

## CITY OF WINSTON-SALEM

### REQUEST FOR LETTERS OF INTEREST & STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL SERVICES: HVAC DESIGN SERVICES

City of Winston-Salem is seeking Letters of Interest and Statements of Qualifications (LOI/SOQs) from qualified firms to perform professional services related to the design of HVAC Systems in 2-4 city fire stations and recreation centers, construction plans of building system modifications as required, project specifications, and a bid package meeting City of Winston-Salem bid requirements plus requirements associated with United States Department of Energy's Energy Efficiency Community Block Grant (EECBG) program. Professional services firm shall review all bids and verify the completed project meets the plan and specification requirements.

Expertise, innovation, and experience in energy-efficient design methodology will be highly considered. The LOI/SOQ should include related experience including HVAC energy-efficiency studies, feasibility studies, and life-cycle costing (or other methodology) for various system options.

#### LOI/SOQ SUBMITTAL REQUIREMENTS:

Letters of interest and statements of qualifications should be submitted electronically via email in PDF format to Randy Rogers, PE, Facilities Management Director at randyr@cityofws.org before 5:00pm on December 24, 2009. The electronic submittal should be clearly marked in the email subject line "LOI and SOQ for Services Related to HVAC Design for City of Winston-Salem Facilities." The contents of each submittal shall be as follows:

1. Cover letter, project specific firm qualifications and office location(s) (maximum two pages)  
The letter should address the firm(s) interest, project specific experience and expertise, as well as why the firm should be selected to provide these services. This letter should identify location of the project manager and the location of where the bulk of the professional service work to be performed will take place.
2. A detailed project approach and anticipated project schedule (maximum three pages).  
This section shall specifically outline the procedures each firm or team envisions taking to provide these services. This schedule should begin with notice to proceed and identify milestone dates and time spans, including start and completion dates through construction completion and project close out. Time shall also be accounted for in the project schedule to allow for City staff to review preliminary and final reports/recommendations:
  - a. Preliminary scope refinement
  - b. Data collection
  - c. Data analysis
  - d. Report preparation
  - e. Preliminary submittal to City staff

- f. Review by City staff
  - g. Submittal of final report to City staff
  - h. Presentation to City Council
3. A project team/organizational chart (maximum one page) (include information on subcontractors)  
Section should include project managers, lead architects/engineers, construction inspectors, etc.
4. Brief resumes and experience for key project team members (maximum four pages) (include information on subcontractors)  
Resumes should be brief and should specifically highlight the following:
- a. Specific project experience with the facility and/or the type of work described above.
  - b. Familiarity and experience with City of Winston-Salem policies and procedures.
  - c. Familiarity and experience with Federal rules/regulations relating to EECBG or ARRA funded projects.
  - d. Listing of previous projects performed for public sector, particularly project experience with the City and/or the subject including references and contact information for same.
  - e. Listing of previous projects performed utilizing high-energy efficiency design, including references and contact information for same.
  - f. Familiarity and experience with performing life-cycle costing analyses for various energy-efficient system alternatives.

**WORK TO BE PERFORMED BY CITY:**

City will provide all available documentation to the selected firms, provide input with regard to staffing, operations, maintenance impacts, specifications, budget and scheduling constraints, and will facilitate the internal document reviews.

**CONSULTANT SELECTION /AWARD AND SCHEDULE:**

City anticipates and will make every reasonable effort to adhere to the following schedule with respect to the consultant selection process, but is subject to change:

<u>MILESTONE</u>	<u>DEADLINE/COMPLETION DATE</u>
1. Issue Request for Letters of Interest & SOQ	December 9, 2009
2. LOI/SOQ Package Submittal Deadline	December 24, 2009
3. Selection of Firm(s)	January 22, 2009 (or sooner)
4. Submittal of Fee Proposals by Selected Firm(s)	February 5, 2009
5. Completion of Fee Negotiations	February 19, 2009
6. Consultant Contract Award	February 26, 2009
7. Contract Execution & Notice to proceed with design	February 26, 2009

**SELECTION CRITERIA/ ADDITIONAL PROJECTS OR TASKS:**

Price will NOT be considered in the selection process, however, the City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should fee negotiations fail. Selection of firm will be based on the entirety of the information submitted. Special emphasis shall be given to project team experience particularly in the

emphasized areas listed above, specific project experience, as well as ability to work within the project budget and schedule. The City reserves the right to award this work in a manner that is in the best interest of the City. The City may elect to negotiate with the selected firm(s) to perform additional services on these or other projects. Additional work or contracts, if any, will be dependent on consultant performance on originally assigned work.

PROFESSIONAL SERVICES CONTRACT FORM:

The City's standard professional services agreement form will be posted with this Request for LOI/SOQ at <http://www.cityofws.org/Home/Departments/PropertyMaintenance> by December 17, 2009.

The standard professional services contract will be the base document that the City will use to contract for these professional services.