



## **Broadview Public Works Department**

2734 South Ninth Avenue • Broadview, Illinois 60155-4859

Telephone: (708) 681-3602 • FAX: (708) 681-6254

Matthew Ames, Director

### **REQUEST FOR QUALIFICATIONS**

The Village of Broadview (hereinafter "Village"), located in Cook County, Illinois, is seeking proposals for the HVAC system upgrade at the Village Public Works facility, 2734 S 9<sup>th</sup> Ave. The Village intends to enter into a contract with a qualified and responsible firm for such services, and accordingly are furnishing herein a set of specifications by which such proposals shall be judged. Any firm (hereinafter "Contractor") desiring to furnish a quotation for such services shall submit proposals following the instructions and format of the attached Request for Qualification (RFQ) documents.

### **SCOPE OF SERVICES**

- Lock out tag out equipment that will be serviced.
- Recover all refrigerant into EPZ approved storage cylinders and dispose of according to EPA approved guidelines.
- Disconnect all utility's going to bathroom unit system in furnace and condensing area.
- Remove furnace, evap. coil, and refrigerant line set from existing duct system and remove from site.
- Rig condenser old condenser onto boom trucks rigging and remove. Rig new condenser onto boom trucks rigging and hoist to existing wall mounted brackets.
- Install new furnace and evap. coil to existing duct system with all necessary transitions according to manufacturer installation guidelines.
- Connect line set to evap. and condensing unit according to manufacturer recommended installation guidelines.
- Vacuum refrigerant system and confirm system has no leaks.
- Connect all utilities and thermostat, perform factory start up procedure and confirm proper operation.
- Reestablish utilities being supplied to equipment and test for proper operation.
- Repeat this same process for the office/breakroom horizontal air handling system, aside from adding a wireless thermostat.
- The office/breakroom system has air handling unit composing of (2) twinned AHU's that will be hung horizontal at same location of existing units utilizing the existing duct system with necessary sheet metal transitions added.
- Once installed those units will need to be twinned together to work in the same fashion as the other two existing units.
- A remote module will be added to the air handling systems to allow a wireless connection to the thermostat which will be placed in the office area of whatever desired location of staff.

- Once both those items have been completed remove and replace existing humidifier with new according to recommended manufacturer installation guidelines.
- Clean all work area/s of tools and debris once work has been completed.
- Write out service ticket and cover over any details that need immediate attention.
- Check out with on-site representation once all work has been completed.

## **CLARIFICATIONS:**

- Replacement units will be: (2) Air Handlers with electric heating kits, (1)5ton condenser with matching coil, (1) furnace 80 percent, (1)1.5 ton condenser with matching coil.
- Unit replacements will be with identical units related to size (Tonnage, BTU, & Kilowatts) that are currently in place.
- Systems will be replaced in same position that they are currently in place, up flow for bath area, horizontal for offices and breakroom.
- Horizontal (Office) system will come with a wireless programmable thermostat, so thermostat line does not need to be ran. Office system is also 2 air handling units twinned together, new system will be the same. Up flow (Bathroom) system will have a standard programmable thermostat utilizing the existing thermostat wire.
- Both systems will have new refrigerant line set installed according to manufacturer recommended sizing.
- Both systems will utilize existing high voltage power feeds and be reconnected to units, if any additional electrical work is needed that will be quoted additionally or completed by the village.
- Both systems will utilize existing return and supply ducts with duct transitions made as needed for the installation.
- A boom truck will be utilized to install the condensing units outside on the roof to adhere to all safety protocol.
- Existing wall brackets for the condensing units will remain in place and be utilized for the new condensers.

## **SUBMITTAL REQUIREMENTS**

Responses to this Request for Qualifications must include the following information:

- Firm name; phone, address (including e-mail address) and FAX numbers; and name of primary contact.
- A summary of the firm's experience in mechanical HVAC upgrades within the past 5 years. Summary should include a list of projects, a brief description and a contact name/telephone number. Examples of work may be attached.
- A list of individuals who would be assigned to work on the project and a description of their qualifications related to the Scope of Services outlined in this RFQ.
- RFQ response must be signed by a person authorized to sign on behalf of the consulting company.
- Response is limited to no more than seven (7) pages excluding work examples and resume.
- Site visits are available Tuesdays and Thursdays 8:00am – 3:00pm until response due date February 23, 2024.

Responses to the RFQ must be mailed or hand delivered to:

LeTisa Jones, Village Administrator  
Village of Broadview Municipal Building  
2350 South 25th Avenue Broadview, Illinois 60155

Responses whether mailed or hand delivered, must arrive no later than **5:00 p. m., CST on February 23rd, 2024**. No submittals will be accepted after that date and time. The Village will not be liable for delays in delivery of responses due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals shall be rejected.

### **EVALUATION CRITERIA**

A qualifications-based selection process will be used to select a contractor for this project. The selection will be made from the submitted proposals. The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements.
- Experience and qualifications of the contractor and assigned personnel.
- Competitive Cost Proposal
- Professional references.

### **SELECTION PROCESS**

The Village will evaluate all responsive RFQ submitters and rank them based on experience, qualifications, cost proposal and criteria listed above. The Village may conduct interviews during the selection process. Contracts selection followed by a negotiated contract is expected to be in place by March 1<sup>st</sup>, 2024

### **TERMS AND CONDITIONS**

Questions regarding this RFQ or the submittal process should be addressed via electronic mail to Matthew Ames, [mames@broadview-il.gov](mailto:mames@broadview-il.gov). All responses will be provided via electronic mail. Unauthorized contact regarding this RFQ with any other Village employee may result in disqualification.

If selected, contractor will be required to execute a Village of Broadview Professional Services Contract. The Village reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFQ process. This RFQ does not obligate the Village to pay any cost incurred by respondents in the preparation and submission of a statement of qualifications. All such costs shall be borne solely by each submitter. Furthermore, the RFQ does not obligate the Village to enter into a contract or proceed with the procurement of the project. Materials submitted in response to this competitive procurement shall become the property of the Village and will not be returned. All submittals received will remain confidential until the Village and the successful contractor sign the agreements resulting from this advertisement. All submittals are deemed public records and are subject to the Public Records statute.