



## **REQUEST FOR PROPOSALS**

### **Design-Build Services for Air Handling Unit Replacement**

**Payson City**

**Issue Date:** March 19, 2026

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## **1. INVITATION TO PROPOSERS**

The Payson City (“Owner”) is soliciting sealed proposals from qualified firms to provide professional engineering, design, equipment procurement, removal, installation, and related services to replace the existing air handling unit (AHU) serving the Payson City administration building, located at 439 West Utah avenue, Payson, Utah 84651.

The selected firm will provide turnkey services including engineering evaluation, system design, permitting, construction, startup, commissioning, and warranty support.

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## **2. PROJECT BACKGROUND**

The Payson City administration building is an older municipal facility purchased in 1979, previously used as a hospital. The existing air handling unit:

- Is at or beyond its useful service life.
- Experiences reliability and maintenance issues.
- Is inefficient relative to current energy standards.
- May not meet current ventilation codes or indoor air quality standards.

The Owner seeks to replace the existing AHU with a modern, energy-efficient system designed to comply with all current codes and standards, while minimizing disruption to building operations.

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## **3. PROJECT OBJECTIVES**

1. Replace existing AHU with a high-efficiency system.
2. Ensure compliance with current mechanical, electrical, structural, and energy codes.
3. Improve indoor air quality and occupant comfort.
4. Minimize downtime and operational disruption.
5. Deliver a complete, commissioned, warrantied system.
6. Optimize lifecycle cost and energy efficiency.



## **4. SCOPE OF SERVICES**

The selected Design-Build Contractor shall provide all labor, materials, equipment, engineering, supervision, and related services necessary to complete the project, including but not limited to:

### **4.1 Engineering & Design**

- Field investigation and verification of existing conditions
- Load calculations and system analysis
- Structural evaluation (roof or mechanical room support)
- Electrical capacity verification
- Controls integration with existing Building Management System (BMS)
- Energy efficiency analysis
- Preparation of sealed construction documents by licensed professional engineer(s)
- Permitting coordination

### **4.2 Equipment & Construction**

- Removal and proper disposal of existing AHU
- Hazardous material coordination (if applicable)
- Furnishing and installation of new AHU
- Associated ductwork modifications
- Electrical upgrades and connections
- Controls integration and programming
- Testing and balancing (TAB)
- Start-up and commissioning
- Temporary conditioning (if required)

### **4.3 Commissioning & Closeout**

- Functional performance testing
- Owner training
- As-built drawings (hardcopy and digital)
- O&M manuals
- Warranty documentation
- Preventive maintenance recommendations

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## **5. TECHNICAL REQUIREMENTS**

The new AHU shall, at minimum:

- Meet or exceed current energy code requirements
- Comply with applicable building, mechanical, electrical, and fire codes



## Payson City Request for Proposals-Air handling unit

- Provide minimum ventilation per applicable standards (e.g., ASHRAE 62.1)
- Include high-efficiency filtration (minimum MERV rating specified)
- Include energy recovery (if feasible)
- Integrate with existing BMS
- Include variable frequency drives (VFDs) where applicable
- Be designed for maintainability and service access

Proposers may recommend alternative system configurations (e.g., modular units, packaged rooftop, custom AHU) provided they meet performance objectives.

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## 6. PROJECT SCHEDULE

The anticipated project timeline is:

- RFP Issued: 03/19/2026
  - Site Visit: At proposer's availability; please contact Steve Spencer for site visit (801)404-6473
  - Questions Due: At proposer's convenience. Please contact Steve Spencer for any questions (801)404-6473
  - Proposals Due: April 13, 2026.
  - Notice of Award: April 16, 2026.
  - Substantial Completion: 06/30/2026 or negotiated time.
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## 7. PROPOSAL REQUIREMENTS

Proposals shall include:

### 7.1 Firm Qualifications

- Firm overview and history
- Relevant experience with similar municipal or occupied facilities
- At least three (3) comparable projects completed within the last five (5) years
- References with contact information

### 7.2 Technical Approach

- Assessment of existing conditions
- Proposed system type and rationale
- Energy efficiency strategy
- Construction phasing plan
- Risk mitigation strategy
- Controls integration approach
- Commissioning plan



### 7.3 Schedule

- Detailed project schedule
- Milestones
- Long-lead item identification

### 7.6 Cost Proposal

- Lump sum proposal
- Detailed cost breakdown
- Allowances
- Unit prices (if requested)
- Contingency assumptions

### 7.7 Warranty

- Equipment warranty
- Labor warranty (minimum 1 year; extended preferred)
- Manufacturer information

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## 8. EVALUATION CRITERIA

Proposals will be evaluated using a Best Value selection process. The Owner reserves the right to interview shortlisted firms.

<b>Evaluation Category</b>	<b>Weight</b>
Relevant Experience & Past Performance	30%
Technical Approach & Design Quality	30%
Schedule	10%
Cost Proposal	30%
<b>Total</b>	<b>100%</b>

### Evaluation Considerations Include:

- Demonstrated experience in occupied municipal facilities
- Understanding of older building constraints
- Practical constructability
- Cost realism (not necessarily lowest bid)
- Warranty strength and manufacturer reputation

The Owner may conduct interviews and request Best and Final Offers (BAFO).

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## 9. GENERAL CONDITIONS

- The City reserves the right to
  - Reject any or all proposals,
  - Make no award,
  - Require modifications to initial proposals
  - Negotiate
  - Make partial or multiple awards.
- The City may waive informalities or irregularities.
- The selected firm must provide required bonds and insurance. Bonds and insurance must be equivalent to bid proposed.
- Compliance with prevailing wage requirements (if applicable).
- All applicable federal, state, and local regulations apply.

### 9.1 Controls Software

- **Atkinson Controls**, Sole source
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## 10. QUESTIONS

All questions must be submitted in writing or email to:

Steve Spencer  
Facilities Director  
[Steves@paysonutah.gov](mailto:Steves@paysonutah.gov)

(801)404-6473

No verbal interpretations shall be binding.

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## 11. SUBMISSION INSTRUCTIONS

Proposals shall be submitted:

- In sealed envelope labeled:  
“RFP – Design-Build AHU Replacement – Administration building”
- Delivered to: 439 West Utah avenue, Payson, Utah; or emailed to [amalio@paysonutah.gov](mailto:amalio@paysonutah.gov)
- Due no later than: April 13, 2026

Late submissions will not be accepted.

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