

**CITY OF ROCHESTER, NEW HAMPSHIRE**

**REQUEST FOR:**

**STATEMENT of  
QUALIFICATIONS**

The City of Rochester, New Hampshire, is issuing a Request for Statement of Qualifications for Design Build Services for Ice Arena Refrigeration System Replacement / Modification and Energy Savings Project. All Statement of Qualifications (SOQs) must be submitted in a sealed envelope plainly marked:

"Statement of Qualifications for Design Build Services for Ice Arena Refrigeration System Replacement / Modification and Energy Savings Project"

**SOQ # 09-25**

City of Rochester, New Hampshire

31 Wakefield Street

Rochester, NH 03867

Attn: Purchasing Agent

All SOQs must be received no later than February 12, 2009 at 2:30 P.M. EST. No late SOQs, faxed or telephone SOQs will be accepted. Request for Statement of Qualifications document may be obtained from the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester NH 03867. Telephone number (603) 335-7500. A total of seven (7) bound copies of the Statement of Qualifications shall be submitted in a sealed envelope.

## INSTRUCTION TO RESPONDENTS

### I. Preparation of SOQ

- A. Submit to the City of Rochester NH, no less than seven (7) bound copies of Statements of Qualifications.
- B. Complete page nine (9) of this document in ink and submit with the copies of the SOQ. All respondents must include an active email address.
- C. Any and all corrections made to the Statement of Qualifications must be made in writing and in ink.
- D. The SOQ must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the SOQ is made by an individual, his name and legal address must be shown; by a partnership, the name and legal address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- E. Any questions regarding this Request for Statement of Qualifications must be made in writing, a minimum of 7 days prior to the scheduled bid opening, via email to the purchasing agent of the City of Rochester NH at Purchasing@rochesternh.net. All questions and responses will be forwarded to all potential respondents.

### II. Irregular SOQs

SOQs will be considered irregular and may be rejected for any of the following reasons:

- A. If the SOQ is submitted late or incomplete.
- B. If there are unauthorized additions, conditional or altered SOQs, or irregularities of any kind which may tend to make the SOQ incomplete, indefinite or ambiguous as to its meaning.
- C. If the respondent adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

III. Delivery of SOQ

When sent by mail, the sealed SOQ shall be addressed to the owner at the address and in the care of the official in whose office the SOQs are to be received. All SOQs shall be filed prior to the time and at the place specified in the invitation for SOQs. SOQs received after the time for opening will be returned to the respondent, unopened. Faxed or emailed SOQs are not acceptable.

IV. Withdrawal of SOQ

A respondent will be permitted to withdraw his SOQ unopened after it has been deposited if such request is received in writing prior to the time specified for opening the SOQs.

V. Public Opening of SOQs

Names of the respondents of the SOQs will be read publicly at the time and place indicated in the RFQ. Respondents, their authorized agents, and other interested parties are invited to be present.

VI. Disqualification of Respondents

Any of the following reasons may be considered as being sufficient for the disqualification of a respondent and the rejection of his SOQ:

- A. More than one SOQ for the same work from an individual, firm, or corporation under the same or different name.
- B. Evidence of collusion among respondents.
- C. Failure to supply complete information as requested by the RFQ.

VII. Obtaining Results

A list of valid respondents will be posted after 48 hours on the City of Rochester's web site at: [www.rochesternh.net](http://www.rochesternh.net) or will be available by request via e-mail at the following address: [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net).

**REVIEW OF STATEMENT OF QUALIFICATIONS**

I. Consideration of SOQ

- A. Each respondent shall be required to submit seven (7) bound and sealed copies of the SOQ. Cost(s) for preparing, or associated with, is not recoverable.
- B. SOQs will be reviewed and compared by a selection committee on the basis of the selection criteria listed below.
- C. The right is reserved to reject any or all SOQs, to waive technicalities or to advertise for new SOQs, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

II. Statement of Qualifications criteria

A. Each valid SOQ received and found acceptable by the City will be evaluated based upon the following criteria:

- a. The firm's past performances with jobs of similar scope, specifically in ice arena applications.
- b. Statement of Qualifications to include:
  - i. Firm's legal name, address, phone and contact person. Basic information, including the year the company was formed
  - ii. Project team and experience. Identify project manager, proposed subcontractors, and task responsibilities. Provide details of his/her professional qualifications and experience on similar projects. Include a resume for each person, not to exceed two pages per person.
  - iii. Detailed description of experience and performance in similar and recent projects specifically relating to ice arenas. Identify specific areas that demonstrate the firm's ability to: work with customer within budget parameters, perform and meet schedule deadlines without delays, avoid cost escalations, overruns or vendor claims.
    1. Provide performance history of similar projects completed at a minimum of three different ice arenas in the past seven years. Complete description of work completed as well as references for each required to include contact name, address and phone number. Projects must be similar in size and scope.
    2. Provide a list of any subcontractors or consultants used in each of these jobs.
    3. Provide list of vendors and companies along with specific brands and models used in past similar projects.
  - iv. Identify similar and recent projects that demonstrate the firm's ability to implement energy saving measures and future operating costs.
    1. Provide a minimum of three examples of documented energy savings in past arena projects. These projects must be similar to the size and scope of this proposed project. List each separately along with references. List any and all rebates obtained from utility companies as a result of energy savings projects.
  - v. The respondent's business experience, duration in business and range of resources and services.
  - vi. The respondent's ability to provide future maintenance and/or services.
  - vii. The ability to produce any necessary and sufficient performance bonds for this project.

III. Evaluation of SOQ and selection of contractor process

B. A selection committee will review all valid SOQs.

## Rochester Arena Refrigeration System SOQ #09-25

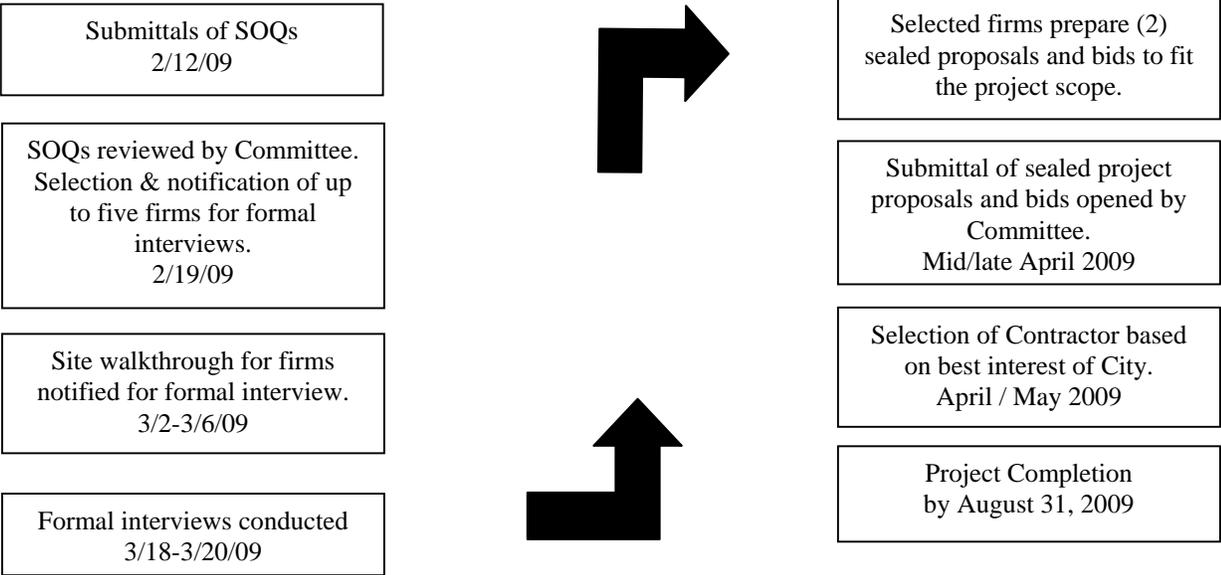
- C. Within seven (7) calendar days of receiving the SOQs the City of Rochester NH will select up to a maximum of five (5) firms for formal interviews. Firms not selected for a formal interview will be notified by mail at the address provided by the respondent.
- D. Firms that are selected for formal interviews will be formally notified.
  - a. A mandatory site walkthrough will be conducted in advance for all selected firms that will be formally interviewed. The City will schedule the site walkthrough with all required firms to be present. The general scope of work will be reviewed at the walkthrough.
- E. Formal interviews will be scheduled approximately fourteen (14) calendar days after the site walkthrough. At the formal interviews firms will be asked to; discuss their Qualifications Statement in detail, present and discuss a project approach based upon site walk and the scope of work, provide potential project options and general cost estimates, describe in detail past project experience(s) as they relate specifically to public ice arenas or ice arenas of similar size, as well as answer questions pertaining to the project by the selection committee.
- F. Within five (5) calendar days of the formal interviews the selection committee will notify a minimum of two (2) and a maximum of five (5) firms to submit sealed project proposals and bids. Firms selected will be based upon, Statement of Qualifications, performance during the formal interview, and a demonstrated ability to comprehend and deliver solutions for this project.
- G. Within twenty-eight (28) calendar days of notification, selected firms shall submit sealed proposals and bids. Proposal and bids shall contain one main project design and one project alternative design along with a detailed and separate cost amount to achieve each. Each firm's proposal shall be derived from the scope of work and services outlined below as well as the information gathered during the interview process and site walkthrough.
- H. After reviewing the proposals and bids, the City will select a firm to negotiate a contract with that has demonstrated the ability and skills to provide the best overall approach to design and cost and that is in the best interest of the City. Final contract award will be done at the earliest convenience of the City. Final project design and scope of work will be developed by the City in conjunction with the successful firm and shall be incorporated into the contract with a Guaranteed Maximum Price (GMP).
- I. In the event that a contract and project design cannot be negotiated with the selected firm, the next firm as determined by the selection committee will be chosen.
- J. The cost(s) for preparing SOQs, formal interview, and project bids are not recoverable.

## IV. Cancellation of Award

- A. The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

**Submittal of SOQ to final selection of Contractor matrix:**

**Illustration Only. Dates subject to change.**



## GENERAL SCOPE OF WORK FOR DESIGN BUILD SERVICES and DUTIES

The following is not an all-inclusive list but a description of services associated with this project. Firms may use this information in the development of their Statement of Qualifications to demonstrate past experience(s) in specific areas mentioned. The eventual work and services performed will depend upon the ability of the selected firm to provide services desired by the City, a prioritization of needs, overall project cost, availability of financing, and the best project approach to suit the needs of the City.

### *Current system information:*

- The Rochester Arena opened in November 1972. The current refrigeration skid was installed in 1979 as a used piece of equipment after failure of the original. The refrigeration package is a Carrier/Rheem skid system with two (2) Carrier 5H120 compressors and two water-cooled condensers. The model and serial numbers on the tag are; DDCW-250 and 73B552-007J respectively. The chiller barrel is model 1973-84016. The refrigerant used is R-22 and the compressors are driven by two (2) one hundred (100hp) horsepower electric motors. Secondary coolant is ethylene glycol. The refrigerated floor is concrete with no sub-floor heating (ice in Sept to April) and was intalled new in 1972. Dimensions of refrigerated floor are approximately 185' X 85' and the pipes are plastic with an accessible header trench. Cooling tower is an Evapco model AT19-28 that is located outside and was installed new in August of 2008. Interior sump and piping for cooling tower along with water pumps are in need of replacement.

The firm that is selected for this design build project will work with the City using the following information to develop the final design and scope of this project.

- Provide a complete Design Build Service approach from project beginning to project end including all necessary engineering, mechanical, electrical, plumbing, architectural and other necessary professional services.
- Perform complete review of existing mechanical room and identify space needs and code requirements. Develop and administer plan with City to construct new mechanical room if it is determined that one is needed. It may be an option to put on a mechanical room addition and install equipment while the current equipment is still being used. If this approach is taken it may extend the project deadline. This option will be at the discretion of the city. Due to financing, all options should be explored before construction of a new room is considered.
- Develop a plan to replace or modify existing refrigeration system package, including, but not limited to: chiller barrel, condensers, compressors, pumps, motors, controls, sumps, piping, electrical, etc. The City will also consider renovating or modifying existing equipment if a sound proposal is feasible, cost effective and provides future operating considerations. Proposals for used equipment should also be considered.
- Provide an assessment of the current refrigerated floor with recommendations to the City. It is not anticipated that financing will allow for floor replacement along with refrigeration system replacement at the same time. However, a prioritization of needs based on assessment will determine final project scope.

## **Rochester Arena Refrigeration System SOQ #09-25**

- Develop timeline and budget with the City of Rochester NH for the entire project. Project must be completed, be fully operational, and have passed all necessary inspections by **August 31, 2009**.
- Present options for different types of refrigerants to be used in any new or modified equipment. This should take into account safety, current and future operating costs, as well as meeting future EPA and State mandates / regulations for refrigerants.
- Develop options and pricing for the replacement of current secondary ethylene glycol coolant with propylene glycol or other suitable and environmentally friendly material. Provide engineering and supervision for removal of old ethylene glycol and disposal of such. Include engineering for pipe sizing and any pump upgrades to handle new material in coordination with new or modified equipment. Coordinate and oversee the installation of new material.
- Present possible options for isolation of secondary coolant in the refrigerated floor from the main refrigeration system. This should include pricing and options for installing shutoffs for individual circuits that are currently imbedded in the concrete floor yet accessible in the header trench.
- Provide new energy savings and recovery components to accompany the new or modified system. Examples include but are not limited to heat exchangers, computer controls, offsite monitoring, energy efficient motors and pumps, ice temperature sensors, etc. Consideration must also be given to the future use of the facility and the ability to recapture or reuse heat / cooling for possible facility expansions.
- Provide documentation of expected energy savings with any proposed work. Provide personnel the City in working with utility companies to receive rebates for energy efficiency items.
- Research and present alternative funding opportunities for project including payback through energy savings.
- Provide complete oversight of project including the removal of any old or unused components of the systems. Provide documentation that any components that are removed are disposed in accordance with any local, State and Federal regulations.
- Assist the City in selling of current refrigeration unit, or pieces of, for salvage or resale to another arena or agency if possible. Any funds received shall become property of the City.
- Generate an operating comparison of replacing equipment with new or modification of existing equipment.
- Design and install the most appropriate system and solution at the best possible price.

CITY OF ROCHESTER NEW HAMPSHIRE  
PURCHASING AGENT

**SOQ #09-25 FORM**

To be filled out in conjunction with the submittal of seven (7) sealed and bound copies of complete Statement of Qualifications

Legal business name: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Primary contact person: \_\_\_\_\_

Name(s) of any other businesses representing a joint venture:

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative printed name:

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Authorized Representative signature

\_\_\_\_\_  
Title

All names of all valid firms responding will be posted after 48 hours on the City of Rochester's web site at: [www.rochesternh.net](http://www.rochesternh.net) or will be available by request via e-mail at the following address: [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net).