

Request for Proposals

# Heating, Ventilation, Air Conditioning and Building Management System Services

For

Detroit/Wayne County Port Authority  
130 E. Atwater  
Detroit, MI 48226

October 4, 2024



## I. INTRODUCTION & PURPOSE

The Detroit/Wayne County Port Authority (the “Port Authority”) is seeking proposals for Heating, Ventilation, and Air Conditioning and Building Management Systems (HVAC+BMS) services for its headquarters, located at 130 E. Atwater, Detroit, MI 48226 (the “Facility”). This initiative is in alignment with the Port Authority’s commitment to maintaining high operational standards, efficiency and reducing its carbon footprint. The Port Authority seeks proposals from experienced, customer-focused, innovative and highly qualified firms to provide comprehensive HVAC+BMS services to ensure the optimal performance, efficiency, and longevity of the Port Authority’s systems.

## II. ROLE OF THE HVAC MAINTENANCE CONTRACTOR

The selected contractor will be responsible for the ongoing preventive and routine maintenance and repair of HVAC+BMS systems at the Port Authority’s Facility. The contractor will be expected to deliver technical expertise and support to ensure systems operate efficiently, meet regulatory standards, and address any operational issues promptly. Responsibilities include:

- Routine and preventive maintenance, inspections, and servicing of HVAC systems.
- Building management system controls optimization and updating to reduce energy usage.
- Prompt repair services as needed and approved.
- Compliance with all relevant safety and regulatory standards.
- Documentation and reporting of maintenance activities and repairs.

## III. SCOPE OF WORK

The HVAC maintenance contractor will be expected to perform the following tasks:

- **Routine and Preventive Maintenance:** Conduct scheduled inspections and servicing of HVAC systems to ensure optimal performance. This includes cleaning, lubricating, adjusting components, and filter changes, among other equipment manufacturer and industry standard tasks.
- **Prompt Repairs:** Provide prompt response to emergency and repair requests and address system malfunctions or failures. A negotiated maximum response time will be included in the contract.
- **System Upgrades and Adjustments:** Recommend and implement system upgrades or adjustments to improve efficiency and performance utilizing standard rates and quotations. These services are not exclusive.
- **Compliance and Reporting:** Ensure all work complies with relevant safety and regulatory standards. Maintain accurate records of maintenance activities and repairs, including issuing detailed reports.

- **Building Maintenance System Update and Monitoring.** Review the existing building management system setup (Niagara) and work with the Port Authority to establish an efficient schedule and utilize the BMS features to reduce energy costs. Periodically update the BMS settings for efficiency and operational requirements.
- **Coordination:** Work closely with the Port Authority staff to schedule maintenance activities and minimize disruptions to facility operations.
- **Quality Assurance:** Develop and follow a Quality Assurance Plan to ensure high standards of service.

#### IV. BUILDING AND SYSTEM CHARACTERISTICS

The Port Authority's Facility is a 20,000 square foot, two story office and event space facility located at 130 E. Atwater, Detroit, MI along the Detroit River, built in 2012. The heating and cooling systems include two rooftop units that are powered solely by electricity. Temperatures are controlled by thermostats as well as a networked Building Management System. Supplemental electrical heaters (not controlled by the BMS) are located along several of the floor to ceiling windows, stairwell and utility rooms. A full building backup generator also provides backup power in the event of a power outage. The office space, comprising approximately 3200 square feet, and operates Monday-Friday 9-5pm. The remaining space is used for events, primarily on weekends and in the evenings and more often in the Spring through Fall seasons.

#### V. SITE VISIT AND INSPECTION

Firms are strongly encouraged to inspect the Facility, HVAC and BMS system between October 7-21<sup>st</sup>, on weekdays 9am-5pm. Please send a request to: [mschrupp@portdetroit.com](mailto:mschrupp@portdetroit.com) to schedule. No walk-ins.

#### VI. REGISTRATION, QUESTIONS AND ANSWERS

- A. Registration.** Firms interested in participating in this RFP process should send an email to: [mschrupp@portdetroit.com](mailto:mschrupp@portdetroit.com), with "RFP for HVAC Services" in the regarding line.

Please include:

1. Firm Name
2. Contact Person
3. Email and Cell Phone

Registered firms will receive email notices of addenda to the RFP and responses to questions submitted.

- B. Questions and Answers.** Questions regarding this RFP may be submitted no later than 5pm October 18, 2024. Answers along with questions (but not the identity of the questioner) will be emailed to registered firms and posted on the Port Authority website. Questions should be emailed to: [mschrupp@portdetroit.com](mailto:mschrupp@portdetroit.com) with "RFP for HVAC Services" in the regarding line.

## **VII. PROPOSAL REQUIREMENTS**

All respondents must adhere to the following format. Proposals should be clear, concise, and complete, not exceeding five (5) pages in length. Company brochures and other marketing materials should be included in the appendices and will not count towards the page limit. Submissions may be via email or delivered to the Port Authority and include the following in your proposal:

### **A. Cover Letter**

- Identify key staff for the project.
- Include a statement that the proposal is valid for ninety (90) days.
- Be signed by an official authorized to bind the firm.

### **B. Qualifications**

- Describe the firm's qualifications for providing HVAC and BMS services.
- Describe the firm's current location(s) and workforce (indicating number of staff by job category).
- Provide details of the experience and qualifications of personnel who will be assigned to this contract.

### **C. Experience**

- List relevant experience from the past three (3) years, including names of clients, dates, and a description of work performed.
- Highlight specific experience with similar HVAC+BMS maintenance contracts.

### **D. References**

- Provide the names and contact information for at least three (3) clients.

### **E. Proposed Project Personnel**

- Identify the primary contact person, their authority, and backup personnel.
- Provide resumes detailing relevant experience for each person involved.
- Include information for any sub-consultants.

### **F. Project Understanding and Insights**

- Describe your approach to managing and maintaining HVAC+BMS systems.
- Provide detailed examples of similar work with public agencies or clients.

### **G. Proposed Fee**

- Propose a fee structure for services including fixed monthly, annual, and/or hourly rates and types of services provided. Clearly describe services included in any fixed fee arrangement. Clearly describe any premium hourly rates applicable to weekend, holiday or evening/night service calls.
- Rates proposed should be fixed for at least one year. Longer fixed rate proposals are invited.

- Propose your best available response time for repairs and emergencies.
- Detail any expenses and assumptions made in preparing the budget. Provide examples of your materials and parts costs and markup, if any.

#### **H. Detroit & Wayne County Preference**

- The Port Authority reserves the right to provide a qualitative preference for firms located in, and who employ residents of Detroit and Wayne County.
- Therefore, proposals should identify the firm's locations, and the residents of its workforce by job category.

### **VIII. EVALUATION CRITERIA**

Proposals will be evaluated on the following criteria:

- Responsiveness to the RFP requirements.
- Understanding of HVAC+BMS maintenance needs.
- Competence and experience of the firm and proposed personnel.
- Ability to commence work immediately and complete tasks within the contract period.
- Familiarity with relevant safety and regulatory standards.
- Cost-effectiveness of the proposed services.
- Location of firm and its workforce.

### **IX. SCHEDULE**

- **RFP Issued:** October 4, 2024
- **Building Inspections:** October 7-22, 2024
- **Proposal Due:** October 31, 2024, 4pm
- **Interviews (if necessary):** November 4-5, 2024
- **Selection and Negotiations:** November 7-15, 2024
- **Board Approval:** December 5, 2024
- **Dates subject to change.**

### **X. CONTRACT AWARD**

- The selected contractor will enter into a formal agreement with DWCPA for a fixed period. The agreement will be based on the proposal submitted, which may be subject to further negotiations.

### **XI. NO CONTACT DURING RFP PERIOD**

- Potential responders to this RFP or their surrogates are cautioned not to communicate with employees or Board Members of the Port Authority during the pendency of this RFP until an award is made. Violations of this requirement could result in disqualification of the firm or individual involved.

The Port Authority appreciates your interest in providing services and your efforts in submitting a proposal.

Respectfully,

Mark Schrupp  
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