

TEACHERS' RETIREMENT SYSTEMS OF ALABAMA  
AND  
EMPLOYEES' RETIREMENT SYSTEMS OF ALABAMA  
Hereinafter referred to as "RSA"  
MONTGOMERY, ALABAMA  
INVITATION FOR:

HVAC Systems Preventative Maintenance,  
Repair and Construction RFP  
**Montgomery, Alabama**

**GENERAL:** The Retirement Systems of Alabama is seeking prequalification proposals and subsequent final proposals from qualified Mechanical Contracting and Maintenance firms in order to provide professional services, preventive maintenance, contracting and repairs for RSA real properties located across the state. Prequalification proposals will be received until 2:00p.m. cst 9.16.16, at which time the prequalification submission period will be terminated. The three most qualified proposals will be selected from all proposals received. Complete bid packages will be furnished to prequalified bidders.

**Description:** The scope of work will at a minimum include scheduled preventive maintenance services, break down/emergency repairs, annual performance evaluations, preparation of annual budgets for obsolescent equipment replacement, site investigation, budgeting, proposal of alternate systems, design review, value engineering (if required), supervision and construction administration in as many packages or scenarios as is expeditious or beneficial to the Owner. Additional areas of work may be encountered during the course of the work. The facilities include:

- 8 separate 3 and 4 star hotels with accompanying conference and meeting space, restaurants and approximately 2100 sleeping rooms
- 9 parking facilities
- In excess of 4 million sf of class A office space
- 11 golf sites with associated club and maintenance facilities

More detail at <http://www.rsa-al.gov/Real%20Estate/holdings.html>

**Qualification:** Interested firms must submit qualifications, four copies, in loose bound form with the following and other relevant information:

As a minimum include the following:

- Company history and office locations. Preference given to contractors with service locations in proximity to facilities.
- Current annual volume of other maintenance contracts.
- Current service area/radius.
- Proposed project team identifying a full time dedicated project manager.
- Proposed mechanics with copies of Alabama State Certification. Assume a minimum of 10 registered mechanics this will be required for the purposes of this prequalification.
- Evidence of corporate knowledge of Metasys and Tracer Summit BAS systems. Identify other building automation systems training and certification.
- Identify LEED and/or equivalent credentialed team members.
- Contractor teaming arrangements or subcontract arrangements are not allowed (except for specialty contractors or consultants).
- Proposed consultants if required. The RSA has currently HVAC engineers on retainer but in house expertise is a plus.
- Copy of Alabama GC license. Required for performance of contract work.
- Corporations must furnish copies of registration with the Alabama Secretary of State.
- Proposed special or limiting contract language.
- Disclosure of ongoing litigation and claims history from the last five years.
- Nonresident bidders must furnish a legal opinion of any preferences granted to bidders in their state of domicile in the letting of public contracts.
- Financial documentation evidencing ability to sustain and manage approximately 1.5 million in payroll and material billings on a yearly basis. Preference given to recent audited information.
- Evidence of current bonding capacity.
- Current references from similar projects and customers.

Information must be presented in the order listed above, indexed and tabbed. Other supplemental information may be presented at the end of the required information.

Brochures are discouraged and will not be considered as part of the submittal.

Submissions will be scored by a panel for best compliance with required items- best ability to immediately provide service, financial status/standing and highest

quality of service personnel with, in the sole opinion of the panel, the three most qualified firms being prequalified to provide proposals.

**Bid/Review/Award Timeline:**

- Bid announcement September 9, 2016
- Prequalification period closes September 16,2016\*
- Announcement of prequalified contractors September 16,2016
- Distribution of RFP package, September 16,2016
- Final proposals due, September 27,2016
- Notice of Award, September 28,2016

\*A follow on interview may be required based on the level of interest in the project and the quality of the submissions.

The owner reserves the right to waive technicalities.

Submit questions and proposals to the following address:

Technical questions  
Attn: Steve Timms  
Director of Construction and Development  
Retirement Systems of Alabama  
201 South Union Street  
Montgomery, AL 36130  
334-517-7216  
[steve.timms@rsa-al.gov](mailto:steve.timms@rsa-al.gov)

Proposals and submissions  
Attn: Ed Davis  
Director of Office Services  
Retirement Systems of Alabama  
201 South Union Street  
Montgomery, AL 36130  
334-517-7130  
[Ed.Davis@rsa.state.al.us](mailto:Ed.Davis@rsa.state.al.us)

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