

**CITY CENTRE OFFICE CONDOS
2525 BLUEBERRY RD**

MECHANICAL UPGRADES

RFP DOCUMENT

APRIL 15, 2026

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1.0 PURPOSE

The existing heating and cooling systems in the building have reached their lifespan and need to be replaced. The existing systems are constant volume perimeter heating with air and VAV interior cooling with air.

Owner intends to select contractor to provide the Work indicated in the Scope of Work (“SOW”) identified below. The selected contractor will be responsible for all services related to procurement, fabrication, installation, functional check-out (“FCO”), quality control (“QC”), health, safety, and environmental (“HSE”), and management for the SOW covered by this RFP, except as otherwise expressly indicated in the SOW.

2.0 PROJECT REQUIREMENTS

2.1 Scope of Work

The two story office building has separate air heating and cooling systems. The main equipment in the penthouse will be replaced and upgraded in individual suites as required to increase the comfort level for the owners. The HVAC work involves both demolition, repair, relocation of existing equipment and new equipment and installation. The occupied spaces are individually owned and work in each occupied area needs to be scheduled in advance with the suite owners. See Bid drawings and specifications from 3P Engineering LLC, Appendix A for the complete design. The design will be stamped and submitted to the MOA for permitting.

Sheet Metal

Sheet metal work consists of demolishing all existing diffusers, flex duct and VAV boxes. Additionally, all equipment in the penthouse and other ductwork as shown on the plans to be demolished shall also be removed. Portions of the existing ductwork will also require repair.

New equipment consists of (1) or (2) indirect fired furnaces that will serve perimeter VAV heating. Additionally (1) or (2) VAV AC systems serving cooling to all occupied spaces. Terminal units will be new VAV diffusers. All diffusers will be hard piped, no flex duct will be used.

The common flue in the penthouse will be demolished, and the water heater exhaust flue will also be replaced with a single appliance termination.

Return air paths will be created using return rings on the square diffusers and transfer air grilles as required. Fire damper installation is required as shown on the plans.

Balancing shall be performed on all air systems after the completion of the work. The bidder shall make any adjustments to the system as required, including re-installing equipment or re-ducting sections until balancing falls into an acceptable range as specified in the design drawings.

Plumbing

The only plumbing in the project consists of routing condensate drains for new cooling equipment.

Other Disciplines

The contractor is responsible for engaging as required any other contractors or engineers required to complete the work including controls, electrical engineering and electricians and structural engineers if required.

Coordination

Any coordination issues are to be directed to the attention of Candace Fleming, the condo association manager (CAM) and Mike Hughes at Eagle Building Services, for resolution. RFI's may be submitted to the designer of record through the CAM if on-site coordination fails to resolve the issue. Change orders will not be granted for issues resulting from a lack of coordination, they will only be issued for a deficiency in the design requiring a design change for resolution or a change initiated by an owner. It is the bidder's responsibility to coordinate with all parties involved in the project to the extent necessary to provide the systems as outlined in the design documents and this RFP.

("Work")

See below and the attached drawings for SOW detail.

2.2 Submittals

The subcontractor will provide the following submittals for review by the Owner:

1. Project execution plan provided at the beginning of the project;
2. Schedule provided at the beginning of the project and updated weekly;
3. Weekly reports during Work provided to the CAM;
4. As-built drawings at the conclusion of the Work (redlines);
5. Material and equipment data, warranties, operations, and maintenance manuals at completion of the Work.

2.3 Substitutions

The Overall Project drawings are considered complete. The subcontractor is required to procure the equipment and materials listed and follow specified practices and procedures. The subcontractor will have the option to submit alternate designs, installations, procedures, or materials for consideration of the Owner and the Owner's discipline engineers. Any alternate quotation by subcontractor will identify the differences in design as compared to the Owner specified requirements and will indicate the benefits attributed as a result of selecting the

alternative. All impacts to function and maintenance must be clearly identified by subcontractor. Any such alternative not expressly accepted by Owner, at Owner's sole discretion and option, shall be deemed rejected. All such accepted alternatives shall be referenced in a written agreement between Owner and subcontractor such that the Work to be performed by subcontractor is clearly and completely defined. Any apparent discrepancies with the referenced documents will be clarified before proceeding with the work.

2.4 Operational Control

The Owner, through the CAM, and the General Contractor will retain operational control of the Overall Project, and the subcontractor will be in control of the SOW described above and will be responsible for all requirements necessary to complete the Work in a safe manner in compliance with all applicable laws. This will include all measures to meet federal and state HSE requirements and industry best practices. Subcontractor's designated on-site lead, on-site foreman and management personnel responsible for the Work shall not change during the performance of the Work without Owner's prior written consent.

2.5 Schedule

This Project is to be completed by October 1st, 2026. Within that context, the subcontractor will provide a detailed schedule of Work within one week of award. The subcontractor will update the schedule weekly for the duration of the project.

2.6 Meetings

The Owner and General Contractor will conduct a kickoff meeting within ten calendar days of award. A representative with contract authority for the subcontractor must be in attendance. The meeting agenda will include at a minimum the following:

1. Introductions, roles and responsibilities;
2. Lines of communication and protocols;
3. Contracting authorities;
4. Scope of work; and
5. Schedule.

In addition to the kickoff meeting, the Owner and/or General Contractor will schedule and conduct weekly progress meetings with subcontractors.

3.0 BID RESPONSE REQUIREMENTS

Bid responses shall include the following:

1. Technical Information
 - a. Statement of Subcontractor Qualifications;

- b. Project Execution Plan; and
 - c. Schedule.
2. Pricing, including pricing for each discrete element of the SOW.

Bid responses are due no later than 5:00 p.m. on May 18, 2026. Late responses will not be accepted.

3.1 Technical Information

3.1.1 Statement of Qualifications

The Statement of Qualifications (“SOQ”) should address the following: overview of the subcontractor’s qualifications and capabilities; resumes for key individuals; a brief description of three recent, relevant projects; and capacity and ability to deliver the project on schedule at the quoted price.

The SOQ should be specific to this SOW. Generic marketing material covering unrelated work types will be rejected. The SOQ should clearly demonstrate the contractor team’s ability to perform the entire scope of work to a high quality standard in a safe and environmentally responsible manner. This should include a brief description of any subcontractor or subcontractors performing any portion of the SOW and the portion of the SOW to be performed by such subcontractor. This need not be long but must give confidence in the contractor’s ability to meet Owner’s requirements.

Resumes should be specific to this type of work.

Recent, relevant projects include projects of a similar size and scope executed within the last five years. Project descriptions should include contract size, type of work, and a verifiable reference.

3.1.2 Project Execution Plan

The project execution plan should outline the contractor’s plan for completing all items of the SOW. This should include at a minimum the following:

1. An organizational chart showing key personnel, including subcontractors;
2. A brief description of plans for material management;
3. A brief description of plans for fabrication, if any;
4. A brief description of plan for construction; and
5. A brief description of quality control plan.

3.1.3 Schedule

The schedule should provide at a high level the subcontractor's plan for completing the SOW within the expected timeline. This should include major milestones for procurement, fabrication, construction, and FCO.

3.2 Pricing

This contract will be awarded as a firm-fixed price for all items of the SOW, including all materials, labor, shipping, equipment, and support except as noted in this RFP. Quotes should be broken down by Work elements specified in the SOW. Quotes should show estimated man-hours and material costs.

Pricing information must include an hourly-rate schedule that will be used to calculate costs for change orders.

Pricing information must clearly identify all assumptions or clarifications and any exceptions or exclusions to the SOW. The above-referenced drawings and specifications are considered complete with regard to the Work. The subcontractor is expected to provide all items as described, and any exceptions or exclusions must be justified in the pricing information.

All submissions shall follow all RFP documents, applicable laws, rules and regulations, and any agreements between Bidder and Owner. It is the Bidder's responsibility to make inquiries about the laws, regulations, and other practices that are applicable to the performance of the Work for which the Bidder is submitting its bid or that may affect its obligations. Failure to do this shall not relieve the bidder from its obligations to honor its bid. Should the Bidder identify missing item(s) in Owner supplied information, the Bidder shall identify and include those items in its bid response. Should the Bidder knowingly submit its bid response without the inclusion of those items, such item shall be provided at no charge to Owner during the execution of the SOW.

3.3 Award

Owner has the sole right to select the successful subcontractor for award, to reject any submittal as unsatisfactory or non-responsive, or to not award as a result of this process.

3.4 Order of Precedence of Proposal Information

In the event of any discrepancy between the original proposal submission documents and copies, the original shall prevail.

3.5 Modification and Withdrawal of Proposals

Bidder may, without prejudice, modify or withdraw its proposal by written request, provided that such request is received by Owner prior to the proposal due date.

3.6 Proposal Evaluation

Owner will evaluate Bidder's proposal and other pertinent information to arrive at an award decision. Bidder's entire proposal will be reviewed for responsiveness to the RFP and for clarity and conciseness of the information presented. Owner will diligently review the information presented to determine which proposal best meets Owner's needs and to ensure that the proposed price is reasonable for the work to be performed. Proposals will be evaluated based on the nature of the Work being performed.

Owner intends to award to the Bidder representing the best value. This does not necessarily mean the lowest priced Bidder will be awarded. Price will be a major factor in consideration; however, delivery timing and technical considerations will be given weight in the evaluation.

3.7 Proposal Preparation Costs

All RFP process participation costs, including travel, attendance at meetings, and any other pre-contract award costs shall be at Bidder's sole expense.

3.8 Proposal Letter

Proposals must be valid for a minimum 60 days. Bidder shall review, sign, and submit a Proposal Letter certifying Bidder's understanding of the scope of work, contract documents, and firm commitment to the proposal and any resultant contractual documents. The Proposal Letter must be executed by an executive officer of the Bidder who is authorized to commit the Bidder to the bid.

3.9 Bid Schedule

Bid responses are due no later than 5:00 PM AKDT on May 18, 2026. Late responses will not be accepted. Owner anticipates making an award by June 1, 2026.

4.0 TERMS

4.1 Contract Type

This contract will be awarded as a firm-fixed-price contract using the form of the attached Subcontractor Agreement.

4.2 Payment Plan

Unless otherwise agreed to in writing, invoices are to be submitted for payment in the manner indicated in the attached form of Subcontractor Agreement.

4.3 Contact

Bidder should contact the CAM in writing with any questions, noted discrepancies, or requests for clarification as follows:

Candace Fleming

Contact info: Candace@wbcak.com

Questions must be received no later than 5:00 PM AKDT on May 1, 2026, to allow time for responses.

4.4 Confidentiality

This RFP, and all information contained herein, is confidential. No information concerning this RFP, the SOW, or Work shall be released to third parties without the prior written consent of the Owner. All information generated pursuant to this RFP or any agreement that may result from bidder's submittal and proposal shall become the property of Owner and shall be considered confidential. Any submittal and proposal to Owner as contemplated by this process shall not impose secrecy or limited use obligation on Owner, and Owner shall be free to copy, use, and disclose such submittal and proposal as it sees fit without further obligation.

4.5 Disclaimer

Note that Owner's review or approval of submitted programs shall not constitute approval of omissions or noncompliance due to oversight by Owner with any applicable regulations of federal, state, and/or local authorities or Owner's requirements.