

Park City Municipal Corporation
REQUEST FOR PROPOSALS FOR
High Efficiency Water System Retro-fit
For Ice Arena Applications

NOTICE
REQUEST FOR PROPOSALS
High Efficiency Water System Retro-fit
For Ice Arena Applications

PROPOSALS DUE: February 27th, 2014

PROJECT NAME: High Efficiency Water System Retro-fit

RFP AVAILABLE: February 1st, 2014

PROJECT LOCATION: Park City Ice Arena 600 F. J. Gillmor Way, Park City, UT 84060

PROJECT DESCRIPTION: The Park City Ice Arena is seeking a high efficiency water heating solution designed to retain operable components of our current system to gain redundancies. A portion of the heating components will require glycol waterways for the purposes of capturing heat waste from existing heat exchange system to indirectly preheat water used in hot water applications within the facility.

PROJECT DEADLINE: April 20th, 2014

OWNER: Park City Municipal Corporation
P. O. Box 1480
Park City, UT 84060

CONTACT: Chanz Skeffington, Operations Assistant
cskeffington@parkcity.org,

All questions must be submitted in writing no later than February 21st, 2014

Park City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

I. Introduction

The Park City Ice Arena was opened in February of 2006 as a single ice sheet facility. The 46,000 square foot facility hosts multiple ice sports in the local community of Park City, UT. The seasonal facility now operates year round and combines facility managed programs with non-profit user groups consisting of several various ice activities. The winter schedule runs from 6:00AM-12:00AM throughout the week most days and we utilize hot water during those hours primarily to resurface ice. The facility also provides hot water for the showers and minimal culinary use. Most of the current equipment used to heat water is not high efficiency certified and it has become outdated. The original design did not include redundancies and it was later determined that the mineral content in the water was not of best quality for building and maintaining ideal artificial ice. As a result we installed a filter system that removes most of the mineral content in the water.

II. Scope of the Project

The Park City Ice Arena is interested in a solution that will improve the efficiency of heating water based on the demands of the facility. We are planning on adding a separate high-efficiency boiler for heating ice-make water. We are interested in installing another high-efficiency boiler specific to heating the showers as demand dictates. The arena utilizes an ammonia refrigeration system that generates waste heat and is currently expressed through an evaporative condenser on the roof. We are interested in utilizing the existing indirect heating glycol loop for pre-heating water. The application of heating water versus air is more valuable due to the facility layout. The indirect glycol loop will capture a portion of the waste heat to supplement heating our water for the showers and the ice make water. We plan on installing a controller which will allow operations to direct the heat to areas of demand which include the snow melt pit, preheating ice-make water and domestic hot water storage for shower demands. The project would include the design, recommended equipment and installation. A solution would include building in redundancies by utilizing some of the valid existing equipment. A potential bid requires a warranty of equipment and professional installation of at least one year from an experienced licensed and insured operating entity.

III. Funding

The plan is to fund from a revolving loan fund recently established by the sustainability staff in collaboration with finance and assigned committee. Funding has been initially approved by the Green Revolving Loan Fund Committee with the plan of paying off 75% of the loan from anticipated utility savings and a predetermined annual sum based on the total realized savings each year until paid in full; estimated <5 year return on investment.

IV. Content of Proposal

Proposals will be evaluated on the criteria listed below. Proposals should be limited to 20 pages.

1. A date and time must be scheduled for an evaluation visit to determine specific modifications by February 21st, 2014. This is crucial for the design relevance.
2. Plans of proposed design(s) of the new system including electrical and plumbing diagrams that include all other ancillary system requirements.
3. List of proposed equipment must be included with a detailed pricing breakdown for each piece.
4. Equipment specifications of all proposed equipment and any related information sheets including warranty information.
5. Warranty specifications for labor and equipment.
6. Proposed price of labor and installed equipment
7. Proposed timeline and duration of project installation including potential impact to staff and customers.
8. Estimated BTU, natural gas and kW energy savings projected with fully operating water heating system upgrade.
9. Include recommended operating and maintenance procedures for each component of equipment including overall system maintenance. The expectations include the appropriate system settings, pressure and temperature for ideal production and operation.
10. Nature and extent of any request changes to our standard contract, which is attached to this RFP.

11. Product specification sheets and for all products that will be used on this project.

Park City Municipal Corporation reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The Award of contract is subject to approval by City Council.

V. Selection Process

Proposals will be evaluated on the factors listed in Section IV, Content of Proposal, above. Price may not be the sole deciding factor.

The selection process will proceed on the following schedule:

- A. Any questions must be submitted in writing to Chanz Skeffington at cskeffington@parkcity.org by 5:00pm on February 21st, 2014.
- B. Proposals will be considered if received by Park City prior to 5:00pm on February 27th, 2014, at the Park City Ice Arena Front Desk located at 600 Gillmor Way, Park City, UT 84060.
- C. A selection committee comprised of city staff will review all submitted RFP’s.
- D. It is anticipated the City Council will vote on the contract award on March 17th, 2014.
- E. Proposals must be valid through May 30th, 2014

VI. Park City Municipal Standard Service Provider Agreement

The successful proposal will be required to enter into Park City’s Professional Service Agreement, in its current form, with the City. A draft of the Agreement is attached to this

RFP. If there is a conflict between the written and numerical amount of the proposal, the numerical amount shall supersede.

VII. Information to be submitted

To be considered, 5 copies of the proposal must be received at the Park City Ice Arena, 600 Gillmor Way, Park City, UT 84060 no later than March 17th 2014 at 5:00 pm.

VIII. Preparation of Proposals

A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the proposer's own risk.

B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proposer. The City assumes no liability for any costs incurred by proposers throughout the entire selection process.

IX. Proposal Information

A. Equal Opportunity. The City will make every effort to ensure that all proposers are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

B. Procurement Policy. It is Park City Municipal Corporation's policy, subject to Federal and State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers

C. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the proposer.

D. Rejection of Proposals. The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Proposers may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.