REQUEST FOR PROPOSALS (RFQ)
Wastewater Treatment Plant Building Reconfiguration & HVAC Efficiency Study
Hilton Head Public Service District (PSD)

Project Name: Wastewater Treatment Plant Building Reconfiguration & HVAC Efficiency Study
Date Issued: March 25, 2026
Proposals Due: May 27, 2026

1. Introduction & Project Background

Hilton Head Public Service District ("Utility") is requesting proposals from qualified architectural/engineering firms ("Consultant") to provide a feasibility study, conceptual design, and cost-benefit analysis for the reconfiguration of site buildings at its Wastewater Treatment Plant (WWTP) located at 21 Oak Park Dr, Hilton Head Island, SC 29926.

The Utility would like to evaluate demolishing a freestanding, unheated/uncooled corrugated metal garage and a warehouse building. The warehouse would be replaced by either a new, heated and cooled warehouse building designed as an extension of the existing 2-story administrative building or a new freestanding building. The Utility would like recommendations on including the garage as a part of the warehouse expansion versus replacing it with a similar freestanding unheated/uncooled building. The Utility would also like recommendations on reconfiguring any other wastewater treatment plant buildings as a part of the expansion project.

The existing administrative building currently uses a chiller system for cooling (potable water cooled) and requires an evaluation of its long-term viability, efficiency, and alternative heating/cooling water sources, or an alternative high-efficiency HVAC system.

2. Project Scope of Work

The Consultant shall perform the following tasks:

Task A: Existing Conditions Assessment

- Document existing structural, electrical, plumbing, and heating, ventilation, and air conditioning (HVAC) infrastructure in the administrative building.

- Document the Utility's space requirements with projected growth needs for the administrative building, a warehouse building and a garage building.
- Evaluate the current wastewater treatment plant layout for potential improvements that could be achieved as part of an expansion/reconfiguration project.
- Evaluate the current water-cooled chiller system (age, condition, capacity, efficiency).
- Assess site constraints for the new building footprint, including utilities, geotechnical considerations, and layout.

Task B: Building Reconfiguration Conceptual Design

- Develop conceptual design alternatives conducive to the Utility's existing campus for 1) a new warehouse building either as a 2-story extension of the current administrative building or as a free-standing structure, and 2) a new garage building either as an extension of the warehouse building or as a separate free-standing structure, and any other reconfiguration recommendations.
- Address new building envelope requirements (heated and cooled area, windows, doors, insulation, HVAC load calculations for heating/cooling, structural, electrical load calculations exterior finishes, interior finishes).
- Evaluate fire code separation and suppression, building code compliance, and ADA accessibility.

Task C: HVAC Cost-Benefit & Feasibility Study

The Consultant shall analyze at least four (4) alternatives for heating/cooling the new warehouse extension and the existing administrative building:

1. **Alternative 1: Continued Potable Water Chiller Use.** Extending the current potable water-cooled chiller system to the new space to include any recommendations to reduce the amount of potable water required.
2. **Alternative 2: Recycled Water (Hybrid).** Retrofitting/modifying the existing chiller system to use onsite recycled water (effluent) instead of potable water.
3. **Alternative 3: All-Electric System.** Replacing the chiller with high-efficiency air-source heat pumps (ASHPs) or Variable Refrigerant Flow (VRF) systems.
4. **Alternative 4: Geo-Thermal System.** Replacing the chiller with a geothermal heating and cooling system.

The study must include a 20-year Life Cycle Cost Analysis (LCCA) for each alternative assuming the existing administrative building remains as is and for each alternative assuming the heated and cooled warehouse expansion project is undertaken considering:

- Capital investment (equipment, piping, construction).
- Annual operating costs (energy usage, sewer/water fees).
- Maintenance costs.

Task D: Recommendations & Cost Estimation

- Provide a written report with recommendations on the most cost-effective and sustainable option.
- Provide preliminary (AACE Class 4/5) cost estimates for the recommended design, including demolition, new construction, and HVAC installation.

3. Proposal Requirements

Proposals must include:

1. **Firm Profile & Qualifications:** Experience in WWTP, HVAC, and LCCA.
2. **Project Understanding:** A brief summary of the proposed approach.
3. **Key Personnel:** Resumes of the project manager and lead engineers.
4. **Scope and Schedule:** A detailed timeline for completion.
5. **Cost Proposal:** A "not-to-exceed" fee, broken down by task.

4. Selection Criteria

- Experience with WWTP facility improvements (20%)
- Experience with existing building renovations and new building design (20%)
- Expertise in HVAC energy efficiency and LCCA (20%)
- Understanding of water-cooled systems and recycled water applications (20%)
- Project schedule and cost (20%)

5. Timeline

- **RFP Issued:** March 25, 2026
- **Site Visit:** Please contact Pam Driskell below prior to April 22, 2026 if you would like to schedule a site visit.

- **Proposals Due:** May 27, 2026

6. Contact Information

Submit proposals (via email is preferred) and questions to:

Pam Driskell
Accounting Specialist – Inventory and Purchasing
pdriskell@hhpsd.com
843-681-0550
PO Box 21264, Hilton Head Island, SC 29926