

Trinidad Union School District  
**REQUEST FOR QUALIFICATIONS  
REQUEST FOR PROPOSALS**

CalSHAPE HVAC Assessment and Maintenance Services

**Date Issued:** January 25, 2023

**Proposals due on February 16, 2023, by 3:00 pm**

**Proposals should be submitted by email to:**

Patricia Terry, Project Manager  
Redwood Coast Energy Authority  
[pterry@redwoodenergy.org](mailto:pterry@redwoodenergy.org)

**INTRODUCTION**

Trinidad Union School District (“District”) is requesting proposals from qualified firms for HVAC assessments, maintenance, reports, engineering review, and documentation (“Services”) to be funded by the California Schools Healthy Air, Plumbing, and Efficiency (“CalSHAPE”) Ventilation Program enacted under Assembly Bill 841. The proposal may also include additional HVAC maintenance and verification of operations. If applicable, the services will also include the design and project management services for the repair and/or upgrade of HVAC systems to improve energy efficiency, safety, or performance under the CalSHAPE Ventilation program. This solicitation does not include the installation of carbon dioxide monitors. While this RFP focuses on the above services, the firm selected may, at the sole discretion of the District, be engaged in other projects as designated by the District.

Your proposal **must be received by 3:00 p.m. on February 16, 2023**. Submittals received after this date and time will not be accepted by the District. Please submit your completed proposal to the e-mail above. **Proposals must include the Contractor’s Estimate Form included in the RFP**. Electronic submissions are acceptable; however, it is recommended that submission be sent in advance of the deadline in case of server delays.

**OVERVIEW**

The District is requesting proposals from qualified firms for HVAC Assessment and Design Services to be funded under the CalSHAPE Ventilation program. The goals of the project are to:

- Complete the HVAC assessments, general maintenance, assessment reports, adjustment of ventilation rates, filter replacements and documentation for reporting under the requirements of the CalSHAPE Ventilation program as described in the current draft guidelines released in adopted on June 8, 2022 (Attachment 2).
- Contingent on funding, complete the repairs and/or provide the design and project management for upgrades to improve energy efficiency, safety, or performance under the CalSHAPE Ventilation Program.

Although the carbon dioxide monitors are required for participation in the CalSHAPE program, the installation of the monitors are not included in this solicitation. A Request for Quotes will also be released to request a contractor’s estimate for those costs. Any respondent to this RFP may also respond to the RFQ for Carbon Dioxide Monitor Installation.

## **REQUIRED QUALIFICATIONS**

In order to comply with the requirements of the CalSHAPE Ventilation program, the following qualifications are required for the firm providing the Services. The qualifications must be met by staff or under subcontract, as described below:

- Qualified testing personnel, meaning either:
  - An HVAC acceptance test technician certified to complete the forms set forth in subparagraph (B) of paragraph (1) of subdivision (b) of Section 10-103.2 of Part 1 of Title 24 of the California Code of Regulations by an Acceptance Test Technician Certification Provider (ATTCP) that is approved by the Energy Commission to provide that certification.
  - Or, a certified testing, adjusting, and balancing (TAB) technician: A technician certified to perform testing, adjusting, and balancing of HVAC systems by the Associated Air Balance Council (AABC), the National Environmental Balancing Bureau (NEBB), or the Testing, Adjusting and Balancing Bureau (TABB).
- Qualified adjusting personnel, meaning either:
  - A certified TAB technician, as defined above.
- A Licensed Professional on staff or under subcontract to review the HVAC assessment, meaning a professional eligible under Division 3 (commencing with section 5000) of the Business and Professions Code in the applicable classification to perform system design, construction, or installation of features, materials, components, or manufactured devices for mechanical systems.

## **SCOPE OF SERVICES**

The HVAC Services, shall include, but not be limited, to the following:

- Qualified testing personnel, as defined in the section above, must assess all air-handling units, rooftop units and unitary and single zone equipment in the District's HVAC systems in accordance with the CalSHAPE Ventilation HVAC Assessment and Maintenance Requirements in Chapter 2 Section B of the attached Draft Guidelines for the CalSHAPE Ventilation Program ("Guidelines").
  - Additionally, for areas with Limited or No Mechanical Ventilation, the assessment must also include the requirements as specified in Chapter 2 Section E Part 1 of the Guidelines.
- Record the findings from the assessment in the HVAC Assessment Report as described in Chapter 2 Section F and Appendix B of the Guidelines. The report must include the HVAC Assessment and Maintenance Pathway Worksheets provided at the CalSHAPE website: <https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program>.
  - Additionally, for areas with Limited or No Mechanical Ventilation, the report shall also include the requirements as specified in Chapter 2 Section E Part 2 of the Guidelines.
- The Licensed Professional shall review the HVAC Assessment report as described in Chapter 2 Section D Subsection 1 of the Guidelines and:
  - a. Determine what, if any, additional adjustments, or repairs would be necessary to meet the minimum ventilation and filtration requirements.
  - b. Determine whether any cost-effective energy efficiency upgrades or replacements are warranted or recommended.

- Additionally, if there is Limited or No existing mechanical ventilation, determine recommendations for adding mechanical ventilation and filtration where none exists or for replacing a mechanical ventilation system where the current system is nonoperational.
  - c. Provide an estimated cost for all identified work.
    - Qualified adjusting personnel shall perform any maintenance work described in Chapter 2 Section B of the Guidelines required to meet the requirements of the CalSHAPE Ventilation program including replacing filters, replacing bulbs, adjusting ventilation rates, air balancing, adjusting set points for demand-controlled ventilation, and adjusting temperature control setpoints.
    - Coordinate with installation contractor on carbon dioxide monitor specifications and placement in compliance with CalSHAPE program requirements. The installation contractor will be selected in a separate solicitation.
    - Upon completion of the work funded by the CalSHAPE Ventilation program, complete the HVAC Verification Report as described in Chapter 2 Section G of the Guidelines.
    - Provide documentation for final reporting as described in Chapter 4 Section B and C of the Guidelines, including:
      - a. Final invoice and supporting documentation for expended grants funds,
      - b. Any additional data or information requested to determine GHG reductions and energy savings as described in Chapter 4 Section B of the Guidelines.

### **GRANT BUDGET**

This proposal will be used to complete work using funds awarded under the CalSHAPE Ventilation Program. Maximum Award amounts are specified in Chapter 2 Section K of the Guidelines and summarized below. The approved site budget will include a contingency fund for repairs, upgrades, or replacements necessary to make the system functional or more energy efficient. The contingency fund will be calculated by taking 20 percent of the total approved budget for all eligible items, which includes the cost of Carbon Dioxide monitors that are not part of this solicitation.

The approved site budget will not exceed the following maximum award amounts for each of the items specified:

1. \$10,000 plus \$1,000 per HVAC system unit for the HVAC Assessment, Maintenance, and completion of the HVAC Assessment Report.
2. \$75 for the purchase and installation of each filter replacement.

Based on a count of (18) HVAC system units, the budget for the assessment will be \$28,000 and assuming there are still filters to replace, the budget for filter replacement is \$1,350. See Attachment 1 for a list of existing HVAC units.

### **SUBMITTAL REQUIREMENTS**

Your Statement of Qualifications shall respond to each item noted below and must follow the format described below. Please limit response information to no more than ten (10) pages and include relevant information only. Submitted materials are limited to 8-1/2 x 11 sized papers. **Late responses will not be accepted.**

#### **A. COVER LETTER/LETTER OF INTEREST**

Must include name of firm, address, telephone and fax numbers, and name of Principal to contact. The letter must be signed by a representative of the firm with authorization to bind the firm by contract.

## B. DESCRIPTION OF FIRM AND KEY SUB-CONSULTANT FIRMS

### 1. Qualified Firm

- a. Name, address, contact numbers, e-mail, website, and summary of the responding firm's experience with public school HVAC projects.
- b. Type of business entity:
  - i. Information on the type of entity and its ownership
  - ii. Size of staff, number of professionals which will perform the work.
  - iii. Location of its principal office.
- c. History, number of years in business in California
- d. All applicable licenses including license numbers and expirations dates.

### 2. Sub-Consultant Firms

- a. Describe the relationship of your firm and any sub-consultants.
- e. For each sub-consultant firm, provide the following information:
  - i. Description of the services the firm will be providing.
  - ii. Location of office which will perform the work.
  - iii. Size of staff, number of professionals in the office which will perform the work.
  - iv. All applicable licenses including license numbers and expirations dates.
  - v. Description of extent and duration of prior working relationship with your firm (number and type of projects, number of years)

## C. RELEVANT EXPERIENCE

1. List relevant K-12 school HVAC projects and include:
  - a. Project name and location
  - b. Year completed or current status
  - c. Client, contact person, and phone number
  - d. Project cost
  - e. Key consultant firms (structural, mechanical, electrical, civil, etc.)

## D. FIRM TRACK RECORD

1. Has your firm ever been terminated or dismissed by a client or replaced by another firm during any educational and/or related project? If so, explain in detail.
2. Describe by example your experience in meeting schedules and timelines. Describe an approach you have taken to expedite a schedule.
3. Describe by example your experience in meeting budgets. Describe by example an approach you have taken to bring a project back into budget.
4. Provide a statement of your firm's financial stability.
5. Does your firm have any current or pending litigation? If so, please describe.

6. Has your firm ever defaulted on a contract within the past five (5) years or declared bankruptcy, or been placed in receivership within the past five (5) years?
7. Name of the prime professional license holder exactly as on file with the requisite licensing authorities.

E. “CONTRACTOR ESTIMATE” TO BE USED FOR CALSHAPE VENTILATION APPLICATION

1. Estimated not-to-exceed cost for the base Scope of Services for HVAC services and maintenance including all project costs (HVAC assessments, maintenance, report preparation, report review, application for funding, design fees, DSA fees, labor, testing, commissioning, verification, etc.).
2. Estimate must meet all requirements in Chapter 3 Section C of the Guidelines, including:
  - a. Detailed site-specific budget(s), including:
    - i. Line-item cost estimates for materials, labor, and other costs. Costs can be broken out as follows:
      1. Assessments and general maintenance as specified in Chapter 2 Section B – HVAC Assessment and Maintenance Pathway Requirements.
      2. Filter Replacements (include unit costs per filter, materials, and labor)
      3. HVAC Assessment reports as specified in Chapter 2 Section F –
      4. Review
    - ii. Brief narrative describing the other costs.
  - b. Timeline, and
  - c. A clear and accurate description of the work that will be provided.
3. Ineligible costs for the CalSHAPE Ventilation program, as described in Chapter 3 Section I of the Guidelines, should be broken out separately in another section.

### TERMS OF REQUEST FOR PROPOSALS

**Late Proposals:**

Proposals arriving after the specified date and time will not be considered.

**Cost of Proposals:**

Costs of investigating, preparing, and submitting a proposal is the sole responsibility of the Proposer and shall not be chargeable in any manner to the District.

**Withdrawal or Modifications of Proposals:**

Any proposal may be withdrawn or modified by a written request signed by the consultant and received by the District prior to the final time and date for the receipt of proposals.

**Proposal Acceptance and Rejection:**

The District reserves the right to accept any proposal, to reject any and all proposals if the rejection is deemed in the best interests of the District, or to call for new proposals.

**Waiver of Irregularities:**

The District retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the strict requirements of this RFQ, and the District reserves the right to award a contract to a consultant submitting any such non-compliant proposal in the District's sole discretion.

**Public Nature of Proposal Material:**

All correspondence with the District including responses to this RFQ will become the exclusive property of the District and will become public records pursuant to the California Public Records Act (Cal. Government Code section 6250 et seq.) unless an exception to the Act is applicable.

Therefore, any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary," or fails to provide the exemption information required as described below will be considered a public record in its entirety subject to the procedures set forth in Section 3 below.

1. Do not mark your entire proposal as "confidential."
2. The District will not disclose any part of any proposal before it announces a recommendation for award because there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals received in response to this RFQ will be subject to public disclosure. If you believe that there is any portion of your proposal which is exempt from disclosure under the Public Records Act, you must mark it as such and state the specific provision in the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must plainly mark the information as "Trade Secret" and refer to the appropriate section of the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the District may not be in a position to establish that the information that a consultant submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the District will provide consultants who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

**SELECTION PROCESS**

All Statements of Qualifications received by the specified deadline will be reviewed by the District for completeness, content, experience, and qualifications. For those firms deemed most qualified, further evaluation, reference checks and interviews may be conducted as part of the final selection process. However, the District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information supplied in the Statement of Qualifications. Award shall be made to the responsible consultant(s) whose proposal is determined to be the most advantageous to the District, taking into consideration price and adherence to the terms and conditions of this RFQ. The District will enter into a Contract with the successful Consultant for the specified services. Consultants who are not selected by the District will be notified in writing. Nothing herein shall obligate the District to award a contract to any responding consultant.

The District reserves the right to select the firm(s) whose qualifications, in the District's sole judgment, best meet the needs of the District.

### **SELECTION CRITERIA**

The following criteria, listed in no order of importance, will be used to select the firm for the above-described work.

- Responsiveness to the RFQ/P – completeness and quality of the response.
- Firm and sub-consultant experience with school projects Qualifications and experience of proposed Team Members.
- Ability to comply with budget.
- Ability to comply with schedule.
- Reasonableness of fees.

### **PROPOSED RFP TIMELINE**

**Date Issued:** January 25, 2023

**Proposals Due:** February 16, 2023 by 3:00pm

**Award Date:** Tentatively February 24, 2023

**CONTRACTOR ESTIMATE**

The contractor, doing business under the name of \_\_\_\_\_ having carefully examined the proposed scope of services and all other Contract Documents for the proposed CalSHAPE HVAC Assessment and Maintenance Services, proposes to perform all work and activities in accordance with the Contract Documents, as follows:

BASE BID #1 HVAC Assessment and Maintenance of (18) units:

For the sum of \_\_\_\_\_ (\$ \_\_\_\_\_).

<b>Task</b>	<b>Units</b>	<b>Labor Rate</b>	<b>Labor Hours</b>	<b>Labor Cost Total</b>	<b>Materials Total</b>	<b>Total</b>
<b>Assess/Adjust/Maintenance at Trinidad Elementary School</b>	18	\$		\$	\$	\$
<b>Assessment Report for Trinidad Elementary School</b>	18	\$		\$	\$	\$
						\$

BASE BID #2 Filter Replacement on (18) units:

MERV Rating: 13

For the sum of \_\_\_\_\_ (\$ \_\_\_\_\_).

<b>Task</b>	<b>Filter Count</b>	<b>Materials Unit Cost</b>	<b>Materials Total Cost</b>	<b>Hourly Labor Rate</b>	<b>Total Hours</b>	<b>Total Labor Cost</b>	<b>Rebates</b>	<b>Total</b>
<b>Filter Replacement at Trinidad Elementary School</b>	18						\$0	\$



**Attachment 1 – Trinidad Elementary School HVAC Inventory**

<b>Area</b>	<b>HVAC Type</b>	<b>Qty</b>
Gym/Cafeteria	Forced Air Furnace	1
C10	Forced Air Furnace	1
C11	Forced Air Furnace	1
C12	Forced Air Furnace	1
Multipurpose Room	Forced Air Furnace	1
After School Program	Forced Air Furnace	1
C7	Forced Air Furnace	1
C8	Forced Air Furnace	1
C9	Forced Air Furnace	1
C6	Forced Air Furnace	1
C5	Forced Air Furnace	1
C4	Forced Air Furnace	1
C3	Forced Air Furnace	1
C2	Forced Air Furnace	1
C1	Forced Air Furnace	1
Office	Forced Air Furnace	1
C13	Forced Air Furnace	1
C14/15	Forced Air Furnace	1