

REQUEST FOR PROPOSALS

Avery Square HVAC Existing Conditions Assessment & Capital Improvement Plan

Issued By:

Chippewa County Health Department (CCHD) &
Chippewa-Luce-Mackinac Community Action Agency, Inc. (CLMCAA)

Project Location:

Avery Square
510 Ashmun Street
Sault Ste. Marie, Michigan

RFP Issue Date: September 18, 2026

Proposal Due Date: October 30, 2026

Contact: Matt Taylor, Maintenance Director (CLMCAA), mtaylor@clmcaa.com

I. INTRODUCTION

The Chippewa County Health Department (CCHD) in partnership with the Chippewa-Luce-Mackinac Community Action Agency, Inc. (CLMCAA), is requesting proposals from qualified mechanical engineering firms to perform a comprehensive existing-conditions assessment of the heating, ventilation, and air conditioning (HVAC) systems serving Avery Square's 1st floor.

The purpose of this project is to determine the condition, performance, remaining useful life, and appropriate repair, rehabilitation, or replacement strategy for the building's existing HVAC equipment and controls.

The intent of this assessment is **not to presume that complete HVAC system replacement is necessary**. CCHD and its project partner are seeking an independent professional evaluation that identifies which components remain serviceable, which should be repaired or refurbished, and which should be replaced.

The resulting assessment will be used to establish priorities, develop capital budgets, allocate costs between the respective building systems, and develop a future scope of work for HVAC improvements.

II. PROJECT BACKGROUND

Avery Square is a multi-use facility containing space occupied and/or operated by CCHD and CLMCAA.

The building's first floor is served by two primary air handling systems. One system serves the Health Department office area, while the other serves areas for which CLMCAA is financially responsible. CLMCAA and the Health Department intend to jointly procure the professional assessment described in this RFP.

The CCHD system currently consists of one central Air Handler Unit (AHU) serving the office space and eleven Variable Air Volume (VAV) boxes distributing and controlling conditioned air throughout the various rooms and zones. Each VAV box is equipped with a reheat coil. Existing concerns include nonfunctioning reheat coils, inconsistent temperature control, VAV operation, HVAC controls, and coordination between individual zones and the central air handler.

Existing building automation system information also identifies individual VAV zones and provides operating information for the air handler and VAV equipment.

Similar evaluation is desired for the second HVAC system serving the building.

CLMCAA and the Health Department do not wish to replace equipment solely based upon age where existing equipment remains functional, maintainable, and economically appropriate to retain. Conversely, the agencies want to identify components approaching the end of their useful life so that future capital investments can be appropriately planned.

III. PROJECT OBJECTIVES

The primary objective is to provide CLMCAA and the Health Department with a clear, independent, and actionable assessment of the existing HVAC systems.

The selected consultant shall:

1. Determine the existing condition and operational performance of the HVAC systems and their major components.
2. Identify deficiencies, failures, obsolete components, and other conditions affecting system performance.
3. Estimate the remaining useful life of major equipment and components.
4. Determine which equipment should be retained, serviced, repaired, refurbished, or replaced.
5. Identify improvements necessary to provide reliable and consistent temperature control throughout the building.
6. Evaluate the HVAC controls and building automation system and recommend appropriate improvements.
7. Identify opportunities to improve system efficiency and reduce unnecessary simultaneous heating and cooling.
8. Develop prioritized recommendations and planning-level cost estimates.
9. Clearly distinguish improvements associated with each of the building's two HVAC systems and identify shared/common improvements.
10. Provide CCHD and CLMCAA with a recommended capital improvement strategy.

IV. SCOPE OF SERVICES

A. Existing Conditions Investigation

The selected consultant shall conduct an on-site inspection and evaluation of the building's HVAC systems.

At a minimum, the assessment shall include evaluation of, as applicable:

- Both primary Air Handler Units;
- Supply and return fans and motors;
- Variable frequency drives;
- Heating and cooling coils;
- Dampers and actuators;
- Filters and filter assemblies;
- Valves, pumps, piping, and associated components;
- VAV boxes;
- VAV fans and motors;
- VAV reheat coils;
- Reheat valves and actuators;
- Thermostats and temperature sensors;
- Building automation/HVAC controls;
- Existing sequences of operation;
- Supply, return, and outside-air operation;
- Airflow and zone-balancing conditions;
- Ductwork conditions observable during the assessment;
- Electrical components associated with HVAC equipment; and
- Other HVAC components determined by the consultant to materially affect system operation.

The consultant shall review available HVAC documentation, controls information, maintenance information, and other materials provided by CCHD and/or CLMCAA

B. Equipment Condition Assessment

For each major component, the consultant shall identify, to the extent reasonably determinable:

Existing condition: Good, Fair, Poor, or Critical.

Estimated remaining useful life: Approximate number or range of years.

Parts/service availability: Identification of equipment or controls that are obsolete or becoming difficult to maintain.

Recommended action: Retain, service, repair, refurbish, replace, or further investigation.

The consultant shall specifically avoid recommending wholesale replacement where repair, refurbishment, or selective component replacement represents a reasonable and cost-effective alternative.

C. Controls and System Operation

The consultant shall evaluate the operation and coordination of the building's HVAC controls, including:

- Individual zone temperature control;
- VAV damper operation;
- Reheat operation;
- Temperature sensors and thermostats;
- AHU supply-air temperature control;
- Occupancy scheduling;
- Heating and cooling sequences;
- Building automation system functionality;
- Simultaneous heating and cooling conditions; and
- Communication between system components.

The consultant shall identify controls that are failed, obsolete, unreliable, improperly configured, or appropriate for continued use.

D. Airflow and Balancing

The consultant shall evaluate observable or reported airflow and zone-balancing concerns and determine whether additional testing, adjusting, and balancing (TAB) should be included as part of the recommended improvements.

The assessment shall identify significant deficiencies that may be contributing to inconsistent building temperatures.

E. Repair vs. Replacement Analysis

The consultant shall provide an independent determination regarding the appropriate disposition of major equipment.

Recommendations shall consider:

- Physical condition;
- Current performance;
- Remaining useful life;
- Reliability;
- Availability of replacement parts;
- Compatibility with proposed controls or other improvements;
- Energy efficiency;
- Estimated repair cost compared with replacement;
- Expected service life following repair or refurbishment; and
- Lifecycle considerations.

Equipment shall not be recommended for replacement solely because newer equipment is available.

V. CAPITAL IMPROVEMENT OPTIONS

The final assessment shall present, at minimum, the following three alternatives:

Alternative 1 – Immediate/Critical Repairs

Identify repairs or replacements necessary to address failed equipment, significant operational deficiencies, reliability concerns, or other items requiring near-term attention.

Alternative 2 – Recommended System Rehabilitation

Identify the consultant's recommended approach to modernizing the HVAC systems while retaining existing equipment and infrastructure that remains serviceable and economically appropriate.

This alternative should represent the consultant's recommended balance of cost, reliability, system performance, and remaining useful life.

Alternative 3 – Comprehensive System Replacement/Modernization

Provide a planning-level assessment of comprehensive replacement or modernization of the HVAC systems, including an estimated cost and anticipated advantages and disadvantages compared with rehabilitation.

The consultant shall identify its recommended alternative and provide the basis for that recommendation.

VI. REQUIRED DELIVERABLES

The selected consultant shall provide a written **Avery Square HVAC Existing Conditions Assessment and Capital Improvement Plan**.

At minimum, the final report shall include:

- Executive summary;
- Description of the existing HVAC systems;
- Existing-condition findings;
- Equipment inventory;
- Photographs documenting significant conditions;
- Identification of deficiencies;
- Remaining useful-life estimates;
- Repair/refurbishment/replacement recommendations;
- Controls recommendations;

- Airflow/balancing recommendations;
- Energy-efficiency opportunities;
- Identification of obsolete equipment or controls;
- Recommended capital improvement priorities;
- Alternatives described in Section V;
- Planning-level construction cost estimates; and
- Recommended implementation strategy.

A component-level schedule should be provided substantially in the following format:

Equipment/Component Condition	Est. Remaining Life	Recommended Action	Priority	Est. Cost
AHU-1				
VAV-XX				
Reheat Coil				
Controls				

Costs should include reasonable allowances for labor, equipment, controls, electrical work, testing/balancing, contractor overhead, contingencies, and other anticipated project costs where applicable.

VII. COST SEGREGATION

Because the Avery Square building contains HVAC systems for which different entities have financial responsibility, the final assessment shall clearly distinguish:

1. Improvements attributable to the HVAC system serving the Health Department;
2. Improvements attributable to the HVAC system for which CLMCAA is responsible; and
3. Improvements or costs that are common to or benefit both systems.

The consultant's cost estimates shall be organized accordingly to assist the agencies with future budgeting and allocation of construction costs.

VIII. OPTIONAL PHASE II – DESIGN AND CONSTRUCTION SERVICES

CCHD and CLMCAA may, at discretion and subject to funding and approval by the participating agencies, authorize the selected consultant to provide subsequent professional engineering services associated with implementation of the recommended HVAC improvements.

Potential Phase II services may include:

- Preparation of engineering plans and specifications;
- Construction documents;
- Assistance with permits and regulatory requirements;
- Development of bidding documents;

- Assistance during contractor procurement;
- Responses to bidder questions;
- Review of bids;
- Construction administration;
- Review of contractor submittals;
- Site observations;
- Review of change orders and payment requests;
- System commissioning/verification; and
- Final project closeout.

Phase II is not guaranteed by award of this RFP.

Respondents shall identify their ability to provide these services and may provide a proposed fee structure or hourly rate schedule for future services.

IX. PROPOSAL REQUIREMENTS

Proposals should include:

1. **Firm Information** – Name, address, primary contact, and brief description of the firm.
2. **Qualifications** – Experience performing HVAC assessments, mechanical engineering, VAV system evaluations, BAS/control projects, and similar work.
3. **Project Team** – Identification and qualifications of personnel assigned to the project.
4. **Relevant Experience** – Examples of comparable projects, preferably involving existing public, nonprofit, healthcare, multifamily, or institutional facilities.
5. **Project Approach** – Description of the proposed methodology for completing the assessment.
6. **Scope Confirmation** – Identification of any recommended additions, exclusions, or modifications to the RFP scope.
7. **Schedule** – Proposed timeline from notice to proceed through delivery of the final report.
8. **References** – Three references for similar work.
9. **Fee Proposal** – Lump-sum fee for all Phase I services, including reimbursable expenses.
10. **Optional Phase II Rates** – Hourly rates or proposed method of compensation for subsequent engineering services.
11. **Assumptions/Exclusions** – Any assumptions or exclusions upon which the proposal is based.

X. SELECTION CRITERIA

Proposals will be evaluated based upon factors including:

Criteria	Weight
Qualifications and relevant HVAC/mechanical engineering experience	25%
Understanding of project and proposed approach	25%
Experience of proposed project team	15%

Criteria	Weight
Quality and usefulness of proposed assessment methodology/deliverables	15%
Project schedule and availability	10%
Cost/fee proposal	10%
Total	100%

XI. PROJECT SCHEDULE

Anticipated procurement schedule:

Activity	Date
RFP Issued	[DATE] September 18, 2026
Deadline for Questions	[DATE] October 16, 2026
Responses to Questions/Addendum	[DATE] October 20, 2026
Proposals Due	[DATE] October 30, 2026
Consultant Selection	[DATE] November 12, 2026
Notice to Proceed	[DATE] November 16, 2026
Site Assessment	[DATE/RANGE] November 17 through December 18, 2026
Draft Report	[DATE] January 15, 2027
Final Report	[DATE] January 29, 2027

XII. SITE VISIT

A pre-proposal site visit will be optional on September 30, 2026 at 10:00 am

Respondents will be provided reasonable access to existing HVAC equipment and available building information for purposes of preparing their proposals.

XIII. QUESTIONS

Questions regarding this RFP shall be submitted in writing to:

Matt Taylor
Maintenance Director
Chippewa Luce Mackinac Community Action Agency
mtaylor@clmcaa.org
906 632-3363

Questions must be received no later than October 16, 2026.

Responses that materially affect the RFP will be distributed to all known respondents through a written addendum.

XIV. PROPOSAL SUBMISSION

Proposals must be received no later than 4:00 pm on October 30, 2026

Electronic proposals shall be submitted to:

ksenkus@chippewacountymi.gov

Subject Line:

Proposal – Avery Square HVAC Assessment

Late proposals may not be considered.

XV. RESERVATION OF RIGHTS

CCHD and CLMCAA reserve the right to reject any or all proposals, waive informalities or irregularities, request clarification or additional information, negotiate with one or more respondents, and cancel or modify this solicitation when determined to be in their best interests.

Issuance of this RFP does not obligate CCHD or CLMCAA to award a contract or reimburse respondents for costs associated with preparation of a proposal.

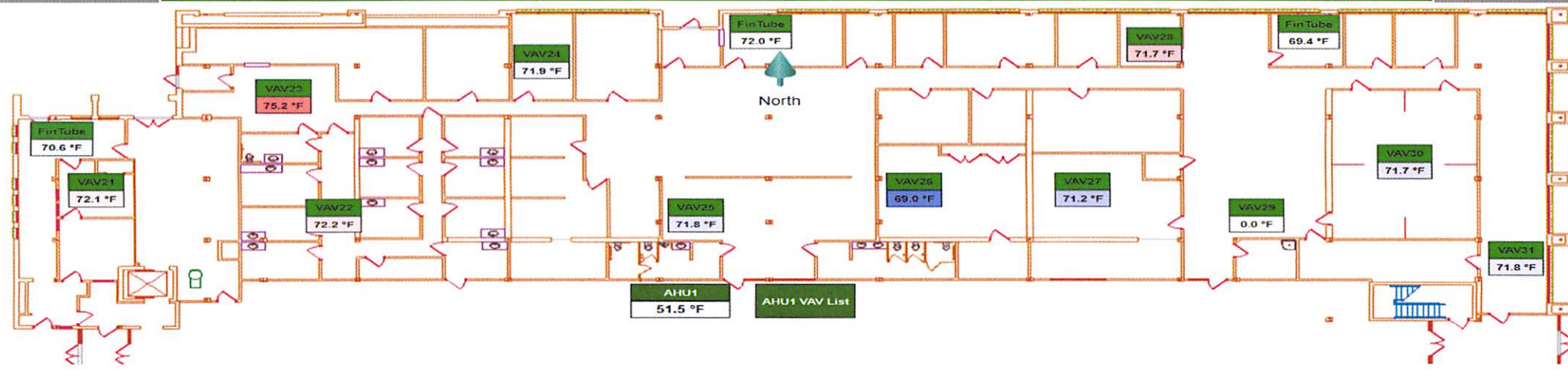
XVI. ATTACHMENTS

Attachment A – Existing Avery Square Floor Plan / HVAC Zone Information

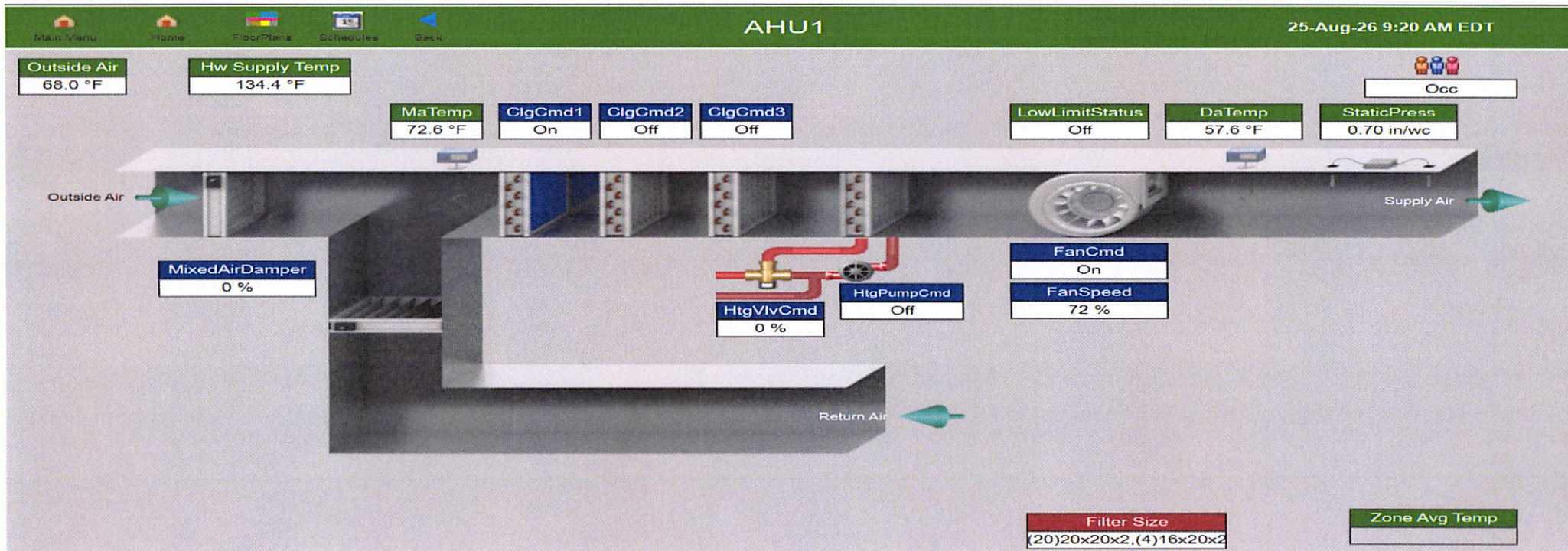
Attachment B – Existing AHU Building Automation System Information

Attachment C – Existing VAV Building Automation System Information

Attachment D – Health Department HVAC Air Handler and VAV System Refresh – Existing Project Information



Graphic Points



VAV24

25-Aug-26 8:39 AM EDT

OaTemp

64.4 °F

HwsTemp

129.1 °F

OccupancyMode

OCC

AhuDaTemp

54.6 °F

Damper Position

23 %

ActualCfm

106 cfm

DaTemp

73.4 °F

Fan Cmd

On

Heating Valve

100 %

Finned Tube Valve

0 %

RoomTemp

71.9 °F

RoomSeptAdj

72.0 °F

☒ Override Enable

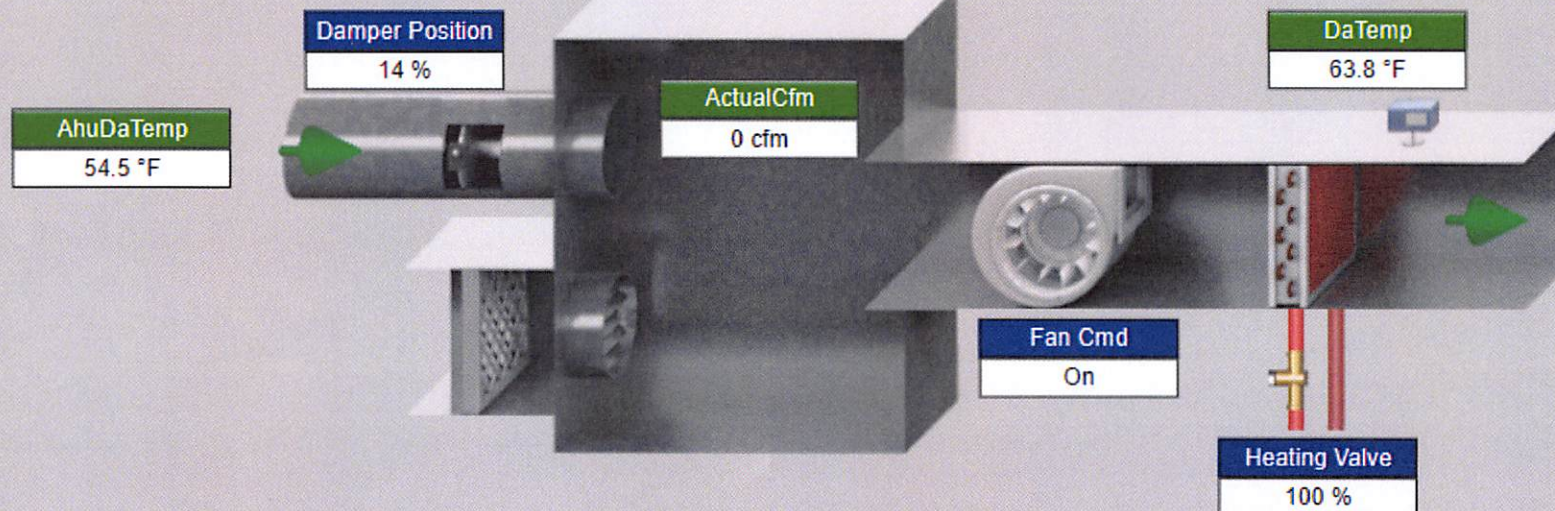
To Override the Setpoint Click the Override Enable Box. Then Right Click the setpoint and enter the desired Value.

To Release Override Just UnCheck Override Enable Box.

OaTemp
65.1 °F

HwsTemp
129.1 °F

OccupancyMode
OCC



To Override the Setpoint Click the Override Enable Box. Then Right Click the setpoint and enter the desired Value.

To Release Override Just UnCheck Override Enable Box.

RoomTemp
69.1 °F

RoomSeptAdj
72.0 °F

☒ Override Enable

Health Department HVAC Air Handler and VAV System Refresh

Project Overview

The Health Department HVAC system needs an overall refresh to improve temperature control, reliability, energy efficiency, and occupant comfort throughout the facility. The existing system consists of one central Air Handler Unit (AHU) serving the Health Department office space, along with eleven Variable Air Volume (VAV) boxes that distribute and control conditioned air throughout the various rooms and zones.

Each VAV box is also equipped with a reheat coil that allows individual zones to be heated after the central air handler has cooled the air. Several of the existing reheat coils are currently not functioning properly, which further contributes to inconsistent temperatures throughout the building.

Because the entire office is served by a single air handler with multiple zones spread throughout the building, a temperature change in one area can affect the operation of the entire system. For example, when one room becomes too warm, the AHU can respond by entering cooling mode. This can cause multiple VAV boxes to begin supplying cooled air even when other areas of the building are already at an acceptable temperature. Properly functioning VAV reheat coils and controls are necessary to allow each individual zone to maintain its desired temperature.

Proposed Improvements

The proposed project would include a comprehensive refresh of the existing Air Handler Unit, all eleven VAV boxes, their reheat coils, and the associated HVAC controls.

Work would include, as applicable:

- Evaluation and servicing of the existing Air Handler Unit.
- Replacement or refurbishment of aging AHU components.
- Inspection and cleaning of coils, filters, fans, dampers, and associated components.
- Inspection and servicing of all 11 VAV boxes.
- Inspection, testing, and repair or replacement of the VAV reheat coils.
- Replacement of failed or outdated reheat valves, actuators, heating elements, or associated components as needed.
- Testing each VAV box to verify proper airflow and operation.
- Evaluation and updating of the existing HVAC controls.
- Testing and calibration of thermostats and temperature sensors.
- Verification that each VAV box responds properly to its individual zone temperature requirements.
- Testing of VAV dampers and actuators for proper operation.

- Review and correction of airflow and zone-balancing issues.
- Review of the existing heating and cooling sequence of operation.
- Ensuring the reheat system is properly coordinated with the central AHU so that individual zones can maintain comfortable temperatures without unnecessary heating and cooling.
- Testing and balancing of the completed system.
- Verification that the AHU, VAV boxes, reheat coils, and controls are operating properly as one complete system.

Existing System Concerns

The current condition of the VAV reheat coils is a concern. Some of the reheat coils are not functioning, preventing individual zones from properly heating when the AHU is supplying cool air.

This can result in some rooms becoming too cold while other rooms may require cooling. Without properly functioning reheat coils and controls, the system has limited ability to independently maintain comfortable temperatures in each zone.

Addressing the VAV reheat coils along with the AHU and control system will allow the HVAC system to better respond to the individual needs of each room/zone.

Expected Benefits

Refreshing the AHU, VAV boxes, reheat coils, and controls should provide improved temperature control throughout the Health Department offices and reduce the current problem of one area of the building, influencing the comfort of other areas.

The project should also improve system reliability and reduce the likelihood of unexpected HVAC failures. Repairing or replacing failed reheat coils and outdated VAV components will allow individual zones to better maintain their desired temperatures.

Updating the controls and properly balancing the system may also improve energy efficiency by allowing the HVAC system to respond more appropriately to individual zone demands rather than unnecessarily heating or cooling areas that are already at the desired temperature.

Project Goal

The overall goal of this project is to modernize and refresh the existing HVAC system while utilizing as much of the existing infrastructure as practical. By addressing the Air Handler Unit, all eleven VAV boxes, reheat coils, and associated controls as one complete system, the project should provide more consistent temperature control, improved reliability, better occupant comfort, and more efficient operation. A qualified HVAC contractor should evaluate the existing equipment and provide recommendations and pricing for the recommended repairs/replacements.