

REQUEST FOR PROPOSALS (RFP)
FOR
HVAC CONVERSION PROJECT
40 UNITS



THE EL PASO COUNTY HOUSING AUTHORITY
650 NE G AVENUE
FABENS, TX 79838

SECTION 1 — SOLICITATION COVER PAGE

Solicitation No.: EPCRED02062026

Issue Date: 02/06/2026

Pre-Bid Meeting: None

Proposal Due Date: 03/13/2026 at 4:00 PM (MT)

Submission Method: Email zavila@epcha.org

or

Electronic Submission: <https://ha.internationaleprocurement.com/>

Contact Person: Zulema Avila or Monica Cavazos

Email: zavila@epcha.org or mcavazos@epcha.org

Phone: 915-764.3559

Section 2 – AGENCY BACKGROUND

Mission, Description, Logistics

The El Paso County Housing Authority (“EPCHA”):

- To provide and develop affordable housing for low-income families while promoting self-sufficiency and neighborhood revitalization.
- EPCHA owns and operates a variation of programs consisting of 192 Federal Section 8 Housing Choice Vouchers and 80 public housing units.
- Is governed by a 5-member board of commissioners. Four members are appointed by El Paso County Commissioners Court of El Paso TX and a Resident Commissioner is selected pursuant to the procedures found at CGS 8-41.
- The Authority’s fiscal year runs from July 1st through June 30th.

SECTION 3 — INVITATION / NOTICE TO PROPOSERS

El Paso County Housing Authority (EPCHA) invites qualified and licensed contractors to submit proposals for the HVAC Conversion Project – 40 Units located at 650 NE G Avenue, Fabens, TX 79838.

Contractor shall furnish all labor, materials, equipment, permits, supervision, and incidentals necessary to convert existing traditional heating/cooling systems to complete HVAC systems in forty (40) residential units.

EPCHA reserves the right to reject any or all proposals, waive informalities, and award in the best interest of EPCHA.

SECTION 4 — PROCUREMENT SCHEDULE (EDITABLE)

Solicitation Issued: 02/06/2026

Deadline for Questions: 02/27/2026

Addenda Issued (if any): 03/06/2026

Proposal Due: 03/13/2026

Evaluation / Award Recommendation: 03/20/2026

Notice of Award: 03/27/2026

Notice to Proceed (NTP): 04/01/2026

SECTION 5 — INSTRUCTIONS TO PROPOSERS

5.1 Submission Requirements

Proposers shall submit:

- Completed Bidder Signature Page
- Completed Pricing Schedule
- Proof of licenses and insurance
- Equipment cut sheets/specifications
- Project schedule
- References (minimum 2)
- Any exceptions or clarifications

5.2 Questions and Addenda

All questions must be submitted in writing to the EPCHA contact listed on the cover page.

Responses will be issued via addenda.

5.3 Site Visit

A site visit is recommended.

5.4 Award Basis

Award will be made using Best Value evaluation based on price, qualifications, schedule, and compliance.

SECTION 6 — SCOPE OF WORK (SOW)

6.1 Purpose

EPCHA seeks a contractor to convert existing traditional heating/cooling systems to complete HVAC systems for forty (40) units.

6.2 General Requirements

Contractor shall provide turnkey services including:

- Site verification
- Demolition/removal
- HVAC installation
- Electrical work
- Ductwork modifications as needed
- Testing/commissioning
- Closeout documentation

6.3 Pre-Construction

- Verify unit conditions and access requirements.
- Submit equipment submittals for approval.
- Provide unit-by-unit work schedule.

6.4 Demolition/Removal

- Remove/disconnect existing equipment (as applicable).
- Refrigerant recovery per EPA requirements.
- Dispose of equipment and debris properly.
- Roof patch with sheet metal, tar, granule, new galvanized angle stand

6.5 HVAC Installation

Provide and install:

- Existing furnaces to remain
- Outdoor condensing unit / heat pump condenser
- Indoor air handler / evaporator
- Refrigerant line sets and insulation
- Condensate drains
- Programmable thermostats
- Pads, brackets, vibration isolation, anchors

6.6 Ductwork (if applicable)

- Repair/replace ductwork as required for proper airflow and code compliance.
- Seal duct joints and verify distribution.

6.7 Electrical

- Disconnects, whips, breakers/circuits as required.
- Panel modifications (if needed).
- Low-voltage wiring.
- Labeling/grounding.

6.8 Commissioning

- Test refrigerant lines and charge systems.
- Verify heating/cooling operation.
- Verify thermostat function.
- Confirm condensate drainage.
- Provide unit-by-unit checklist.

SECTION 7 — TECHNICAL REQUIREMENTS

Contractor shall propose equipment:

- System Type: Split System Heat Pump Other: _____
- Minimum Efficiency: _____ SEER2
- Thermostat: Programmable, resident-friendly
- Noise/Vibration: Provide vibration isolation and secure mounting

SECTION 8 — SAFETY / RESIDENT PROTECTIONS

Contractor shall:

- Maintain safe worksite and comply with OSHA.
- Protect resident belongings and EPCHA property.
- Provide daily cleanup.
- Ensure unit is livable at the end of each day.

SECTION 9 — PERMITS / INSPECTIONS / COMPLIANCE

Contractor shall:

- Obtain all permits and schedule inspections.
- Comply with all federal/state/local codes.
- Provide inspection approvals at closeout.

SECTION 10 — WARRANTY / CLOSEOUT

10.1 Warranty

- Manufacturer equipment warranty
- Minimum 1-year labor warranty

10.2 Closeout Deliverables

- Equipment list by unit number (model/serial/tonnage)
- O&M manuals
- Final inspection approvals
- As-built changes (if any)

SECTION 11 — PRICING SCHEDULE

11.1 Base Bid

Item 1: Complete HVAC Conversion per unit (Qty 40): \$ _____

Item 2: Permits/Inspections (if separate): \$ _____

Item 3: Startup/Commissioning/Closeout: \$ _____

TOTAL BASE BID: \$ _____

11.2 Alternates (Optional)

Alt A: Replace ductwork per unit (if required): \$ _____

Alt B: Electrical panel upgrades per unit (as needed): \$ _____

Alt C: Higher efficiency equipment upgrade: \$ _____

SECTION 12 — UNIT EQUIPMENT SCHEDULE (TEMPLATE)

Unit #	System Type	Outdoor Model	Indoor Model	Tonnage	SEER2	Thermostat
1						
2						
...						
40						

SECTION 13 — COMPLIANCE CHECKLIST

- Bidder Signature Page completed
- Pricing Schedule completed
- Licenses included
- Proof of insurance included
- Equipment cut sheets included
- Project schedule included
- References included
- Exceptions (if any) listed
- HUD-required Forms

SECTION 14 — SECTION 3 / HUD COMPLIANCE (IF APPLICABLE)

Contractor shall comply with HUD/EPCHA requirements including Section 3 (when applicable). Contractor shall document good faith efforts to provide employment, training, and subcontracting opportunities to Section 3 residents and businesses.

SECTION 15 — BIDDER SIGNATURE PAGE

Legal Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

SECTION 16 — PROPOSAL EVALUATION (BEST VALUE)

EPCHA will award this contract using the Best Value method. EPCHA will evaluate proposals based on qualifications, technical approach, past performance, schedule, and price.

16.1 Minimum Responsiveness Requirements (Pass/Fail)

- Completed Bidder Signature Page
- Completed Pricing Schedule
- Proof of required licensing
- Proof of insurance or insurability
- Equipment cut sheets/specifications
- Project schedule
- References (minimum 3)

16.2 Evaluation Criteria & Points (100 Total)

- A. Contractor Qualifications & Experience — 25 points
- B. Technical Approach / Methodology — 25 points
- C. Past Performance / References — 15 points
- D. Project Schedule / Capacity — 15 points
- E. Price Proposal — 20 points

Price Score Formula:

Lowest Price / Proposer's Price x 20 = Price Score

ATTACHMENT E — BEST VALUE SCORING SHEET (EVALUATOR FORM)

Evaluator Name: _____ Date: _____

A. Qualifications & Experience (0–25)

- Similar project experience ___/10
- Licensing/certifications ___/5
- Staffing/supervision ___/5
- Safety approach ___/5

Subtotal A: ___/25

B. Technical Approach (0–25)

- Equipment suitability ___/10
- Installation methodology ___/5
- Electrical/ductwork approach ___/5
- QC/commissioning plan ___/5

Subtotal B: ___/25

C. Past Performance (0–15)

- Reference feedback ___/10
- Warranty responsiveness ___/5

Subtotal C: ___/15

D. Schedule & Capacity (0–15)

- Timeline realism ___/10
- Resident coordination plan ___/5

Subtotal D: ___/15

E. Price Score (0–20)

Lowest Price: \$ _____

Proposer Price: \$ _____

Price Score: ___/20

TOTAL SCORE: ___/100

Evaluator Signature: _____