

Welcome to the RFQ Informational Meeting for  
**CCS Project No.26009 – HVAC Improvements Package**

Please sign-in to this meeting by emailing your name, company name, preferred email address and phone number to: [bbronston@columbus.k12.oh.us](mailto:bbronston@columbus.k12.oh.us)

Please mute your microphone; we will be muting everyone before the presentation begins.

Please direct all your questions through the chat feature.

You can access chat at the top right corner of your screen.

Questions will be addressed at the end of the presentation.

If you are unable to submit your questions via chat, please email them as a Request for Information (RFI) using the contact information provided in the presentation.

The meeting agenda is posted on the district website and will be updated with any notes from the meeting. Solicitations can be found at [www.columbus.k12.oh.us/rfp](http://www.columbus.k12.oh.us/rfp) Navigate to the appropriate solicitation.

## ***Columbus City Schools – HVAC Improvements at Multiple Sites***

### **Informational Meeting** **Agenda**

*September 17, 2025*

**\*\*Updates Highlighted in Yellow\*\***

1. Welcome/Introductions to the Project Team
  - a. **Brandie Bronston Houpe, Construction Contract Manager** – Columbus City Schools
  - b. **Dan Cline, Project Manager** – Columbus City Schools
  - c. **Alex Trevino, Facility Director** – Columbus City Schools
  - d. **Evan Williams, Criteria Engineer** – M-Engineering
  - e. **Cory Bitner, Criteria Engineer** – M-Engineering
  
2. General
  - a. Deadline: **October 3, 2025 (Friday) at 10:00 AM**
  - b. Submit statements of qualification to Brandie Bronston Houpe at [bbronston@columbus.k12.oh.us](mailto:bbronston@columbus.k12.oh.us)  
Submit in PDF format ONLY.
  - c. General questions can be directed to Alex Trevino, Director of Capital Improvements at [atrevino3260@columbus.k12.oh.us](mailto:atrevino3260@columbus.k12.oh.us) Project specific questions should be directed to the project manager **Dan Cline** [dcline@columbus.k12.oh.us](mailto:dcline@columbus.k12.oh.us) . Questions will be answered and posted to the website at <http://www.columbus.k12.oh.us/rfp> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.
  - d. Cancellation and Rejection: CCS reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. CCS shall have no liability to any Proposer arising out of such cancellation or rejection. CCS reserves the right to waive minor variations in the selection process.
  - e. Selection Schedule: Tentative Schedule Is subject to change.

Activity:	Date:	Time:
Issue RFQ	09/9/2025	
RFQ Informational	09/17/2025	10:00 AM
Receive Statements of Qualifications	10/03/2025	10:00 AM
Shortlist D-B firms	10/10/2025	
Issue Criteria	10/13/2025	
Initial Group Site Tour	10/15/2025	8:00AM-5:00PM
Additional Site Visits	10/16/2025	8:00AM-5:00PM
GMP Received	11/07/2025	
Interviews	11/14/2025	9:00AM-Noon
Board of Education Award	01/07/2026	
Notice to Proceed	01/15/2026	
Construction to Commence	06/06/2026	
Substantial Completion	08/06/2026	
Final Completion	12/31/2026	

- f. EDGE requirements do not apply but the Board of Education's LEDE policy (Locally and Economically Disadvantaged Enterprise program) does apply. Please reference the RFQ document online for the required forms A&B to submit and to the district's [vendor](#) page for more information on the LEDE program, as well as updated LEDE information proposers should submit with Statement of Qualifications.
- g. Submit on OFCC's form F110-330 available from their website. Delete sections H, items 34c and 34d and include district's LEDE forms instead.
- h. Do not reach out to any district school or other department to prepare your statement of qualifications.
- i. Page limits are contract specific and as follows:
  - a. Design-Builder – **Part 1 is limited to 30 pages. Total submittal should be no more than 45 pages.**
- j. Score sheet is included in the RFQ packet which is available on the district's purchasing website.
- k. Prevailing Wage Rates **DO NOT** apply to this project

### 3. Scope

#### a. HVAC Improvements Package #26009

- i. This project will consist of upgrades or replacements to various HVAC equipment at multiple facilities across the district. The work will largely be focused on at least 10-12 facilities (potentially). It may also include selected air handler, boiler, chiller, automation, or other major component replacements where systems are at or beyond anticipated useful life. The work should also focus on simplification of systems where the planned upgrades will allow (i.e. eliminating hydronic systems where possible, eliminating pneumatic controls, etc.)
- ii. Specific site locations will be announced after selection.

#### b. Budget and Schedule

- i. Funding for the projects will come from the district's Permanent Improvement Fund.
  - 1. HVAC Improvements anticipated total construction costs estimated at \$8-\$10M
- ii. Construction activities to begin as soon as practically possible and with schedule coordination with the district and be substantially complete by **August 8, 2026**. Work may be permitted outside of typical summer break window if design-builder can demonstrate that work can be completed while facility is occupied without disrupting the educational environment.

#### c. Team Structure

- i. Organization and competence of team
- ii. Availability of manpower to manage the work
- iii. Estimating, reconciliation, Guaranteed Maximum Price negotiation
- iv. Constructability and value engineering
- v. Past performance on similar projects
- vi. Financial responsibility

### 4. Questions?

- a. Hello, will this project require any software development work? ***Dan Cline noted no, we already have software. They will need to provide integration into systems.***
- b. Chuck Bartee with Karpinski Engineering asked does a simplification of systems mean replacing hydronic systems (like chilled water systems) with packaged equipment ***Evan noted hydronic systems may need maintained or replaced.***
- c. Dominic with CMTA asked does "HVAC upgrades" mean one-for-one unit replacements or could whole/partial HVAC building renovations (for example, converting a building to geothermal) be considered? ***Dan noted one-for-one equipment replacement.***
- d. Matt Muir with Prodigy asked are there any expected electrical service upgrades? ***Evan Williams with M-Engineering noted that is TBD. It will be on a limited basis and not at all facilities.***

