

## Request for Qualifications

**Issue Date:** 09/11/2025

**Project Name:** Design-Build Public Works Air Handlers Replacement

**Project Number:** 298-FY26-CMD-RFQ-PWAirHandlers-DB

Pursuant to North Carolina General Statute 143-64.31 thru 143-64.34, Statements of Qualifications for Professional Services will be received by the City of Asheville Capital Management Department at 70 Court Plaza, Asheville NC 28801, until 4:00pm on October 7, 2025 for the following:

**Project Site:** The City of Asheville Public Works Building, 161 South Charlotte Street, Asheville, North Carolina 28801.

**Project Scope:** The City of Asheville is requesting qualifications from Design-Build teams to design, removal, disposal, and modernize two existing 30 year old commercial air handler units (AHUs) with new energy-efficient units. Equipment must be compatible and provide optimal performance with existing Daikin chiller. **The building will remain occupied during construction. Heating and cooling service outages must be scheduled during non-working hours, and temporary heating/cooling must be provided during the occupied hours. Temporary heating or cooling will need to be in effect during occupied hours when internal temperatures reach above 74-76°F (cooling) or below 70-72°F (heating). Unoccupied hours should maintain AT LEAST 55°F. Any and all possible disturbances need to be addressed with the project manager, so the occupants can be properly notified.**

The selected Firm shall provide design, all labor, materials, equipment, supervision, and services necessary to remove the existing AHUs, install new units, relocate existing equipment such as the boilers, and perform testing/balancing with a manufacturer approved representative and 3rd party commissioner selected by the city in compliance with manufacturer recommendations, project specifications, and applicable codes.

Commissioning will be done by a separate 3rd party Commissioning Agent selected by the City of Asheville. The Firm shall remain fully responsible for the complete installation, functionality, and performance of AHUs and all associated systems. The 3rd Party Commissioning Agent will review, test, and provide written approval of the system for City acceptance. The firm shall correct any deficiencies identified by the Commissioning Agent and manufacturer representative at no additional cost to the City.

**The Design-Builder's scope of work will include:**

**Design Phase:**

- Prepare cost estimates for construction and refine the cost estimates to identify value engineering measures if necessary.
- Prepare written confirmation of lead times on ALL equipment with manufacturers. Submittals will not be considered complete without verified lead time information.

- Any changes to lead times will be submitted to the City immediately in writing.
- Prepare plans, specifications, and shop drawing documents where applicable.
  - Demolition plans (removal of existing AHUs), and relocation of all other existing equipment including boilers.
  - Mechanical plans (ductwork, piping, condensate routing, boiler removal and replacement.)
  - Electrical one-lines and control diagrams.
- Design plans must meet or exceed current code requirements.
- Design must include 3 different manufacturer brands of AHU equipment, per city procurement policy.
  - Option for ultraviolet air purification.
- Controls must be compatible with JCI Metasys building management system.
  - The city would consider Niagara devices with appropriate programming.
- Obtain necessary permits & construct approved improvements.
- If applicable, a list of separate deficiencies with existing adjoining systems, and suggested remedies.

**Installation Phase:**

The responsibilities of the firm include, but not limited to the following:

- Daily construction oversight/safety and weekly site meetings.
  - Any and all possible service outages or occupant disturbances need to be addressed with the project manager, so the occupants can be properly notified.
  - If necessary, obtain any additional permits & construct approved improvements.
- Demolition / Removal or Relocation of Existing
  - Disconnect electrical power, controls, and piping safely.
    - Lockout/ tagout unit and associated equipment.
    - The firm is responsible for disconnecting any high voltage needed to remove the current air handler and reconnecting the new air handler.
  - Remove existing AHUs, associated ductwork connections, piping, and condensate drain lines.
    - The firm is responsible for disposal of the current air handler and chilled water coil.
    - The firm is responsible for relocating any existing equipment including the boilers.
  - Cap and secure all utilities temporarily until new equipment is installed.
    - Isolate lines and cap lines to the air handler being replaced so opposing (1st vs 2nd floor) air handlers can remain functional.
  - Disposal of the current air handler and chilled water coil.
- Installation
  - Deliver new AHUs to site and verify equipment against submittals.
    - Variable speed fan array system.
  - Rigging and placement of new AHUs into corresponding mechanical rooms.
    - All equipment, labor, and material needed for rigging and placement will be supplied by the firm.

- 1st floor installation: Removal and reconnection of boilers and boiler related equipment such as pumps, piping, etc. will be performed by qualified personnel holding the proper state licensing.
  - 2nd floor installation: Any work on the second floor shall be completed in a manner that maintains the integrity of the existing roof, and prevents any compromises to the weatherproofing system and roof warranty.
    - The firm shall be responsible for any and all damages to the roof, building structure, or interior spaces resulting from their work, including water intrusion or compromise of the roof system. All repairs shall be made at no additional cost to the City of Asheville.
  - Reconnection of supply and return duct work with any transitions that are needed as well as canvas connections to reduce noise
  - Disconnection and reconnection of any chilled water piping and transitions as needed.
  - Any sealing of duct work to meet current state and local codes.
  - Reinsulate chilled water lines as needed.
  - Clean work area of all debris, materials and safety hazards.
- Testing & Commissioning (Startup & Verification)
  - To be performed on a scheduled date where the firm, manufacturer representative, and 3rd Party Commissioner can be present.
  - Perform startup procedures with a manufacturer's approved representative & 3rd Party Commissioner including:
    - Verify installation against approved shop drawings and submittals.
    - Check that all mechanical, electrical, and controls connections are complete.
    - Confirm clearances, vibration insulation, and safety devices are in place.
    - Power up AHUs per manufacturer procedures.
    - Verify correct fan motor rotation.
    - Check motor amperage against nameplate values.
    - Inspect belts, pulleys, bearings, lubrication, and vibration levels.
    - Confirm control dampers and actuators function.
    - Test safety interlocks (e.g. freeze stat, smoke/ fire alarm shutdown).
    - Confirm airflow volume and static pressure within design range.
    - Verify coil connections (chilled water/hot water/ DX) and check for leaks.
    - Verify BAS points communicate correctly (sensors, alarms. on/off commands).
    - Certify that the startup was completed according to factory standards.
    - Submit startup reports with results and observations.
    - Provide warranty validation (often dependent on factory-certified startup).
- Close Out & Deliverables
  - Close out of the project cannot begin until a 3rd Party Commissioning Agent that the City of Asheville selects, and manufacturer representative has given full approval in writing.
    - Manufacturer startup and verification does not relieve the Firm of responsibility for system performance.

- The firm shall correct any deficiencies identified by the Commissioning Agent and manufacturer representative at no additional cost to the City.
- Submittals (equipment data sheets, shop drawings, wiring diagrams, as builts).
- Startup reports and observations with written approval from the manufacturer's approved representative .
- Operation and Maintenance (O&M) manuals.
- Warranty and guarantee documentation.
  - Furnish AT LEAST a one-year minimum warranty on parts and labor.
- Training session for facility staff on operation and maintenance.

It is expected that this request will result in the development of a list of 3-5 firms that might be interviewed. Based on the submittals and possibly the interviews, the highest-ranking firm will be selected for negotiations for a contract.

**Qualifications Schedule:**

Issuance of RFQ	Thursday, September 11, 2025
Pre-Submittal Meeting (Optional) <u>Location:</u> Public Works Building A 161 S Charlotte St Asheville, NC 28801	Thursday, September 18, 2025 Meeting at Front Entrance @ 12:00pm
Deadline to Submit Questions	Wednesday, September 24, 2025 5:00pm
<b>Qualifications Due</b>	<b>Thursday, October 9, 2025, 3:00pm</b>
Projected Contract Execution	Friday November 28, 2025
Projected Project Start	Monday December 15, 2025

**Solicitation Documents:**

This Request for Qualifications (RFQ) is posted on the City procurement website at [www.ashevillenc.gov/bids](http://www.ashevillenc.gov/bids). This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of Contract Documents including any addendum obtained from any other source.**

**Statements of Qualifications must be:**

The City has prepared this Advertisement for proposals which identifies the services to be undertaken.

In order to be considered, all proposals must be submitted in writing no later than the qualifications due date, at which time proposals will be opened and read aloud. Proposers mailing proposal packages should allow delivery time to ensure timely receipt of their proposals. The responsibility for getting their proposal to the City of Asheville on or before the specified time and date is solely and strictly the responsibility of the proposing proposer. The City will in no way be responsible for delays caused by any occurrence.

Postponement of Proposal: The City of Asheville reserves the right to postpone proposal openings for its own convenience. Please check the city's website for details: <http://AshevilleNC.gov/bids>

**INCLEMENT WEATHER:** The City of Asheville reserves the right to postpone proposal openings for its own convenience. In the event of **inclement weather** and the City offices are closed, the proposal opening will be held at 3:00 p.m. the next business day that the City offices are open. Please check the City's website for details: <http://AshevilleNC.gov/bids>

Sealed Proposals (must be glued/taped shut) may be delivered to:

<b>Physical Address (FedEx, UPS, Hand Delivery)</b>
City of Asheville 70 Court Plaza Security Station BID BOX Asheville, NC 28801
Attn: Sierra Branch Proposal #: 298-FY26-CMD-RFQ-PWAirHandlers-DB Proposal Name/Description: Design-Build Public Works Air Handlers Replacement

Hours of Operation: 8:30 a.m. - 5:00 p.m. (EST), Monday through Friday  
Phone: 828-660-4292  
Email: [sbranch@ashevillenc.gov](mailto:sbranch@ashevillenc.gov)

**Information:**

All questions concerning this Request for Qualifications (RFQ) should be submitted via email to:

Sierra Branch, Project Manager <a href="mailto:sbranch@ashevillenc.gov">sbranch@ashevillenc.gov</a>
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**Drug Free Workplace:** The City of Asheville is a drug-free workplace employer. By submitting this proposal, the prospective proposer certifies that if awarded the contract, they and their subcontractors shall comply with the following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The proposer, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The proposer agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

**Miscellaneous Requirements of the Submittals:**

- Prospective Proposers are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.

**1. Scope of Proposer Services & Proposed Projects:**

a. General Scope:

b. General Services Required:

The selected firm might be required to perform and/or coordinate all the design and assessment services, which may include but not limited to the following:

- a. Landscape architecture/Urban design
- b. Surveying
- c. Civil engineering
- d. Public engagement
- e. Professional construction cost estimating

c. Anticipated Schedule:

**2. Content Requirements for the Statement of Qualifications:**

a. Cover Letter

b. Prime Firm General Information

- i. Name of the primary contact person with email address and phone number.

c. Prime Firm Experience and Qualifications

- i. Describe the prime firm's unique qualifications as they pertain to this type of work.
- ii. Include a description of the firm including in-house capabilities and any outsourcing services anticipated.
  - 1. Information should include firm history, names and credentials of principal officers of the firm, location of home and branch offices, honors and awards (if any) and areas of specialization (if any).

d. Team Organization

- i. Provide an organizational chart of the design team listing the key members that would be directly involved in the project and what role they will perform.

e. Key Team Professionals

- i. Provide a description of the qualifications and experience of the key individuals from your team who will be actively involved in the work (including registration numbers of landscape architects, engineers, architects, etc.).
  - 1. Include the office location in which each key individual is located. Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work.

f. Team Relevant Projects and References

- i. List the past 5 contracts, currently in progress and/or preferably performed in the past 5 years comparable to this RFQ, as follows:
- ii. List only projects involving current staff, indicate which team members were

actually involved in the project and specify their role.

- iii. List relevant projects in date order with the newest projects listed first.
- iv. Describe in detail the services your firm & sub-Proposers (if any) provided and the outcome of the project (on-time, on-budget)
- v. Experience in submitting for development permits and approvals as required by any and all.
- vi. Regulatory agencies including but not limited to: the City of Asheville, the State of North Carolina, and Federal agencies.
- vii. Provide the client name for whom services were provided and the appropriate individual who may be contacted as a representative of each client (include name, position, phone number, email and address of contact)

**3. Standard of Award:**

- a. City of Asheville staff will evaluate all proposals received to determine the most qualified firms to provide such services on the basis of demonstrated competence and qualification for the type of professional services required, without regard to fee.
- b. The City may elect to short-list up to (3) three of the most qualified firms and conduct written or oral discussions as necessary to determine the best qualified firm.
- c. The City will negotiate a contract at a fair and reasonable fee with the best qualified firm, and will move to negotiating with the next best qualified firm only if the negotiations with the best qualified firm are unsuccessful.

**4. Miscellaneous Information and Requirements of the Submittals:**

- a. Prospective Proposers are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.
- b. Provide a statement of any legal judgments against your firm within the last 5 years associated with project performance or professional liability. Upon request the firm shall provide clarification of the judgment.
- c. Any firm wishing to be considered must be properly registered with the Secretary of State of North Carolina, and possess appropriate professional licenses and City of Asheville - RFP - Downtown restroom project page 5 of 7 certifications. The contract will be subject to North Carolina law.
- d. The selected firm must have the financial ability to undertake the work and assume the liability along with an adequate accounting system to identify costs chargeable to the project.
- e. The specific individuals and sub-proposers listed in the proposal and assigned to key positions shall not be removed or replaced without the prior written approval of the City.
- f. The selected Firm shall be required to meet the following requirements as a minimum (and may be modified pending the date of the contract):
  - i. **INSURANCE:** The Successful Firm (Contractor) agrees to keep and maintain for the duration of this Agreement including but not limited to commercial general liability, professional liability, auto liability, workers' compensation, employer's liability, with at least the minimum limits shown below. Proposer shall provide evidence of insurance coverage consistent with this requirement prior to contract award. The Proposer shall furnish the City with certificates of insurance for each

type of insurance described herein, with the City listed as Certificate Holder and as an additional insured on the Contractor's general liability policy. In the event of bodily injury or property damage loss caused by the Contractor's negligent acts or omissions in connection with Contractor's services performed under this Agreement, the Contractor's Liability insurance shall be primary with respect to any other insurance which may be available to the City, regardless of how the "Other Insurance" provisions may read.

No work shall be performed until the Contractor has furnished to the City the above referenced certificates of insurance and associated endorsements, in a form suitable to the City.

- o Commercial General Liability: \$1,000,000 per occurrence
- o Professional Liability: \$1,000,000 per claim-made
- o Workers' Compensation: Statutory
- o Employer's Liability: \$100,000

- g. Nothing herein shall be construed as a waiver on the part of the City to any defense of any claim, including, but not limited to the defense of governmental immunity.
- h. INDEMNIFICATION: The successful firm (Contractor) shall indemnify, defend and hold harmless the City and its subsidiaries, divisions, officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments and awards arising or claimed to have arisen, from any injury caused by, or allegedly caused by, either in whole or in part, any act or omission of the Contractor or any employee, agent or assign of the Contractor. This provision is not applicable to any claim arising out of or related to any active or primary negligence of or by the City, its officers or employees.
- i. E-VERIFY EMPLOYER COMPLIANCE: The selected firm and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <https://www.e-verify.gov/>
- j. IRAN DIVESTMENT ACT CERTIFICATION: By submitting a proposal, the Firm certifies that, as of the date of submission, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C. G.S. § 147-86.59, Firm shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
- k. Ownership of Work Products  
The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFQ (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual

Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

- End -