

**REQUEST FOR PROPOSALS**

**DESIGN-BUILD SERVICES**

**MECHANICAL SYSTEMS EVALUATION AND  
UPGRADE AT WESTON COUNTY DETENTION  
CENTER**

**BOARD OF COMMISSIONERS  
WESTON COUNTY, WYOMING**

**JUNE, 2018**

# **REQUEST FOR PROPOSALS**

## **Design Build Services**

### **I. Purpose**

The Weston County Board of Commissioners is requesting proposals from qualified design-build firms to provide professional services for the Mechanical Systems Evaluation and Upgrade (Project). The Project will consist of evaluating the existing conditions, proposing a solution, and providing Engineered plans and specifications for the project to complete these upgrades.

### **II. Background**

The Board of Commissioners oversees all county owned facilities in Weston County, Wyoming. County staff members are charged with the responsibilities of day-to-day operations and management of these facilities. The Weston County Detention Center was opened in the 1980's. The building is comprised of 3 separate detention areas with a common exercise area on the East end of the building. The West end of the building is comprised of the administrative area of the facility. There is a mechanical mezzanine above the administrative area and a basement parking area below. The County is seeking a firm which will lead them in the process of upgrading and retrocommissioning the mechanical systems for this facility. This Project will include reviewing current systems and making the determination of needed upgrades as well as equipment recommendations for these upgrades. The Project also includes the development of engineered plans and specifications needed for the upgrade of existing equipment.

### **III. Scope of Services**

#### **Task 1 - Scoping Session**

This task will involve a scoping meeting with all interested proposers and County staff to discuss the Project scope, schedule, and intended outcomes. This meeting is scheduled for June 19, 2018 at 1:00 p.m. in the Weston County Detention Center conference room at 25 N. Sumner Ave. Newcastle, Wyoming. At that time, county staff will share all existing information regarding the Project, including but not limited to architectural drawings, site plans, previous architectural and engineering studies, etc. A tour of the Project site will be included in this task. No compensation will be provided for this task.

#### **Task 2 – Included in Proposal**

1. Provide recommendation for replacement equipment and prioritized installation schedule.
2. Provide commissioning recommendations for the facility to improve the comfort and efficiency of the building.
3. Estimate cost for all equipment and installation.

4. Provide specifications for recommended equipment and control systems.
5. Provide phasing recommendation for replacement schedule.
6. Definitive issues to be addressed are as follows:
  - a. Detention Area 1
    - i. Provide path for transfer air from cells back to furnace
    - ii. Provide crawlspace ventilation
    - iii. Provide constant ventilation air to cells
    - iv. Provide code approved dryer exhaust ductwork and UL listed and labeled booster fan as necessary
    - v. Provide continuous exhaust for the space.
  - b. Detention Area 2
    - i. Provide crawlspace ventilation
    - ii. Provide constant ventilation air to cells
    - iii. Provide code approved dryer exhaust ductwork and UL listed and labeled booster fan as necessary
    - iv. Provide continuous exhaust for the space.
  - c. Detention Area 3/Holding cells
    - i. Provide path for transfer air from cells back to furnace
    - ii. Provide crawlspace ventilation
    - iii. Provide constant ventilation air to cells
    - iv. Provide continuous exhaust for the space.
  - d. Gym
    - i. Evaluate the exhaust fan functionality and airflow requirements of the space
  - e. Administration Area
    - i. Provide constant ventilation air to space
    - ii. Relocate thermostat for furnace F-4 to space served by unit
    - iii. Provide condensate neutralizers as necessary

- iv. Provide path for return air from spaces into hallway plenum
  - v. Provide Load calculations to determine if equipment sizing is adequate for spaces served
  - vi. Provide heat to the mechanical room
- f. Entire Building
- i. NEBB certified balance of entire facility
  - ii. Verify the model# and capacity of all Furnaces, Condensing Units and Evaporator Coils. This information shall be used in conjunction with the Balance Report to determine if the system is sized correctly and/or if proper airflows are being achieved.
  - iii. Interlock exhaust fans with associated furnace to ensure air system balance
  - iv. Provide expansion tanks for water heaters
  - v. Ensure that thermostats are located in occupied space reflective of the usage of the entire zone.

#### **IV. County Responsibilities**

- Make available to Firm all existing plans, specifications, studies, reports and other data on file to assist in the successful completion of the Project.
- Assign a project representative to coordinate the communications between the County and the Firm.
- Respond to all questions in a timely manner
- Advise the Firm immediately of any new developments that have the potential to impact the Project.
- Select Firm using a Qualifications Based Selection process in accordance with Wyoming Statute 16-6-7. Scope modifications and fee negotiation with the most qualified Firm will ensue, and if a fee deemed equitable to both parties cannot be agreed upon, the next most qualified Firm will be contacted and negotiations will ensue. This will continue until such time a qualified Firm is under contract.

#### **V. General Proposal Requirements**

- Total proposal length shall not exceed 15 pages, including resumes and firm marketing
- Provide a brief Firm profile
- List the Firm's principal engineer, Wyoming license #, and their role in the Project
- List key personnel assigned to the Project and their experience on similar projects
- Discuss Firm's equipment and facilities, including the location of the office where a majority of work will be performed. Also list location of the firm's home office
- Demonstrate understanding of the Project
- List all in-house and contracted services for the Project

- Provide project specific references with Owner contact information for similar projects
- Provide a representative list of previous Weston County and City of Newcastle project experience
- Provide a detailed Project schedule based on the intended notice-to-proceed listed below
- Provide (under separate cover) a detailed estimate of fees for the Project
- All items from task 2 above

## **VI. Proposal Questions**

Please direct any questions, need for additional information, or clarification of the RFP to Dan Blakeman, Weston County Administrator.

## **VII. Proposal Submittal**

Proposals Due by June 22, 2018. Envelopes shall be marked:

**Mechanical Systems Evaluation and Upgrade  
Weston County Detention Center  
25 N. Sumner Ave  
Newcastle, Wyoming 82701**

The proposal shall include (8) eight hardcopies and a CD containing the proposal document in PDF format.

## **VIII. Selection Process and intended schedule**

Proposals will be evaluated and the top 2-3 qualified firms may be chosen for interviews. If interviews are warranted, an interview panel will be formed and selection will be qualifications based with a negotiated fee. The County reserves the right to reject any and all proposals and to make a selection without interviews. For the purposes of this proposal, the intended schedule is as follows:

- Scoping Session: June 19, 2018
- Proposals due to County: June, 22 2018
- Interviews (if required): June 25, 2018
- Scope and fee negotiations: June 27, 2018
- Notice-to-proceed: July 2, 2018

## **IX. Incurring Costs**

Board is not liable for any cost incurred by Proposers prior to entering into a definitive agreement for services. No property interest, of any nature, shall accrue until a definitive agreement has been executed by both parties.

## **X. Sovereign Immunity**

Board does not waive its sovereign immunity or governmental immunity by soliciting this RFP or entering into a definitive agreement, and fully retains all immunities and defenses provided by law with regard to any action based on this RFP or definitive agreement.

## **XI. Evaluation of Proposal**

Proposals will be evaluated on the following criteria.

- Approach to project
- Past experience with projects of similar size and complexity
- Quality and performance on previously undertaken projects
- Project team
- Familiarity with Wyoming Rules and Regulation, Building Codes, other local and state requirements
- Capability to complete project within budget and a reasonable timeframe