

Northeast Arkansas Education Cooperative

211 W Hickory St.
Walnut Ridge, Arkansas 72476
870-886-7717

REQUEST FOR QUALIFICATIONS

Engineering Services for HVAC Replacements

Due Oct 19, 2021

2:00 P.M. CST

GENERAL INFORMATION

The Northeast Arkansas Education Cooperative (NEAESC) seeks engineering services for the replacement of three (3) twenty-ton HVAC units that service the main portion of its building. The total estimated budget for the project is approximately \$175,000.

GENERAL SCOPE OF WORK

- 1 to 1 replacement of three (3) 20-ton HVAC units. Newly installed replacement units will be ground mount packaged systems with the same capacity as the existing units.
- Project to be facilitated as a “modified replacement” per guidelines set forth by the Arkansas Division of Public School Academic Facilities and Transportation Division.
- The existing unit(s) will be removed and disposed of and the replacement unit(s) installed to the exterior of the building.
- The unit(s) installed will be high efficiency “base package” units from quality manufacturers such as Trane, Carrier, or equivalent.
- New programmable space thermostats will be installed in existing thermostat locations.
- After installation, the contractor shall provide factory start-up of new units and check for operation including comfort level air balancing throughout the ductwork and service rooms.

GENERAL QUALIFICATIONS

- NEAESC seeks advice, expertise, design, construction documents and specifications, bidding guidance, and construction administration services for the overall task intended from professionals who have the capacity and documented experience in assignments of this nature.
- Specialties may include structural, mechanical, and electrical engineering.

QUALIFICATION SUBMISSION REQUIREMENTS & EVALUATION CRITERIA

Each firm should present one (1) hard copy and one (1) electronic copy, flash drive preferred, of the following information (8 ½ x 11 format) in its response to this request. Email copy to dblaxton@nea.k12.ar.us. Firms will be evaluated on a range of criteria, including, but not limited to the following qualifications.

- Cover letter with the name, physical and e-mail address, and phone number of the main point of contact.
- Detail of the firm, its size, structure, disciplines, and experience with educational buildings. Include a profile of its approach to a project of this type.
- Detail of adequate staff and proposed design or consultant team for the project including preferred partners with specialized expertise.
- List of previous experience with similar projects and accompanying reference contacts.
- List of deliverables and presentation documents that your firm can/will produce if engaged.
- Construction administration capabilities.
- Proposed schedule and timeline information.
- Other factors that may be appropriate for the project.
- Licensed in the State of Arkansas.

EVALUATION & SELECTION PROCESS

NEAESC committee members will evaluate submittals and create a short list of firms. These firms will be interviewed and/or invited for presentations.

Fees will be negotiated with the successful firm. If NEAESC is unable to negotiate a satisfactory fee for the services to be provided, negotiations will be formally terminated. NEAESC will then undertake negotiations with the next most qualified firm.

Responses must be received from firms licensed in Arkansas. Out-of-state firms should joint venture, align, or associate with an in-state firm or apply for licensing as coordinated with the Arkansas State Board of Architects (www.arkansas.gov/arch, 501-682-3171).

The NEAESC reserves the right to reject any or all proposals for any reason it may determine to be in the best interest of NEAESC and to waive any irregularities therein.

The NEAESC will not be held responsible for any costs incurred by the consultant for work performed in the preparation of the Request of Qualifications and for any work performed prior to the issuance of a contract. Any resulting contract will be governed by the laws of the State of Arkansas.

GENERAL SUBMITTALS

ALL Respondents will be required to complete the following forms.

- Current copies of licenses
- A current copy of certificate of insurance

DELIVERY OF SUBMITTALS

Responses to this Request for Qualifications must be received by 2:00 p.m., October 19, 2021, to be considered.

Send one (1) original hard copy and one (1) electronic copy of the response, preferably on a flash drive. Email copy to dblaxton@nea.k12.ar.us.

Submittals are to be delivered to:

**Northeast Arkansas Education Cooperative
211 W Hickory St.
Walnut Ridge, AR 72476
ATTN: Daryl Blaxton, Director
RFQ: HVAC Replacement Project**

Late responses, responses en route, or those left at locations other than the Administration Office will not be considered.

Questions regarding this request for qualifications can be directed to Daryl Blaxton, Director, Tel. (870)-886-7717, Email dblaxton@nea.k12.ar.us.