

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR:
Carson City Fire Station #1 Indoor Air Quality and HVAC Study**

RFQ# 0910-193

RELEASE DATE: APRIL 19, 2010

1. REQUEST FOR QUALIFICATIONS AND PROPOSALS

1.1. Carson City is seeking an experienced industrial hygienist capable of performing an indoor air quality/HVAC study for Fire Station #1.

1.2. The project scope includes but may not be limited to the following; investigation, data collection, air quality monitoring, HVAC investigation, evaluation of findings and providing a written report providing findings and recommendations.

2. GENERAL INFORMATION

2.1. Fire Station #1 is located at 777 S. Stewart Street, Carson City, NV.

2.2. The 18,100 square foot facility houses both emergency and administrative personnel. The south section of the building contains living facilities for emergency personnel who serve on 48 hour shifts. This portion of the building encompasses approximately 7,000 square feet. The north side of the building, containing approximately 6,000 square feet, houses administrative staff, a training/meeting room and a museum area. The north side of the building contains approximately 6,000 square feet. The north and south sections of the building are separated by an approximately 5,000 square foot apparatus room housing emergency vehicles and equipment.

2.3. The facility received its Certificate of Occupancy on February 7, 1995.

2.4. The HVAC systems on the north and south sides of the building are designed to provide positive air pressure to exclude fumes from the apparatus bay.

2.5. An exhaust removal system is provided on the apparatus room. This system is activated when an emergency tone is received or may be activated manually when the apparatus is being started.

2.6. Air return for the HVAC systems is via an open plenum in the space above the ceiling tiles.

2.7. Several employees stationed at Fire Station #1 have complained of headaches after being in the building for prolonged periods of time.

3. PROPOSAL REQUIREMENTS

3.1. Provide a cover letter providing the following information:

Name, address, email address, telephone and fax number of key contact person.
Name of party that would sign an agreement if one is negotiated for the project.

3.2. Describe the scope of services your company would provide.

3.3. Provide a statement warranting that this is a valid proposal fully authorized by the proposing entity and is valid for a minimum of 180 days.

4. STATEMENT OF QUALIFICATION REQUIREMENTS

4.1. Describe your company and staff qualifications as they relate to successfully performing the services outlined in this document.

4.2. Describe services provided by your company currently or in the past that are directly relevant to the services requested this document.

4.3. Resources: Describe the equipment your company has available which it would utilize to successfully perform the services outlined in this document.

4.4. References: List a minimum of three references for similar projects your company has performed in the past. Provide contact name and phone number.

4.5. Provide a statement which indicates your company has all required qualifications, licenses, certifications authorized to perform the services outlined in your proposal.

5. PROJECT SCHEDULE

5.1. The City intends to adhere to the project schedule provided in the table below during the selection process. This schedule may change at the City's discretion.

Activity	Date
Issuance of RFP/SOQ	April 19, 2010
Final date for submittal of questions	April 30, 2010
City Issues Written Response to Questions	May 7, 2010
Submission Deadline	May 12, 2010
City selects consultant, announces selection	May 19, 2010

6. CARSON CITY CONTACT PERSON:

All communications related to this RFP/RFQ shall be directed to:

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