

# **REQUEST FOR PROPOSAL**

**HVAC System Installation**

**FOR**

**Old Opera House Theatre  
Charles Town, WV**

**March 1, 2024**

## **TABLE OF CONTENTS**

**PART I      GENERAL INFORMATION**

- INVITATION
- INTRODUCTION
- SCOPE OF SERVICES
- SCHEDULE
- BASIS OF SELECTION
- PROPOSAL SUBMITTAL REQUIREMENTS

**PART II     ARCHITECTURAL NARRATIVE**

**PART III    PROPOSAL FORM**

**END OF TABLE OF CONTENTS**

## **PART I GENERAL INFORMATION**

- **INVITATION**

It is the intent of Old Opera House Theatre Company (OOH) to enter into a HVAC System Installation agreement with a firm that will provide design and install services. The contract will be based on a negotiated fee-guaranteed maximum price. Your firm has been invited to submit a proposal for this project.

- **INTRODUCTION**

Old Opera House Theatre is preparing to replace the existing HVAC system with a new system compatible with the recommendations as put forward by Comfort Design, Inc's report. The facility will be owned and operated by OOH.

The project consists of a free-standing structure(s) of approximately 7500 SF and contains a large open volume main theatre space rising 28' (~78K cf). It is located on property owned by OOH located at 204. N. George St, Charles Town, WV 25414

The intention of this project is to maintain the goals of the Old Opera House and to extend the high quality of patron experience established by OOH while maintaining a **total project budget not to exceed \$250,000.00**

System installation must be completed and commissioned no later than **August 30, 2024.**

The primary objective of this project is to provide a high-quality HVAC system, which meets the needs of the patrons, staff, and volunteers presenting live performance events. The system should be built with functionality, operational costs, and air purification as significant considerations. In the main theatre space, silent operation is critical to a successful system. It is important that project cost reductions be achieved through the use of efficient installation means and methods as well as recommendations for equivalent quality equipment substitutions wherever possible.

With the project goal in mind, OOH seeks to assemble a project team consisting of an HVAC System Installer with an agenda for efficient design, quality construction, reduced conflicts during construction, cost control and timely completion. An OOH will be represented by a project manager and the current Artistic/Managing director, both of whom will work directly with the OOH Board of Directors for plan and budget approvals. Initial design outline is represented by Comfort Design, Inc and presented in the accompanying document.

The Old Opera House is a National Register of Historic Places structure and part of the recognized Historic Overlay for Charles Town. All mechanical systems additions must make minimal impact on the exterior or publicly visible interior spaces of the building.

The purpose of this invitation is to select the HVAC System Installer, which will be referred to as the Installer in this document.

- **SCOPE OF SERVICES**

HVAC installation services are being requested for the final design and installation of a functional all-season system created under the general guidelines of the CDi design document. At minimum, the Installer will provide the following services during the entire project as outlined below. A team commitment is understood to be always in effect for all members during the project.

## **Preinstallation Services**

Cost Estimating: Provide complete cost estimates at the 100% design development stages with time and material estimates.

Value Analysis: Identify, price, and analyze the merit of alternatives to reduce install costs and time while still maintaining the quality and functionality of the project as outlined in the CDi report.

Scheduling: Create and maintain a master schedule throughout the installation. This schedule will be cognizant of OOH production and educational class needs and deadlines.

Constructability Review: The installer will maintain a complete and working knowledge of the plans and documents, which will be reviewed at regular intervals to assist in the elimination of conflicts and changes. The Installer will recommend and assist in determining any needed phasing of the project.

Pre-qualify Subcontractors: The Installer will pre-qualify any required subcontractors.

Solicit Subcontractor Bids: The Installer will solicit subcontractor bids or recommend when the OOH soliciting bids would represent a significant cost savings. The Installer will hold all contracts, except for services specifically identified and agreed to by Owner.

### Equipment Purchasing

Installer or Subcontractors will purchase all equipment needed for project. Where practical and for the purposes of significant cost savings, purchasing for single pieces of equipment or related equipment packages may be done directly by the OOH with prior discussion.

Based on firms review of CDi report and Installer's plan, the Installer will execute a Guaranteed Maximum Price (GMP) Agreement with the owner for the project. The GMP will be the sum of the following services:

### **GMP Services (Guaranteed Maximum Price)**

General Conditions: The Installer will be responsible for obtaining any required permits, obtaining any required inspections, and meeting any manufacturer requirements for full warranty at Installer cost.

Subcontracts: The Installer will bid and hold any necessary subcontracts.

Change Order Negotiations: The Installer will review all proposed Change Orders and verify any pricing changes prior to submittal to the OOH for approval.

Manage and Complete Installation: The Installer will coordinate the activities of all subcontractors and suppliers in addition to own work to maintain the schedule, minimize cost and achieve a high-quality finished project. Coordinate with owner to ensure that all OOH campus operations can continue with minimum amount of disruption.

Disposal, Commissioning, and Site Conditions: The Installer will be responsible for legally removing all debris during installation and leaving a safe and well-marked working environment each day. System will be commissioned and fully functioning prior to any final payments.

Other services may be identified as the project progresses but will remain relevant to a completed HVAC system install.

## **SCHEDULE**

### **Submittal Selection Phase:**

Proposals will be reviewed by a team consisting of the Board of Directors representatives and OOH Managing/Artistic Director with possible guidance from CDi Representatives. Following reviews, your company may be asked to attend an interview to present your proposal and answer questions.

Internal reviews will be completed by OOH and a letter of intent will be submitted to the selected firm. OOH reserves the right to reject all proposals.

**Submit 1 copy of proposal, due by 4:00 PM on Friday, March 29, 2024** and delivered to the following address:

Old Opera House  
HVAC Proposal  
204 N. George St  
Charles Town, WV 25414

### **Design and Construction phase:**

The schedule on the following page illustrates the proposed design and construction time frames. A detailed master schedule will be developed by the Installer for review and approval by the OOH project team. Install schedule must work around provided dates of OOH public events. Seasonally necessary temperature control must be possible during OOH public events.

## **BASIS OF SELECTION**

### **A. Initial Screening:**

From the firms' response to the RFP, the selection committee will objectively evaluate the firms' qualifications based on the factors listed in part B Below.

- B.**
- Related Building Experience of Firm  
The successful completion of previous projects comparable in design, scope and complexity in scope.
  - Ability to provide 24/7 emergency service and ongoing repair service  
Given the nature of live theatre happening on Friday and weekend evenings, special consideration will be given to firms that have a robust, on call system with short turn around for emergency needs.
  - Overall Approach and Methodology  
Each firm should demonstrate their plan for performing this project.
  - Scheduling  
Each firm should propose a scheduling methodology for effectively managing and executing the work in the optimum time

- Knowledge of the Site and Local Conditions  
Each firm should demonstrate their knowledge of the building site, local codes, ordinances, local subcontractors and suppliers as an indication of their ability to deliver quality workmanship in an effective and timely manner.  
Vendor will need to be licensed for both West Virginia and Charles Town

Each item will be evaluated by the OOH selection team based on information in the firm's submitted proposal and subsequent interviews.

- **PROPOSAL SUBMITTAL REQUIREMENTS**

Prior to submission, all firms are required to perform a walkthrough of the building to fully understand the scope of work. This walkthrough can be arranged by contacting Steve Brewer, Artistic/Managing Director, at 304-725-4420 or ooh@oldoperahouse.org.

Each submittal should include the following;

1. Project cost outline listed on a single sheet
  - a. Any Preinstallation Fees including material deposit.
  - b. Guaranteed Maximum Price (inclusive of all subcontractor fees)
  - c. Any Change order fees beyond the changes to Time and Material
  - d. Any progress payments to be issued mid-project based on completion percentage or reached benchmark targets
2. Any proposed phasing of project to accommodate proposed budget or installation timeline.
3. Provide any relevant West Virginia and City of Charles Town license numbers.
5. Provide the name and contact information of your firm's primary contact for this project proposal.
6. Narrate the overall project approach and methodology for performing this project, documenting the services to be provided, including preinstall services, installation plan, and options for ongoing maintenance and service.
8. Signed following Proposal Form
9. If your firm has completed a similar project in the past 5 years, please provide a brief description including:
  - a. Project description and location
  - b. Proposed vs final budget and any reasoning for significant change
  - c. Contact information for someone with knowledge of your firm's involvement.

**END OF PART I**

## **PART II PROJECT NARRATIVE**

### **General:**

The project consists of removing existing HVAC systems, final design and installation of new HVAC system using the CDi report as a guidebook for installers design, and commissioning of new system. Building is three stories with a large, open central auditorium with balcony. The completed system will allow the building and theatre space to be maintained between 65 and 75 degrees throughout the year with a variety of patron attendance conditions up to 370 persons.

The project will meet all current State of West Virginia and Charles Town accepted Building and Fire Codes including NFPA 150 and Energy Codes. The primary theatre space system(s) will be as quiet as possible within reasonable increased costs as determined through agreement with Installer and OOH representatives. All systems will be as energy efficient as possible through agreement with Installer and OOH representatives. Overall system shall be controllable through local panels linked to a central interface with ability for remote system management.

The project includes some demolition and disposal of existing HVAC systems in accordance with all legal requirements.

The site is located at 204. N. George Street, Charles Town, WV 25414.

General considerations: The HVAC system should consider noise mitigation techniques. This is of particular importance in the auditorium, stage, and orchestra pit area. Multiple zoning of the system(s) is anticipated to deal with the frequent need to regulate the balcony area separately from the main seating area as well as regulating the stage separately from auditorium. It is critical that onstage systems do not cause the stage drapes to move or flutter in air currents.

Due to the location of the building, lot size, and municipal infrastructure, fuel oil and electricity are the available fuel options. If fuel oil is determined to be the source, inspection and possible reuse of existing tanks is requested.

The mechanical and any needed fire detection systems shall be that which are required for places of public gather. This shall include proper volume exchange of air for the health of the patrons and acoustics design relative to places of public gather and theatrical needs with consideration for any Covid updated CDC recommendations. An upgrade to incoming electrical service may be necessary and would be under scope of work by Installer. Any new and/or required fire detection needs will require coordination with OOH's fire alarm vendor, Innovative Access Technologies.

The OOH understands that a full replacement of the existing HVAC systems may not be possible within the allocated budget scope. In that event, Installer is asked to recommend phasing options and to install system with future phasing anticipated and made as seamless and cost effective as possible. For any phasing needs, the following order of priority will be observed:

1. Replacement of theatre boiler and air handlers covering Stage, Auditorium (Upper and Lower), Balcony Lobby, Heiler Gallery (Basement Meeting)
2. Replacement of shop/studio boiler and air handlers covering Green Room, Dance Studio, Dressing rooms, Scene Shop (Construction Set Room)
3. Replacement of Office suite system

Phase 1 must be completed by August 30, 2024. Timing for Phase 2 and 3 would be following discussion with OOH team.

*Old Opera House Theatre  
Charles Town, WV  
HVAC System Installation*

**PART III  
PROPOSAL FORM**

Proposed By: \_\_\_\_\_  
(Firm Name)

Date: \_\_\_\_\_

TO: Old Opera House  
204 N. George St  
Charles Town, WV 25414

**DUE:** March 29, 2024 at 4:00 P.M.

The undersigned proposes to provide the final design and installation of a new HVAC system for the new Old Opera House Theatre located in Charles Town WV for the anticipated cost and fees as outlined in this RFP. The basis for the cost and fees will be against a total project budget of \$250,000.

In submitting this proposal, it is understood this proposal may not be altered or withdrawn for ninety (90) days, and the owner has reserved the right to reject any and all proposals.

BY: \_\_\_\_\_  
(Name of Firm's Representative)

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_