

**Q008REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
MECHANICAL ENGINEERING SERVICES**

**Omaha Public Schools  
Multiple Sites HVAC Controls Modernization  
RFQ No: Q008-22**

**A. Request for Statements of Qualifications**

1. Douglas County School District 0001 (Omaha Public Schools) ("District) requests sealed "Statements of Qualifications" (SOQ) from interested, qualified and experienced mechanical engineering firms stating their qualifications for the performance of mechanical engineering and related services (Services) to the District for the following project.

**Omaha Public Schools  
Multiple Site HVAC Controls Modernization- RFQ No: Q008-22**

The project will involve creating plans and specifications, sequence of operation and commissioning services for the replacement of existing HVAC control systems with the OPS Niagara Control System in the following schools:

- Ashland Park Robbins Elementary
  - Bancroft Elementary
  - Central Park Elementary
  - Dundee Elementary
  - Minne Lusa Elementary
  - Monroe Middle School
  - Pawnee Elementary
  - Prairie Wind Elementary
  - Skinner Magnet Elementary
2. To be considered, Firms must submit an SOQ to the District in the manner required by this RFQ and containing all of the information requested on or before the deadline for submission stated below.
  3. Please notify the District's Brad Elshalaby by email at [barakat.elshalaby@ops.org](mailto:barakat.elshalaby@ops.org) if your firm intends to submit a statement of qualifications. Firms should not contact any District personnel about responding to this RFQ, other than by e-mail to the designated person as described in this section.

**B. Instructions for Submission of Statements of Qualifications**

1. Firms must submit to the District three (3) original signed hard copies and one (1) electronic copy (PDF format on USB Flash Drive) of its SOQ submitted in response to this RFQ. Responses must include all requested information and must be in sufficient detail to provide for a thorough evaluation and assessment by the District.
2. Information presented in the SOQ should conform to the following organization and format:

- a. The SOQ shall be limited to a maximum of forty (40) single-faced pages (8½ x 11). The Cover Sheet, Table of Contents and divider pages are not counted in the page count. Resumes are included in page count.
  - b. Information submitted must be arranged in the order which is required by **Section C** - Required Submittal Components of a Statement of Qualifications of this RFQ. Divider pages should be inserted between each section of the SOQ.
  - c. Submittals are to be bound on the left side or stapled in the upper left-hand corner.
  - d. Font size is not to be less than 10 point with standard margins.
  - e. Fee proposals should not be included in the statement of qualifications. Fees will be submitted later by shortlisted firms selected for interviewing as indicated in **Section D** - Selection Process. Shortlisted firms are requested to bring a sealed envelope to their interview containing a signed letter on company letterhead, stating their proposed fee, a list of anticipated reimbursable expenses and the estimated total reimbursable amount for this project. Reimbursable expenses must be charged to District at the firm's cost without markup.
3. Statements of qualifications (both hard copies and USB flash drives) must be submitted in a sealed opaque envelope or container addressed to the following address:

Omaha Public Schools  
Purchasing Division  
3215 Cuming Street  
Omaha, NE 68131

The envelope or container must be marked on the exterior:

**Omaha Public Schools  
Multiple Site HVAC Controls Modernization  
RFQ No. Q008-22**

- To be considered, an SOQ must be received at the designated District location stated above by June 03, 2022, at 2:00 p.m., Central time. Late SOQs will be returned unopened and will not be considered. Oral, e-mail or facsimile SOQs will not be considered. The time clock maintained by the District's Purchasing office, located at TAC building, 3215 Cuming Street, Omaha, NE 68131, 5<sup>th</sup> floor, office number 5-158 will be the official clock utilized to determine the time for the close of receipt of statement of qualifications.
4. Any questions or request for interpretation of the RFQ documents shall be submitted by e-mail to Questions\_Clarifications\_6@ops.org. Questions shall be submitted no later than 4:30 p.m. Central time, on May 13, 2022. Reference "**Request for Interpretation of RFQ No. Q008-22**" in the email subject line. Answers to questions submitted will be sent to all firms known to the District to be submitting statements of qualifications, without disclosing the name of the firm submitting the question. This email address for questions is the only authorized location and representative of the District who can respond to questions regarding this RFQ. Any attempt to communicate with or contact any Board Member,

employee, or consultant of the District on any manner having to do with any aspect of this RFQ may result in the firm being disqualified from being considered.

### C. Required Submittal Components of a Statement of Qualifications

1. The SOQ submitted by each firm (Submittal) must include the following information, arranged in the order shown below. Advertising brochures or other general promotional matter should not be included.
  - a. Cover Sheet (not a cover letter) - The cover sheet (not included in page count) will show the Firm's name and the Firm's address. The cover sheet shall also contain the following information:
    - (1) Include the following sentence: "Statement of qualifications of [insert name of firm] for Engineering and Related Services for Multiple Site HVAC Controls Modernization, RFQ No. Q008-22".
    - (2) The date of the Submittal.
    - (3) The signature of the person(s) authorized to sign the Submittal on behalf of the firm. Below the signature(s) on the cover sheet must appear the printed or typed name and title of the person(s) signing the Submittal and their addresses and telephone numbers.
  - b. Table of Contents (not included in page count) must correspond with the Submittal Components listed herein.
  - c. Cover Letter – This letter should acknowledge the firm's intent to execute the District's standard architect/engineering contract if awarded the contract, including key personnel clause.
  - d. Firm Description – Please state the location of the firm's principal office, the location of its Omaha office, if different, how long the firm has been in business and the number of employees, including the number of employees located in the local office.
  - e. Project Team Organization Chart – Please identify key personnel from your firm and from any proposed sub-consultants who will perform services for the project. Please describe duties/roles and reporting responsibilities and relationships for each individual. Resumes of all key personnel for the firm and its proposed sub-consultants shall be included in this portion of the Submittal. Resumes shall be limited to a maximum of one (1) page for each person identified.
  - f. Firm Experience -- Please describe the firm's experience with similar projects within the last ten (10) years. Limit this section to no more than five (5) projects. The projects described shall include the name of the project owner, contact information for the owner, a project description, project cost (unless confidential) and the project team. Pictures of projects described may also be included. Include the expected level of involvement of project team member(s) proposed on this school project, if applicable.

- g. In-House Capabilities – Please describe the firm's in-house capabilities, in addition to mechanical engineering, that the firm proposes to provide for this project (i.e., value engineering, estimating, etc.). If not provided in-house, please identify the sub-consultants that your firm proposes to use for the project and the proposed scope of work for each. Describe how your firm approaches design coordination of the sub-consultants' scope of work.
- h. Performance -- Please describe the experience of your firm and your proposed sub-consultants in delivering projects on time and on budget, including examples.
- i. Federally Funded Projects -- Please describe your firm's experience in providing design, construction, and contract administration services on projects funded in whole or in part by Federal funds.
- j. Professional Liability Insurance -- Provide proof of professional liability insurance in the amount of at least \$2,000,000.
- k. Other Insurance Coverages – Provide a brief description of the other insurance coverages that you maintain and the limits of liability under each policy.

#### **D. Selection Process**

1. A committee composed of staff members of the District will be responsible for reviewing and evaluating the SOQs received. Scoring of the statements of qualifications will be based on the following evaluation criteria (Highest Possible is 105):
  - Cover Sheet / Table of Contents / Cover Letter: 5 pts
  - Key Project Specified Personnel of the Firm and its Sub-Consultants: 25 pts
  - Firm Relevant Project Experience & Examples of Similar Projects in the last 10 years: 20 pts
  - Design Coordination & In-house Capabilities: 15 pts
  - Design Coordination & Description of work by Sub-Consultants: 10 pts
  - Experience in Delivering Projects On Time & On Budget: 15 pts
  - Proposed Project Approach, Phasing; including experience in Alternate Project Delivery: 10 pts
  - SOQ organized per requirements & information easy to find for scoring: 5 pts
2. Based on the committee's initial evaluations of the SOQs, the committee will prepare short list of three (3) or more firms to be considered and will rank the firms in order of scoring. Interviews will be conducted with the short-listed firms.
3. Short-listed firms are required to attend a site visit and building walk-through scheduled for Monday, May 9, 2022. This site visit and walk-through is mandatory and short-listed firms that fail to participate will be removed from the short-list and the SOQs will not be considered further.
4. Following any interviews, the fee proposals of the short-listed firms will be opened and reviewed by the Committee. A recommendation regarding the firm to be selected will then

- be made by the committee to the Board of Education. The Board of Education will make the decision as to the firm, if any, to engage.
5. Once the selection of the firm is approved by the Board of Education, the District will endeavor to negotiate a fee and reimbursement schedule with the successful firm. The District shall not be obligated to accept the Firm's submitted fee proposal or reimbursement terms. The agreement will be prepared using the District's agreement form referenced in this RFQ. If a mutually agreeable fee and reimbursement schedule cannot be negotiated with the selected firm, OPS will enter into negotiations with another participating firm chosen by OPS until a mutually agreeable fee and reimbursement schedule can be reached.
  4. OPS reserves the right to reject any statement of qualifications or all statements of qualifications in its sole discretion and to waive any technicalities or irregularities in any statement of qualifications received and to award the contract to the firm that best meets the needs and requirements of the District.

## **E. Project Description.**

### **Project Scope for Multiple Site HVAC Controls Modernization:**

#### **Ashland Park Robbins Elementary, 5050 South 51<sup>st</sup> Street**

Ashland Park currently has a Tracer 100 DDC system coupled with Pneumatics. The air handling systems are DDC controlled using E/P Transducers to position the actuators on valves and dampers. The classrooms are using a VAV box with pneumatic controls with no interface to the existing EMS.

The new system will eliminate all pneumatics in the building. Drives installed for static pressure control. The Actuators on existing air handlers would be replaced with electronic actuators and controlled from the new system. The pneumatic controls on the existing VAV boxes would be replaced with new DDC controls.

- Review chilled water system for condition issues.
- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.

#### **Bancroft Elementary School, 2724 Riverview Road**

The new system at Bancroft Elementary will replace the pneumatic systems in its entirety. The existing DDC system is acting like a time clock to switch the pneumatic system from day to night. There is no direct DDC system controlling any of the HVAC equipment. VAV boxes are reported to have issues and should be replaced.

- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.
- Verify VFD's on AHU for static control.

**Central Park Elementary School, 4004 North 42<sup>nd</sup> Street**

Central Park Elementary is currently controlled by a DDC system. The building is an HP with boiler/indoor fluid cooler. The existing heat pumps have Trane TCM controls. The TCM needs to be removed and replaced with a new controller. The plant is controlled by the Tracer 100 located in the boiler room.

- Review existing fluid cooler and replace with cooling tower/drain tank system.
- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.

**Dundee Elementary School, 310 North 51<sup>st</sup> Street**

Dundee Elementary currently has room-based heat pumps with a boiler/tower system. The scope is to remove all the heat pump controllers and replace with new. The controllers are Trane TCM's and Trane PCM's. The boiler room had a Niagara upgrade and does not require any additional work.

- Review condition of existing cooling tower.
- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.

**Minne Lusa Elementary School, 2728 Ida Street**

Minne Lusa Elementary currently has room-based heat pumps with a boiler/tower system. All controllers in the building require replacement. Heat pumps use the Trane TUC. Also in the building are Trane PCM's and TCM's controlling MAU's, EF's, and boiler/tower.

- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.

**Monroe Middle School, 5015 Bedford Avenue**

Monroe Middle School is supplied by a Chiller/Boiler system with a combination of VAV and CV air handlers. Classrooms are controlled with shut-off VAV boxes with re-heat coils. All AHU controllers, VAV controllers and Boiler controllers need to be replaced with new.

- Review dectron pool unit for condition issues and advise.
- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.



**Pawnee Elementary School, 7310 South 48<sup>th</sup> Street**

The Pawnee Elementary south classrooms have a new AHU and VAV system. All other classrooms are Trane Unit Ventilators. UV's have CW, HW valves and an economizer. Controls in all the classrooms, administration area need replaced with new. The AHU for the Gym also needs new controls.

- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.

**Prairie Wind Elementary School, 10908 Ellison Avenue**

Prairie Wind Elementary has Heat pumps with Boiler/Tower. All controllers in the building require replacement. Heat pumps use the Trane TUC. Also in the building are Trane PCM's and TCM's controlling MAU's, EF's, and boiler/tower.

- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.

**Skinner Elementary School, 4304 North 33<sup>rd</sup> Street**

Skinner Elementary has in place VAV and Multi-Zone equipment with Trane DDC controls. There is a JACE installed as part of the Niagara Hardware Install project. OPS desires the replacement all the Trane AHU and VAV controllers in the building to BacNet Niagara compatible controls.

- Review all HVAC systems for condition issues and make recommendations.
- Develop Control system scope of work and sequence of operation.
- Prepare bidding documents compliant with ESSERS funding.

**F. Proposed Consultant Selection and Project Schedule**

<b>Schedule of Activities</b>	<b>Date</b>
Last Day to Request Clarification	05/13/2022
Statement of qualifications Submittal Due	06/03/2022
Review Complete & Notification of Firms to Interview	06/17/2022
Interviews & Selection	06/23/2022
Board of Education Approval	07/14/2022
Anticipated Start of Construction	October 2022
Construction Completion	June 2024

These dates are subject to change as District may determine.

## H. Contract Reference

1. Upon entering into an agreement with the District to provide the services requested, the successful firm, team members, sub-consultants and contractors providing system engineering and technical direction will be precluded from competing for any of the subsequent work, according to federal procurement regulations.