



December 15, 2017

RE: RFP for Air Conditioning Installation & Related Architectural Services

**Attention Interested Parties:**

Center City PCS would like to install a system to provide air conditioning to a school auditorium space. The contract will be competitively bid with no special considerations other than credentials, quality of proposal, cost, and references.

**Background on Center City PCS**

Center City Public Charter Schools, Inc. operates six charter campuses in the District of Columbia. Each campus serves approximately 220 PreK to 8th grade students (250 students at capacity). The school buildings are leased. Most buildings were built between 1920 and 1955 and have a standard layout of 3-4 floors, where the bottom floor is finished basement space. All have been grandfathered into current building code through continuous use as schools.

**Campus Information:**

Capitol Hill Campus	1503 East Capitol St SE	Approx. 6,048 SF of un-air conditioned space
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**Scope of work (includes, but not limited to):**

*Demolition*

- Expansion to fit indoor units, as needed
- Demolish plaster, as needed
- Remove insulation, as needed

*Concrete and Roofing*

- Core drill for new HVAC units, as needed
- Roof penetrations for new AHU units, as needed

*Drywall, Plaster and Paint*

- Drywall, plaster, and paint, as needed

### *Mechanical*

- Provide and install air conditioning system to service school auditorium (\*note, bidder should provide specs for an A/C system that they believe best meets the needs of Center City PCS)
- System should be relatively simple, balancing energy efficiency with cost considerations (both upfront and maintenance costs)
- Center City PCS would prefer to avoid permitting, if possible
- Install all necessary piping, drainage, control wiring, and thermostats
- Provide roof, ground or wall supports for any exterior condensing units

### *Electrical*

- Upgrade wiring for A/C unit(s)
- Install improved panels as necessary to accommodate load (electrical adequacy will need to be assessed)

### *General Project Management*

- Site supervisors to oversee work
- Bidder should provide information about how they propose to staff the work
- Coordinate site work & estimate cost for trash, cleanup, general conditions, etc.
- Project Manager to supply schedules, present drawings, confirms equipment selections, etc.
- Point of contact to interface with Center City PCS throughout project

*All Contract Requirements listed above must be met or exceeded or the contractor will not be considered for service.*

### **Proposal Requirements**

- Firms or individuals should provide a proposal for all services and supplies identified.
- Firm or individual should be licensed to work in the District of Columbia.
- A proposal must include the total cost and confirmation that the work can be completed between March and June 2018.



- All employees scheduled to work in the schools must have completed criminal and sex offender background checks administered by the contractor.

## Proposal Process

Firms or individuals are encouraged to contact Center City PCS to gather information about our mission, values and culture. Additionally, firms are invited to contact Center City PCS to set-up in person informational meetings, request floor plans, and/or walk through site visits.

All proposals should be addressed to:

Natasha Harrison  
Facilities Manager  
900 2nd Street NE, Suite 221 Washington DC 20002  
Or via email to [nharrison@centercitypcs.org](mailto:nharrison@centercitypcs.org)

Please submit all proposals by **Friday, January 12<sup>th</sup>, at 5:00 p.m.** Center City PCS reserves the right to change the deadline during the process and will communicate the same with all interested parties.

Thank you,

Natasha Harrison