



## Request for Proposal

# Old Conservatory Decarbonization Phase B West Wing & West Palm Court Steam to Water Conversion Project

Phipps Conservatory is accepting bids for the mechanical and electrical upgrades in in the **Old Conservatory West Wing & West Palm Court Rooms** converting existing steam piping systems into hot water systems as part of a decarbonization phases effort across campus.

### SCOPE OF WORK

This project includes the Orchid, Fern, Stove, Serpentine and West side of the Palm Court glasshouses. All associated HVAC, plumbing, electrical, argus greenhouse building controls, MEP engineered sealed and permitted drawings to be responsibility of awarded Contractor.

HVAC/Plumbing includes, but not limited to, demolition and removal of existing steam piping systems, fintube heaters, valves, fittings, etc. to accommodate new hot water piping, valves, fittings, pumps, etc. Demolition and removal of existing storm piping and domestic water piping and install all new storm and domestic piping and tie into existing systems in Serpentine and West Palm court glasshouses only. Furnish and install new heat exchanger with circulation loop and pumps through specified houses. An existing steam tunnel under Palm Court will convert to new mechanical space to house new equipment. Layout will need to be determined with engineered design. Provide all required engineering services under the direction of a professional engineer licensed in the State of Pennsylvania. Provide HVAC load calculations and electronic design drawings created with AutoCAD software, layout and sizing of HVAC and plumbing distribution systems, selection and sizing of appropriate HVAC equipment and plumbing fixtures, review of equipment and fixture submittals by engineering staff and Phipps Facilities team. Third party commissioning will be scheduled through Phipps.

New aluminum fintube element to meet lineal foot requirements to achieve 180-degree water provided and highlighted on the **Phipps Conservatory Heat Load Summary (Attachment A)**. The Orchid, Fern and Palm Court Glasshouses will require a painted metal enclosure at the additional fintube element exposed at the gutter line or above. Enclosures exist in the Sunken Garden and Victoria houses for reference. All new hot water lines specifications are to match the materials used in the East Wing Phase A. Upon receiving your letter of intent, Phipps will provide the steam to hot water conversion drawings for the East Wing for your use.

Piping material schedule should include but not limited to; heating hot water piping includes Schedule 40, Type "L" hard drawn copper tubing and pex distribution piping in trenches and tunnels to be factory pre-insulated with closed-cell polyethylene foam and HDPE jacket. Low pressure steam piping includes Schedule 40 Black Steel ASTM A53 Grade B. Steam condensate piping includes Schedule 80 Black Steel ASTEM A53 Grade B.

Electrical scope includes, but not limited to, installing all new raceways and wiring for new HVAC, plumbing and controls equipment. Raceways will be in sealtight due to conditions in existing steam tunnel. Install new control wiring and Argus panels (furnished by others) and associated raceways for wiring. Install VFDs (furnished by others). Disconnects required for all new hot water equipment. Provide all required engineering services under the direction of a professional engineer licensed in the State of Pennsylvania, electronic design drawings created with AutoCAD software, layout and sizing of electrical distribution systems, selection and sizing of electrical equipment, review of equipment submittals by engineering staff and Phipps Facilities team.

Argus controls scope includes, but not limited to, adding I/O to existing argus control panels for heating zones, new Argus control panel for heat exchanger controls, new (5) 3-way controls valves (electric) for each glasshouse, new 4" 2-way control valve (electric) specified by controls contractor and furnished and installed by mechanical contractor, new well temperature sensors to be furnished by controls contractor and installed by pipefitter, new differential pressure sensor to be furnished by controls contractor and installed by pipefitter, provide onsite commissioning and programming.

Project to occur this year between heating seasons. Tentatively starting April/May 2026 once the steam system can be turned off and must finish by mid-October to commission and test prior to the 2026/2027 heating season beginning. Majority of scope of work is to be accessed and completed from exterior of glasshouses unless otherwise communicated and coordinated with Phipps. Existing rodent screens in Orchid, Stove and Serpentine houses will need to be removed and reinstalled upon completion of project. Construction and laydown area designated to front lawn shown in attachments. Furnish construction fencing through duration of project. Phipps to provide decorative fence covering for privacy. Coordination between all trades is essential to meet the required schedule between heating seasons. Weekly coordination with Phipps is essential to accommodate special events as needed. All work areas must be cleaned up daily for the safety of staff and public during ongoing business operations and weekend special events.

Project Location: One Schenley Park Drive, Pittsburgh, PA 15213  
Owner: City of Pittsburgh  
Owner Contacts: Pete Thomson, Director of Facilities, Phipps Conservatory  
Michelle Allworth, Facilities Project Manager, Phipps Conservatory

The following items are additional requirements that should be accounted for in proposals:

- Contractor labor to be paid at prevailing wage rate. **See Attachment B.**
- Certified Payrolls required from all contractors.
- Sustainable building practices are to be followed. **See Attachment C.**
- Designated access, secure work zone and laydown areas specified. **See Attachment D.**

- Preferred Electrical Subcontractor to be:  
 Hanlon Electric Company  
 530 Old Frankstown Road  
 Monroeville, PA 15146  
 412-795-6100  
 Attn: Eric Logan, Project Manager  
[eclogan@hanlonelectric.com](mailto:eclogan@hanlonelectric.com)
- Required Argus Controls Building Automation Subcontractor to be  
 T.C. Control Group Inc.  
 80 Leicester Street  
 Oxford, MA 01537  
 508-832-5900  
 Attn: Eric Culross, President & CTO  
[eric@tccontrols.com](mailto:eric@tccontrols.com)

## **QUALIFICATIONS STATEMENTS**

Provide a description of your proposed team, including names and principals who would provide services. Include names of all subcontracting companies. Include other key personnel who will be assigned to this project with their resumes.

Give a description of previously completed projects that are similar to the decarbonization efforts and or HVAC/plumbing systems upgrades scope of work for this project (one page maximum per project). A maximum of three relevant projects for the entire team will be considered. Include narrative describing conceptually how this project will be staged and sequenced. With the qualifications statement provide a Project Management Plan that showcases your approach to the project logistics and schedule. Upon awarding the project a detailed work schedule will be required for the duration of project. Contractor is required to follow Sustainable Building principles including solid waste management, and indoor air quality best management practices.

## **MANDATORY JOBSITE WALK THROUGH**

A mandatory jobsite walk through is required in order for your bid to be accepted. This informative meeting is a critical part of the bidding process and will include a walk-through of all glasshouses, associated areas (access, construction, laydown), and existing steam tunnel.

## **REQUESTS FOR INFORMATION**

All requests for information must be submitted in writing via email to Michelle Allworth ([mallworth@phipps.conservatory.org](mailto:mallworth@phipps.conservatory.org)) and Pete Thomson ([pthomson@phipps.conservatory.org](mailto:pthomson@phipps.conservatory.org)). Every effort will be made to respond in a timely manner. Responses may be conferred upon by the Phipps Owner team as necessary. Any questions and clarifications through the bidding process are intended to inform all bidders uniformly and will be issued in the form of an Addendum to the Request for Proposals. Phone inquiries should be directed to Michelle @ 412-622-6915 x 6630.

## **AIA CONTRACT AND SCHEDULE**

The scope of work will be bid, awarded, and contracted following the general framework of AIA Document A101-2017 Standard Form of Agreement Between Owner and Contractor. Project milestone dates are expected to follow the schedule below:

Invitation to Bid Issued:	02-23-2026
Letter of Intent:	02-27-2026
<b>Mandatory Jobsite Visit:</b>	<b>03-05-2026 @ 8:00 A.M.</b>
Deadline for RFIs	03-10-2026
<b>Bids Due</b>	<b>03-13-2026 @ 4:00 P.M.</b>
Bid Review Process:	03-16-2026 – 03-20-2026
Bid Awarded/Announced:	03-25-2026
Begin Construction:	April/May 2026 – tentative on end of heating season
Substantial Completion:	October 2026 – tested and operational by heating season 2026/2027

## **SUPPLEMENTAL COMMENTS AND CONDITIONS**

All information submitted by bidders must be completed independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition. **A non-collusive bidding certification (Attachment E) must be signed and returned with the Letter of Intent.**

Contractors must comply with PA Steel Products Procurement Act. A full explanation on steel requirements is available.

Contractors must comply with Trade Practices Act of July 23, 1968, P.S. § 773.101 et seq.), and shall not use or permit to be used in the work any aluminum or steel products made in a foreign country (Argentina, Brazil, South Korea, Spain) which discriminates against aluminum or steel products manufactured in Pennsylvania.

Proposals must include all engineering, material and labor required for a complete project. Any proposed changes to the scope of work are to be submitted in advance for review and response.

All proposals must include the required bid form in order for proposals to be accepted.

Any building permit requirements will be processed directly by Phipps. All other permits are the requirements of the associated subcontractors.

This project is exempt from the Commonwealth of Pennsylvania sales tax. Certificates will be furnished to the awarded Contractor.

All bids are required to include the cost of insurance. Phipps Conservatory to be named the Certificate Holder. Phipps Conservatory and the City of Pittsburgh to listed as additional insured for general liability and automobile liability coverages.

<b>Type</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Workmen's Compensation	Statutory	Statutory
Contractors Gen. Liability	\$1,000,000.00	\$2,000,000.00
Property Damage	\$1,000,000.00	\$2,000,000.00
Automobile Liability	\$1,000,000.00	
Umbrella Liability Coverage	\$5,000,000.00	

Phipps will not defray any costs incurred in assembling this proposal.

**SELECTION PROCESS**

This document, all attachments, and any issued addenda will comprise the overall Request for Proposal document. Your proposals, due by **March 13, 2026**, will be evaluated by Phipps, its consultants, and Buildings & Grounds Committee. Factors include, but are not limited to, a compelling narrative, past experience, your overall team and fees. This bidding process does not obligate Phipps to award a contract. Phipps will make every effort to comply with the scope and schedule described above, but unforeseen events may occur that may alter the intended scope or timeline of the project. Phipps reserves the right to reject any proposals.

**ATTACHMENTS UPON REQUEST:**

- A. Phipps Conservatory Heat Load Summary
- B. Determination of Prevailing Wage Rates
- C. Sustainability Plan
- D. Campus Site Plan – access, construction, laydown areas
- E. Non-Collusive Bidding Certification Form
- F. Bid Form

**END OF REQUEST FOR PROPOSAL**