

# **REQUEST FOR PROPOSALS**

**City of Johnstown**

**Frank J. Pasquerilla  
Conference Center  
HVAC Update**

**RFP – June 2023**

**CITY COUNCIL OF THE CITY OF JOHNSTOWN**

# **PROCEDURE**

## **ORIGINAL PROPOSAL AND COPIES**

The proposal must contain the completed “Contractor Information” page provided within this RFP. The contractor must submit **one hardcopy of the Original Proposal, and one digital version** to the City of Johnstown. All proposals must include a detailed budget narrative along with other items listed within the Requirements section of this RFP.

## **PREPARATION OF PROPOSALS**

Proposals **must** be placed in a sealed envelope and marked:

### **Conference Center HVAC Proposal**

The name and address of the contractor must be marked on the sealed envelope.

## **DELIVERY OF PROPOSALS**

Proposals must be received in the *City of Johnstown’s Office at 401 Main Street, Johnstown, PA, 15901*, no later than **July 21, 2023 at 3:00 PM**.

## **INQUIRIES AND ADDENDA**

Should the contractor find any discrepancies in, or omissions from the Request For Proposal, or should there be any doubt as to meaning or interpretations, or need clarification, he/she should at once notify Jared Campagna by e-mail at [jcampagna@cojtn.com](mailto:jcampagna@cojtn.com). The City of Johnstown will not be responsible for any oral instructions.

## **DUTY OF CONTRACTOR TO MAKE NECESSARY INVESTIGATIONS**

Before submitting a proposal, each contractor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the City that the contractor will rely upon. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not be a basis for any claim whatsoever for any monetary consideration on the part of the successful contractor.

## **EXPENSES INCURRED IN PREPARING PROPOSAL**

The City of Johnstown accepts no responsibility for any expense incurred by the contractor in the

preparation and presentation of a proposal and any such expenses are to be borne exclusively by the contractor.

### **RIGHT TO ACCEPT OR REJECT PROPOSALS**

The City of Johnstown reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept any proposal, which is deemed most favorable to the City.

### **CHOICE OF LAWS**

Any contract awarded shall be adjudicated, governed, and controlled in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Pennsylvania.

### **TERM OF CONTRACT**

The duration of any contract awarded is anticipated to commence upon the date an agreement is executed with the City of Johnstown and conclude by December 31, 2023. An extension of this deadline may be granted from the City of Johnstown to the contractor at the City's discretion.

### **PROCESS BY WHICH THE CONTRACT SHALL BE AWARDED**

This contract will be awarded to the contractor judged to provide the best value. The terms of any contract may be subject to negotiation subsequent to the receipt of proposals. Proposals will be evaluated on the basis of the following:

1. Compliance with specifications and production of required and supporting documentation.
2. Ability of contractor to responsibly and reliably perform contract requirements.
3. Cost of service.
4. Ability to negotiate terms of a contract acceptable to the City of Johnstown.
5. Ability to complete all contracted work tasks.
6. Experience of the contractor completing similar work tasks.

# **SPECIFICATION OF SERVICE**

## **OBJECTIVES OF THE SERVICE**

The City of Johnstown owns the Frank J. Pasquerilla Conference Center located at 301 Napoleon Street in Downtown Johnstown, Pennsylvania. The Conference Center consists of a total meeting space of 11,801 sq. feet. This includes a 6-section, 10,400 sq. ft. main ballroom floor, and conference rooms totaling 3,500+ sq. ft. of space. Administrative offices and a large commercial kitchen exist within the building as well. This building's HVAC system is currently connected to the system that services and is housed in Cambria County War Memorial Arena, located across the street. The chiller system for both buildings is located within the Arena, with cool air supplied to the Conference Center through duct ran underneath Napoleon Street. Through this RFP, the City seeks a contractor to perform a design/build project that will yield a standalone cooling system within the conference center, making the Conference Center no longer reliant on the chiller system located at the Arena.

## **TASKS TO BE PERFORMED**

The contractor will provide staffing, equipment, and supplies to complete the following requested work tasks.

- Complete all required as-built drawings needed to install a standalone cooling system located within the Conference Center – properly separated from the current system located within the Arena. The cooling system must be sufficient to cover the entire building.
- Provide all labor, equipment, and supplies needed to install a new cooling system within the Conference Center.
- Successful startup and testing of the new cooling system.
- Provide a minimum of eight hours of training to designated City staff and/or contractors on the operation of the cooling system.

## **COOLING/CHILLER SYSTEM REQUIREMENTS**

### **1. AIR COOLED CHILLER AND BUFFER TANK**

- 30% Propylene Glycol
- R-410A Refrigerant – Fully Charged
- Voltage Code – 230/3/60
- SP NF Disconnect Switch with Lockable Handle
- Control Transformer
- Low/High Ambient Kit
- Connected Services Ready (BACnet/Modbus/N2)
- cUL/cETL Listing
- Service Isolation Valves

- Electronic Expansion Valves
- Hot Gas Bypass (1 circuit)
- Flow Switch and Extension Kit
- ASME Pressure Vessel and Associated Codes
- Thermal Dispersion Flow Switch
- All Aluminum Microchannel Coils
- Wire Enclosure Panels (Full Unit)
- Ultra Quiet Fans with VSD Control

Include:

- All Start-Up Services
- Freight/Delivery to Job Site
- Warranties
  - Unit Parts: One Year
  - Compressor: Five Years

## **CONTROLS SCOPE**

- Wiring and Integration of Chiller to existing Metasys System
- (17) VAV Box Controllers, Thermostats, and Valves with Installation Graphics

## **SITE INSPECTION**

The City encourages potential proposal teams to review the HVAC system that currently exists between the Arena and the Conference Center, and the building layout at the Conference Center, to better help them prepare their proposals. The City will host a tour on June 29, 2023 at 10:00 AM. Those interested in this tour should meet with City staff in front of the Conference Center at 301 Napoleon Street, Johnstown, PA on that date and at that time.

## **RFP CONTACT**

Questions about this proposal should be directed to the Project Coordinator, Jared Campagna, by email at [jcampagna@cojtn.com](mailto:jcampagna@cojtn.com) by 2:00 PM on July 14, 2023.

## **PROJECT REQUIREMENTS**

The selected contractor will be required to:

- Be adequately insured/bonded to complete the specified work requested by the City of Johnstown
- Provide the City of Johnstown with Liability insurance and Workers Compensation Insurance
- Licensed to work within the State of Pennsylvania
- Complete all work tasks by December 31, 2023
- Provide weekly email progress reports to the City of Johnstown
- Provide monthly invoices to the City of Johnstown for work completed

- Adhere to Pennsylvania Prevailing Wage Rates
- Have no outstanding violations within the City of Johnstown for their business/sole practitioner
- Adhere to all local, state, and federal laws

## **DISCRIMINATION PROHIBITED**

According to 62 Pa.C.S.A. 3701, the contractor agrees that:

1. In the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor or any person acting on behalf of the contractor or subcontractor shall by reason of gender, race, creed or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. No contractor or subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under the contract on account of gender, race, creed or color.
3. The contract may be cancelled or terminated by the government agency, and all money due or to become due under the contract may be forfeited for a violation of the terms or conditions of that portion of the contract.

## **HUMAN RELATIONS ACT**

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that is made part of this Specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA. Code 49.101.

## **PROVISION FOR THE USE OF STEEL AND STEEL PRODUCTS MADE IN THE U.S.**

In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts thereunder. In accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 144 of 1984 further defines "steel products" to include machinery and equipment. The act also provides clarifications and penalties.

## **IMPLEMENTATION TIME FRAME**

The City is expected to select the winning contractor on August 9, 2023, with a notice to proceed provided to the contractor by August 14, 2023. All work should be completed during hours that will minimize impact on both staff and events within the Conference Center. Work performed by the contractor on weekends will be permitted. Should the contractor need to perform work during the staff

working hours the contractor shall ensure that all construction “zones” are safe and secure and will not create a hazard to the staff during this time (i.e. fencing, yellow tape, etc. to secure the areas).

## **BUDGET**

The contractor must provide to the City of Johnstown within their proposal a price detailed breakdown for this requested service. Any assumptions made by the contractor that affect price should be disclosed within the budget section of their proposal. The use of Prevailing Wage Rates should be used when determining your project budget. The contractor will submit to the City a monthly invoice for payment. The cost provided must be comprehensive of all costs associated with this service.

## **CONTRACTOR DELIVERABLE IN RESPONSE TO THIS RFP**

Each proposal sent to the City in response to this RFP should include:

- A budget that details a price for each work task
- An estimated project schedule to complete all work tasks
- Examples of similar work the contractor has completed in the last five years
- Experience of the assigned contractor staff
- A signed contract with a section for the City to sign and accept the provided work proposal
- A completed Contractor Identification sheet

**CONTRACTOR INFORMATION**

**CONTRACTOR NAME (PRINTED):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**NAME (PRINTED):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_