

Evergreen Park & Recreation District

Request for Proposals # 2025 - 2

BPRC HRU Replacement Project



Requested By:
Evergreen Park & Recreation District
1521 Bergen Parkway
Evergreen, CO 80439

January 2025



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Request for Proposals – BPRC HRU Replacement Project

Invitation

Evergreen Park & Recreation District (“EPRD”) invites qualified companies (“Respondents”) to submit their proposals for the replacement, removal and disposal of the existing Heat Recovery Air Unit at the Buchanan Park Recreation Center and the installation and set-up of a new Heat Recovery Unit of similar type. Selected respondent and all subcontractors shall conform to all applicable building codes and secure all necessary building permits for the project

Period of the Contract

The successful Respondent will be awarded a Service Agreement by March, 2025. The intention is for the project to be complete by August, 2025.

Project Schedule

December 30, 2024	RFP Issued
January 2, 2025	RFP published in Canyon Courier
February 12, 2025	Mandatory Pre-Bid Meeting/Site Visit (10:00am)
March 4, 2025	Proposal Due (10:00am)
Week of March 10, 2025	Evaluation of Proposals
Week of March 24, 2025	Award of Service to Selected Respondent
Week of August 4, 2025	Target Project Start
August 29, 2025	Target Project Completion

The above dates are subject to change.

Locations Where Work Will Be Performed

The project location is the Buchanan Park Recreation Center, 32003 Ellingwood Trail, Evergreen, CO 80439.

Scope of Work

The scope of work for the BPRC HRU Replacement Project encompasses the removal and disposal of the existing HRU unit (HEATEX INC. Model #E-NDHU-1H/SP-31000-IP-1-D, Serial # 201032; BTU Input – 400,000, BTU Output – 320,000, Gas Inlet Pressure: Min/Max 5” to 14” W.C., Gas Type – Natural, Volts 460, Phase 3, HZ 60, Supply Fan 25 HP, Exhaust Fan 10 HP.) Then the installation and set-up of a new HRU unit of similar type and specs. The new HRU unit should meet the output needs and work with existing ductwork and equipment for BPRC’s existing leisure pool, which is approximately 7200 square feet in area and 30 ft in height.



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Proposal Content

1. **Material and Set-up Costs:** Clearly differentiate material costs from set-up, personnel, or other costs. The assumed materials must be priced to meet the scope and specs described below.
2. **BPRC HRU Replacement Project:** Scope of services shall include, but not necessarily be limited to:
 - a. Storage & delivery of materials needed to/at project site (EPRD land may be used).
 - b. Removal and disposal of the existing HRU unit (HEATEX INC. Model #E-NDHU-1H/SP-31000-IP-1-D, Serial # 201032; BTU Input – 400,000, BTU Output – 320,000, Gas Inlet Pressure: Min/Max 5” to 14” W.C., Gas Type – Natural, Volts 460, Phase 3, HZ 60, Supply Fan 25 HP, Exhaust Fan 10 HP) including any needed crane work and possible duct work.
 - c. Recommendation of and pricing for a replacement HRU unit that meets system requirements, works with existing ductwork and equipment, is cost effective, and meets energy-efficiency goals. BPRC’s existing leisure pool is approximately 7200 square feet in area and 30 feet in height. EPRD will ask respondents for details about their replacement recommendations during the proposal evaluation period. EPRD reserves the right to adjust specifications for the replacement HRU during the evaluation period. The specs and agreed-to pricing for the selected replacement unit will be incorporated into the Services Agreement.
 - d. Installation and set-up the new HRU unit described above.
 - e. All labor to complete the project.
 - f. Any additional work deemed necessary by contractor.
 - g. Warranty and maintenance provided by contractor.
 - h. Energy efficiency rating for the unit.
3. **Relevant Experience & References:** Provide relevant background information, project examples and data on at least three (3) projects that your company has completed that are similar in nature and scope to the above referenced project. Include a list of owner references with contact names and current telephone numbers.
4. **Project Management:** Each Respondent must provide the name(s) and contact information for the person(s) designated as the project manager for this work. Provide a list of no fewer than three projects managed by this person(s) previously.
5. **Site Logistics:** Selected contractor will be responsible for coordination of staging, installation, training, clean up and haul-off, and all other site-related issues with EPRD.
6. **Prep work and Installation Schedules:** Prepare and submit a schedule that displays your company’s understanding of the project scope, logical sequence of activities, and overall completion commitment. Such schedules shall be cited in number of days/weeks of duration. A final schedule of completion will be negotiated between the successful Respondent and Evergreen Park & Recreation District as part of contract negotiations. The negotiated construction milestone schedule shall be considered your company’s commitment of the overall installation and training duration for completing the project.



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7. **Sustainable Practices:** Respondents are recommended to incorporate energy-efficient and sustainable elements into their proposal and highlight certifications and ratings such as LEED, Fitwel, Energy Star, etc. Preference may be given to Respondents that recommend practices and equipment that focus on improved air quality and water and electricity reduction, using Energy Star-rated equipment.
8. **Additional Information:** Provide any additional information that will demonstrate your company's ability to perform this project.

Mandatory Pre-Bid Meeting & Site Review:

A mandatory pre-bid meeting and site walk of interested contractors shall occur on-site on February 12, 2025 at 10:00 am at the Buchanan Park Recreation Center. EPRD will lead a group site visit at the mandatory pre-bid meeting. Should a Respondent not be available in-person for the pre-bid meeting, EPRD can provide a Microsoft Teams meeting link for the sit-down part of the pre-bid meeting, but not for the site visit. For this reason, in-person attendance at the pre-bid meeting is highly encouraged. Please contact Bob Schmitz at bschmitz@eprdco.gov or 720-490-0407 if you need to attend the pre-bid remotely.

Additional site visits during the proposal period are encouraged to give contractors a more complete understanding of the project. The site is accessible by contacting Bob Schmitz, Project Manager at bschmitz@eprdco.gov or 720-490-0407.

Withdrawal of Proposal

Proposals may be withdrawn by written notice at any time prior to the submission deadline.

Proposal Evaluation Process

Proposals received will be evaluated using the following process:

1. Proposals received will be screened for responsiveness to the Proposal Content listed above.
2. Proposals deemed responsive shall then be evaluated using the following criteria:
 - Competitiveness of fees.
 - Relevance and quality of Project Examples provided.
 - Ability to deliver in a short time period and within budget.
 - Positive comments from References.
 - The relative strength and experience of the management and staff most likely to work the project.
 - Warranty of the product, materials and training provided.
 - Proposed sustainability practices and use of energy-efficient equipment.
 - Other information provided.



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3. Respondents may be asked to clarify information in their proposal, or provide additional information, when deemed necessary.
4. The District reserves the right to reject any and/or all proposals, and to waive or decline to waive irregularities in any submittal.
5. The Respondent judged most qualified will be offered a contract. The exact terms and compensation will be negotiated at that time. If an agreement cannot be reached, EPRD reserves the right to offer a contract to the next most qualified respondent, until an acceptable contract is negotiated or the District chooses to reject all proposals.

Proposal Submittal

For technical information, contact Bob Schmitz, bschmitz@eprdco.gov or 720-490-0407.

An electronic or hard copy form of the complete proposal shall be provided to the Evergreen Park & Recreation District Administrative Office by 10:00 am on March 4, 2025. Submittals may be sent via mail, hand delivery, fax, or email to:

Evergreen Park & Recreation District
Attn: Bob Schmitz
1521 Bergen Parkway, Evergreen, CO 80439
Email: bschmitz@eprdco.gov