



**The Corporation of the County of Prince Edward  
Expression of Interest  
2010-RPC-009**

**Expression of Interest – Replacement of the Existing Air Handling  
Unit at Shire Hall**

The County of Prince Edward is seeking the services of a Mechanical Engineering/Architecture team to review, recommend and design a replacement unit(s) for the existing roof top air handling unit at our Shire Hall facility located at 332 Main Street, Picton, Ontario.

The County's interest is with qualified consulting teams that have extensive working experience with designated Heritage facilities and have the necessary technical experience and proven ability.

Consulting teams wishing to provide these services are invited to submit their Expression of Interest outlining their qualifications, directly related experience and proposed methodology for completing this project.

**SUBMISSION OF DOCUMENTS:**

Three bound copies of your Expression of Interest and Statement of Qualifications are to be submitted in a sealed envelope by the specified time and date. Late or faxed submissions will not be accepted. The envelope must be clearly marked with "Expression of Interest" Replacement of the Existing Air Handling Unit at Shire Hall.

**Submissions must be received by the County of Prince Edward by  
11:00:00 am local time, March 18, 2010**

**Please submit Expression of Interest to:**

Clerk's Department  
THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
332 Main Street  
Picton, ON  
K0K 2T0

**Bidders: Mandatory Requirements:**

Bidders who have downloaded this document from the County's website are required to register with The Corporation of the County of Prince Edward, prior to tender submission, failure to register with the County will result in your tender being rejected – no exceptions.

**In order to register, please send your contact information to the following:**

**Patti White, Purchasing/Budget Clerk  
The Corporation of the County of Prince Edward  
by email: [pwhite@pecounty.on.ca](mailto:pwhite@pecounty.on.ca) or  
by fax: 613-476-7622**

## **CORPORATE EXPERIENCE AND TEAM ORGANIZATION.**

Provide a brief synopsis of each participating firm's background and areas of expertise. Include the address and telephone number of each corporate head office and identify the regional/local office from which the work is to be directed. The scope of the work and responsibilities of each corporate entity and their relevant qualifications and expertise must be clearly identified and the Prime Consultant must be clearly identified.

Also identify the name, title, address and telephone number of the Principal who will serve as the Contact for additional information if so requested by the County.

## **PROJECT EXPERIENCE.**

Provide brief descriptions of recently completed (i.e. within the last 3-5-years) projects which are comparable in scope and size to the subject project, and which demonstrates relevant expertise, experience and capabilities of the team members. Include the following information for each project.

- role played by each firm.
- key personnel together with degrees of involvement.
- project value including budget and actual figures.
- approximate project start and completion dates.
- name, title, address, telephone number of client contact for reference purposes.

## **PROJECT MANAGER.**

Identify the overall Project Manager and provide a brief outline of qualifications and experience for the person identified as the Project Manager. The Project Manager must be able to demonstrate recent and applicable experience (i.e. within the last 5 years) in Ontario by means a minimum of three (3) projects that are of comparable scope and size to the subject project.

## **PROJECT STAFF AND KEY PERSONNEL.**

Provide a description of the education, professional qualifications and experience of the top 3 key personnel that will be responsible for this project. Indicate their responsibilities in connection with the Project.

## **APPROACH AND METHODOLOGY.**

Include a brief discussion of the team's approach to the project and methodology for carrying out the assignment. Include an estimate of the time required to complete the project and/or components thereto

## **Scope of Work**

### **1. Background:**

#### Site Investigation:

- .1 Conduct a site investigation of the routing of the supply air duct runs for the multi-zone unit throughout the building.
- .2 Conduct a site investigation of the hot water heating piping runs throughout the building.
- .3 Analyze the required air flow, heating and cooling requirements for each zone of the multi-zone unit.

#### Design Documents:

Develop design drawings and specifications to indicate the following:

- .1 Remove the existing rooftop multi-zone unit and exterior ductwork serving the entire building through existing ductwork zones.
- .2 Modify the existing supply and return air ductwork within the attic space to conform to the layout of the layout of the proposed HVAC system.
- .3 Position new air handler(s). Consider both options,:

"A". Replacement of the existing unit with new unit(s) in the same location

#### **Or**

"B". Position the new air handler(s) within the existing attic of the building.

Each air handler will consist of a supply air fan, return air/ outdoor air mixing box, stale air exhaust fan, DX cooling coil, glycol heating coil, face/bypass multi-zone supply air head assembly and filter rack.

### **CRITERIA.**

The evaluation of the submissions will be based upon the following criteria:

- (1) demonstrated corporate ability and experience on comparable projects.
- (2) qualifications and experience of Project Manager
- (3) qualifications and experience of key personnel for the various expertises/professions required
- (4) proposed methodology for carrying out the work
- (5) proposed quality assurance procedures
- (6) proposed project schedule
- (7) proposed schedule of fees

**SCHEDULES OF PRICES (cost estimates)**

Site Investigation & (lump sum) \$ \_\_\_\_\_  
Recommendations

Design Documents (lump sum)

OPTION "A" \$ \_\_\_\_\_

OPTION "B" \$ \_\_\_\_\_

Interested proponents must contact Ron Dubyk, Manager of Properties @ (613) 476-2148 Ext: 422 to arrange a site review prior of the facility. No independent or unauthorized site visits are permitted.

Original building plans, dated 1981 - are available in PDF format only. Each computer disc is \$ 35.00, non-refundable made payable to the County of Prince Edward and is available from the Purchasing Clerk Monday to Friday, 8:30 a.m. to 4:30 p.m.