

**ROCKWELL CHARTER HIGH SCHOOL
Request for Proposal**

REQUEST FOR PROPOSAL

**Full Replacement of Rooftop Units and Interior
HVAC Replacement**

**3435 E. Stonebridge Ln.
Eagle Mountain, UT 84005**

March 24, 2026

SECTION I - PROJECT INFORMATION

GENERAL DESCRIPTION

Rockwell Charter High School is a 7th-12th grade charter school, located in Eagle Mountain, Utah. The school was built in 2008. The school has 9 rooftop units and 31 interior HVAC units which need to be replaced. Although a few units have been replaced over the years, these units are mostly base building equipment or original construction HVAC.

SCOPE OF WORK

The scope of work is a comprehensive replacement of all HVAC units at a school including the removal of aging equipment, installation of new units, integration of new units with building infrastructure. The replacement units must be equivalent or greater than what the school currently has.

- **Planning and Mobilization**
 - **Scheduling and Phasing**: Coordinating work around school operations which may include work on weekends or during the summer break.
 - **Safety and Coordination**: Meeting with school administration to coordinate with other renovations and maintenance, and establishing safety protocols.
 - **Submittals and Approvals**: Ensuring that the planning phase includes plans for purchasing equipment and approval of any design or installation changes.

- **Removal and Disposal**
 - **Equipment Removal**: Disconnecting and removing existing air handling units (AHUs), rooftop units, interior HVAC units, and unit ventilators.
 - **Site Cleanup**: Responsible removal and lawful disposal of old units and hazardous materials.

- **Installation of New HVAC Systems**
 - **Equipment Delivery and Rigging**: Coordinating crane services for lifting new units onto roofs, ensuring structural integrity, and using curb adapters to fit new units onto existing curbs (as needed).
 - **Mechanical Installation**: Installing new units.
 - **Ductwork Modifications**: Constructing, modifying, or repairing existing ductwork to ensure compatibility with new equipment.
 - **Refrigerant and Piping**: Installing new condensate lines and connecting to existing chilled/heating water piping systems, if needed.

- **Electrical and Controls**

- Electrical Upgrades: If needed, upgrading electrical connections, disconnecting old wiring, and installing new disconnects and conduits to meet code.
- Building Automation System: Installing and integrating new programmable thermostats or building-level controllers.
- System Controls: Setting up new control sequences of operation and verifying that all automatic control devices are functional.
- Manufacturer and Warranty
 - Manufacturer: Supplying the manufacturer as part of the bid.
 - Warranty: Providing the warranty in the bid.
- Commissioning and Closeout
 - Testing, Adjusting, and Balancing (TAB): Ensuring that certified, independent professionals balance airflow and water systems to meet functional objectives.
 - Functional Testing: Testing new units to ensure they are fully operational before final acceptance.
 - Final Inspections and Training: Training school staff on the operation and maintenance of the new system and providing all warranty and operation documentation.
 - Property Repair: Repairing any damage to school property, such as roof membrane damages or ceiling repairs.

SCHEDULING A SITE VISIT

All Contractors should schedule an appointment with Kat Mitchell, Executive Director, to review the site and gain a fuller understanding of the project. All site visits must be scheduled ahead of time. Contact Ms. Mitchell at kat@rockwellhigh.net to schedule a site visit.

SECTION 2 - REQUEST FOR PROPOSAL PROCESS

The process for submitting and receiving proposals is described below:

- Contractors should submit proposals to Julie Young, Board Building Officer, at jyoung@rockwellhigh.net.
- All interested bidders must submit their company's qualifications related to this project.
- The Board Building/Facilities Committee will pre-qualify all contractors who submit responsive bids for this project.
- The Board of Directors will make the final decision on selection.

We do not intend to limit content or exclude relevant or essential information which your company may deem appropriate for the submittal.

RFP SCHEDULE - DEADLINES

RFP Public 7 Day Notice:	March 24, 2026
Response to RFP Due:	April 7, 2026
Selection of Contractor:	April 15, 2026, Board Meeting
Start Date for Installation:	June 1, 2026 (or shortly thereafter)

SECTION 3 - REQUEST FOR PROPOSAL ("RFP")

Each responding contractor is expected to submit sufficient information to enable the Board Building/Facilities Committee, as well as the Board Directors, to judge the firm's capabilities and qualifications. At a minimum, the Board requires each Contractor's response to include the following information:

- I. **SUMMARY STATEMENT**
Provide a brief description and history of your company, your company's financial strength, how long you have been in business in Utah, contact name, contractor license number, address, phone, fax, and email.
- II. **SIMILAR PROJECT EXPERIENCE, REFERENCES**
Provide demonstration of a proven record of accomplishment of significant experience on similar projects. Submit references from similar type projects. Include reference names and phone numbers.
- III. **WORK FORCE / COMPANY CAPABILITIES**
Provide demonstration of work force capable of performing this project. Ensure staff available to work on the project.

SUBMITTAL DUE DATE

Bids are due no later than **5:00 pm MDT April 7, 2026**. Proposal **must** be signed by an official of the company. Proposals must be emailed to Julie Young, Board Building Officer, using the email below.

RESPONSE TO RFP DUE:

April 7, 2026

SEND TO:

Julie Young, Board Building Officer
jyoung@rockwellhigh.net
3435 E. Stonebridge Ln.
Eagle Mountain, UT 84005
(801) 789-7625

RFP AWARD OR VENDOR SELECTION

Upon review by the Board of Directors, the contractor best meeting the needs of the project team will be awarded the contract.

EVALUATION CRITERIA

The award will be based on the following:

- Cost;
- Relevant Experience; and,
- Ability to meet the start-time for installation.

DISCRETIONARY SELECTION

The School reserves the right to accept or reject any or all proposals or any part of any proposal if it is deemed to be in the best interest of the School to do so.

- Discretionary Selection: The school is not obligated to accept the lowest proposal; the school may select the most qualified or advantageous offerer.
- Partial Acceptable: The school may accept parts of a proposal, or mix and match elements for a customized agreement.
- Waiver of Irregularities: The school can disregard minor technical errors or omissions in a bid, focusing on the overall substance of the offer.
- Right to Reject: The school can reject all proposals if they do not meet expectations, are unreasonable in price, or if the project scope changes.
- Best Interest Standard: The primary factor in the decision-making process will be what best serves the school's needs and interests.