REQUEST FOR PROPOSAL

For

Chilled Water Plant Condition Assessment

At

The David L. Lawrence Convention Center
Pittsburgh, PA

Issued by:
SMG
Manager of the David L. Lawrence Convention Center
1000 Ft. Duquesne Blvd.
Pittsburgh, PA 15241

On behalf of Owner:
Sports & Exhibition Authority of Pittsburgh and Allegheny County
Regional Enterprise Tower
425 Sixth Avenue, Suite 2750
Pittsburgh, PA 15219
(412) 393-0200
**Introduction**

The Sports & Exhibition Authority of Pittsburgh and Allegheny (SEA), owner of the David L. Lawrence Convention Center (Center), seeks a consultant (Consultant) to assess the chilled water plant (Plant) within the Center. The Convention Center, a 1.5 million gross square foot facility opened in 2003, is a Gold LEED certified building and is managed by SMG (Manager) on behalf of the SEA. The Center is a highly used public facility hosting meetings, conventions and tradeshows with an annual visitor count of approximately 750,000 people; it is therefore imperative that the building have a chilled water plant that provides reliable and efficient service and operation.

The Plant was built by Noresco and has been operated and maintained by them since the Center opened. On January 1, 2011, the ownership, operations and maintenance of the Plant will be assumed by the SEA. With this in mind the SEA, through its Manager, requests a proposal for a complete “Conditions Assessment” (audit) of the entire Plant in accordance with the Scope of Services below. It is most advantageous to have the project complete prior to January 1. The Technical Specifications of the Plant are provided herein as Exhibit A.

The selected consultant must be able to demonstrate substantial experience with similar projects and the availability of the full range of skills and expertise necessary to carry out the work in a professional manner.

The SEA has adopted a goal of 25% minority participation and 10% women’s participation in its contract work and the SEA wishes to achieve this level of significant MBE/WBE participation in all its contracts. Certified MBE/WBE consultants are encouraged to respond to this RFP and non MBE/WBE consultants are encouraged to joint venture with and/or subcontract to certified M/WBE, as appropriate. The SEA M/WBE policy is found in Exhibit B of this RFP.

**SCOPE OF SERVICES**

In general, the Plant is a chilled water plant including chillers, pumps, cooling towers, heat exchangers, piping, valves, controls and instrumentation, electrical switchgear, motors, meters, wiring and panels. The Plant also includes a water well, known as the Aquifer, beneath the Center and includes pumps, meters, valves and safety features.

The Scope of Services to be provided includes a written report into the investigation of the condition and processes of the mechanical, electrical, instrumentation and control, plumbing and structural features of the Plant, the care and life expectancy of same and recommendations for any capital repairs, remediation or replacement work with costs
estimates and time frames. The scope also includes the review, verification, assessment and report of:

- operations statuses of all systems including all maintenance and preventative maintenance work, schedules and reports,
- maintenance and operations in accordance with OEM manufacturer and industry standards,
- chemical treatment schedules and results,
- calibration and testing of all systems, electrical switchgear, aquifer well and system, and all meters, valves, filters and controls,
- security/monitoring systems and equipment, safety systems, OSHA compliance, MSDS, confined space, emergency plans and protocols,
- O&M manuals and drawings, system modifications or changes, inventory of spare parts and tools, lubricants, chemicals,
- EPA, DEP or other regulatory submittals, engineering reports.

The consultant shall submit a draft report for review and comment by the Manager and SEA followed by a final report.

**CONTRACT**

At proposer’s discretion, provide a draft of a potential Contract between your company and the SEA for the services requested in the RFP. Note, however, that this form of Contract will not be legally binding and all terms and conditions are subject to review and approval by the SEA and consideration of your company Contract form does not constitute a Contract to use the form.

**SPECIAL CONDITIONS**

Reservations:

a) This RFP does not commit the Sports & Exhibition Authority to award a Contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure Contract for work.

b) Right to Cancel: The Sports & Exhibition Authority reserves the right to cancel this RFP in part or in its entirety. If the Sports & Exhibition Authority cancels or revises the RFP, the Sports & Exhibition Authority will notify all proposers in writing.

c) Right to Reject Proposals: The Sports & Exhibition Authority reserves the right to reject any and all proposals.
d) Additional Information: The Sports & Exhibition Authority reserves the right to request additional information and/or clarifications from any or all proposers responding to this RFP.

e) Release of Public Information: If a Contract is awarded, it will be authorized at a public meeting of the Board of Directors of the SEA. Consultants desiring to release information to the public must receive prior approval from the Sports & Exhibition Authority.

f) Award of Contract: The proposer acknowledges that the Sports & Exhibition Authority is not bound to award the Contract to the lowest responsible proposer.

CONSULTANT SELECTION PROCESS and EVALUATION of PROPOSALS

Upon review of the proposals and possible interviews, a selection for this project will be made on the basis of the following criteria:

a) The qualifications of the staff/team (and sub contractors, if any) assigned to the project and their professional experience with similar type projects.
b) The quality and timeliness of the plan to perform the scope of services.
c) The ideas and opportunities presented for creating greater efficiencies in the operations of the Plant.
d) Level of MBE/WBE participation.
e) The fee proposal.

CONSULTANT SELECTION SCHEDULE

The following schedule is anticipated but not guaranteed:

A. Request for Proposals Issued		October 29, 2010
B. Pre-proposal Meeting and Site Tour of Facility	November 5, 2010
C. Deadline for Questions				November 12, 2010
D. Proposals Due, by 12 pm (noon)		November 16, 2010
E. Interviews / Proposal Review (if needed)	November 18, 2010
F. Award (SEA Board Meeting)				December 2, 2010
INQUIRIES

All inquiries regarding this RFP shall be submitted in writing to:

Bernard J. Watson
Director of Operations
David L. Lawrence Convention Center
1000 Ft. Duquesne Blvd.
Pittsburgh, PA 15222
Tel: 412-325-6167
Fax: 412-325-6104
bwatson@pittsburghcc.com

PROPOSAL CONTENT AND REQUIREMENTS

The CONSULTANT should submit a response that addresses the following in a formal written proposal:

- Legal name and address of company.
- Name, title, address, telephone number, and email address of person to contact concerning the proposal.
- Specify key people that would be dedicated to this project.
- A written description of the consultant’s plan for managing the project as per the scope of services including tasks to be performed by sub-contractors, if any.
- A Project Schedule indicating the projected duration of the major tasks and subtasks identified in the scope of work. (note: the SEA assumes ownership and operations Jan.1, 2011)
- A proposal for MBE/WBE participation on the project.

The Proposal shall identify the derivation of the total fee by indicating:

- Assumptions made in estimating costs including those of any third party consultants.
- Net increase/decrease for any RFP modifications suggested or requested by Consultant that have not been included in the RFP.

PROPOSAL SUBMITTAL

A. Submit six (6) printed and one (1) electronic copy of the proposal to:
Bernard J. Watson, David L. Lawrence Convention Center, 1000 Ft. Duquesne Blvd,
Pittsburgh, PA 15222 by 12:00pm (noon) on the proposal due date.
bwatson@pittsburghcc.com.

B. Proposals will not be returned.
CHANGES TO RFP

The Contractor is encouraged to recommend changes to the RFP requirements to eliminate items they feel would be expensive and unnecessary based on current conditions, or to include items they feel are required but not listed in the scope of work. The Sports & Exhibition Authority reserves the right to accept or reject any suggested changes.
Exhibit A
Technical Specifications

Chilled Water Plant – Technical Specifications

The Chiller Plant was designed as a 6,000 ton primary variable, low flow system, capable of delivering 36 degree (F) chilled water and was designed and built as a high reliable 100% available plant. The Plant was designed not only to meet the demands of the Center but also meet the demands of a 500 room hotel to be built on land owned by the SEA immediately adjacent to the Center. The Plant has the flexibility to be operated as two facilities, with two chillers and associated parasitic equipment separated, isolated, or cross connected in various manners. The Plant is controlled by a Trane Tracer Summit automation system which includes Manager notification as well as remotes access for monitoring and control of the Plant.

The Plant is comprised of four 4160 Volt Trane centrifugal Chillers, model CVH 1470 rated at 1500 tons each utilizing R-123 refrigerant at 2800 lb charge. Each chiller is equipped with a 4160 V motor starter Cutler Hammer # 15FA3EE 1000 amp load break switch, equipped with Cutler Hammer IQ data analyzer and protection. Each Chiller is equipped with front panel UPCM panels for local control as well as automation interface.

Chilled Water

The Plant has four 200 HP chilled water pumps, pre-built and supplied by Flo Pak, including variable frequency drives, control system, piping and miscellaneous. The chilled water flow and delivery is by VFD with pressure sensors located at the far ends of the Center’s east and west distribution systems and by choosing which sensor it desires to use, or a combination average of each. The pump skid, under current, cannot be controlled remotely, but can be monitored. The pump VFD’s are controlled for optimum efficiency based on loading and speed of the pump(s) as required, while maintaining minimum KW usage.

Condenser Water

The condenser water system includes 6000 ton capacity of model 3000 BAC cooling towers divided into 3000 ton systems located at the 5th floor east and west rooftops. The cooling tower motor speeds are controlled via VFD located in the 5th floor mechanical rooms, via the Trane Tracer automation system. The BAC cooling towers are constructed with stainless steel basins and top decks, direct drive shaft motor to fan connections, and
internal ladder/walkway system. The cooling tower makeup is made up to the condenser water header distribution pipes within the chiller plant as automated with motorized ball valves, as well as automatic motorized valves on the tower blow down to adjust for chemical control and cycles of concentration as required by the automation systems of Trane and the water treatment company.

The condenser water pump skid system is also a pre-packaged unit supplied by Flo-Pak, assembled skid off site pumps, motors, starters, controls, piping. The condenser pump skid consists of five condenser water pumps. The motors are 100 HP Baldor Motors, Armstrong Pumps, two of the condenser pumps are dedicated to each loop, east and west. The spare 5th pump and motor is located in between the two sides, and can be lined up to either the west or east condenser water loop as desired or required. The system also includes a side-stream sand filter that can be operated on the east or west system as well as chilled water as required.

The condenser system media is Aquifer Water. The aquifer well itself includes a water well of 16 inch diameter at a total depth of 60 ′ below ground level, supplying a capacity of 800 g/pm, utilizing a vertical turbine pump / VFD. The aquifer supply system draws from the aquifer system utilizing a pump and controls. The pump, Gould model VRCT, is driven by 45 amp Baldor motor of which it’s speed is controlled by a Danfoss Graham VFD, proportionally controlled by aquifer supply system header pressure via Trane Tracer P&ID loop variable control.

The aquifer water and the same supply system are also utilized to supply aquifer water to other areas of the convention center as desired for operations of the building and systems. City Water supply is available to the condenser water system to maintain reliability in the case of aquifer supply system failure. This backup system is automated through Trane Tracer to automatically changes valve positions as needed in the event of aquifer loss, maintaining condenser water.

**Electrical System**

The convention center is served by two redundant feeds, with the ability to operate on one transformer, the other, or both. The incoming electrical supply is 23,000 Volts, stepped down to 4160 volts at the building. The chilled water plant is served by this main and the same electrical distribution as the building. The chiller plant has its own dedicated feeds from the center main switchgear room, including an 800 amp supply to the chiller starters and chillers, and a 400 amp supply for other plant parasitic loads.

The chiller plant includes its step down transformer from 4160V - 480/277 V. The transformer and MCC is Square D. The plant includes a square D 600 amp HVL load interrupter switch with a Square D power logic circuit monitor. Each chiller maintains its own starter and IQ data analyzer as well as the main disconnect for the 800 amp line with its separate IQ data analyzer.
Control System

The Plant is equipped with a Trane Tracer Summit system with redundant BCU system with watchdog component switching to backup BCU in the event of a loss of communication. The system has several UPCM remote I/O with data and signals being transmitted between the BCU and UPCM with over 200 data points. The system interfaces with a Trane refrigerant monitoring, warning and ventilation system.
Exhibit B

Minority and Women Business Enterprise Participation

Sports and Exhibition Authority of Pittsburgh and Allegheny County

The Authority requires that all contractors and subcontractors shall demonstrate a good faith effort to obtain the participation of Minority and Women Business Enterprises in work to be performed for the Authority. It is the goal of the Authority that twenty-five percent (25%) of the Contract amount be expended for participation by Minority Business Enterprises and ten percent (10%) of the Contract amount be expended for participation by Women Business Enterprises. The Minority and Women Business Enterprise participation of the Contract shall be subject to the review of the Equal Opportunity Review Commission of Pittsburgh.

“Minority Business Enterprise” (MBE) and “Women Business Enterprise” (WBE) means businesses certified as such by Allegheny County, Port Authority of Allegheny County, Pennsylvania Department of Transportation, Pennsylvania Department of General Services or the U.S. Small Business Administration. The MBE/WBE must be certified for the specific type of work it will be responsible for in connection with the Contract. The certification must be current throughout the time the MBE/WBE will be doing work under the Contract.

The bidder must demonstrate to the Authority that it has made a diligent good faith effort to meet the Authority’s goals for MBE and WBE participation in the Contract work.

MBE and WBE participation may be achieved by any combination of the following:

a. Direct (prime) Contract with MBE or WBE. If the direct (prime) contractor is an MBE or WBE, participation shall be the full amount of the Contract.

b. Subcontract for work on the project. If work is subcontracted to Minority and/or Women Business Enterprises, participation for this element shall be the total amount of subcontracts with MBE/WBEs for work on the project.

c. Supply contracts for the project. If materials are purchased from Minority and/or Women Business Enterprises, participation for this element shall be 2% of the amount of the purchase order unless evidence acceptable to the Authority is submitted that the broker or supplier is acting as a “full service supplier” on this job and in such case the credit shall be 60% of the dollar value of the purchase order. Evidence to be submitted to qualify as a “full service supplier” should include warehouse or storage capacity, inventory records, Contracts with manufacturers, ownership of material handling or delivery equipment and demonstration of fiscal responsibility on previous sales.
Whether the contractor undertook the following actions, among others, will be considered in determining if a good faith effort to obtain participation has been made:

i) attended pre-bid meetings to inform MBE/WBE’s of sub contracting opportunities,
ii) advertised in general, trade, and minority focused media,
iii) provided timely written notice to a reasonable number of MBE/WBE’s,
iv) followed up the initial solicitations by contracting MBE/WBE’s to determine interest,
v) selected or reduced the size of specific Contract parts to facilitate MBE/WBE participation,
vi) provided interested MBE/WBE’s with plans, specifications, and Contract requirements,
vii) negotiated in good faith with interested MBE/WBE’s,
viii) made efforts to provide bonding, line of credit, or insurance assistance to interested MBE/WBE’s,
ix) utilized the services of available minority community organizations and other organizations that provide assistance in the recruitment and placement of MBE/WBE’s,
x) utilized the services of the office of the Equal Opportunity Review Commission of Pittsburgh to provide assistance in the recruitment and placement of MBE/WBE’s.

Documentation in the form of letters, meeting notes, copies of advertisements, etc. will be required to confirm these efforts.

Attention is directed to the following:

a. The bidder must submit with the bid the “Certificate of Minority and Women’s Participation” form attached hereto as Exhibit 1 (including Schedule A), properly filled out and signed in ink. Failure to submit this signed certification as part of the bid is grounds for rejection of the bid.

b. Prior to award of the Contract but within 24 hours of being notified that it is the apparent successful bidder, bidder shall submit to the Authority its participation plan (the Minority and Women’s Participation Plan), in the form of Exhibit 2 hereto. The contractor shall meet with the Authority to discuss the implementation of the plan. The bidder’s Minority and Women’s Participation Plan must be approved by the Authority before the Contract is awarded. Implementation of the approved plan shall be a Contract obligation.
Exhibit 1

Certificate of Minority and Women Business Enterprise Participation

The undersigned bidder certifies that it understands and agrees to actively solicit the participation of Minority and Women Business Enterprises in all work to be performed under this Contract, and to make a diligent good faith effort to achieve the minority and women’s participation goals of the Authority.

The bidder further certifies that the attached Schedule A- “MBE/WBE Solicitation Statement” details its efforts regarding the solicitation and utilization of minorities and women in the work to be performed under this Contract.

The bidder further certifies that it understands that prior to award of this Contract a written Minority and Women’s Participation Plan, using Exhibit B- “MBE/WBE Participation Plan,” must be submitted by bidder and approved by Authority.

Failure of the bidder to comply with these conditions or failure to sign and submit this Certificate and Schedule A with the bid is grounds for disqualification of the bid.

Name of Bidder _________________________

By (signed) _____________________________

Title ___________________________________

Date ___________________________________