RFP 2024 - CAP1

PART 'A'

REQUEST FOR PROPOSAL

Heating and Cooling System Improvement

PART 'B'

REQUEST FOR QUOTATION

Design and Build
Heating, Ventilation and Air Conditioning (HVAC) system

March 6th, 2024

Maniilaq Association
Capital Projects Office

MANIILAQ
ASSOCIATION

Maniilaq Association
Ferguson Building
733 2nd Avenue,
Kotzebue AK, 99752

Table of Contents

1. CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by "Maniilaq Association". If Maniilaq Association finds it necessary to change any of these dates or times prior to the due date, the change will be accomplished by addendum.

ACTION	COMPLETION DATE
Issue RFP	March 6th 2024
Last Day for questions	March 26th 2024
Addendum Posted (if Necessary)	March 31st 2024
Submission Deadline	April 25th 2024 @ 12:00pm
Selection Committee Meeting	May 5th 2024
Contract Award	May 10th 2025

2. INTENT AND GENERAL INFORMATION

REQUEST FOR PROPOSALS

Sealed proposal will be received by Maniilaq Association, Capital Projects at Ferguson Building located at 733 2nd Avenue, Kotzebue, AK 99752 until 12:00 pm on April 25th 2024. Proposers shall take careful notice of the following conditions of this Request for Proposals:

- Submissions by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted under any circumstances.

- Submitters may withdraw and/or replace proposals at any time until the deadline for submission of proposals.

- All questions received by March 26th 2024, will be considered. Questions will not be answered over the phone. Questions regarding the RFP process must be in writing and emailed to rfpresponses@maniilaq.org Attention: Paula Octuck, Director of Risk and Contracts.

- Do not attempt to contact any Selection Committee Member, staff member or any person other than Paula Octuck for questions relating to this project. Anyone attempting to lobby Maniilaq Association representatives may be disqualified.

- Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Maniilaq Association a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays, and legal holidays), after the posting of the bid tabulation. Bid protest procedures may be obtained at Ferguson Building, located at 733 2nd Avenue, Kotzebue, AK 99752 between 8:00 A.M. to 5:00 P.M. Monday through Friday.

- IT IS THE SOLE RESPONSIBILITY OF EACH RESPONDENT TO MONITOR MANIILAQ ASSOCIATION'S WEBSITE (rfpresponses@maniilaq.org) FOR ANY AND ALL BID DOCUMENTS, INCLUDING ADDENDUM.

3. PROPOSAL DOCUMENTS CHECKLIST

The following documents and forms in the following arrangement must accompany each Proposal Package or alternative RFP submitted:

- One (1) original, one (1) electronic single PDF version on a Flash Drive of the original RFP in its entirety not password protected, four (4) copies of the "VENDOR"'s original submittal packet.

- RFP Cover Page. This is to be used as the first page of the RFP. This form must be fully completed and signed by an authorized officer of the "VENDOR".

- Tab A – Statement of Interest

- Tab B – "VENDOR" Profile (Form 1)

- Tab C – Team Composition and Resumes

- Tab D –Illustrative Work (Form 2)

- Tab E – References

- Tab F – Additional Information

- Tab G – Additional Required Documents
    - Proposer's Certification / Addenda Acknowledgement Form
    - Proposal Form
    - Statement of Terms and Conditions - statement must be signed and returned with the RFP form.
    - Hold Harmless Agreement
    - Conflict of Interest Disclosure Form
    - A separate sheet or sheets clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the Proposal Form (if applicable).
    - A Certificate of Insurability (COI) shall accompany each Proposal or alternate

4. INTRODUCTION

PURPOSE

Maniilaq Association ("MANIILAQ") is interested in selecting qualified Contractors ("VENDOR") that can provide the required services to three (3) of their village clinics. "MANIILAQ" requests that qualified "VENDOR" s submit letters of interest and proposals for consideration for selection of a qualified Contractor for the installation upgrade of ***HEATING and VENTILATION SYSTEM*** (RFP), to begin the works this year (2024).

"MANIILAQ" is also requesting a quotation (RFQ) for the ***DESIGN AND BUILD OF HEATING, VENTILLATION and AIR CONDITIONING (HVAC)*** system for the same buildings for consideration***.***

"MANIILAQ" may select, or not select, at their sole discretion, any Contractor that "MANIILAQ" feels will best address their needs.

The purpose of this RFP and RFQ is to select qualified and licensed contractors to furnish all materials, labor, supervision, transportation, inspections, permits, licenses, equipment, and any incidentals necessary to provide a comfortable working environment at their clinics for both staff and patients.

SELECTION PROCESS

Selection will be based on the criteria as defined within this RFP.

PROPOSALS SUBMISSION FORMAT AND REQUIREMENTS

To be considered, prospective "VENDOR"'s must submit a complete response as required by the RFP checklist of items found on page three (3). "VENDOR"'s must submit evidence of their ability to provide complete, thorough, and comprehensive responses and information for each of the components of the RFP.

GENERAL SELECTION CRITERIA

"MANIILAQ" intent is to minimize cost to "VENDOR"'s who are responding to this request for proposals, therefore you are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not carry favor with the reviewers. We are seeking thoughtful, tightly focused proposals that document your "VENDOR"'s suitability for these services requested.

The services being sought under this RFP are considered to be professional in nature. The "VENDOR" will be evaluated based upon the capabilities of the respondents and will result in an award that is in the best interest of "MANIILAQ". Factors to be considered in the evaluation included:

- Capability and Qualifications of the proposer to deliver the proposed services
- Proven experience as demonstrated with recent contracts/projects in the State of Alaska
- Resources and Availability
- Client References and Past Performance
- Process Proposed

ADDITIONAL CONDITIONS

- "MANIILAQ" reserves the right to reject any or all Proposals received, to request additional information, or to extend the deadline for submittals.

- Confidentiality of Documents: Upon receipt of proposals by "MANIILAQ", the proposals shall become the property of "MANIILAQ" without compensation to the proponent, for disposition or usage by "MANIILAQ" at its discretion.

- Costs to Prepare Responses: "MANIILAQ" assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of these proposals.

EXAMINATION OF PROPOSALS DOCUMENTS

- Each "VENDOR" shall carefully examine the Scope of Work and other applicable documents and inform themselves thoroughly regarding any and all conditions and requirements that may in any manner affect the cost, progress or performance of the work to be performed under the Contract.

- Should the "VENDOR" find discrepancies or ambiguities in, or omissions from the Scope of Work, or should they be in doubt as to their meaning, they shall at once notify "MANIILAQ" in writing.

INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

- No oral interpretations will be made to any "VENDOR" as to the meaning of the RFP Contract Documents. Any questions or request for interpretation received IN WRITING by "MANIILAQ" before the stated deadline, will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed prior to the established RFP opening date. Each "VENDOR" shall acknowledge receipt of such addenda in the space provided on the Proposal Form.

- In case any "VENDOR" fails to acknowledge receipt of such addenda or addendum, their RFP package will nevertheless be construed as though it had been received and acknowledged and the submission of their RFP will constitute acknowledgment of the receipt of same. All addenda are part of the RFP Documents, and each "VENDOR" will be bound by such addenda, whether or not received by them. It is the responsibility of each "VENDOR" to verify that they have received all addenda issued before the established RFP / RFQ scheduled deadline.

GOVERING LAWS AND REGULATIONS

The "VENDOR" is required to be familiar with and shall be responsible for complying with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work.

PREPARATION OF PROPOSAL

Signature of the "VENDOR": The "VENDOR" must sign the Proposal forms in the space provided for the signature. If the "VENDOR" is an individual, the words "Doing Business AS _____,"

must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the "VENDOR" is a corporation, the title of the officer signing the RFP / RFQ on behalf of the corporation must be stated and evidence of their authority to sign the RFP forms must be submitted. The "VENDOR" shall state in the Proposal Form the name and address of each person interested therein.

CONFLICT OF INTEREST DISCLOSURE

Each respondent shall complete and have notarized the attached disclosure form of any potential conflict of interest that the Respondent may have due to ownership, contracts, or interest associated with this project.

5. SCOPE OF SERVICES

"MANIILAQ" Association provides health and social services to residents of Northwest Alaska. A non-profit corporation, Maniilaq Association represents twelve federally recognized tribes located in Northwest Alaska.

"MANIILAQ" owns and operates 10 village health clinics within the Northwest Arctic Borough (Kiana, Noatak, Ambler, Shungnak, Buckland, Deering, Kobuk, Selawik, Noorvik. and Kivalina). The clinics were designed and built using 3 different design groups (group one, two and three).

Clinics by Group

Group 1: Kiana, Noatak, Ambler and Shungnak. Standard square footage is 5,400sf.
Dated 2001 – 2002 construction.

Group 2: Buckland, Deering and Kobuk. Standard square footage is 5,224sf.
Dated 2003 – 2004 construction.

Group 3: Selawik – similar to group 1 & 2 but differs in size 7,408sf.
Dated 2007 construction.
Noorvik – an addition to a pre-existing facility / 2 story / differs from all others in both layout and size 6,400sf.

Noatak, Ambler, Shungnak (Group 1), Buckland, Deering, Kobuk (Group 2) and Kivalina (Group?) is excluded from this scope.

The Need:

Complaints on the clinics environment led to an Engineering Consultant being commissioned to carry out an assessment of the heating and cooling systems on three of the village clinics (Kiana from group one (group 1) and Selawik, Noorvik from group three (group 3)). Deficiencies in the systems were found to be the cause of areas of the building being cold in the winter and hot in the summer. The quality of air, overall, was found to be poor due to a lack of ventilation. Recommendations were made to improve and enhance the building systems to create a comfortable environment for staff and patients. The Engineers report is available to tenderers on request or at the following link: rfpresponses@maniilaq.org

What is required?

It is the intention of Maniilaq Association to carry out this request in two parts. The first part is for a Request for Proposal (RFP) to improve the Village Clinics existing Heating & Ventilation system (Work Improvements) to improve operating efficiency and comfort of employees and patients**.** This element of work is to begin this year (2024) on the Kiana, Selawik and Noorvik clinics.

The second part of this document is for a Request for Quotation (RFQ) to design and install a full HVAC system for the same clinics as referenced above.

Site Inspection

It is suggested that a pre-proposal site visit take place prior to submission of the RFP. The time and date is to be confirmed and is subject to weather and availability of flights. It is recommended that any contractor intending to submit a proposal take advantage of this opportunity and notify Maniilaq of their intensions in good time. Maniilaq Association will organize and cover the cost of chartering an airplane from Kotzebue to the three villages (Kiana, Selawik, Noorvik).

Maniilaq Association is seeking proposals (based on the engineers' assessment and recommendations for **Kiana, Selawik** and **Noorvik** clinics only) to make the appropriate changes, provide and install the necessary materials and equipment to improve the environment of the three clinics. Maniilaq is looking to increase efficiency and reliability of the mechanical systems whilst providing a comfortable environment.

Timeline:

3/6/2024 – Release of RFP Documents

March 2024 – Date to be advised for site Inspection. Contact Paula Octuck (Director of Risk and Contracts) via the following email address rfpresponses@maniilaq.org to confirm your intention to attend.

3/26/2024 – Last Day for Questions.

3/31/2024 – Addendum Posted (If necessary)

4/25/2024 – Submission Deadline. Proposals must be received by 12:00pm Alaskan Standard Time in the Administrative Offices of Maniilaq Association HQ, Inc. P.O. Box 256, Kotzebue, AK 99752 for the attention of: Paula Octuck

5/05/2024 - Selection Committee Meeting

5/10/2024 – Contract Award

Instruction to Bidders:

a) Bids submitted in a sealed envelope should be marked "Sealed Bid –Clinic Heating & Ventilation Improvement Work – DO Not Open – attn.: Paula Octuck Director of Risk and Contracts.
b) Bids sent electronically shall be marked "Sealed Bid –Clinic Heating & Ventilation Improvement Work – DO Not Open – attn.: Capital Projects. Use the following email address rfpresponses@maniilaq.org
c) Bids not received by 4/25/2024 12:00pm Alaskan Standard Time will not be opened.

6. SCOPE OF WORK

Remove and replace any existing piping/ducting and equipment necessary to include new installation. Supply and install new equipment and any related materials required. Make any modifications needed to accommodate the new installation / equipment. The work to be done under this division of the specification include the supply of all equipment, supplies, labor, supervision, and all materials not specifically mentioned, ready for use, heating, ventilation, air-conditioning, fire protection and associated items. It is the intention to have all work finished, tested and operational upon completion.

It is also the intent that all mechanical specifications, where specifically mentioned here or not, shall be supplied. All work and materials necessary to fulfill this intent shall be provided under the mechanical specifications without additional costs to "MANIILAQ".

Group 1 Clinic: **Kiana**

Heating

Baseboard heat elements are required in each of the occupied interior spaces in the clinic (two examination rooms, eye, dental, offices, five toilet rooms and a pharmacy / lab). Each space to be heated with a three foot piece of baseboard. An individual supply and return pipe to be routed above the ceiling to each heating control zone from the boiler room supply and return heating headers. Three zones of control are required. The control valves to be located in the boiler room similar to the existing system. The main heating circulation pump will need to be upgraded to a larger unit with an integral VFD.

Cooling

The clinic has minimal ventilation and no cooling. The solution would be to install ceiling mounted cooling units with associated outdoor condensing units would be used to cool the space. It is estimated that one 12,000 btu, 24" x 24" ceiling mounted cooling unit in each space (13 total) and three approximately 60,000 btu condensing units connected the ceiling units. The condensing units to be located in clinic if space allows, otherwise to be located remotely from the building under a standalone open structure.

Ventilation

Replace the existing HRV unit with a larger unit that would supply outside air to the entire clinic. The new HRV unit to be located in same location as existing unit. The HRV to have a pre-heat coil to prevent the unit from frosting up; and a downstream coil to temper the air to be approximately 70 F. The supply to be routed to all occupied spaces within the clinic. The return routed restrooms, lab, trauma, and waiting areas. The HRV to run continuously whenever the clinic is occupied.

Telecommunication Room

Provide split system cooling unit to cool the space during summer months; and provide a dampered outside air opening to provide cool air during winter months. During winter months, the existing exhaust fan would be cycled on and off. Make-up air to be provided by a new opening through the floor to pull in cool air from outside. The outside air opening to be provided with a damper to prevent overcooling. During the summer months the split system AC unit would run to cool the space. The condensing unit to be positioned under the building.

Group 3 Clinic: **Selawik**

Heating

Baseboard heat elements are required in each of the occupied interior spaces in the clinic (five exam rooms, six offices, four toilet rooms, and pharmacy / lab). Each space to be heated with a three foot piece of baseboard. An individual supply and return pipe to be routed above the ceiling to each heating control zone from the boiler room supply and return heating headers. Three zones of control are required. The control valves to be located in the boiler room similar to the existing system. The main heating circulation pump to be upgraded to a larger unit with an integral VFD.

Cooling

Install ceiling mounted cooling units with associated outdoor condensing units would be used to cool the spaces. It is estimated that one 12,000 btu, 24" x 24" ceiling mounted cooling unit in each space (20 total) and four approximately 60,000 btu condensing units connected to the ceiling units. The condensing units be located in clinic if space allows, otherwise to be located remotely from the building under a standalone open structure.

Ventilation

Replace the existing HRV unit with a larger unit that would supply outside air to the entire clinic. The new HRV unit to be located in same location as existing unit. The supply and returns from the unit to be routed to all occupied spaces within the clinic. The HRV to be provided with a pre-heat coil to

prevent the unit from frosting up; and a downstream coil to temper the airt to approximately 70 F. The supply from the unit to be routed to all occupied spaces within the clinic. The return routed restrooms, lab, trauma, lab, trauma and waiting areas. The HRV to run continuously whenever the clinic is occupied.

Telecommunication Room

Provide split system cooling unit to cool the space during summer months; and provide a dampered outside air opening to provide cool air during winter months. During winter months, the existing exhaust fan would be cycled on and off. Make-up air to be provided by a new opening through the floor to pull in cool air from outside. The outside air opening to be provided with a damper to prevent overcooling. During the summer months the split system AC unit would run to cool the space. The condensing unit to be positioned under the building.

Group 3 Clinic: **Noorvik**

Heating

Baseboard heat elements are required in each of the occupied interior spaces in the clinic (break room, three toilet rooms, an exam room, a pharmacy and lab). Each space to be heated with a three foot piece of baseboard. An individual supply and return pipe to be routed above the ceiling to each heating control zone from the boiler room supply and return heating headers. Three zones of control are required. The control valves to be located in the boiler room similar to the existing system. The main heating circulation pump will remain as it is.

Cooling

Install ceiling mounted cooling units with associated outdoor condensing units would be used to cool the spaces. It is estimated that one 12,000 btu, 24" x 24" ceiling mounted cooling unit in each space (20 total) and four approximately 60,000 btu condensing units connected to the ceiling units. The condensing units be located in clinic if space allows, otherwise to be located remotely from the building under a standalone open structure.

Ventilation

Replace the existing HRV unit with a larger unit that would supply outside air to the entire clinic. The new HRV unit to be located in same location as existing unit. The supply and returns from the unit to be routed to all occupied spaces within the clinic. The HRV to run continuously whenever the clinic is occupied.

Telecommunication Room

Provide split system cooling unit to cool the space during summer months; and provide a dampered outside air opening to provide cool air during winter months. During winter months, the existing exhaust fan would be cycled on and off. Make-up air to be provided by a new opening through the floor to pull in cool air from outside. The outside air opening to be provided with a damper to prevent overcooling. During the summer months the split system AC unit would run to cool the space. The condensing unit to be positioned under the building.

Deliverables:

- All materials, plant, labor and associated costs required to undertake and complete the project must be included in proposal, i.e., demolition, duct work, electrical, trades & equipment and any possible finish work.
- A project schedule, including anticipated start date, installation schedule and anticipated number of days for the actual installation to be completed. Note that the building will be in operation during installation and would intend to stay open to the maximum extent possible during the term of the project.
- The selected contractor must show evidence of adequate insurance of the types "MANIILAQ" requires.
- Bids should include related electrical, fire suppression and all other trades, as well as the management of those trades, required to provide a complete project.
- Responsible for demo and removal of all replaced equipment / materials.
- Evening and weekend work may be required.
- Secure required permits.

Form of Contract

- Fixed-Price

Project Administration

Upon receipt of a written Notice to Proceed / Purchase Order from Maniilaq Association, the contractor shall conduct a Kick Off meeting with Maniilaq Association to review the scope of the project, develop a project schedule, and confirm deliverables. The project schedule shall include each task and sub tasks, milestones, critical path designation and a schedule for progress meetings.

Additional Information:

- Maniilaq is not liable for any costs incurred by the Bidders in the preparation of their bids.
- Maniilaq reserves the right to waive any formalities, and to make the selection as deemed in its best interest. This includes the right to reject any and all bids, and the right to consider the Bidder's experience and past performance in awarding a contract.
- The successful Bidder will be required to submit to Maniilaq a complete material list for the work.
- The Contractor's bid should include costs for all labor, travel, freight, lodging, per diem, and other miscellaneous expenses.
- All contractor personnel must pass a Maniilaq Association background check prior to mobilizing to the project site. This is due to the project site being a medical facility, governed by certain Policies and Procedures design to protect patients.
- By signing the bid form, Bidders guarantee that the bid price is valid for 60 days.
- A bid bond is not required.
- A performance bond and a payment bond are not required.

7. EVALUATION AND AWARD

RFP EVALUATION

This request for Proposals includes following all procedures in this document and sending the sealed RFP information to "MANIILAQ" by the due date and time. Once the RFPs are received, the Selection Committee members will independently review each submittal and score each RFP based on the evaluation criteria. All RFPs received in accordance with this Request for Proposals will be evaluated using the following criteria.

Cover Letter and Signature Sheet	Pass/Fail
Company Profile and Qualifications	20
Proven experience as demonstrated with recent contracts/projects within the State of Alaska	20
Resources and Availability	20
Client References and Past Performance	10
Price Proposed	30

PROCEDURE REQUIREMENTS

Proposal submittals will be reviewed and ranked by the "MANIILAQ" Selection Committee and oral presentations/interviews may be requested from a shortlist of finalists selected by the Committee as a result of their evaluation of the initial Request for Proposals. The Committee will recommend its ranking of the top "VENDOR" to the "MANIILAQ" Board of Directors for approval. The "MANIILAQ" Association reserves the right to revise and /or limit the scope of professional services and to reject any and all Proposals.

KEY CONTRACTOR PERSONNEL

In submitting a proposal package, the Respondent is representing that each person listed or referenced in the proposals package shall be available to perform the services described for the "Maniilaq Association, baring illness, accident or other unforeseeable events of similar nature in which case the Respondent must be able to promptly provide a qualified replacement. In the event the Respondent wishes to substitute personnel, the Respondent shall propose a person with equal or higher proposals and each replacement person is subject to prior written "MANIILAQ" approval. In the event the requested substitute person is not satisfactory to "MANIILAQ" and the matter cannot be resolved to the satisfaction of "MANIILAQ", "MANIILAQ" reserves the right to cancel the contract for cause.

NEGOTIATION

"MANIILAQ" reserves the right to negotiate any and all elements of this response.

AWARD OF RESPONSE

"MANIILAQ" reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to make award to the response deemed to be most advantageous to "MANIILAQ".

CONFLICT OF INTEREST

If any officer, director, or agent of your organization is also an employee of "MANIILAQ", then you shall clearly identify in your response the name of the individual(s) and the position they hold in your organization. Further, you shall disclose the name(s) of any "MANIILAQ" employee(s) who owns, directly or indirectly, any interest in your organization or any of its branches. This does not include stock in a publicly traded organization unless the individual holds more than a ten percent (10%) stake. You shall complete and have notarized a Conflict-of-Interest Form and include it in your proposal package.

If there is a conflict of interest as defined above, then the respondent cannot be considered for award.

RESTRICTED DISCUSSIONS

From the date of issuance of the RFP until final "MANIILAQ" action, the Respondent shall not discuss the RFP or any part thereof with any employee, agent, or representative of "MANIILAQ" except as expressly authorized by "MANIILAQ" point of contact identified in this RFP above for this solicitation. Violation of this restriction will result in REJECTION of the respondent's proposals package.

No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any "MANIILAQ" employee. Only those communications that are in writing from the authorized "MANIILAQ" point of contact, Paula Octuck shall be considered pertinent to this RFP. Only communications from the Respondent that are signed and in writing will be recognized by "MANIILAQ" as duly authorized expressions on behalf of the Respondent.

AWARD

It is understood that "MANIILAQ" is not obligated to make an award under or as a result of this RFP or to award such contract. "MANIILAQ" reserves the right to award such contract, if any, to the best qualified Respondent(s).

"MANIILAQ" has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals packages, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in "MANIILAQ"'s best interest to do so.

STANDARD INSURANCE REQUIREMANTS

The Contractor shall maintain, on a primary basis and at its sole expense, at all times while performing work for "MANIILAQ" the "Standard Insurance Requirements" described herein.

Contractors responding to a Request for Proposal or Invitation to Bid shall provide with their submittal, a Certificate of Insurance (COI) or a letter from the insurance company stating required coverage is obtainable. Prior to commencement of any work being done for "MANIILAQ", a COI will be required. Work is defined as any service provided to "MANIILAQ" by a VENDOR/Contractor who must access "MANIILAQ" property in order to provide the service(s). The requirements contained herein, as well as "MANIILAQ"'s review or acknowledgement, is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under this contract.

Financial Rating of Insurance Companies: All insurance companies must have financial rating of **A** or higher by A.M. Best Company, Inc. with the exception of self-insured insurance companies.

Commercial General Liability Insurance

The Contractor will be required to maintain the insurances listed below during the project. Prior to receiving a "Notice to Proceed", the Contractor shall provide to the Owner an Insurance Certificate(s) naming Maniilaq as an additional insured. A waiver of subrogation shall be granted to "**MANIILAQ"** for General, Auto Liabilities and Worker's Compensation. Insurance shall include:

1. General Liability Insurance - $1 million combined single limit per occurrence for bodily injury, property damage, and personal injury, with $2 million general aggregate. This policy shall be written on an occurrence basis Commercial General Liability policy form. A certificate of insurance shall be issued naming "**MANIILAQ"** as an additional insured for the purpose of this Agreement, and provided to "**MANIILAQ"** upon execution of this Agreement and in no case more than ten (10) business days after the effective date.

2. Professional Liability Insurance - $1 million combined single limit per occurrence and $1 million aggregate, to be maintained in force for a period of 3 years after substantial completion of the project.

3. Worker's Compensation Insurance in accordance with statutory requirements.

4. Commercial Liability shall be endorsed to the following limits: a. Product-Comp/Op Aggregate - $1,000,000 b. Personal & Adv. Injury- $1 million each accident c. Fire Damage-legal Liability $100,000 d. Medical expense $5,000 5. Auto Liability $1 million combined single limit per accident for bodily injury and property damage. 6. Umbrella Excess Liability…… $1,000,000

Notice-To-Proceed (NTP):

NTP will be issued after a contract is signed by both parties and "MANIILAQ" is in receipt of required pre-construction documents such as insurance certificates.

Required Clauses in the Contract:

Bidders are hereby advised that the Maniilaq Procurement Policy requires that all construction contracts contain the following clauses:

a) Alaska Native/American Indian Preference Clause.
b) Copeland "Anti-Kickback" Act (18 U.S.C. 874) clause, as supplemented in Department of Labor regulations (29 CFR Part 3).
c) David Bacon Act. When applicable, for contracts over $2,000, the Davis-Bacon Act clause (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR Part 5), must be included.

8. PROPOSAL DOCUMENTS

ECONOMY OF PRESENTATION

Each proposals package shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's capabilities to satisfy the conditions and requirements of this RFP. Emphasis in each proposals package must be on a completeness and clarity of content. To expedite the evaluation of proposals packages, it is mandatory that Respondent follow the format and instructions contained herein. "MANIILAQ" is not liable or responsible for any costs incurred by the Respondent in responding to this RFP / RFQ including, without limitation, costs for presentations and/or demonstrations if requested.

PROPOSAL PACKAGE GUIDLINES

To facilitate analysis of its proposal package, the Respondent shall prepare its proposal package in accordance with the instructions outlined in this section and the checklist of items found on page 4.

If the Respondent's proposals package deviates from theses instructions, such proposals package may, in "MANIILAQ"'s sole discretion, be rejected.

"MANIILQ" EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.

Indexing – Each section may contain a more detailed table of contents to delineate the subsections within that section. Tab indexing shall be used to identify sections.

Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Pages shall be numbered sequentially by section.

Legible tables, charts, graphs, and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics, and not for pages of text.

Responses must be limited to eighty (80) pages. Covers, tables of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Work product samples (reports, schedules, etc. provided in response) will not be counted in the eighty (80) page limit. Package the Work Product Samples separately from the Proposal, labeling the sample clearly.

PROPOSALS PACKAGE SECTIONS

The Respondent shall organize its proposals package into the following major sections.

TABLE OF CONTENTS.

Tab A - STATEMENT OF INTEREST: To be submitted on the "VENDOR"'s letterhead. The statement of interest shall:

Concisely state the "VENDOR"'s understanding of the services required by "MANIILAQ".

Include additional relevant information not requested elsewhere in the RFP. The signature on the statement shall be that of a person authorized to represent and bind the "VENDOR".

Tab B. "VENDOR" PROFILE: Complete Form 1. Attach a copy of the "VENDOR"'s current State of Alaska or Professional Regulation License to perform business.

Tab C. TEAM COMPOSITION and RESUMES: Provide an organizational chart showing any subcontractors and the relationship to the team. Provide resumes for key team members, not to exceed two pages each. Attach a copy of each person's current Professional Regulation License.

Tab D. ILLUSTRATIVE WORK: Complete Form 2.

Tab E. REFERENCES: Provide a minimum of five references for work performed similar to the scope of this RFP. References must be for current, or recent, projects, and must be for the proposed project team members.

Tab F. ADDITIONAL INFORMATION: Provide information describing the "VENDOR"'s approach to performing the work advertised in Scope of Services of the RFP. Provide information demonstrating an understanding of the needs of "MANIILAQ". Provide other information that the "VENDOR" deems applicable to this RFP.

Tab G. ADDITIONAL REQUIRED DOCUMENTS: As specified in Part 1 of this RFP, listed within the Proposal Documents Checklist of Items Required to be submitted.

RFP COVER PAGE

Name of "VENDOR" , Entity, or Organization:
State of Alaska License Number: **Name of Contact Person:** **Title:** **E-Mail Address:**
Mailing Address: **Street Address (if different):** **"CITY", State, Zip:** **Telephone:** **FAX:**
Organizational Structure – Please Check One: **Corporation ☐ Partnership ☐ Proprietorship ☐ Joint Venture ☐ Other ☐** **If Corporation:** **Date of Corporation:** **State of Corporation:**
Authorized Signature: **Print Name:** _____ **Signature:** _____ **Title:** _____ **Phone:** _____
This document must be completed and returned with your Submittal.

PROPOSER'S CERTIFICATION

Submit To: Maniilaq Association Ferguson Building P.O. Box 256 733 2nd Avenue Kotzebue AK 99752 Email: rfpresponses@maniilaq.org		"MANIILAQ" Association REQUEST FOR PROPOSAL (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT
DUE DATE:	**DUE TIME:**	**RFP # 2024-CAP1**
TITLE: Heating and Cooling Systems Improvement		
"VENDOR" NAME		**PHONE:**
"VENDOR" MAILING ADDRESS		**FAX:**
CITY, STATE, ZIP:		**EMAIL:**

"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms, and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other "RESPONDENT" and have not colluded with any "RESPONDENT" or parties to an RFP whatsoever for any fraudulent purpose."

_____ Addendum # _____ Addendum # _____ Addendum # _____ Addendum # _____ Addendum #

"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, "VENDOR", or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for "MANIILAQ", respondent agrees that if this RFP is accepted, the respondent will convey, sell, assign, or transfer to "MANIILAQ" all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the "MANIILAQ". At "MANIILAQ"'s discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."

Authorized Agent Name, Title (Print) Authorized Signature Date

This form must be completed and returned with your submittal

PROPOSALS FORM FOR "MANIILAQ" ASSOCIATION

MANIILAQ
ASSOCIATION

Name of "VENDOR" Submitting Proposals _____

Name of Person Submitting Proposals _____

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that they have informed themselves fully in regard to all conditions to the work to be done, and that they have examined the RFP and Specifications for the work and comments hereto attached. The "VENDOR" proposes and agrees, if submission is accepted, to contract with "MANIILAQ" to furnish all necessary materials, equipment, labor, and services necessary to complete the work covered by the RFP and Contract Documents for this Project.

_____
Signature

_____
Date

_____
RFP Number

☐ Check box if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal.

HOLD HARMLESS AGREEMENT

The Contractor agrees to hold the "MANIILAQ" harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, to the extent that such claims are attributable, in whole or in part, to a negligent act or omission by the Contractor.

The Contractor shall purchase and maintain workers' compensation insurance for all workers' compensation insurance and employers' liability.

The Contractor shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the "MANIILAQ" representative requesting the service.

By signature upon this form the Contractor stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Contractor/"VENDOR" – Print Name	**Signature**
Project Name	**Date**

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal.

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (printed name) _____am the

(Title) _____ and the duly authorized representative of the "VENDOR" of ("VENDOR" Name) _____whose address is _____, and that I possess the legal authority to make this affidavit on behalf of myself and the "VENDOR" for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the "VENDOR" have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. This bid proposal is made without prior understanding, agreement, or connection with any corporation, "VENDOR", or person submitting a bid proposal for the same services and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: _____

Printed Name: _____

"VENDOR" Name: _____

Date: _____

State of _____

County of _____

Sworn to and subscribed before me this _____ day of _____20___ Personally Known _____
OR Produced Identification _____, Type of Identification _____
My Commission Expires _____

_____
(Printed, typed, or stamped commissioned name of notary)

This document must be completed and returned with your Submittal.

FORM 1

"VENDOR" PROFILE

Submitted by *(Company Name):*
Corporation **Partnership** **Individual** **Joint Venture**
Other Describe:
Alaska Contractor License Number: Expiration Date
Number of people in your organization:
Length of time Contractor has been doing business under this name in Alaska:
Length of time your firm has provided services to Health Care Providers:
Under what name(s) has your firm operated:
Has or is your firm currently involved in any formal court proceedings regarding any of you contracts?
YES (attach a detailed explanation) NO

FORM 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that have been/is being accomplished by personnel that shall be assigned to "MANIILAQ". List no more than five (5) projects

---

<table>
<tr><td colspan="2">Project Name & Location

Project Manager:</td><td rowspan="2">Client's Name & Address</td></tr>
<tr><td colspan="2">Completion Date (Actual or Estimated):</td></tr>
<tr><td colspan="2">Contractor Fees (In Thousands)</td><td rowspan="2">Client Contact Name, Title, Email Address and Telephone number</td></tr>
<tr><td>Entire Project:

$</td><td>Work for which "VENDOR" was/is responsible:
$</td></tr>
<tr><td colspan="3">Scope of Entire Project (Please give quantitative indications wherever possible)</td></tr>
<tr><td colspan="3">Nature of "VENDOR"'s Responsibility in Project (Please give quantitative indications wherever possible)</td></tr>
<tr><td colspan="3">"VENDER"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "MANIILAQ" project</td></tr>
</table>

1. REQUEST FOR QUOTATION

Maniilaq Association is seeking a quotation to design and install a HVAC system in the same village clinics as an enhancement / upgrade to Part 'A' above.

Interested contractors should have a proven track record in HVAC system design & installation, with experience in similar projects for public buildings. Contractors must be licensed, insured and compliant with all relevant local and state regulations.

Scope of work:

The scope for part 'B' is to provide a quotation for the following:

- Conduct a thorough assessment of the building.
- Design and install a HVAC system that meets the heating and cooling requirements of the clinic.
- Ensure the system is energy efficient and environmentally friendly.
- Install the designed system in the clinics named in PART 'A' above.
- Provide a detailed timeline for project completion, including milestones and deadlines.
- Include a comprehensive maintenance plan for the new HVAC system.
- Responsible for coordinating with the clinical staff to schedule work and testing.
- Include training.

DESIGN: The "VENDOR" will provide a quotation for all necessary design, engineering, management, labor, materials, tools, equipment, supplies and related services for planning and development of high efficiency HVAC equipment and variable speed supply fan control.

Installation: The "VENDOR shall also provide within the quotation the costs for all installation services for HVAC including necessary labor, material, tools, equipment, supplies, construction management, installation, construction, and training.

SELAWIK HEALTH CLINIC

MANIILAQ ASSOCATION

VILLAGE CLINIC HVAC SYSTEM ASSEMENT

JULY 9, 2019

BY

RSA Engineering, Inc.

670 W. Fireweed Lane, Suite 200

Anchorage, AK

A. OVERVIEW

This report provides an assessment of the village health clinic mechanical system. The assessment was performed by Ralph DeStefano with RSA Engineering on June 4th and June 5th. I was accompanied to each site by Maniilaq Association personnel. We travel to two villages each day. On the June 4th we travel to Buckland and Selawik; on June 5th we traveled to Kiana and Noorvik.

The goal of the report is to asset the condition of the existing systems; and to address known issues with the HVAC systems.

Inspection of the existing mechanical components and systems were primarily based on visual nondestructive methods. Concealed elements of construction where not inspected.

Service life estimates are given for the major pieces of equipment. Listed below are equipment items from the ASHRAE Service Life Estimates guidelines. Note actual service life can vary greatly depending on maintenance and operating conditions.

Equipment Item	Median Years
Boilers Steel, Cast Iron	35
Unit Heaters, Hot Water	20
Fin-Tube Heaters (Baseboard)	25
Fans, Centrifugal	25
Fans, Propeller	15
Coils, Water	20
Pumps, Pipe Mounted	10
Controls, Electronic	15
Valve Actuators	15
Glycol Heating Solution	20
Piping	40

B. EXISTING CONDITIONS

1. General

The Selawik clinic was constructed in 2008 and is 10 years old. In general the mechanical systems are in good condition.

2. Fire Protection

The sleeping rooms are protected by a residential type NFPA 13D system. The system consists of a 450 gallon tank, pump, and pump controller. The system was tested as part of this contract; the test will be included under a separate cover. See photo M1.

3. Domestic Water

Domestic water for the facility is provided from the village water treatment plant. A water line is routed from the village water system plant up to the clinic. The water line is continually circulate to prevent the line from freezing; and has a glycol heat trace system installed for additional freeze protection.

Domestic water piping inside of the clinic is copper.

4. Sanitary Sewer

Sanitary sewer for the facility is discharged to village waste water vacuum system. See photo M2. The exterior waste line is provided with electric heat traced to prevent the line from freezing.

The majority of the plumbing fixtures are located adjacent to the mechanical chase which allows easy access to the piping; and allows for the waste piping to be sloped to the waste service connection at the end of the mechanical chase. A few of the fixtures are not located near the mechanical chase and utilize a small lift station under the sink; the waste from the sinks are pumped overhead to the main waste line in the mechanical chase. See photo M3.

Drainage piping within the clinic is ABS (DWV) piping.

5. Fuel Oil

Fuel oil is piped from a 550 gallon storage tank to a 25 gallon day tank located in the clinic. See photo M4.

Fuel piping up to the facility and inside of the clinic is schedule 40 steel pipe.

6. Domestic Hot Water

A single hot water generator consisting of a tank and heating coil provides domestic hot water to the clinic. The hot water generator is located in the mechanical room. A hot water recirculation system circulates hot water to remote plumbing fixtures. See photo M5.

7. Plumbing Fixtures

The toilets are elongated wall outlet floor mounted vacuum water closets, see photo M6; lavatories are vitreous china countertop or wall hung units as applicable; hand wash and break room sinks are stainless steel. Other than the water closets all of the fixtures drain to a holding tank that is connect to the village vacuum system. The water closets are vacuum toilets, connected directly to the village vacuum system.

8. Heating

The boiler plant consists of two 126 MBH (output) fuel oil fired boilers. The hydronic heating system has a single pump that pumps heating glycol to the supply terminal heating equipment. See photo M7.

The heating system piping is arranged such that all of the control valves are located within the mechanical room. Individual supply lines are routed to each base board heat zone.

All areas of the building, except for interior spaces are heated with hydronic fin-tube units.

Heating piping inside of the clinic is copper.

9. Ventilation

The ventilation for the clinic is provided by a combination of natural ventilation and mechanical ventilation. Clinic spaces located along the exterior have natural ventilation

provided by exterior windows. The interior spaces are ventilated with a heat recovery ventilation unit (HRV). See photo M8.

The exam rooms and offices are provided with supply air from the heat recovery unit; exhaust air is pulled from the restrooms.

The dental clinic area has a locally controlled exhaust fan to increase ventilation in the dental exam area.

The staff toilet/shower room has a local exhaust fan controlled by the light switch.

The tele-com room has exhaust fan to expel heat from the space. The exhaust fan is controlled by a wall mounted thermostat. Make-up air from the space will be via a transfer grille in the hallway wall.

10. Controls

Standalone electric thermostats are used to control the base board heat. The boilers and HRV utilize factory supplied controls. The heating system piping is arranged such that all of the control valves are located within the mechanical room. See photo M9.

C. MECHANICAL ISSUES

1. Interior Spaces are Cold.
    a. Deficiency Narrative: The interior zones do not have any means of heating. There is no baseboard heat in the interior zones such as the offices and exam rooms. The staff reports the spaces are cold in the winter. We also noted the HRV system ducted to all the interior rooms doesn't have any heating coils, potentially exacerbating the problem.
    b. Corrective Narrative: Provide baseboard heat elements in each of the occupied interior spaces in the clinic. This would include five exam rooms, six offices, four toilet rooms, and pharmacy/lab. Each space would heated with a three foot piece of baseboard. An individual supply and return pipe would be routed above the ceiling to each heating control zone from the boiler room supply and return heating headers. (We anticipate three zones of control). The control valves would be located in the boiler similar to the existing system. The main heating circulating pump would be upgraded to a larger unit with an integral VFD.

2. Clinic Hot in the Summer.
    a. Deficiency Narrative: The clinic has minimal ventilation and no cooling. The existing HRV is a small unit that provides code minimum ventilation and no cooling to the space. The clinic was design without cooling due to Selawik's northern location; however summer time temperatures are routinely above 70 F making the clinic uncomfortable hot.
    b. Corrective Narrative: Ductless mult-zone solution. Ceiling mounted cooling units with associated outdoor condensing units would be used to cool the spaces. We anticipate one 12,000 btu, 24" x 24" ceiling mounted cooling unit in

each space (20 total) and four approximately 60,000 btu condensing units connected the ceiling units. The condensing units would be located clinic if space allows; or located remotely from the building under a standalone open structure.

3. Clinic Lacks Ventilation in All Spaces.
    a. Deficiency Narrative: The clinic utilizes natural ventilation (windows) for the exterior zones; and a HRV for the interior zones. During the winter months it is doubtful the exterior windows are open leaving the exterior zones without ventilation.
    b. Corrective Narrative: Whole clinic HRV Unit. Replace the existing HRV unit with a larger unit that would supply outside air to the entire clinic. The new HRV unit would be located in the same location as the existing; however more of the storage room may be needed to accommodate the larger unit. The HRV would be provided with a pre-heat coil to prevent the unit from frosting up; and a downstream coil to temper the air to approximately 70 F. The supply from the unit would be routed to all occupied spaces within the clinic. The return would be routed the restrooms, lab, trauma, and waiting areas. The HRV would run continuously whenever the clinic is occupied.

4. Tele-Com Room is Hot.
    a. Deficiency Narrative: The tele-com is cooled via an exhaust fan that pulls warm air in from the clinic through the tele-com space. I.e. the tele-com room is being cooled via 70F to 75F air inside the clinic. The warm air used to cool the space is not adequate in either temperature or volume; hence the tele-com room door is left open.
    b. Corrective Narrative: Provide a split system cooling unit to cool the space during the summer months; and provide a dampered outside air opening to provide cool air during the winter months. During the winter months the existing exhaust fan would be cycled on and off. Make-up air would be provided by a new opening through the floor to pull in cool outside air. The outside air opening would be provided with a damper to prevent overcooling of the space. During the summer months the split system AC unit would run to cool the space. We anticipate the condensing unit could be placed under the building.

Photo M1 – Sprinkler Storage Tank

Photo M2 –Vacuum Lift Station

Photo M3 – Mechanical Chase

Photo 4 – Fuel Tank

Photo M5 – Hot Water Generator

Photo M6 – Vacuum Toilet

Photo M7 – Boilers

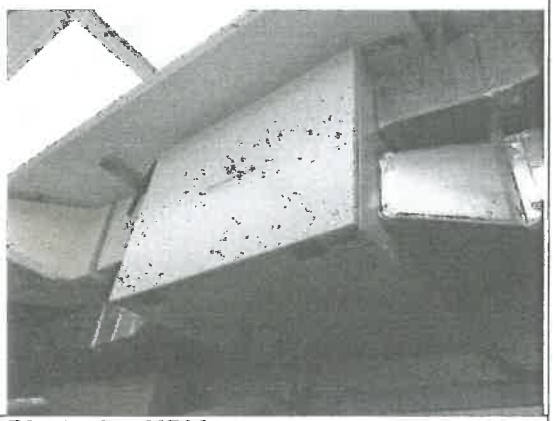


Photo 8 – HRV

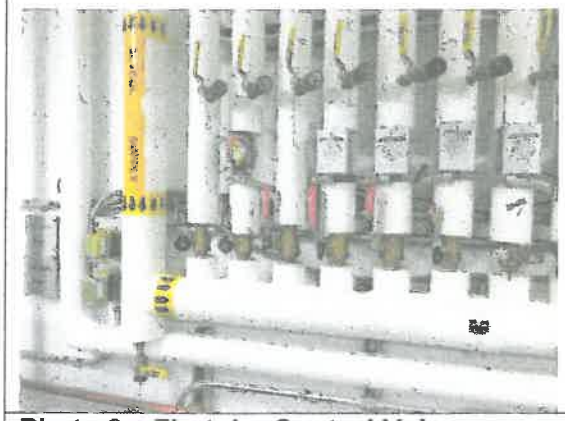
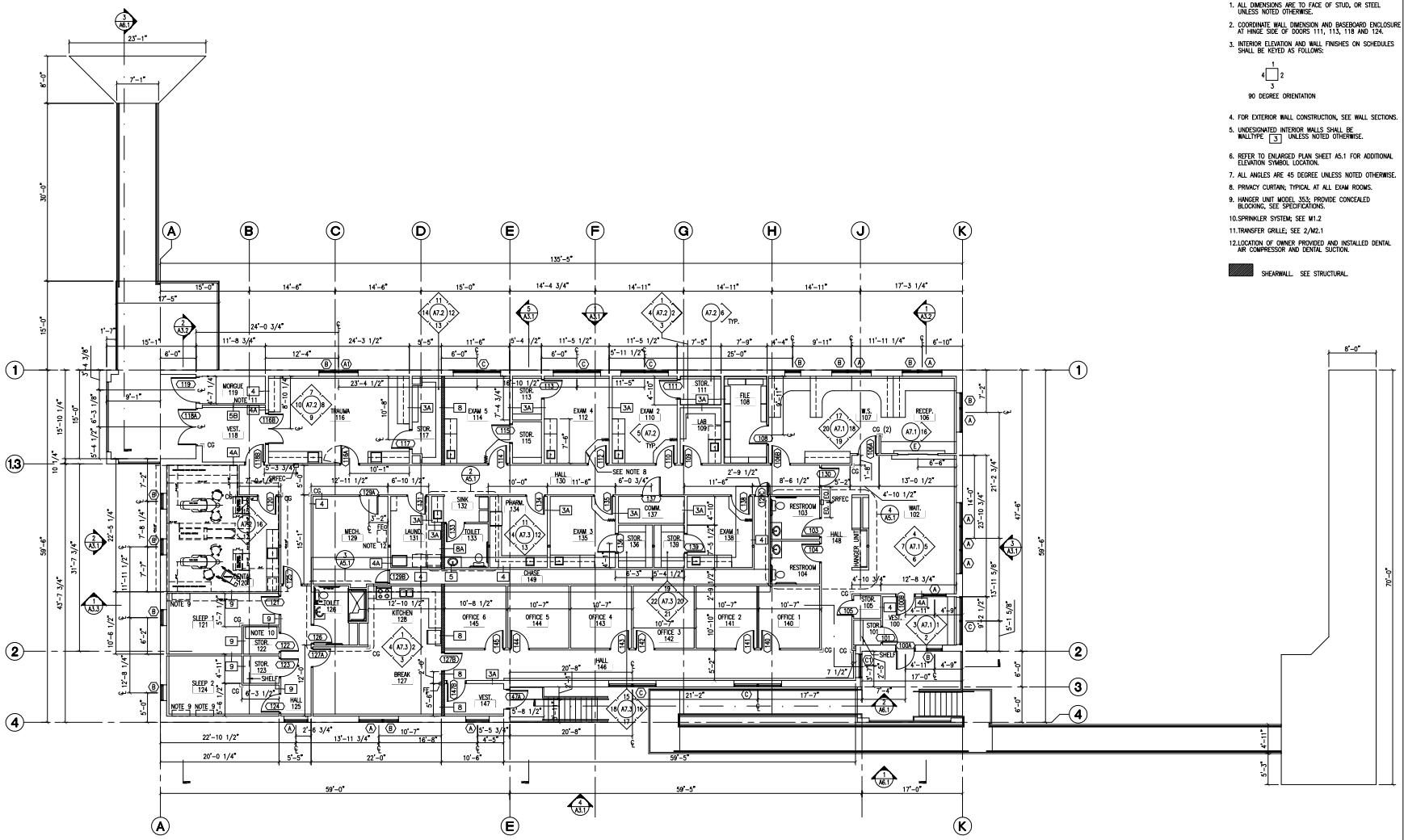


Photo 9 – Fin-tube Control Valves



1 A1.1 **FLOOR PLAN**
1/8" = 1'-0"

PLAN NOTES:

1. ALL DIMENSIONS ARE TO FACE OF STUD, OR STEEL UNLESS NOTED OTHERWISE.
2. COORDINATE WALL DIMENSION AND BASEBOARD ENCLOSURE AT HINGE SIDE OF DOORS 111, 113, 118 AND 124.
3. INTERIOR ELEVATION AND WALL FINISHES ON SCHEDULES SHALL BE KEYED AS FOLLOWS:

90 DEGREE ORIENTATION

4. FOR EXTERIOR WALL CONSTRUCTION, SEE WALL SECTIONS.
5. UNDESIGNATED INTERIOR WALLS SHALL BE WALLTYPE 3 UNLESS NOTED OTHERWISE.
6. REFER TO ENLARGED PLAN SHEET A5.1 FOR ADDITIONAL ELEVATION SYMBOL LOCATION.
7. ALL ANGLES ARE 45 DEGREE UNLESS NOTED OTHERWISE.
8. PRIVACY CURTAIN; TYPICAL AT ALL EXAM ROOMS.
9. HANGER UNIT MODEL 353; PROVIDE CONCEALED BLOCKING, SEE SPECIFICATIONS.
10. SPRINKLER SYSTEM; SEE M1.2
11. TRANSFER GRILLE; SEE 2/M2.1
12. LOCATION OF OWNER PROVIDED AND INSTALLED DENTAL AIR COMPRESSOR AND DENTAL SUCTION.

SHEARWALL. SEE STRUCTURAL.

CHARLES BETTISWORTH AND COMPANY, INC.

ARCHITECTURE
PLANNING

p.o. box 73209 fairbanks alaska
ph: 907-456-5780 fax: 907-451-8522

RECORD INFORMATION WAS FURNISHED BY THE CONSTRUCTION CONTRACTOR AND TRANSFERRED TO DRAWINGS BY BETTISWORTH NORTH ARCHITECTS AND PLANNER, INC.

BETTISWORTH NORTH ARCHITECTS AND PLANNERS, INC. WAS NOT RETAINED TO FIELD VERIFY RECORD CONDITIONS.

RECORD DRAWING

consultants:

MANILAQ ASSOCIATION

SELAWIK CLINIC

CONFORMED CONSTRUCTION DOCS

SELAWIK, ALASKA

job no.	44
drawn by	.
date	MARCH 14, 2008
chk'd	RLR
number	revision date
	.
	.
	.

FLOOR PLAN

A1.1

SHEET __ OF __

KIANA HEALTH CLINIC

MANIILAQ ASSOCATION

VILLAGE CLINIC HVAC SYSTEM ASSEMENT

JULY 9, 2019

BY

RSA Engineering, Inc.

670 W. Fireweed Lane, Suite 200

Anchorage, AK

A. OVERVIEW

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Fin-Tube Heaters (Baseboard)	25
Fans, Centrifugal	25
Fans, Propeller	15
Coils, Water	20
Pumps, Pipe Mounted	10
Controls, Electronic	15
Valve Actuators	15
Glycol Heating Solution	20
Piping	40

B. EXISTING CONDITIONS

1. General

The Kiana clinic was constructed in approximately 2003 and is 16 years old. In general the mechanical systems are in good condition; however some of the equipment is approaching the ends of its useful life and should be considered for replacement in the next 5 to 10 years.

2. Fire Protection

The clinic does not have a fire protection system.

3. Domestic Water

Domestic water for the facility is provided from the village water treatment plant. A water line is routed from the village water system plant up to the clinic. The water line is continually circulate to prevent the line from freezing; and has an electric heat trace cable

installed for additional freeze protection. A domestic water booster pump is used to boost the water pressure in the clinic. See photo M1.

Domestic water piping inside of the clinic is copper.

4. Sanitary Sewer

Sanitary sewer for the facility is discharged to village waste water system. The exterior waste line is provided with electric heat traced to prevent the line from freezing.

The majority of the plumbing fixtures are located adjacent to the mechanical chase which allows easy access to the piping; and allows for the waste piping to be sloped to the waste service connection at the end of the mechanical chase. A few of the fixtures are not located near the mechanical chase and utilize a small lift station under the sink; the waste from the sinks are pumped overhead to the main waste line in the mechanical chase. See photo M2.

Drainage piping within the clinic is ABS (DWV) piping.

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Fuel oil is piped from a 550 gallon storage tank to the boilers and water heater located in the clinic. See photo M3.

Fuel piping up to the facility and inside of the clinic is schedule 40 steel pipe.

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A single oil fired water heater provides domestic hot water to the clinic. The hot water heater is located in the mechanical room. A hot water recirculation system circulates hot water to remote plumbing fixtures. See photo M4.

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The toilets are elongated wall outlet floor mounted tank type water closets units; lavatories are vitreous china countertop or wall hung units as applicable; hand wash and break room sinks are stainless steel.

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The boiler plant consists of two 100 MBH (output) fuel oil fired boilers. The hydronic heating system has a single pump that pumps heating glycol to the supply terminal heating equipment. See photo M5.

The heating system piping is arranged such that all of the control valves are located within the mechanical room. Individual supply lines are routed to each base board heat zone.

All areas of the building, except for interior spaces are heated with hydronic fin-tube units.

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The ventilation for the clinic is provided by a combination of natural ventilation and mechanical ventilation. Clinic spaces located along the exterior have natural ventilation

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The dental clinic area has a locally controlled exhaust fan to increase ventilation in the dental exam area.

The staff toilet/shower room has a local exhaust fan controlled by the light switch.

The tele-com room has portable cooling unit to keep the space cool. See photo M7.

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Standalone electric thermostats are used to control the base board heat. The boilers and HRV utilize factory supplied controls. The heating system piping is arranged such that all of the control valves are located within the mechanical room. See photo M8.

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    b. Corrective Narrative: Provide baseboard heat elements in each of the occupied interior spaces in the clinic. This would include the two exam rooms, eye, dental, offices, five toilet rooms, and pharmacy/lab. Each space would heated with a three foot piece of baseboard. An individual supply and return pipe would be routed above the ceiling to each heating control zone from the boiler room supply and return heating headers. (We anticipate three zones of control). The control valves would be located in the boiler similar to the existing system. The main heating circulating pump would be upgraded to a larger unit with an integral VFD.

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Photo M1 – Sprinkler Storage Tank

Photo M2 – Waste Piping in Chase

Photo M3 – Fuel Oil Storage Tank

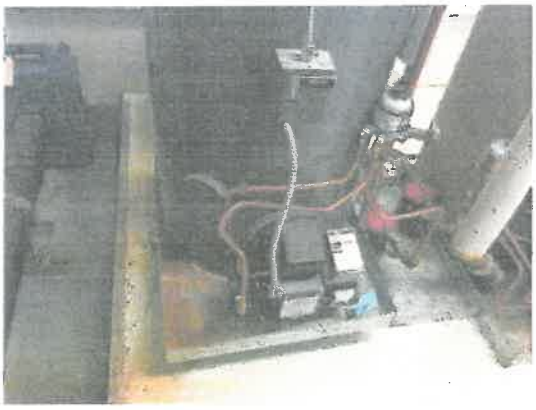


Photo 4 – Hot Water Heater

Photo M5 – Boilers

Photo M6 – HRV

Photo M7 – AC Unit inTele Comm

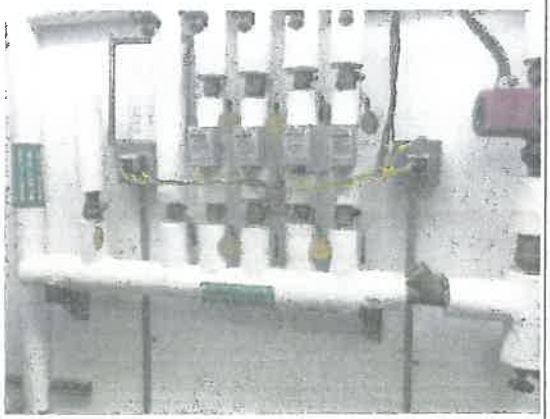
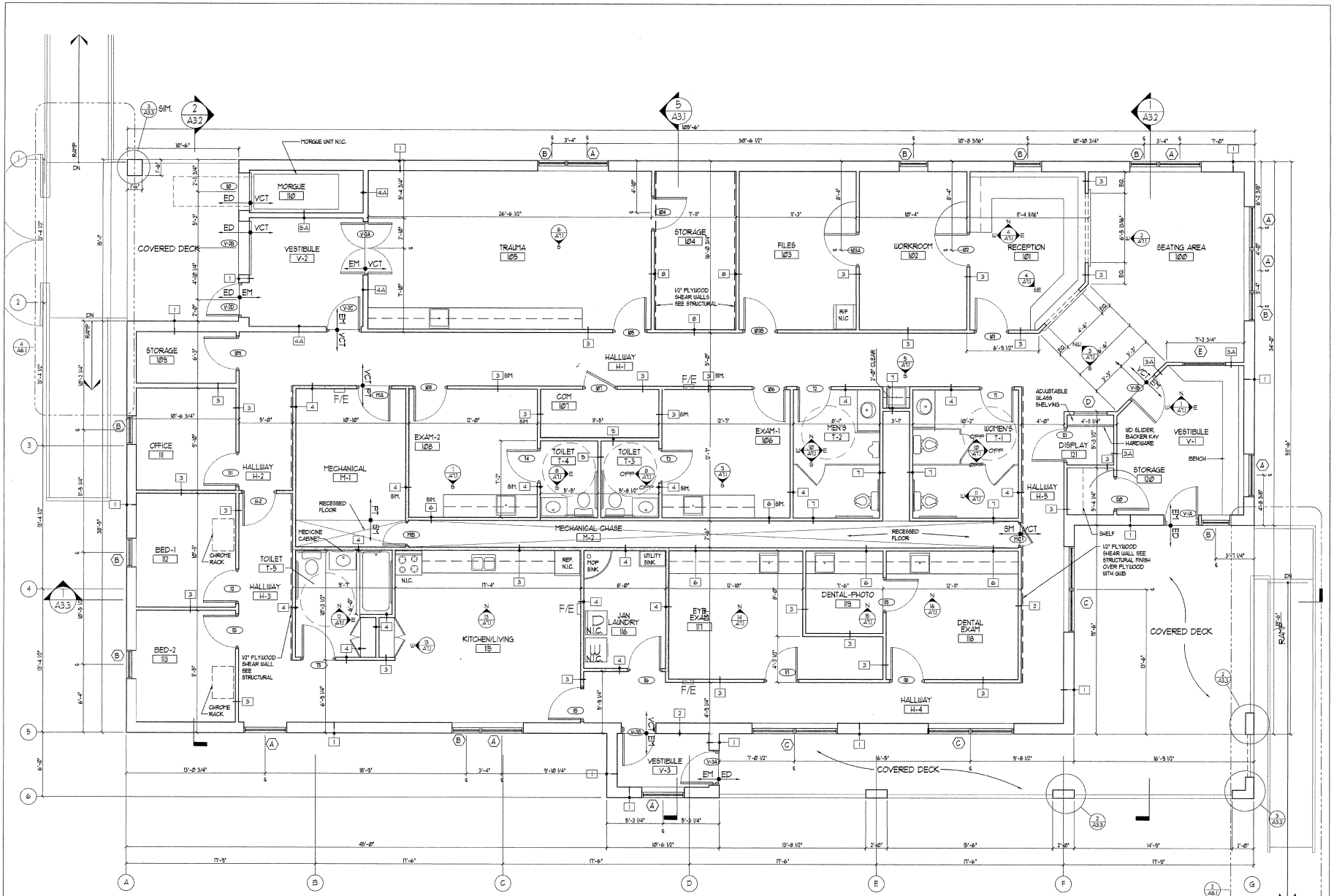


Photo 8 – Fin-tube Control Valves



1 A1.1 **BUILDING PLAN**
1/4" = 1'-0"

N

WALL LEGEND
1-HOUR WALL CONSTRUCTION

CHARLES BETTISWORTH AND COMPANY, INC.
ARCHITECTURE
PLANNING
p.o. box 73209 fairbanks alaska
ph: 907-456-5780 fax: 907-451-8522

STATE OF ALASKA 49th STATE
Charles Bettisworth No. 3019-A
REGISTERED PROFESSIONAL ARCHITECT

consultants:

CLINIC

job no.	58
drawn by	TG
date	6/12/100
chk'd	CBB
number	revision date

FLOOR PLAN

A1.1
SHEET ___ OF ___

NOORVIK HEALTH CLINIC

MANIILAQ ASSOCATION

VILLAGE CLINIC HVAC SYSTEM ASSEMENT

JULY 9, 2019

BY

RSA Engineering, Inc.

670 W. Fireweed Lane, Suite 200

Anchorage, AK

A. OVERVIEW

This report provides an assessment of the village health clinic mechanical system. The assessment was performed by Ralph DeStefano with RSA Engineering on June 4th and June 5th. I was accompanied to each site by Maniilaq Association personnel. We travel to two villages each day. On the June 4th we travel to Buckland and Selawik; on June 5th we traveled to Kiana and Noorvik.

The goal of the report is to asset the condition of the existing systems; and to address known issues with the HVAC systems.

Inspection of the existing mechanical components and systems were primarily based on visual nondestructive methods. Concealed elements of construction where not inspected.

Service life estimates are given for the major pieces of equipment. Listed below are equipment items from the ASHRAE Service Life Estimates guidelines. Note actual service life can vary greatly depending on maintenance and operating conditions.

Equipment Item	Median Years
Boilers Steel, Cast Iron	35
Unit Heaters, Hot Water	20
Fin-Tube Heaters (Baseboard)	25
Fans, Centrifugal	25
Fans, Propeller	15
Coils, Water	20
Pumps, Pipe Mounted	10
Controls, Electronic	15
Valve Actuators	15
Glycol Heating Solution	20
Piping	40

B. EXISTING CONDITIONS

1. General

The Noorvik clinic was constructed in 2009 and is 10 years old. In general the mechanical systems are in good condition.

2. Fire Protection

The sleeping rooms are protected by a residential type NFPA 13 system. The water supply for the system is connected directly to the village water system. The system was tested as part of this contract; the test will be included under a separate cover. See photo M1.

3. Domestic Water

Domestic water for the facility is provided from the village water treatment plant. A water line is routed from the village water system plant up to the clinic. The water line is continually circulate to prevent the line from freezing. See photo M2.

Domestic water piping inside of the clinic is copper.

4. Sanitary Sewer

Sanitary sewer for the facility is discharged to village waste water system. See photo M3.

5. Fuel Oil

Fuel oil is piped from a 300 gallon storage tank to a 25 gallon day tank located in the clinic. See photo M4.

Fuel piping up to the facility and inside of the clinic is schedule 40 steel pipe.

6. Domestic Hot Water

A single hot water generator consisting of a tank and heating coil provides domestic hot water to the clinic. The hot water generator is located in the mechanical room. A hot water recirculation system circulates hot water to remote plumbing fixtures. See photo M5.

7. Plumbing Fixtures

The toilets are elongated floor mounted water closets; lavatories are vitreous china countertop or wall hung units as applicable; hand wash and break room sinks are stainless steel.

8. Heating

The boiler plant consists of two 152 MBH (output) fuel oil fired boilers. See photo M6. The hydronic heating system has a set of variable pumps that pump heating glycol to the supply terminal heating equipment. The pumps operate in a lead / lag fashion. See photo M7.

The heating system piping is arranged such that all of the control valves are located within the mechanical room. Individual supply lines are routed to each base board heat zone.

All areas of the building, except for interior spaces are heated with hydronic fin-tube units.

Heating piping inside of the clinic is copper.

9. Ventilation

The ventilation for the clinic is provided by a combination of natural ventilation and mechanical ventilation. All the clinical spaces in the clinic, along with the other interior spaces are ventilated with a heat recovery unit. Spaces being ventilated with the HRV include: exam rooms, dental, trauma, pharmacy, lab, break room and reception. Non-clinical space such as offices and sleeping rooms on the exterior have natural ventilation provided by exterior windows. See photo M8.

The rooms supplied with air from the HRV, with the exception of the lab, have supply and return air grilles.

The dental clinic area has a locally controlled exhaust fan to increase ventilation in the dental exam area.

The staff toilet/shower rooms have local exhaust fan controlled by the light switch.

The tele-com room located on the second floor has an exhaust fan to expel heat from the space. The exhaust fan is controlled by a wall mounted thermostat. Make-up air is for the space is via a transfer grille above the hallway wall.

10. Controls

Standalone electric thermostats are used to control the base board heat. The boilers and HRV utilize factory supplied controls. The heating system piping is arranged such that all of the control valves are located within the mechanical room. See photo M9.

C. MECHANICAL ISSUES

1. Interior Spaces are Cold.
    a. Deficiency Narrative: The interior zones do not have any means of heating. There is no baseboard heat in the interior zones such as the offices and exam rooms. The staff reports the spaces are cold in the winter.
    b. Corrective Narrative: Provide baseboard heat elements in each of the occupied interior spaces in the clinic. This would include the break room, three toilet rooms, an exam room, pharmacy, and lab. Each space would heated with a three foot piece of baseboard. An individual supply and return pipe would be routed above the ceiling to each heating control zone from the boiler room supply and return heating headers. (We anticipate three zones of control). The control valves would be located in the boiler similar to the existing system. The main heating circulating VFD pumps would remain as is.

2. Clinic Hot in the Summer.
    a. Deficiency Narrative: The clinic has minimal ventilation and no cooling. The existing HRV is a small unit that provides code minimum ventilation and no cooling to the space. The clinic was design without cooling due to Noorvik's northern location; however summer time temperatures are routinely above 70 F making the clinic uncomfortable hot.
    b. Corrective Narrative: Ductless multi-zone solution. Ceiling mounted cooling units with associated outdoor condensing units would be used to cool the spaces. We anticipate one 12,000 btu, 24" x 24" ceiling mounted cooling unit in each space (20 total) and four approximately 60,000 btu condensing units connected the ceiling units. The condensing units would be located clinic if space allows; or located remotely from the building under a standalone open structure.

3. Clinic Lacks Ventilation in All Spaces.
    a. Deficiency Narrative: The clinic utilizes natural ventilation (windows) for the non-clinic exterior zones; and a HRV for the interior zones and exterior clinical zones. During the winter months it is doubtful the exterior windows are open leaving the exterior zones without ventilation.
    b. Corrective Narrative: Whole clinic HRV Unit. Replace the existing HRV unit with a larger unit that would supply outside air to the entire clinic. The new HRV unit would be located in the same location as the existing. Supply and returns from the unit would be routed to all occupied spaces within the clinic. The HRV would run continuously whenever the clinic is occupied.

4. Tele-Com Room is Hot.
    a. Deficiency Narrative: The tele-com is cooled via an exhaust fan that pulls warm air in from the clinic through the tele-com space. I.e. the tele-com room is being cooled via 70F to 75F air inside the clinic. The warm air used to cool the space is not adequate in either temperature or volume; hence the tele-com room door is left open.

b. Corrective Narrative: Provide a split system cooling unit to cool the space during the summer months; and provide a dampered outside air opening to provide cool air during the winter months. During the winter months the existing exhaust fan would be cycled on and off. Make-up air would be provided by a new opening through the floor to pull in cool outside air. The outside air opening would be provided with a damper to prevent overcooling of the space. During the summer months the split system AC unit would run to cool the space. We anticipate the condensing unit could be placed under the building.

		
Photo M1 –Sprinkler Valve		**Photo M2 – Domestic Water Service**
		
Photo M3 – Waste Connection		**Photo 4 – Fuel Tank**

Photo M5 – Hot Water Generator

Photo M6 – Boilers

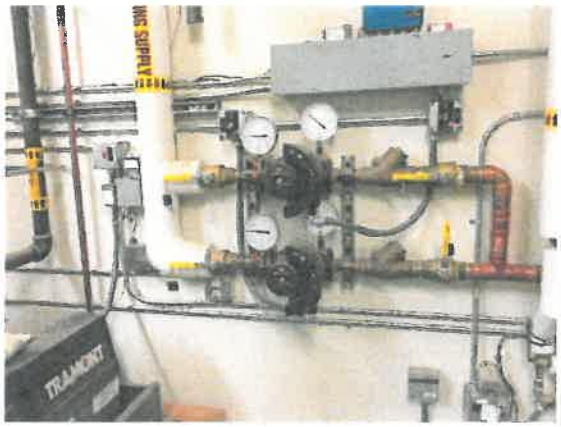
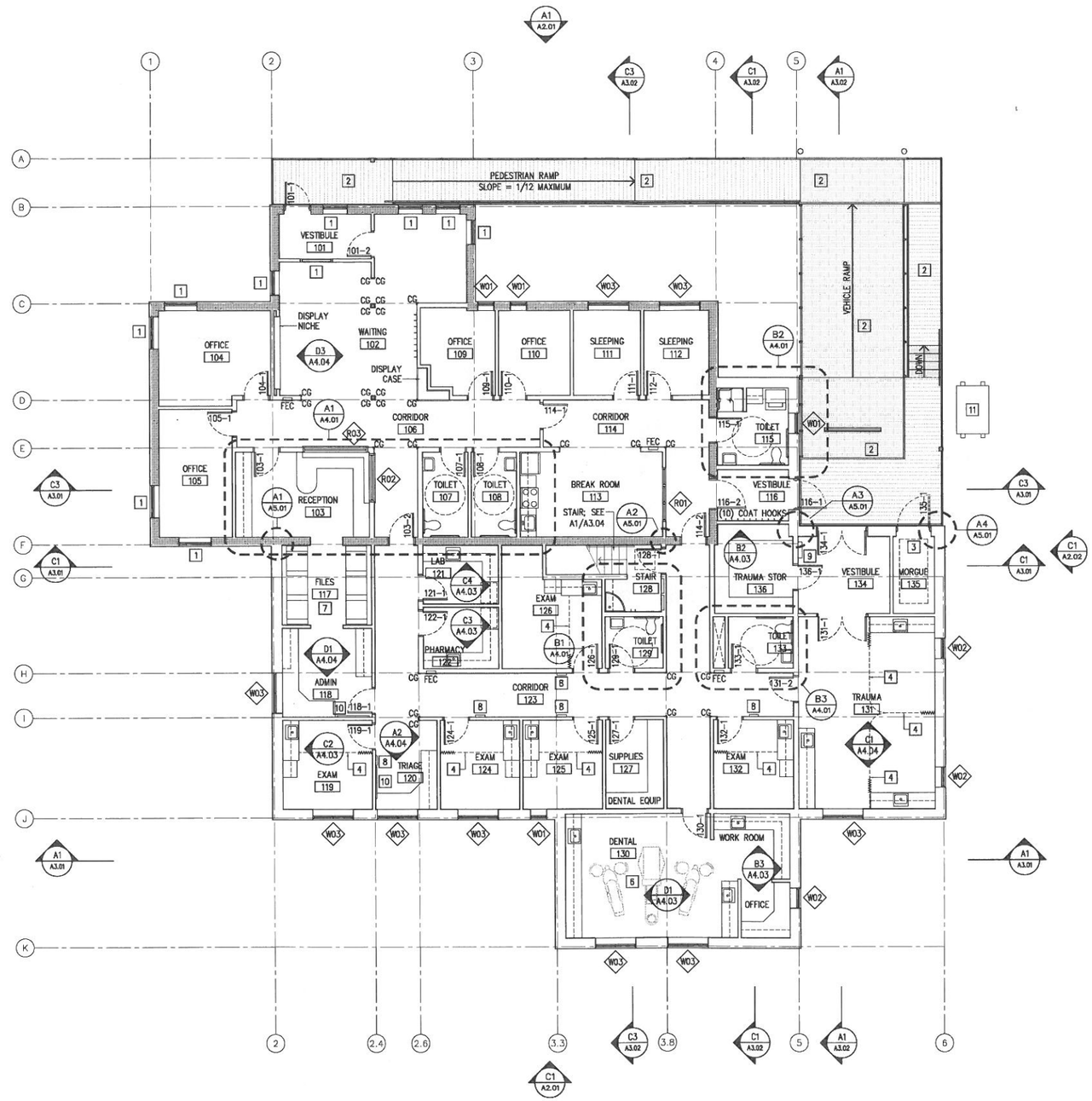


Photo M7 – VFD Heating Pumps

Photo 8 – HRV

		
Photo 9 – Fin-tube Control Valves		



A1 A1.01 FLOOR PLAN (5,943 GROSS SQ FT)

1/8"=1'-0" (1/16"=1'-0" reduced)

GENERAL NOTES

1. ALL DIMENSIONS ARE TO FACE OF STUD UNLESS NOTED OTHERWISE.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE MOST RECENTLY ADOPTED EDITION OF THE INTERNATIONAL BUILDING CODE, THE INTERNATIONAL MECHANICAL CODE, THE NATIONAL ELECTRICAL CODE, AND ALL OTHER APPLICABLE LOCAL AND ALASKA STATE CODE REQUIREMENTS AND AMMENDMENTS.
3. ALL EXPOSED EDGES OF GWB SHALL BE COVERED WITH METAL TRIM.
4. ALL INTERIOR WALLS ARE PARTITION TYPE (M1) UNLESS NOTED OTHERWISE. SEE A3.01 FOR ADDITIONAL PARTITION TYPES.
5. REFER TO ELECTRICAL AND MECHANICAL FOR ELECTRICAL AND MECHANICAL DEMOLITION INFORMATION.
6. NOTIFY ARCHITECT OF ALL DISCREPANCIES BETWEEN ARCHITECTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS.
7. NOTIFY ARCHITECT OF ALL DISCREPANCIES BETWEEN ARCHITECTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS AND ACTUAL ON-SITE CONDITIONS.
8. WALL TYPE (E) IS EXISTING WALL TO REMAIN, OR EXISTING WALL REQUIRING MODIFICATION TO ACCOMMODATE NEW FLOOR PLAN.
9. PATCH AND REPAIR ALL SURFACES TO REMAIN THAT ARE DAMAGED AS A RESULT OF DEMOLITION WORK TO ORIGINAL CONDITION OR BETTER.
10. SHOP DRAWINGS SHALL BE SUBMITTED AND APPROVED PRIOR TO FABRICATION.

SHEET NOTES

1. EXISTING WINDOW OR RELITE TO REMAIN.
2. FOR DECK DIMENSIONS AND DETAILS SEE SHEET A4.01 & A4.02.
3. MORGUE UNIT. COORDINATE MANUFACTURER, MODEL NUMBER, AND INSTALLATION WITH OWNER AND ALL TRADES.
4. PRIVACY CURTAIN AS SHOWN AT EXAM ROOMS 119, 124, 125, 126, AND 132 AND AT TRAUMA 131. ATTACH CURTAIN TRACK TO CEILING GRID ABOVE. STOP CURTAIN 12" AFF.
5. PROVIDE 2"x2"x48" CORNER GUARDS ("CG") WHERE SHOWN. STOP CORNER GUARD 1" BELOW CASEWORK TRIM AT DISPLAY CASE IN CORRIDOR 106.
6. DENTAL EQUIPMENT AND INSTALLATION INFORMATION PROVIDED BY OTHERS. COORDINATE WITH OWNER AND ALL TRADES.
7. ROTATING FILING SYSTEM.
8. SINGLE POCKET MEDICAL CHART/FILE HOLDER. MOUNT ON WALL WITH POCKET SLOT 60" AFF AND OFFSET 9" FROM DOOR FRAME.
9. MECHANICAL EQUIPMENT. SEE MECHANICAL DRAWINGS AND SPECIFICATIONS.
10. TACK BOARD/MARKER BOARD. SEE A3/A4.04.
11. FUEL TANK. LOCATE PER CIVIL DRAWINGS.

LEGEND

- EXISTING EXTERIOR WALL
- GALVANIZED STEEL GRATE
- COMPOSITE WOOD DECKING

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MANILAQ ASSOCIATION
NOORVK HEALTH CLINIC
ADDITION and REMODEL
Noorvik, Alaska

Revisions		
No.	Description	Date

Drawn by	Date
MB	10 MAR 2006
Checked	Job No.
JC	02060.11

Sheet Contents
FLOOR PLAN

Category	Sheet No.
A	1.01