

# City of Ridgecrest

## Energy Modernization and Efficiency Improvement Project

### REQUEST FOR PROPOSALS

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## **REQUEST FOR PROPOSALS**

Southern California Trane Company, 17760 Rowland Street, City of Industry, CA 91748, in conjunction with the City of Ridgecrest requests proposals for the Energy Modernization and Efficiency Improvement Project at the City of Ridgecrest Civic Center. Proposals must be received at the Southern California Trane Company Administration Office by Noon on Monday, February 9, 2009.

Upon review of proposals, Southern California Trane Company, in conjunction with the City of Ridgecrest will select a single contractor for each of the eight (8) below mentioned subcontractor disciplines. It is required that if a contract is entered into as a result of this RFP, it will be a design-build contract, with Terms and Conditions (T&C's) based on the standard Trane Master Construction Sub-Contract Agreement. This work will be bid based on Prevailing Wage requirements. The Southern California Trane Company reserves the right to reject any and all proposals and to waive any irregularities or informalities.

The Trane contract with the City of Ridgecrest will be based on a City provided contract document. The final form of this document is not complete as of the date of this RFP. Flow down of all requirements of the Master Contract Document to all subcontractors in the tier will result. This document will be made available upon completion.

### **Division of Subcontractor Trades**

Subcontractor bids will be solicited based on the following division of trades:

- General Contractor – Responsible for all general contracting work and steel erection
- Division 15 Mechanical Contractor (Water Side Piping) - Responsible for all water side Mechanical Installation.
- Division 15 Mechanical Contractor (Air Side) - Responsible for all air side Mechanical Installation.
- Division 16 AC Side Electrical Contractor - Responsible for all AC side high voltage (110 VAC or Greater) installation.
- Division 16 DC Side Electrical Contractor - Responsible for DC side installation of the Photo-Voltaic System
- Division 17 Controls Electrical Contractor - Responsible for low voltage (less than 110VAC) installation of the DDC
- Test and Balance (TAB) Contractor - Responsible for all TAB work on water and air side systems
- Window Retrofit Contractor - Responsible for installation of double pane window retrofits on the second floor of the City Hall building.

For additional detail, please see Appendix 2

## Drawings and Bid Plan Sets

For bidding purposes, plan sets will be available at the website of the Engineer of Record (Keystone Engineering Solutions, Inc.) at <http://kesolutions.com/files/> after Thursday, January 15<sup>th</sup>. To access these files, logon as follows. Both are case sensitive.

User name: ridgecrest  
Password: energy

It will be the responsibility of all prospective subcontractors to access and print their own set of plans. None will be provided at the bid walk.

The provided plan sets will be 80% complete and suitable for bidding purposes. Some construction details will be defined with the selected subcontractors after award of contract. All of the design-build specification provisions will be called out on the plan sets. No separate specification documents will be issued.

## Trane Provided Items

Trane will provide all mechanical equipment called out on M0.1 through M0.7 of the Mechanical plans and all Electrical and Solar Photo-Voltaic (PV) materials per callouts on the Electrical Plans. Trane will also provide all DDC Controls equipment per plans. Trane will self perform all DDC Controls startups and integrations to the existing JCI control system.

## Pre-qualification of Potential Subcontractors

To qualify to submit a proposal, all potential subcontractors who are interested in bidding this work must be pre-qualified by Trane prior to the Bid Walk date. To be considered, potential subcontractors must fill out and submit the [Contractor Qualification Statement](#) and [Safety Questionnaire](#). The Cut-Off Date for acceptance of applications is Monday, January 19<sup>th</sup>, 2009.

In addition to the above, potential Subcontractors must agree to and meet the following criteria.

- Agree to all T&C's listed in [Trane Master Subcontract Agreement](#) and [Contractor Health and Safety Qualification Form](#) without modification.
- Agree to abide by provisions listed in [Contractors Safety and Health Handbook](#).
- Have a current valid California Contractors License and no history of suspension/revocation.
- Organization has been in business for minimum of 5 years.
- Self-performs a minimum of 80% of the work of this scope (40% if General Contracting).
- No history of default on a construction contract.
- Minimum of 5 completed projects of a size similar to your scope on this project with acceptable client references.
- Satisfactory bank/supplier credit references.

- Bondable for this project if scope >\$50,000, or less if requested by Trane.
- Insurance limits per Trane requirements (see Subcontract T&C's).
- Safety - no history of fatal injuries.
- Safety - EMR < 1.0 for last 3 years.
- Able to provide a copy of Injury and Illness Prevention Plan as required by the State of California.

## **Trane Contact Information**

The Trane Project Manager is:

Mike Harmon  
Project Manager  
Trane Company  
17760 Rowland Street,  
City of Industry, CA 91748  
(626) 392 2294  
[davidmike.harmon@trane.com](mailto:davidmike.harmon@trane.com)

All requests for information and site visits must be coordinated with the Project Manager.

To the extent required in this RFP, the successful subcontractors will be required to execute a payment and performance bond for the installation period with a surety company authorized to do business in the State of California for the full amount of the subcontract. Insurance requirements shall be required as described in the [Trane Master Subcontract Agreement](#).

## **Pre-Qualification of Other Trades**

Trane and the City of Ridgecrest encourage all local or individual tradesmen with an interest in performing portions of the above mentioned work under contract to the above mentioned Subcontractors to indicate interest by submitting the [Contractor Qualification Statement](#) and [Safety Questionnaire](#). All potential tradesmen who are interested in bidding portions of this work must express interest prior to the Bid Walk date. Subcontractors using Local Subcontractors will be given final selection preference.

To file appropriate forms and notices and completed bids, you must mail or email all submissions to both:

Mike Harmon  
Project Manager  
Trane Company  
17760 Rowland Street,  
City of Industry, CA 91748  
(626) 392 2294  
[davidmike.harmon@trane.com](mailto:davidmike.harmon@trane.com)

Craig Bradley  
Project Manager  
City of Ridgecrest  
100 West California Ave.  
Ridgecrest, CA 93555  
(760) 499 5051  
[cbradley@ridgecrest-ca.gov](mailto:cbradley@ridgecrest-ca.gov)

# INSTRUCTIONS TO BIDDERS AND SELECTION CRITERIA

## SECTION 1 THE SELECTION PROCESS

### 1.1 Purpose

The purpose of the project is to implement an energy-savings project that will self-fund via forecasted energy savings.

### 1.2 Timetable

The Southern California Trane Company, in conjunction with the City of Ridgecrest expects to undertake the selection process described below according to the following schedule:

Job Bid Walk	<b><i>January 23, 2009</i></b>
Submission of Proposals	<b><i>February 9, 2009</i></b>
Selection of Subcontractors	<b><i>April 1, 2009</i></b>

Each of these steps in the selection process is described in the subsections that follow.

### 1.3 Respondent's Bid Walk and Site Visits

To qualify to submit a proposal, subcontractors must be pre-qualified by Trane and attend the required Bid Walk at ***Ridgecrest Civic Center*** on ***Friday January 23***, at ***9 AM***. Proposals from contractors who fail to send representatives to the Bid Walk will receive no consideration.

Clarifications about the RFP intent and any questions about the RFP may be addressed at the Bid Walk. Answers to questions at the Bid Walk are for discussion only. Answers furnished will not be considered official until verified in writing by the Project Manager for the project. Answers that change or substantially clarify the RFP will be affirmed in writing. Copies of the questions and answers will be provided to all attendees (eligible subcontractors) who registered at the Bid Walk.

### 1.4 Submission of Proposals

Interested subcontractors will submit proposals as described in Sections II and III below.

### 1.5 Selection Criteria

All proposals will be evaluated by a committee composed of representatives of the Southern California Trane Company, in conjunction with the City of Ridgecrest. The evaluation committee may conduct interviews with finalists to clarify information provided in the proposals. Following the evaluation the committee will recommend a

subcontractor for each of the previously mentioned Subcontractor Division of Trades. Southern California Trane Company will make a final selection based upon the evaluation committee recommendation and such other factors the City of Ridgecrest deems to be in its best interests.

Proposals will be evaluated and scored on the basis of the following criteria, which will be accorded the relative weight as indicated below.

1. *Experience and Qualifications of the Respondent*

Preference will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in the Engineered Drawings, and providing authoritative documentation of the respondent's financial condition.

2. *Use of Local Subcontractors*

Trane and the City of Ridgecrest will give preference to respondents using local qualified subcontractors for work which is not self-performed.

3. *Risk Management*

Preference will be given to proposals that minimize risk to Southern California Trane Company and the City of Ridgecrest through the proposed project.

4. *Project Schedule - Ability to Implement Project Promptly*

Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal, including project management and project implementation, in a prompt and efficient manner.

5. *Customer Training*

Preference will be given to proposals that demonstrate an ability to provide training to the City of Ridgecrest staff related to maximizing energy and operating efficiency and system reliability.

6. *Customer Service*

Preference will be given to proposals that clearly articulate and demonstrate the ability to provide customer service related to maintaining the performance of the installed measures throughout the term of the agreement and extending to the life of all installed systems.

## SECTION 2 RFP PROCEDURES

### 2.1 Point of Contact

Questions concerning any content within this RFP should be directed to Mike Harmon at the Trane Company. Question concerning procedures for responding to this RFP or any technical problems surrounding electronic submissions or web access should be directed to Craig Bradley at the City of Ridgecrest.

Mike Harmon  
Project Manager  
Trane Company  
17760 Rowland Street,  
City of Industry, CA 91748  
(626) 392 2294  
[davidmike.harmon@trane.com](mailto:davidmike.harmon@trane.com)

Craig Bradley  
Project Manager  
City of Ridgecrest  
100 West California Ave.  
Ridgecrest, CA 93555  
(760) 499 5051  
[cbradley@ridgecrest-ca.gov](mailto:cbradley@ridgecrest-ca.gov)

### 2.2 Evidence of Qualification

Each proposal must contain evidence of Proposer's qualification to do business in the State of California or covenant to obtain such qualification prior to award of the performance contracting agreement.

### 2.3 Submission of Proposals

Respondents are encouraged to make electronic submissions via email of their proposals "informally" at their earliest convenience. Please submit these electronic documents to both the City of Ridgecrest and Trane.

For Formal submission of this RFP, Respondents must submit one hard signed original and three copies of its proposal to Trane at the following address:

Att. Mike Harmon  
Southern California Trane Company  
17760 Rowland Street  
City of Industry, CA 91748  
[davidmike.harmon@trane.com](mailto:davidmike.harmon@trane.com)

In addition Respondents must submit one hard copy by mail **OR** one electronic copy via mail to the City of Ridgecrest:

Craig Bradley  
City of Ridgecrest  
100 West California Ave.  
Ridgecrest, CA 93555  
[cbradley@ridgecrest-ca.gov](mailto:cbradley@ridgecrest-ca.gov)

Proposals must be received by the submission deadline: **Monday by Noon, February 9, 2009**. Proposals will be disqualified from consideration if received after the time and date specified above.

2.4 Proprietary Information

If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by Southern California Trane and the City of Ridgecrest solely for the purposes of evaluating proposals and conducting contract negotiations and will not be disclosed to the public.

2.5 Modification or Withdrawal of Proposal

Any proposal may be withdrawn or modified by written request of the respondent, provided such request is received by Southern California Trane at the above address prior to the date and time set for receipt of proposals.

2.6 Right to Reject

In submitting this proposal, it is understood by the respondent that the right is reserved by Southern California Trane to accept any proposal, to reject any and all proposals as non-responsive and to waive any irregularities or formalities when to do so is in the best interest of the City of Ridgecrest. Proposals must be submitted in the format outlined in this RFP, with each of the described forms and sections completed in full (excepting those sections described as optional). Respondents not utilizing this format will be considered non-responsive. Each proposal will be reviewed to determine if it is complete prior to actual evaluation.

2.7 Cost of Proposal Preparation

The cost of preparing a response to this RFP, including site visits and preliminary engineering analyses, will not be reimbursed in any form.

2.8 As-Built Documentation of Site

As-Built documentation of site conditions can be obtained upon request from the Trane Project Manager. Trane makes no warranty as to the accuracy of any As-Built documentation.

## 2.9 Site Conditions

Before submitting a Proposal, each Proposer, at Proposer's expense, will make a site examination to generally familiarize itself with the observable existing conditions of the facility. The submission of a Proposal will constitute a representation by the Proposer that Proposer is familiar with the observable existing conditions. No invasive testing or examination is required. Any right-of-way and easements for access thereto, repairs to hidden or abnormal physical conditions in the facility, necessary structural modifications, removal of hazardous materials, asbestos abatement or other physical conditions, shall be provided or remedied by City of Ridgecrest, except as may be negotiated by apparent successful contractors.

## 2.10 Requests for Information (RFI's)

In the event of conflicts in the Engineering documentation, or if additional information is required about the Engineering Design, questions may be addressed at the Bid Walk. Answers to questions at the Bid Walk are for discussion only. Answers furnished will not be considered official until verified in writing by the Engineer of Record (EOR) for the project. Answers that change or substantially clarify the Engineering Design will be affirmed in writing.

After the Bid Walk, Requests for Information (RFI's) should be submitted in written format to the Trane Project Manager. Copies of the questions and answers will be provided to all attendees (eligible subcontractors) who registered at the Bid Walk.

## **SECTION 3 PROPOSAL FORMAT AND CONTENTS**

### 3.1 Outline of Proposal Contents

Cover Page  
Executive Summary

#### Section A: Contractor Profile and Qualifications

Section A-1: Address and Contact Information  
Section A-2: Annual Reports or Financial Statements  
Section A-3: Work Experience  
Section A-4: Certificate of Insurance  
Section A-5: Subcontractor Profiles  
    Form I: Project Team Information  
    Form II: Tier Information

#### Section B: Schedule for Completion of the Project

Section B-1: Project Schedule

#### Section C: Official Statements of Respondent

Section C-1: Statement that respondent has read and agrees to all conditions.  
Conditions to remain open thirty (30) days

#### Section D: Bid Pricing

Section D-1: Bid pricing and costs for services  
Section D-2: Any and all additional costs or contingents relevant to (or that would have effect on) the submitted "bottom line" bid pricing.

#### Section E: Additional Information

Any additional information the respondent believes to be relevant to the selection efforts may be included in the proposal as Section E (optional).

Proposal terms shall be based on providing the Work described in the Proposal and such means, methods, or construction techniques as may be required.

3.2 Respondent Contacts, Background, and Qualifications  
Section A

Section A of the proposal should contain the following information about the Respondent and any lower tier subcontractors and/or self-performed tradesmen the respondent intends to utilize for work on the project:

1. All contact information relevant to the Respondent such as names, addresses, phone numbers, and email addresses of the firm and its point of contact for this project should be included in the proposal as Section A-1.
2. Annual reports or financial statements covering the most recently concluded fiscal year for the Respondent should be provided for this proposal as Section A-2.
3. Prior relevant work experience of the Respondent and of each of the subcontractors listed on Form I should be included in the proposal as Section A-3.
4. The Respondent must provide proof of insurance showing the coverages and limits in place at the time of this RFP as Section A-4.
- 5a. Information about the overall makeup of the project team (the identity of the Subcontractor and any lower tier subcontractors, and a description of their respective responsibilities) should be provided on Form I and attached in Section A-5.
- 5b. Information about the about lower tier subcontractors and/or supervisory self-performed tradesmen (addresses, telephone numbers, names of contact persons and of lead personnel) should be provided on Form II and attached in Section A-5 (note: a separate Form II should be completed for each of the subcontractors or tradesmen identified on Form I).
6. Additional information about the project team may be included in the proposal as Section A-6 (optional).

3.3 Schedule for Completion of the Project  
Section B

Respondent should provide a brief outline of the work to be performed and a timeline or duration of time each trade or task will require for completion pursuant to developing a Master Schedule. (See Appendix 1.9 for detail on Master Schedule). Further explanation of this competency can be found in Section 1.5.4 of the RFP.

3.4 Official Statements by Respondents  
Section C

Proposals must contain statements to the following effect, signed by an individual authorized to bind the respondent:

- 1a. The respondent has read and agrees to the terms and conditions set forth in this RFP. Validation of such should be provided for this proposal in Section C-1.
- 1b. The terms and conditions set forth in the proposal will remain open and subject to acceptance for at least thirty (30) days from the deadline for submission of proposals. Validation of such should be provided for this proposal in Section C-1.
- 2a. Trane shall provide Factory-authorized startup for all Trane equipment and all Trane provided equipment. Respondent will provide startup for all other relevant equipment (if any). Validation of such should be provided for this proposal in Section C-2.
- 2b. A one year manufacturer's warranty on all proposed material and equipment shall be provided. The warranty period shall begin on the completion date of the project. Installation practices and start-up shall not void the manufacturer's warranty. Validation of such should be provided for this proposal in Section C-2.  
(Extended Warranties and Service Proposals shall be separately quoted).

3.5 Bid Pricing  
Section D

All pricing should be clear and concise displaying no ambiguity while properly formatted in US dollars \$. Terms and payment schedules will be defined through individual Respondent contracts with the Trane Company.

# Appendix 1

## **GENERAL PROJECT BIDDING INFORMATION, ASSUMPTIONS, AND CONDITIONS**

When performing the costing, the following Assumptions and Conditions should be used:

1. Trane will provide all required licenses, permits and inspections to all governing bodies having jurisdiction at the Property. This shall include City of Ridgcrest Building Department.
2. Trane shall provide a complete set of Engineered Plans and Specifications, created at Trane's expense, with a Professional Engineers stamp, to the Subcontractor prior to proceeding. Trane shall obtain permitting and will obtain fully approved plans prior to proceeding.
3. Subcontractors shall submit product cut sheets for all subcontractor provided equipment for approval by Trane prior to ordering any material. All equipment installed as part of this scope shall be installed in accordance with manufacturer's installation guidelines and the consulting Engineer's design. In the event of a conflict or need for a clarification, all issues shall be referred to the Engineer of Record in a written Request for Information format for resolution.
4. Subcontractors shall submit shop drawings for all subcontractor installation work for approval by Trane prior to commencing work. Allow two weeks for drawing review and approval.
5. Trane shall arrange for the performance of all Tests and Inspections per the procedures designated by the Engineer of Record and the Inspector. Work shall not be performed in advance of appropriate tests and inspections.
6. Trane shall self-perform all commissioning services. There are no provisions for third party commissioning.
7. Trane shall provide an OSHA approved Construction Safety Plan and follow the details contained therein during the Construction phase of the project. Subcontractors shall provide all first aid and safety equipment as necessary. Weekly safety meetings shall be held and recorded. Maintain daily logs to record site activity and conditions. MSDS records shall be kept on site.
8. Each Subcontractor shall provide for daily clean up of site trash and all trash removal. Housekeeping shall be maintained in accordance with Owner requirements. General Contractor shall provide for all trash dumpsters and trash removal.

9. Trane shall provide a Master Project Schedule to the Subcontractors prior to the commencement of the project. The project schedule shall be revised weekly or as requested. All work shall be performed in accordance with the Trane project schedule. All work is to be completed within 270 working days from receipt of Notice to Proceed.
10. Subcontractors shall provide all insurance and as required in Master Subcontract Agreement.
11. Subcontractors shall provide a separate Payment and Performance Bond for this contract if contract amount is greater than \$50,000. Provide bond cost and rate as breakout pricing.
12. Each Subcontractor shall provide all necessary temporary office space and storage containers, if required. General Contractor shall provide drinking water and toilet facilities for all Trane employees and subcontractors. The Owner shall be requested to provide a temporary dedicated storage location. The Owner shall provide all utilities required by construction activities for the duration of the project.
13. Division 16 Electrician to provide all temporary power hookups, as required.
14. Due to the nature of the property, there are specific requirements regarding appearance and behavior that will apply to all crews on site. Failure to comply will result in removal from the site.
15. Subcontractors shall perform all work in accordance with governing local and state codes and industry standards as defined on the construction drawings and specifications to provide a quality installation.
16. Some overtime labor may be required by the subcontractor to accomplish the work as stated due to the operating characteristics of the property. This should be an included item in the bid price. Generally, work performed inside the buildings will need to be performed off hours. Exterior work can be performed as straight time.
17. Overtime labor at no cost shall be provided as necessary to accomplish stated work to maintain agreed upon schedules. Acceleration for the convenience of the Owner or delays incurred that are outside the control of the subcontractor are excluded and would be considered an extra cost item.
18. Payments shall be in accordance with an agreed upon Schedule of Values (SOV) set at the beginning of the project. Requests for monthly payments shall be made for each month by the 15<sup>th</sup> of the month. All billings will utilize the AIA G702 and G703 Certificate of Payment documentation. All billings will include appropriate waivers of lien. A ten percent (10%) retention is assumed.

19. Subcontractors shall furnish at the completion of the project a complete set of as-built drawings. All drawings shall be in AutoCAD and a set of CD's shall be delivered to the Trane. Six (6) copies of Operation and Maintenance manuals and start up sheets for the equipment shall be provided under this scope of work.
20. Subcontractor shall provide a standard one year parts and labor warranty for all deliverables under this scope of work. Extended or maintenance warranties are considered extra. Spare parts on commonly used items will be provided per separate agreement. There shall be no warranty coverage for existing parts and other materials re-used during the course of the project.
21. Liquidated damages resulting from Construction activities or delays in schedule are outside the scope of this contract
22. All work will be performed at **Prevailing Wage** rates.
23. Asbestos abatement, and abatement due to other hazardous materials (such as lead based paints) is to be provided by the Owner. In the event asbestos or other hazardous materials are found, work in the affected area shall cease until areas are abated. Trane shall not be responsible for schedule delays as the result of abatement activities.
24. The Owner shall have salvage rights to all material demolished at the site.
25. The Owner shall provide all irrigation, landscaping, Security and Fire-Life-Safety upgrades (if required) for the Project.
26. Unforeseen underground obstructions (not shown on plans or specified in advance by the Owner) encountered while digging are outside the scope of this project and would be considered extra.

## Appendix 2

### Division of Subcontractor Trades

Subcontractor bids will be solicited based on the following division of trades.

**General Contractor** – Responsible for all general contracting work typically contained between Divisions 1 through Division 14 of the Specifications. This shall include and is not limited to the items listed below. See plans for additional information:

- All Demolition, exclusive of existing mechanical systems
- All saw cutting, coring, excavation, grading and site preparation
- All trenching, backfill and compaction
- All concrete work and formwork for all footings and slabs
- All installation of new asphalt paving and fill
- All asphalt resurfacing (slurry coat) and back patching
- All block wall erection
- All fences and gates
- Providing all steel for carports and steel building
- All structural steel erection
- Mechanical installation of all solar PV panels.
- Roof penetrations, roof structural work, roof repair and roofing installation
- Repair of drop ceiling and tile replacement
- All painting and chaise installation.
- All cleanup and trash removal.
- Landscaping, irrigation and security systems are excluded (provided by City)

**Division 15 Mechanical Contractor (Water Side Piping)** - Responsible for all water side Mechanical Installation work. This shall include and is not limited to the items listed below. See plans for additional information:

- Setting all water side mechanical equipment
- Installation of all hot and cold side piping
- Pipe Insulation
- Provide own crane lifts
- Trenching is excluded (by GC)
- Installation of all piping and piping supports
- All Plumbing
- All water side equipment startup by Trane

**Division 15 Mechanical Contractor (Air Side)** - Responsible for all air side Mechanical Installation work. This shall include and is not limited to the items listed below. See plans for additional information:

- Removal of all existing air side package units and refrigerant disposal
- Provide own crane lift
- Setting all new air handler curbs and units
- All sheet metal transitions
- All ductwork demolition per plans
- Installation of new ductwork, diffusers and VAV boxes per plans
- All smoke detectors, fire stopping and fire dampers per plans
- All air side equipment startup by Trane
- All fire-life-safety interface is excluded and provided by City

**Division 16 AC Side Electrical Contractor** - Responsible for all AC side high voltage (110 VAC or Greater) installation work. This shall include and is not limited to the items listed below. See plans for additional information:

- Electrical disconnect of all demolished equipment and lighting.
- Temporary power
- Installation of new electrical enclosures, MCC's, switchgear, distribution boards, disconnects, VFD's, wire and conduit etc.
- Wiring of 110 VAC or greater installation of lighting, miscellaneous equipment, VAV boxes per plans
- Electrical startup of all equipment
- Trenching is excluded (by GC)
- All fire-life-safety interface is excluded and provided by City

**Division 16 DC Side (Solar) Electrical Contractor** - Responsible for DC side installation of the Photo-Voltaic System. This shall include and is not limited to the items listed below. See plans for additional information:

- Installation of DC side electrical enclosures, combination boxes, meters, disconnects, PV panels, wire and conduit etc.
- Electrical startup of all DC side solar equipment
- Trenching is excluded (by GC)

**Division 17 Controls Electrical Contractor** - Responsible for low voltage (less than 110VAC) installation of the DDC controls. This shall include and is not limited to the items listed below. See plans for additional information:

- Installation of all Controls electrical enclosures, boxes, communication wire, end devices and sensors, disconnects, wire and conduit etc.
- Electrical startup of all controls equipment
- Trenching is excluded (by GC)

**Test and Balance (TAB) Contractor** - Responsible for all TAB water and air balance and reports. See plans for additional information:

**Window Retrofit Contractor** - Responsible for installation of double pane window retrofits on the second floor of the City Hall building. See plans for additional information.

# ATTACHMENTS



**FORM II**

LOWER TIER INFORMATION:  
SUBCONTRACTOR / SELF-PERFORMED TRADESMAN

Check One:

Tradesman \_\_\_\_\_  
Subcontractor \_\_\_\_\_

1. Name or (*name of firm if subcontractor*):

\_\_\_\_\_

2. Address (*if subcontractor*)

\_\_\_\_\_

\_\_\_\_\_

3. Trade/Discipline:

\_\_\_\_\_

4. Contact person for this project:

\_\_\_\_\_

5. Telephone number of contact person:

\_\_\_\_\_

6. Lead personnel for this project (persons who will have supervisory or other responsibility for this specific trade work to be performed):

Name

Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Number of years the firm has been in Business/Trade: \_\_\_\_\_