

Maui Economic Development Board
Request for Proposal

HVAC System Unit Replacement



RFP Posted On-line at: <https://www.medb.org/rfp-hvac/>

Proposal Due Date:

3:00pm (HST) on Friday June 30, 2023

Proposals must be delivered to:

Maui Economic Development Board
1305 North Holopono Street, Suite 1
Kihei, HI 96753
Attn: John Harrisson, Program Director

Table of Contents

1. Introduction and Project Overview	Page 3
2. Purpose	Page 3
3. Proposal Documents	Page 4
4. Contact Information for Questions	Page 4
5. Submittal and Selection Process	Page 5
6. Award	Page 6
7. Summary of Scope of Work and Proposal Schedule	Page 7
8. Details of technical and Management Proposal	Page 9
9. Details of Proposal	Page 10
10. General Conditions & Limitations	Page 10

Exhibits

Site Information	Exhibit A
Price Proposal Form	Exhibit B

REQUEST FOR PROPOSAL

Maui Economic Development Board HVAC System Replacement

1. INTRODUCTION AND PROJECT OVERVIEW

Maui Economic Development Board, Inc. (MEDB) is a 501c (3) non-profit organization that has been a catalyst for innovative economic development in Maui County and the state since its founding in 1982. The driving force in establishing MEDB was to work towards ways to strengthen and diversify Maui County's economic base.

MEDB envisions lives fulfilled in a vibrant economy, with the mission to lead and inspire innovation in business, education and community. Our work delivers on a myriad of programs that seek to transform lives and businesses around a more balanced economy. Over the last 40 years, MEDB has brought together a wide range of interests – private, public, non-profits and individuals – to identify, target, and help develop sectors which offer meaningful, high-wage careers for our residents and to promote civic engagement and community planning in Maui County.

MEDB played a central role in the inception of the Maui Research and Technology Park that has been a fertile technology incubator for three decades and MEDB was itself an anchor tenant in the first buildings constructed in the Park in 1992. As the community services of the organization grew over the years, the need developed for MEDB to expand into larger facilities. The organization applied to the federal Economic Development Administration (EDA) for assistance and was granted an award in 2004 to help finance the design and construction of a new facility in the park. This building was completed in 2007, and the current, existing HVAC system was installed at the time of construction. The MEDB Ke Alahele Center, as it is now known, is a single story 34,000 square foot office complex, with a large central courtyard. The building is located on a 2.8 acre lot in the Maui Research and Technology Park in Kihei.

2. PURPOSE

The purpose of this Request for Proposals (RFP) is to obtain services for the installation of 13 Air Conditioning (AC) units of different sizes, located in 5 separate suites. 9 of the units are like-for-like replacements, 1 is a new installation, and 3 are new, split units. The Proposal includes removal of the 9 original units to be replaced. Specifications of the units and associated equipment and scope of work are listed below in Paragraph 7 of this RFP.

Other Requirements

The contract will have a cost reimbursement structure with payments scheduled as follows:

- 50% due on acceptance
- 50% due at project completion. The Proposer shall have the financial means to purchase all necessary equipment and perform all installation operations prior to being reimbursed for payment at completion.

Each Proposer is responsible for ascertaining relevant site conditions and making its own findings as to site conditions. Technical and installation specifications are detailed in Section 7 of this RFP. Proposals must include all costs to achieve commercial operation.

Time is of the essence. With high summer approaching, it is important that the scope of work is completed as soon as possible and in a timely manner.

Project Constraints and Acknowledgment

In bidding on this project, the Proposer should account for an important installation constraint. The tenant of Suite 2, Pacific Disaster Center (PDC), requires that installation and removal of their 6 HVAC units must occur outside of normal business hours – on weekends and after normal working hours. In addition, PDC’s work involves sensitive government-related projects which requires notice and names of personnel entering and working in their suite.

3. PROPOSAL DOCUMENTS

This RFP includes the following Proposal Documents, as may be modified by addenda, for use by the Proposers in the preparation of their proposals. The proposals must comply with the specific requirements herein as well as in the Proposal Documents. By submitting its proposal, the Proposer agrees to all of the terms and conditions contained herein and in the Proposal documents, and further agrees to execute, if selected for award, agreements including such terms and conditions.

MEDB makes the electronic copies of the Proposal Documents available, for the sole purpose of obtaining Proposals for the Work and does not confer a license or grant permission for any other use of the Proposal Documents.

Proposal Documents:

Request for Proposal (RFP)

Site Information (Exhibit A)

Price Proposal Form (Exhibit B)

Proposal prices must remain in effect for a minimum of 120 days from the date of proposal submission.

4. CONTACT INFORMATION FOR QUESTIONS

This RFP and the Proposal Documents are available electronically to interested providers. Proposers are invited to review the information and to submit their proposals in accordance with the requirements of this RFP to the address noted on the cover (page 1) of this RFP.

Proposers who request clarification of the RFP requirements may submit written questions via email no later than June 20, 2023 to info@medb.org.

MEDB will only accept questions in writing, via email. Proposers are hereby instructed not to contact MEDB via any other means. Responses will be posted on the MEDB RFP website and available to all registered Proposers.

As the majority of the communications relating to this RFP will be conducted electronically, Proposers will need to ensure the provided email addresses and MEDB website are appropriately monitored. Proposers are urged to check the RFP website and their email on a regular basis. MEDB reserves the right, but is not obligated, to issue updates concerning this RFP to participating proposers by email. MEDB will post any updates regarding this RFP on the Bid Posting Web site - <https://www.medb.org/rfp-hvac/>

The Proposer is responsible to notify MEDB should contact information changes be necessary. MEDB accepts no responsibility for failure of a Proposer to receive communications sent via email due to inaccurate information provided by the Proposers.

5. SUBMITTAL AND SELECTION PROCESS

5.1 Proposal Due Date and Time: On or before 3:00pm (HST) on June 30, 2023

1. Original and Copies. Proposers must submit one (1) signed original and two (2) identical copies. Each submittal must include a Table of Contents and Tabs.
2. Electronic submission. In addition to the printed copies of the proposal, Proposers shall submit one (1) copy in PDF format to info@medb.org. Brochures and collateral materials may also be submitted as PDF files. Pricing detail as in Exhibit B shall be submitted as an Excel file. No other submittals will be accepted.
3. Proposals are requested to be deposited at the designated location for receipt of proposals on or before the Proposal Deadline. **PROPOSALS RECEIVED AFTER THE PROPOSAL DUE DATE AND TIME WILL NOT BE ACCEPTED.**
4. The submission of a signed proposal will confirm understanding and acceptance of all requirements, terms, and conditions of the RFP.

5.2 Proposals must be delivered to:

Maui Economic Development Board
1305 North Holopono Street, Suite 1
Kihei, Hawaii 96753
Attn: John Harrisson

5.3 Responsive Submittals: The Proposal shall be signed by an Officer or employee authorized to legally bind the Proposer submitting. Failure to sign the Proposal will cause the Proposal to be rejected. Proposals should be signed and dated. Proposals shall be complete and submitted in the prescribed format or on forms provided. All information furnished on the signed original shall be typewritten and the cover clearly marked "ORIGINAL." **FAXED OR EMAILED PROPOSALS WILL BE REJECTED AS WILL LATE PROPOSALS.**

5.4 RFP Submittal Costs. MEDB is not liable for any costs incurred by the Proposer in responding to this RFP. All submittal documents become the property of MEDB and shall not be returned.

5.5 Proposal Process. Selection shall be based upon a "lowest cost" approach; proposed timing will also be taken into account. As noted above, time is of the essence regarding this project.

6. AWARD

MEDB reserves the right to accept or reject any or all Proposals, make more than one award, or no award, as the best interests MEDB may dictate.

MEDB intends to select and to notify the winning Proposer, within 10 days after the Proposal due date.

Within 10 days after receipt of notice of selection as the successful Proposal, the Proposer shall submit to MEDB the following items:

1. Certificates of Insurance
2. Contractor's License Verification
3. Final project schedule
4. Any other submittals necessary to completely describe the scope of work.

In addition to the documents described above, the Proposer shall submit a contract agreement document to MEDB for signature. After the legal and technical review of this draft Agreement by MEDB, changes may be incorporated into the draft Agreement in order to comply with the RFP requirements and MEDB contract procurement policy.

MEDB will award to the successful Proposer by signing the revised Agreements and returning a signed copy of the revised Agreements to the Proposer. The Proposer shall provide 3 copies of the final signature copies of these documents; one copy for their use and two for MEDB.

If MEDB consents to the withdrawal of a Proposal of the winning Proposer, or the Proposer fails or refuses to sign the Agreements, or the Proposer does not submit to MEDB all of the items required by the Proposal Documents within 10 days after receipt of notice of selection, or the Proposer is not financially or otherwise qualified to perform the Contract, MEDB may reject such Proposer's Proposal and select another Proposal. This reselection process may continue until all Proposals are exhausted, even to the point of rejecting all Proposals.

7. SUMMARY OF SCOPE OF WORK

7.1 The Proposal must provide for the complete installation of 13 Air Conditioning (AC) units of varying sizes, located in 5 separate suites of the Ke Alahele building. 9 of the units are like-for-like replacements, 1 is to be installed in a new space, and 3 are replacement split units. The Proposal includes removal of the 9 original units to be replaced, turnkey operation, all labor and materials, and any temporary or interim facilities required to maintain essential existing functions in operation throughout the operational period.

7.2 Equipment, Actions, and Activities:

Suite 1 (MEDB Office)

- Purchase 1 (one) 7.5-ton HVAC unit (preferably Daikin), incl. shipping
- Purchase 1 (one) 5-ton HVAC unit (preferably Daikin), incl. shipping
- Purchase 1 (one) 18,000 BTU split HVAC unit (preferably Daikin), incl. shipping
- Site preparation for installation of new units – incl. remove ceiling grids
- Safe disconnection of units to be replaced
- Flush copper lines and prepare for install of R410 Refrigerant
- Installation of new units, including electrical and mechanical components
- Replace drip pans and thermostats, and test units
- Coordination of activities to minimize service disruptions to occupant operations
- Disposal of shipping materials
- Disposal of units to be replaced in accordance with applicable laws and environmental guidelines – pref. Hammerhead material recycling

Suite 2 (Pacific Disaster Center)

- Purchase 2 (two) 10-ton HVAC units (preferably Daikin), incl. shipping
- Purchase 3 (three) 7.5-ton HVAC units (preferably Daikin), incl. shipping
- Purchase 1 (one) 5-ton HVAC unit (preferably Daikin), incl. shipping
- Site preparation for installation of new units – incl. remove ceiling grids
- Safe disconnection of units to be replaced
- Flush copper lines and prepare for install of R410 Refrigerant
- Installation of new units, including electrical and mechanical components
- Replace drip pans and thermostats, and test units
- Coordination of activities to minimize service disruptions to occupant operations
- Disposal of shipping materials
- Disposal of units to be replaced in accordance with applicable laws and environmental guidelines – pref. Hammerhead material recycling

Suite 5 (Malcolm Training Center)

- Purchase 1 (one) 5-ton HVAC unit (preferably Daikin), incl. shipping
- Site preparation for installation of new unit – incl. remove ceiling grids
- Safe disconnection of unit to be replaced
- Flush copper lines and prepare for install of R410 Refrigerant
- Installation of new unit, including electrical and mechanical components
- Replace drip pan and thermostat, and test unit
- Coordination of activities to minimize service disruptions to occupant operations
- Disposal of shipping materials
- Disposal of unit to be replaced in accordance with applicable laws and environmental guidelines – pref. Hammerhead material recycling

Suite 7 (Resource Center)

- Purchase 2 (two) 18,000 BTU split HVAC units (preferably Daikin), incl. shipping
- Site preparation for new units installation – wall install and replace dry wall
- Flush copper lines and prepare for install of R410 Refrigerant
- Installation of new units, including electrical and mechanical components
- Install drip pans and thermostats, and test units
- Coordination of activities to minimize service disruptions to occupant operations
- Disposal of shipping materials

Electric Room (Common Area)

- Purchase 1 (one) 2-ton HVAC unit (preferably Daikin), incl. shipping
- Site preparation for new unit installation – ceiling install and replace fireproof dry wall
- Flush copper lines and prepare for install of R410 Refrigerant
- Installation of new unit, including electrical and mechanical components
- Install drip pan and thermostat, and test unit
- Coordination of activities to minimize service disruptions to occupant operations
- Disposal of shipping materials

8. DETAILS OF PROPOSAL REQUIREMENTS

8.1 License - Each Proposer shall provide a copy of an appropriate Hawaii Contractors License.

8.2 Proof of Insurance - The Proposer shall provide proof it is covered by appropriate amounts of all insurances necessary to fully protect the financial interests of MEDB.

8.3 Technical Component
The Proposer shall confirm equipment brand and capacity.

8.3 Cost Estimates
The proposer will provide a breakdown of cost for each component listed in Para 7.2 above.

8.4 Project Schedule
The Proposer shall provide a detailed project schedule for the installation. The schedule must provide the minimum disruption to the HVAC system and electrical supply of the tenants and the period of all interruptions must be clearly identified. No unannounced power interruptions will be allowed.

8.5 Project Team Organization
MEDB requires that a Team Organizational Chart be developed and provided as part of the Proposal. It shall identify all of the proposed key personnel, their role, and how the team will be managed.

8.6 Past-Project Experience

Proposals shall include a brief description of similar completed HVAC projects that are similar in nature and size as those expected to result from this RFP. The description for each project/program should include: The project name and location; project size and type; year completed; name of project manager; brief physical description of the project (equipment manufacturer, model, etc.); a brief discussion of any specific challenges and how they were overcome.

9. DETAILS OF PRICE PROPOSAL

Proposers shall complete and submit as a part of their proposal a Price Proposal Form. This form will provide a breakdown of cost for each component listed in Para 7.2 above.

10. GENERAL CONDITIONS & LIMITATIONS

- 10.1** This RFP does not represent an offer or commitment by MEDB to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a Proposal unless otherwise stated.
- 10.2** Proposer shall assume full responsibility for timely delivery at the location designated for receipt of Proposals. Oral, telephonic, facsimile, email, or telegraphic Proposals are invalid and shall not be accepted.
- 10.3** The submission and any information provided as part of the submission will not be returned to submitters/Proposers. This RFP and the selected firm's submission, as well as any subsequent information provided, may, by reference, become a part of any formal agreement between the submitter and MEDB resulting from this solicitation.
- 10.4** The MEDB has sole discretion and reserves the right to reject any and all submissions received with respect to this RFP and to cancel the RFP at any time prior to proceeding to the next phases of the project. The MEDB also reserves the right to request additional information or clarification of data included in submissions without changing the terms of the RFP.
- 10.5** Except as otherwise specifically provided, definitions set forth in the Agreements are applicable to all Proposal Documents.
- 10.6** The term "Proposer" means a person or entity that submits a Proposal.
- 10.7** Proposer has read, understood, and made the Proposal in accordance with the provisions of the Proposal Documents.

- 10.8** The person signing and executing the Proposal is duly authorized and empowered to execute the Proposal on behalf of Proposer and legally authorized to bind Proposer to a contract. Failure to sign the Proposal will cause the Proposal to be rejected.
- 10.9** Requests for clarification or interpretation of the Proposal Documents shall be addressed only, by email, to the contact person designated in Section 4 of this RFP.
- 10.11** Clarifications, interpretations, corrections, and changes to the Proposal Documents will be made by Addenda issued as provided herein. Clarifications, interpretations, corrections, and changes to the Proposal Documents made in any other manner shall not be binding and Proposers shall not rely upon them.
- 10.12** Each Proposer shall be responsible for ascertaining, prior to submitting a Proposal, that it has received all issued Addenda.
- 11.23** Notice to Proposers Regarding Equal Opportunity - It is the policy of MEDB that race, religion, sex, color, ethnicity, and national origin will not be used as criteria in its business contracting practices. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities with the MEDB.