

# CITY OF WHITEWATER REQUEST FOR PROPOSALS



Title: HVAC System Upgrade Project  
Department: Parks, Recreation and Facilities  
Due Date: 3:00 p.m., September 10, 2024

## Table of Contents

- I. NOTICE TO PROPOSERS**
  - A. Summary
  - B. Important Dates
  - C. How to Submit a Proposal
  - D. Contact Information
  - E. Inquiries Clarification & Exceptions
  - F. Addenda
  - G. Bid Distribution Networks
  - H. Oral Presentations/Site Visits/Meetings
  - I. Acceptance/Rejection/Withdrawal of Proposals
  - J. Public Records Notice
  - K. Tax Exempt
  - L. Cancellation/Termination of Contract
  - M. Evaluation Process
  - N. Insurance and Indemnification
- II. SCOPE OF WORK**
  - A. Project
  - B. Scope of Services
  - C. Cost and Payment
  - D. Completion of Work
- III. REQUIRED PROPOSAL INFORMATION**
  - A. Cover Letter
  - B. Basic Qualification of the Firm
  - C. Experience and Technical Competence
  - D. Proposed Method to Accomplish the Work
  - E. Project Organization and Key Personnel
  - F. Cost
  - G. References
  - H. Submission Instruction
  - I. Additional Information
  - J. Terms and Conditions

## Appendix A: Insurance Requirements

## **I. NOTICE TO PROPOSERS**

### **A. Summary**

The City of Whitewater is soliciting proposals from qualified vendors for the upgrade of the HVAC system at the Whitewater Aquatic and Fitness Center. Vendors submitting proposals are required to read this Request for Proposals (RFP) in its entirety and follow the instructions contained herein.

### **B. Important Dates**

Deliver proposals no later than the due time and date indicated below. The City will reject late proposals. The anticipated timeline is as follows:

Issue Date:	August 9, 2024
Questions Due Date:	August 26, 2024
Answers Posted Date:	August 29, 2024
Due Date:	September 10, 2024

### **C. How to Submit a Proposal**

Submit one (1) hard copies of the proposal in a sealed envelope.

Hardcopy proposals shall be typed and securely bound on 8.5 x 11-inch paper.

All proposal costs are the expense of the proposer. The City will not consider illegible proposals. Elaborate proposals beyond that sufficient to present a complete and effective proposal are not necessary or desired.

All proposals shall be clearly labeled:

City of Whitewater  
WAFC HVAC Upgrade  
Due: 3:00p.m. September 6, 2024

Delivery of hard copies to:

City of Whitewater  
Attention: Clerk's Office  
312 W. Whitewater Street  
Whitewater, WI 53190

Proposals shall be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

### **D. Contact Information**

Questions regarding the proposal should be addressed to:

Kevin Boehm  
City of Whitewater  
312 W. Whitewater Street  
Whitewater, WI 53190  
(262) 473-0122  
kboehm@whitewater-wi.gov

#### **E. Inquiries Clarification & Exceptions**

Proposers are to raise any questions they have about the RFP document without delay. Direct all questions in writing to the department contact listed above.

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP document shall immediately notify the City and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda. Proposers are strongly encouraged to check for addenda regularly.

Proposals should be as responsive as possible to the provisions stated herein. A prospective vendor may take "exception" to bid terms, conditions, specifications, and dates stated within the bid package. However, the City of Whitewater reserves the right to disqualify any and all bids submitted which include exceptions if deemed not in the City's best interest.

#### **F. Addenda**

In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda to the same website as the original distribution. It is the proposer's responsibility to regularly monitor the website for any such postings. Proposers must acknowledge the receipt of any addenda in their proposal. Failure to retrieve addenda and include their provisions may result in disqualification.

#### **G. Bid Distribution Networks**

The City of Whitewater will post the Request for Proposal and addenda on the city's website. It is the proposer's responsibility to regularly monitor the site for posted addenda. Proposer's failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in the disqualification of the proposal.

The City of Whitewater's website is [www.whitewater-wi.gov](http://www.whitewater-wi.gov). The proposal can be found under the "Government" tab by clicking on "Project Bidding".

#### **H. Oral Presentations/Site Visits/Meetings**

Proposers may be asked to attend meetings, make oral presentations, inspect City locations for a site inspection as part of this RFP process. Such presentations, meetings, or site visits will be at the proposer's expense.

#### **I. Acceptance/Rejection/Withdrawal of Proposals**

The City reserves the right to accept or reject any or all proposals submitted in whole or in part and to waive any informalities or technicalities which at the City's discretion are determined to be in the best interest of the City. Further, the City makes no representation that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).

#### **J. Public Records Notice**

Proposers are hereby notified that all information submitted in response to the RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret" – defined in State of Wisconsin Statutes – may be held confidential.

Proposers shall separately and clearly identify all information they deem to be "trade secrets" as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information deemed confidential and sealed elsewhere in your response.

Wisconsin Statute S. 19.36(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90(1) (c).

Wisconsin Statute S. 134.90(1)(c)

(c) "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The City will not provide advance notice to proposers prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the City to withhold the contents of proposals from public view – until such times as competitive or bargaining reasons no longer require non-disclosure, in the City’s opinion. At that time, all proposals will be available for review in accordance with public records laws

**K. Tax Exempt**

The City of Whitewater, as a municipality, is exempt from payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a). The City will provide its Federal Tax ID and tax-exempt number as necessary.

**L. Cancellation/Termination of Contract**

The City of Whitewater may terminate the contract at any time at its sole discretion by delivering thirty (30) days written notice to the contractor. Upon termination, the City’s liability will be limited to the pro-rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the City. In the event that the contractor terminates the contract for any reason whatsoever, it will refund to the City within 30 days of said termination all payments made hereunder by the City to the contractor for work not completed or not accepted by the City. Such termination will require written notice to that effect to be delivered by the contractor to the City not less than 60 days prior to the said termination.

**M. Evaluation Process**

The RFP will be reviewed by an Evaluation Panel. Each proposal will be evaluated as described below and assigned an overall score ranking.

Major Criteria Categories	Point Weight
Qualifications	15
Experience and Technical Competence	20
Technical approach and methodology	10
Knowledge and Understanding of Scope of Project	15
Project Timeline	15
Cost	20
References	05
Total	100

## **N. Insurance and Indemnification Requirements**

Insurance coverage shall be in place prior to commencing work and shall remain in force until the entire project is completed or the length of time specified in the contract. See Appendix A for requirements.

## **II. SCOPE OF WORK**

### **A. Project**

The City of Whitewater (City) is seeking proposals to replace ductwork, HVAC coils, and install HVAC controls at the Whitewater Aquatic and Fitness Center located at 580 S. Elizabeth St., Whitewater, WI.

### **B. Scope of Services**

#### **1. Ductwork Replacement**

- a. Remove and dispose of existing ductwork.
- b. Design and install new Polyvinyl Coated Duct (PCD) to improve airflow and efficiency.
- c. Install 2" duct board insulation to replace the portion removed.
- d. Install two (2) new stainless dampers with new actuators.
- e. Ensure proper insulation and sealing of all ductwork.
- f. Include all necessary tools, materials, scaffolding, crane service, etc.

#### **2. HVAC Coil Replacement**

- a. Supply treated heat coils and heat recovery coils.
- b. Isolate and drain the coils.
- c. Remove existing coils, including proper disposal.
- d. Install new coils, ensuring proper connection to existing piping.
- e. Fill, bleed, and leak check the coils and piping.
- f. Insulate all piping.
- g. Complete operational checkout and start-up.
- h. Include all necessary tools, materials, etc.

#### **3. Installation of HVAC Controls (Carrier iVu preferred)**

- a. Remove and dispose of existing HVAC controls.
- b. Provide and install new BACnet Router.
- c. Provide and install new BACnet boiler plant controller.
- d. Provide and install new BACnet controllers for two large AHUs.
- e. Provide and install a new BACnet controller for the pool heat exchanger.
- f. Provide and install new sensors, devices, low voltage wiring, and communication wires where needed.

- g. Provide labor for custom programming for the controllers.
- h. Provide labor to perform a controls checkout and commissioning of the new system.

#### **4. Tools and Materials**

- a. All necessary tools and materials must be factored into the proposal, including scaffolding, crane service, etc.

#### **5. Complete Project Management**

- a. Provide comprehensive project management services, including scheduling, coordination, and supervision of all aspects of the project.
- b. Ensure all work is completed on time, within budget, up to current building codes, and to the satisfaction of the City of Whitewater.
- c. Maintain regular communication with City representatives and provide progress updates as required.

#### **6. Work Schedule and Coordination**

- a. Coordinate with the City on scheduling to minimize disruption to the center's activities.
- b. Provide a detailed schedule indicating the timeline for each phase of the project.

### **III. REQUIRED PROPOSAL INFORMATION**

#### **A. Cover Letter**

Include a cover letter introducing the firm, summarizing the firm's interest in the project, and highlighting its unique qualifications.

#### **B. Basic Qualification of the Firm**

Provide a summary of the firm's qualifications, including years in business, experience with similar projects, and any special qualifications or certifications.

#### **C. Experience and Technical Competence**

Describe the firm's experience in performing work similar to that described in this RFP. Include examples of completed projects that are similar in scope and complexity.

#### **D. Proposed Method to Accomplish the Work**

Provide a detailed plan outlining how the firm proposes to accomplish the work.

#### **E. Project Timeline**



Include a timeline, key milestones, and strategies for maintaining project schedule and quality.

#### **F. Cost**

Provide a detailed cost proposal, including a breakdown of labor, materials, and other expenses.

#### **G. References**

Include at least three references from clients for whom the firm has completed similar projects. Provide the name, title, organization, phone number, and email address for each reference.

#### **H. Submission Instructions**

Proposals must be submitted as sealed bids by 3:00 p.m. on September 6, 2024. No emailed bids will be accepted. The envelope containing the proposal should be clearly marked with:

**WAFC HVAC Upgrade**

City of Whitewater  
Attention: Clerk's Office  
312 W. Whitewater Street  
Whitewater, WI 53190

#### **I. Additional Information**

a. For further information, contact:

Kevin Boehm  
City of Whitewater  
312 W. Whitewater Street  
Whitewater, WI 53190  
(262) 473-0122  
[kboehm@whitewater-wi.gov](mailto:kboehm@whitewater-wi.gov)

b. Site visits can be arranged by contacting the above.

c. Existing site drawings are available upon request.

#### **J. Terms and Conditions**

The City of Whitewater reserves the right to reject any or all proposals

The City of Whitewater is not responsible for any costs incurred by proposers in preparing their responses to this RFP.

Proposals must be valid for a period of 90 days from the due date.

## **Appendix A: Insurance Requirements**

The contractor shall maintain in force for the duration of the contract insurance coverage in the kinds and amounts shown below:

**Workers' Compensation Insurance:** Statutory requirements of the State of Wisconsin

**Commercial General Liability Insurance:** \$1,000,000 per occurrence/\$2,000,000 aggregate

**Automobile Liability Insurance:** \$1,000,000 combined single limit