- 1) Within 21 days of award, D-B Contractor shall develop and submit a 50% design that includes the following:
 - Basis of Design describing the systems, components, conditions, and methods chosen to meet the project intent.
 - Final Proposed Room Layout and Architectural Features.
 - Applicable drawing sheets necessary to describe pertinent project features – including, but not limited to architectural, civil, structural, mechanical, electrical, fire protection/detection, life safety, plumbing, HVAC, etc.
 - Applicable specifications with catalog cut sheet.
- 2) The D-B Contractor shall not begin construction until all these major elements of the 50% Design submission are established and accepted by the Renovation Committee (RC). The goal is to provide an environment in which all stakeholders participate freely in the design process through program validation, design development sessions, on-board reviews and design document reviews. Additionally, the D-B Contractor should evaluate the impact of design decisions on contract budget and schedule and conduct "value engineering" during the design process.
- 3) Within 21 days of receipt of 50% design review comments from the RC, the D-B Contractor shall deliver the Final Design Package for RC Approval. Final Design Package shall be packaged as such to allow applicable Building Code Officials & Permit Approvals.
- 4) As-built Submission - Upon construction completion, the D-B Contractor shall submit as-built drawings and documents. The D-B Contractor shall revise all engineering plans and specifications throughout the duration of the project. All engineering changes occurring by the "supplied by others" components shall also be reflected in the plans and specifications developed by the D-B Contractor. The D-B Contractor shall maintain up-to-date red line drawings onsite during construction.

Design Approval

- 1) Design documents shall be of quality and details commensurate with Best Industry Practices.
- 2) All design documents shall be reviewed and approved by the RC.
- 3) Contractor shall anticipate a turn-around of 10 working days for all design review comments by the RC.

- 4) The D-B Contractor is, without additional expense, responsible for obtaining all necessary permits and design approvals from all applicable State, local and Federal Government agencies before commencing construction.

The D-B Contractor shall ensure that all applicable municipal inspections and permit requirements are successfully met/approved – including Final Occupancy Approval.

No Environmental assessment studies have been made to the property. D-B Contractor will remove, control, or encapsulate any hazards that may surface as a result of construction in accordance with applicable laws and environmental regulations. The building has some asbestos which will be identified at the time of the Pre-Proposal Walk Through. The Proposal shall have a separate line item cost with unit prices for remediation associated with the construction.

Weekly Meetings

The D-B Contractor shall conduct weekly Project Progress meetings throughout the duration of construction. The first progress meeting will be scheduled the first week after the start of construction.

Construction QA Hold Points

- 1) QA Hold Points will be identified and scheduled with the D-B Contractor during the Final design package.
- 2) The RC reserves the right to perform QA inspections at any time during the construction, and without prior advanced notification to the D-B Contractor.
- 3) D-B Contractor shall notify RC prior to any inspection/approval conducted by City/State Building Code Officials/Inspectors. As necessary, D-B Contractor may need to schedule such inspections to accommodate the presence of an RC representative.

Construction Payment Draw Schedule

Using the general payment schedule contained within the proposal, a final construction payment schedule will be agreed upon during the Final Design Package. This payment schedule will parallel the construction QA Hold Points to ensure prompt payment upon qualified construction deliveries.

Warranty

All labor and material shall be warranted as per acceptable industry practice. The D- B Contractor shall provide a warranty schedule within their proposal.

Selection Criteria/Proposal Content

Selected D-B Contractor shall present a comprehensive proposal that shows a clear understanding for delivering the requested scope, to meet the project goals, within the required timeframe. The winning proposal will be selected to ensure that the Chapter receives the Best

Value. Although price will be a major factor in the decision making process, the RC consider the following Evaluation Criteria during the selection process:

- **Qualifications**– All bidders shall be licensed and certified to deliver on the project within the applicable jurisdiction(s). List designer of record and other entities/subcontractors that may be involved in the project. List all pertinent certifications and qualifications that may be related to this project.
- **Construction Approach**– Description of pertinent aspect of the bidder's approach to this construction project that may provide positive differentiation.

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- **Construction Approach**– Description of pertinent aspect of the bidder's approach to this construction project that may provide positive differentiation.
- **Schedule**– The concept schedule is considered to be a minimum requirement. A more aggressive schedule such as a phasing approach that may allow for a more aggressive delivery/occupancy schedule will be highly favored.
- **Past Experience** - The required subcontract experience list shall include only those projects the Offeror has performed in the local metropolitan Washington, DC area that are similar to this project, and are ongoing or have been completed within the last five (5) years.
- **Warranty**– Bidder to describe in detail the proposed warranty schedule for the different components.
- **Price Itemization** – Proposal shall include a general payment schedule that will be refined/finalized during Final Design phase.