

REQUEST FOR PROPOSAL

FOR

**ASSESSMENT AND REPLACEMENT SERVICES FOR HEATING, VENTILATION AND
AIR CONDITIONING (HVAC) SYSTEM**

ADVOCATES FOR BASIC LEGAL EQUALITY, INC.

Center for Equal Justice

525 Jefferson Ave.

Toledo, Ohio 43604

Released on July 1, 2021

REQUEST FOR PROPOSAL (RFP)

ASSESSMENT AND REPLACEMENT SERVICES FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEM

Dear Proposers:

Advocates for Basic Legal Equality, Inc. (herein referred to as "ABLE") is requesting proposals from a qualified public entity or private firm ("Proposer") to establish a contract for Assessment and Replacement of its Heating, Ventilation and Air Conditioning (HVAC) System.

Proposals shall be e-mailed to Debbie Callahan, Executive Assistant, at dcallahan@ablelaw.org on or before August 10, 2021.

The Proposals shall identify:

- Proposer's Business Name
- Contact Information
- Request for Proposal for Assessment and Replacement Services for Heating, Ventilation and Air Conditioning (HVAC) System
- Submission date

1. BACKGROUND

Advocates for Basic Legal Equality opened The Center for Equal Justice (CEJ) in 2009 after an extensive renovation of an historic downtown building. The CEJ had the generous support of many donors, including local attorneys, law firms foundations, and corporations. The building received the United States Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) certification. The building design resulted in optimized energy performance 25% Below ASHRAE 90.1, an enhanced refrigeration management using no HCFC refrigerants, increased Outdoor Air by 30% above ASHRAE 62.1, increasing the fresh air ventilation 30% above the minimum Ohio mechanical code volume.

The CEJ HVAC system has experienced multiple problems and compressor replacements to keep the system functional, despite diligent maintenance and attempts to proactively resolve problems.

SCHEDULE OF EVENTS

This Request for Proposal will be governed by the following schedule:

Release of RFP Posted on Web	July 1, 2021
Deadline for Written Questions	July 20, 2021 by 5:00 p.m.
Responses to Questions Posted on Web	July 27, 2021 by 5:00 p.m.
Assessment Due	August 3, 2021 by 5:00 p.m
Proposal Due	August 10, 2021 by 5:00 p.m.
Interview (if held)	The Week of August 23, 2021
Approval of Contract	August 30, 2021 (Tentative)

All dates are subject to change at the discretion of ABLE.

2. SCOPE OF SERVICES

ABLE, Inc. is soliciting proposals from qualified professional firms to provide:

1. An assessment of the existing Heating, Ventilation and Air Conditioning (HVAC) System at the Center for Equal Justice (CEJ) and HVAC replacement recommendations. The existing drawings for the CEJ will be provided upon request.
2. Replacement of the existing Heating, Ventilation and Air Conditioning (HVAC) System at CEJ.

The CEJ HVAC system has had multiple repairs and compressor replacements over a 10-year period. For this reason, it is necessary to assess all parts of the HVAC system.

The Proposer shall include in its proposal a thorough assessment of the existing HVAC system for the purposes of identifying system deficiencies and recommending solutions. Existing equipment manuals, specifications, etc. will be provided. The assessment should determine whether or not the existing HVAC system provides adequate cooling, heating, air movement and temperature control, and thermal comfort in accordance with State of Ohio building ventilation requirements.

The identification of HVAC system deficiencies shall be comprehensive in nature and should consider, at a minimum: current system performance, maintenance requirements (including a review of records of past attempts to improve the system), operations efficiency (including costs of operation), remaining system operational life, inadequate design, and any other deficiencies observed.

The assessment findings will be written in a draft report and submitted to dcallahan@ablelaw.org for discussion and comment in electronic format (Microsoft Word). Comments will be incorporated and the final assessment findings will be presented to ABLE in Word format as well.

The Proposer shall prepare a report outlining recommendations for HVAC system improvements and replacement, including schematic drawings, listing of the proposed systems and cost estimates including future operating and maintenance costs). The proposed recommendations shall be based on the Proposer's professional expertise and experience and shall take into consideration numerous factors including existing HVAC performance, installation cost, operational and maintenance costs, efficiency, system operational life, and input from staff. A cost-benefit analysis for each recommendation shall also be provided.

The Proposer shall prepare a project execution schedule including each task and subtasks, milestones, and a schedule for progress meetings.

The Proposer is encouraged to identify any additional work that is not specified in this Scope of Services that would be, in its opinion, necessary to complete the project as defined herein. Proposer may propose additional services that in its opinion will improve the efficiency and quality of the project. If identified, the additional work or services must be included in the proposal but separated out as additional tasks in **Appendix A**.

3. PROPOSAL FORMAT GUIDELINES

Proposers are to provide ABLE with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 30 typed pages. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the proposal. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. Proposal should include resumes of key people.

The following proposal sections are to be included in the Proposer's response:

- **Assessment Findings and Recommendations**

The Assessment Findings and Recommendations section should describe your understanding of CEJ, the work to be done, the results of the assessment and respective recommendations to be accomplished.

- **Methodology Section**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Services of this RFP. The Methodology Section should include:

1. An implementation plan that describes in detail (i) the methods, including controls by which your firm or entity manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
2. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the Scope of Services section.
3. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion. Include your plan to deal with fluctuation in service needs and any associated price adjustments.
4. Detailed description of specific tasks you will require from ABLE's staff. Explain what the respective roles of ABLE'S staff and your staff would be to complete the tasks specified in the Scope of Services.
5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, ABLE will consider proposals that offer alternative service delivery means and methods for the services desired.

- **Staffing**

Provide a list of employee position(s) who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual. Include a resume for each designated individual. Upon award and during the contract period, if different personnel are assigned to the project, the Contractor must submit their names and qualifications including information listed above to ABLE for approval before they begin work. Hourly rates for the proposed personnel shall be set forth on **Appendix A**.

- ABLE, its contractors, their subcontractors, as well as all vendors, shall not discriminate on the basis of race, color, religion, national origin, disability, gender or sexual orientation in the award and/or performance of contracts. Proposer will certify in its offer that Proposer has not and will not discriminate against applicants or employees on these bases or a subcontractor in awarding a subcontract because the subcontractor is a minority, women, or emerging small business enterprise.

- **Qualifications**

The information requested in this section should describe the qualifications of the firm or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.

- A summary of your firm's or entity's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.

For all Proposers, provide at least three references that received similar services from your firm. ABLE reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address.

- **Financial Capacity**

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow ABLE to reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer, or filed within the last five years.

- **Fee Proposal**

All Proposers are required to use the form in **Appendix A** to be submitted with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

- **Disclosure**

Please disclose any and all past or current conflicts of interest as described in ABLE's Conflict of Interest policy in **Appendix B**. Additionally, please disclose any violations of law or safety regulations in **Appendix C**.

4. PROCESS FOR SUBMITTING PROPOSALS

- **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposal format guidelines.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Submission of Proposals**

Proposals shall be e-mailed to Debbie Callahan, Executive Assistant at dcallahan@ablelaw.org on or before August 15, 2021.

- **Inquiries**

Any questions about the RFP should be directed to Debbie Callahan at dcallahan@ablelaw.org.

- **Conditions for Proposal Acceptance**

This RFP does not commit ABLE to award a contract or to pay any costs incurred for any services. ABLE, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. ABLE may waive any irregularity in any proposal. All proposals will become the property of ABLE. If any proprietary information is contained in the proposal, it should be clearly identified.

5. CONFLICT OF INTEREST

Any proposal should reflect that it complies with ABLE's Conflict of Interest policy. See **Appendix B**.

6. CONDITIONS TO AGREEMENT

The selected Proposer will execute an Agreement for Services with ABLE describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions.

7. STANDARD TERMS AND CONDITIONS

- **Cost for Preparing Proposal**

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of ABLE.

- **Insurance Requirements**

ABLE requires that all Proposers have an **approved** Certificate of Insurance or proof of legal self-insurance on file with ABLE for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, the Proposer must furnish ABLE with the Certificate(s) of Insurance.

APPENDIX A

PRICING PROPOSAL FORM
ASSESSMENT AND DESIGN SERVICES FOR HEATING, VENTILATION AND AIR
CONDITIONING (HVAC) SYSTEMS

Provide pricing in accordance with ABLE’s current requirements, as set forth in **Section 2 Scope of Services**. Proposer should use a separate form to state pricing for any added value.

	Task	Total Cost
1.	HVAC (system components and specifications or total equipment and material cost)	\$
2.	HVAC (replacement services or total labor cost)	\$
3.	Additional Tasks (please describe)	\$
4.	Additional Tasks (please describe)	\$
Total proposal amount in written form: \$ _____		

Employee Position	Hourly Rate	Estimated Hours	Total Labor Cost
	\$		\$
	\$		\$
	\$		\$

Pricing shall remain firm for the duration of the Service Agreement.

APPENDIX B

K. CONFLICT OF INTEREST

It is the policy of Advocates for Basic Legal Equality, Inc. (ABLE) that no employee or member of the Board of Trustees may participate in any decision, action or recommendation with respect to any matter which directly benefits or profits such member or pertains specifically to any corporation, firm or organization with which such member is then associated or has been associated within a period of two years.

For purposes of this policy, (1) an employee or a member of the Board shall be deemed "associated" with a firm or organization if he or she (i) is serving or has served within the past two years as a director, officer, agent, or partner thereof, or in any of such other capacities as the Board may from time to time determine;

(ii) is negotiating or has any arrangement concerning prospective employment therewith, or (iii) has or has had within the past two years any direct or indirect financial or ownership interest therein; (2) the term

"member of the Board" includes a member of the immediate family of a member of the Board; and (3) the term "employee" includes any part-or full-time, regular, introductory, or temporary employee of ABLE and includes a member of the immediate family of the employee.

It is also ABLE policy that no employee or member of the Board of Trustees may: 1) sell, lease or rent any real or personal property or services to ABLE; or 2) purchase, lease or rent any real or personal property or services from ABLE without first disclosing all facts to the Board of Trustees and without first obtaining the Board's specific approval of the transaction, provided, however, that a transaction valued at \$500 or less may be approved by the Executive Director.

Whenever a transaction in excess of \$500 is contemplated, the ABLE employee or Board member should immediately disclose the matter to the Executive Director in writing. The Executive Director will then disclose and report to the Board of Trustees regarding the matter at its next regular Board meeting. The Board of Trustees will then take action which, after all disclosures have been made, may include approval or disapproval of the prospective transaction or other action which it finds appropriate.

In reviewing any such transactions, the Board of Trustees and the Executive Director shall ensure that ABLE's best interests are protected and in no way compromised or settled to the advantage of any employee or Board member.

This policy does not apply to non-profit transactions between ABLE and its employees or Board members. For example, a non-profit transaction would exist when an employee purchases postage or copying services from ABLE at its exact costs. Such a transaction would not be restricted by this policy.

Board members or employees who have questions regarding a specific transaction should consult with the Executive Director.

APPENDIX C

DISQUALIFICATION QUESTIONNAIRE

The Proposer shall complete the following questionnaire:

Has the Proposer, any officer of the Proposer, or any employee of the Proposer who has proprietary interest in the Proposer, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.