

Town of Surfside

INVITATION TO BID

SCOPE OF WORK:

The Town of Surfside is accepting Bids to replace the current HVAC system within Town Hall. A three (3) year warranty with yearly inspections from the contractor, proof of insurance liability and workers compensation must be provided prior to the start date. Each bidder must attend a pre-bid meeting to bid on the project.

 Basic Services is the design work customary on a typical project to take an established building program, site, and budget, and then engineer the building system, produce construction documents, and perform construction administration for a single phase project. Basic Services include the design services customary on every project including structural, mechanical, electrical, and plumbing engineering services. Basic Services are described in the Standard Consulting Agreement.

Pre-Design Phase

• Master Planning

• Existing Facilities Analyses

• Measured Drawings of Existing Facilities

• Design Meetings

Design Phase

• Project Meetings [in Excess of Biweekly]

• Accelerated Design Schedules

• Coordination with Consultants Directly by the Town of Surfside

• Electrical Fault Current Studies

• Load Studies (Mechanical and Electrical)

• Reliability Analysis (Mechanical and Electrical)

• Final Approval Meeting

Construction Phase

• Comprehensive CPM Scheduling

• Phased Construction Observation

• Prequalification of Contractors/Subcontractor Services

• Commissioning

• Commissioning Support

• Full Time Construction Inspection Provided by the Design Professional

• Designing Replacement Work for Damaged Work

All Guidelines and scheduling to be in accordance with Standard Consulting Agreement. Modifications and/or changes in scheduling must be pre-approved by Town of Surfside. All building materials and construction methods to be in compliance with FBC 2010, NEC, and NFPA.

Issue

The current capacity of the existing air conditioning system is not providing adequate cooling in portions of the existing Town Hall building.

Scope of Work

Summary of work to be done:

The scope of work presented requests the removal of all existing Direct Expansion Roof Top Units and Split System for the installation of a new Centralized Chill-Water System. Removal of all existing Roof Top Units, Air Handling Units, and any pipes or lines relating to the Direct Expansion system. Disposition of Units and valued materials, such as copper tubing, will be determined by the Town of Surfside. All other debris and waste related materials must be removed by the Contractor. All existing duct work must be utilized as much as possible. If any existing ductwork is damaged or additional distribution is found necessary, new duct work shall be installed. All existing damaged insulation on ductwork as well must be replaced with new insulation. Design Professionals must provide all Energy, Heat, and Electrical Load Calculations along with the Chill-Water piping distribution system. These documents must comply with Florida Building Code, National Electric code, and National Fire Protection Association stands.

The work includes but is not limited to the following:

1) Stored material

a) The work includes materials and equipment delivered to the site and stored on site. If this subcontractor needs to be reimbursed for materials and equipment purchase in advanced then that arrangement needs to be formalized prior to the execution of a subcontract.

b) The sub will insure all material and equipment until the building CC and acceptance of the Town of Surfside.

2) Removed material

a) The sub will be responsible for the removal of the existing Roof Top Units, Air Handling Units, and all pipes not to be used with replacement HVAC system.

b) Disposition of all valued materials must be determined by the Town of Surfside.

c) Excess waste and debris must be removed and disposed of by sub.

3) Material handling

a) The sub will take deliveries of all materials and equipment required to complete its’ scope of work.

b) The sub will provide all machinery such as forklifts or hand carts and manpower necessary to take delivery of materials and equipment.

c) All materials and equipment will be stored in dry storage trailers.

d) The Town Hall Building is not to be used as a holding area for materials and equipment.

4) Materials and equipment

a) The work will include all materials and equipment required for the completion of this scope of work.

5) HVAC work

 a) The work includes HVAC permits by this sub-contractor.

b) The work includes delivering, handling and setting and installation of fan coil units and chill-water system, and all peripheral materials and equipment required for the project.

c) The work includes all sheet metal plenums and filter systems.

d) The work includes all sheet metal boots and diffusers, dampers, fire dampers and diffusers required by code as needed.

e) The work includes all fire caulking penetrations and fire collars and protective nail plates.

f) The work includes all fan coil unit filters.

g) The work includes all low voltage wiring for the chilled-water system controls and thermostats.

h) The work includes the installation of the condensate drain line from all fan coil units terminating at dry well by design professional.

i) The work includes all transfer grilles and motorized damper required for fresh air.

j) The work includes the final water connection from chilled-water system to all fan coil units. This shall include in and out piping with valves and insulation.

k) The work includes all required roof top penetrations and weather guard flashings and collars for pipes. The flashings will be provided by sub to the roofer on an as needed basis.

l) The work includes scheduling inspections with the local building department.

m) The work includes setting pads for HVAC equipment. The pads will be listed on the bid sheet as an alternate.

6) Cleaning

a) The work includes picking up debris and cleaning on a daily basis. If the work area is not cleaned it will be cleaned for you at your expense.

7) Safety

a) The work includes workmen on site who have been trained in OSHA safety requirements and who have the ability to recognize an unsafe act or condition and has the authority to stop work and make recommendation for improvements.

8) Closeout

a) The work includes as built drawings submitted as a condition to final payment. Showing duct routing in areas that will be covered.

9) Submittals

a) Bidders are to submit One (1) Original, Five (5) copies and One (1) electronic copy on CD Bids submitted will be opened publicly and read aloud at this time.

10) Value Engineering

 a) All value engineering is welcome. When bidding please list material or design value engineering suggestions as a voluntary alternate and show the savings in dollars