



REQUEST FOR PROPOSAL  
("RFP")

CONTRACT #N00060004C

FOR

ASSOCIATION OF UNIVERSITIES FOR RESEARCH IN ASTRONOMY, INC.  
("AURA")

"HBF-X COOLING SYSTEM REPLACEMENT ENGINEERING DESIGN SERVICES"

BIDDER'S INSTRUCTIONS

BIDS / PROPOSALS MUST BE RECEIVED BY:

**JULY 13, 2026, 5:00 PM MST**

PREPARED BY:

AURA / CAS  
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01 JUNE 2026

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## INTRODUCTION

NOIRLab's Hilo Base Facility Expansion (HBF-X), completed in 2008, is supported by a split system air conditioning unit that is currently oversized and utilizes obsolete R22 refrigerant. The outdoor equipment shows significant signs of decay, and the system has reached a point where replacement is necessary for continued operations.

Upon conducting an assessment of the existing system in October 2025, it was decided to replace the existing condensers and AHUs with multiple fan coils.

The proposed HVAC solution is thought to include, but is not limited to, the following scope of construction:

- Demo out two (2) existing condensers and two (2) AHUs with four (4) 10-ton condensers and four (4) 10-ton fan coils, respectively. Two fan coils shall replace each AHU.
- Enlarge the existing access hatch so that it is large enough to install or remove new, smaller fan coils as a complete unit.
- Demo out one (1) existing 1.5-ton split system in the backup electrical room.
- Replace with one (1) 1.5-ton split system.
- Install additional liquid and suction refrigerant lines to all new systems as necessary. The size of lines shall match the system's requirements to maintain correct gas return velocity.
- Install new building HVAC control systems providing best practice monitoring, logging, and control, including equipment power logging.

AURA is soliciting Bids / Proposals for "HBF-X COOLING SYSTEM REPLACEMENT ENGINEERING DESIGN SERVICES."

See the set of Documents released with this RFP for background information on this facility.

## SECTION I. BIDDER'S INSTRUCTIONS

### **ARTICLE 1. DEFINITIONS**

- 1.1. All definitions set forth in the General Provisions of the Sample / Draft Contract, attachments and appendices are applicable to these Bidder Instructions.
- 1.2. The Request for Proposal Documents ("RFP Documents") consist of the following:
  - a. Statement of Work
  - b. Requirements Document
  - c. Bidder's Instructions (this Document)
    - I. Bidder's Quote
    - II. Representations and Certifications
  - d. Bidder's Form, Budget Spreadsheet Template and Budget Justification Template
  - e. Amendment(s) issued prior to receipt of Bids / Proposals (if any)

f. Sample / Draft Contract

- 1.3. "Amendments" means the written or graphic instruments issued prior to the execution of the Contract which modify or interpret the RFP Documents, including specifications, by additions, deletions, clarifications or corrections, answers to questions posted on the webpage.
- 1.4. "Contract Documents" consist of the following:
  - a. Contract between AURA and the Contractor
  - b. Representations and Certifications
  - c. Terms and Conditions
  - d. Statement of Work
  - e. Drawings
  - f. Specifications
  - g. Photos of Area of Work
  - h. Amendments and all modifications incorporated in the Documents before their execution
- 1.5. "AURA" means the Association of Universities for Research in Astronomy, Inc., an Arizona non-profit corporation. The term "AURA" includes its authorized representatives. AURA operates the Gemini Observatory and is engaged in managing, operating, and maintaining observatories and related activities for research in the field of astronomy.
- 1.6. "NSF" means the National Science Foundation, an agency of the United States of America created under the National Science Foundation Act of 1950. The term "Foundation" includes its authorized representatives.
- 1.7. "Bidder" means the person, authorized representative(s), or organization submitting a Bid / Proposal, and if awarded, shall perform the Work described in the Contract as the "Contractor."
- 1.8. "Contractor" means the person, authorized representative(s) or organization responsible for the completion of the Work. If a proposal is submitted on behalf of multiple parties, the term "Contractor," shall apply to the party or parties responsible for completion of the Work.
- 1.9. "Work" means those tasks, requirements, and obligations described in the Statement of Work as included in the Contract Documents.
- 1.10. "Subcontractor" means a person or organization who / that has a direct agreement with the Contractor to furnish labor and / or materials at the site of the work. The term also includes lower tier Contractors of a Subcontractor, but it does not include suppliers who / that furnish materials not worked to a special design according to the drawings and specifications. Nothing contained in the Contract shall be deemed or construed to create any contractual relation between AURA and any Subcontractor as defined above.
- 1.11. "Closing Date" means the specified date and time by when all RFP Documents must be received by AURA.

## ARTICLE 2. BID PROCEDURES

- 2.1. Bid / Proposal must be submitted in accordance with these RFP Instructions. Any Bid / Proposal not submitted according or part of a Bid / Proposal not conforming to the specified formats shall be cause to reject the entire Bid / Proposal.
- 2.2. Letter of Intent (“LOI”): Bidder is encouraged, but not required, to submit a LOI as outlined in Section IV.
- 2.3. Completion of “Bidder’s Bid Documents:” Bidder must complete in its entirety the Bidder’s Form in Section II, as well as the accompanying Bidder’s Budget and Justification Spreadsheet to show a breakdown of the cost components to enable AURA to complete a cost analysis of Bidder’s Bid / Proposal.
- 2.4. Prices
  - a. Prices quoted in the Bid(s) / Proposal(s) shall include all federal, state, and local taxes due to tax exempt status.
  - b. Prices quoted in the Bid(s) / Proposal(s) shall include furnishing of all transportation, materials, equipment, tools, supplies, labor, and services necessary or proper for performance and completion of the Work, except such as may be otherwise expressly provided for in the RFB Documents.
  - c. All costs must be expressed in US Dollars (\$ USD).
- 2.5. In the event of discrepancy between the prices quoted in the RFP in words and those quoted in figures, the words shall control.
- 2.6. Bids / Proposals shall be submitted in an electronic version as a PDF (pdf), not later than the scheduled Closing Date. Budgets, schedules, requirement matrix and WBS may be in spreadsheet format. Bids / Proposals must be no longer than 40 pages. Appendices are not included in the page limit. Bids shall be doubled spaced, single column printing using no smaller than 10-point type, with no smaller than 0.75” margins. All graphics, tables and drawings must be high resolution and legible with text no smaller than 8-point font.
- 2.7. A Bid / Proposal may be deemed non-compliant if the entire RFP submission package has not been received by the Closing Date. Bids must be submitted via e-mail to:

Brittany Ochs, Contracts Officer  
Email: [bochs@aura-atronomy.org](mailto:bochs@aura-atronomy.org)
- 2.8. Bidders may withdraw Bid / Proposal, by written request, to [bochs@aura-atronomy.org](mailto:bochs@aura-atronomy.org) at any time prior to the Closing Date. If a Bidder submitted a Letter of Intent and later determines that it will not submit a Bid / Proposal, notice of such is requested by AURA.

- 2.9. Bidder's Bids / Proposals shall be valid for one hundred eighty (180) days beginning with the Closing Date.
- 2.10. Unless otherwise provided for in any addendum to these Bidder's Instructions, no Bidder may withdraw, modify or cancel its Bid / Proposal for a period of one hundred twenty (180) days after the time designated for receipt of Bids.
- 2.11. Bidders shall not submit "contingent bids" where the work that is being bid on is contingent on the completion of an instrument that is not owned by AURA / NSF. Bids / Proposals received with contingency clauses will be deemed unresponsive.
- 2.12. No other forms of submission of Bids / Proposals will be considered. No other forms of submission for modifications to Bids / Proposals will be considered. Modifications to Bids / Proposals submitted may be made electronically, if the modified Bid / Proposal Documents are delivered to AURA in accordance with the rules set forth in Article 2 above on or before the 5:00 PM MST on the Closing Date.

### ARTICLE 3. COMMUNICATION AND QUESTIONS

- 3.1. Any questions or requests for clarification of this proposal must be directed to the Contracts Officer, at [bochs@aura-astronomy.org](mailto:bochs@aura-astronomy.org). Questions must be submitted by email and must be received at least five (5) business days before the Closing Date. All questions and responses from any Offeror will be provided to all parties via the "AURA Bid Opportunities" webpage. Any question not conforming to this format will be disregarded.
- 3.2. Clarification or direction by other persons at AURA / CAS and NOIRLab is not permitted during the RFP process.

### ARTICLE 4. REVIEW OF DOCUMENTS

- 4.1. AURA reserves the right to make additions, deletions, or modifications to the RFP Documents in writing by amendment at any time prior to the closing date. If, in the opinion of the Contracts Officer ("CO"), any such change causes an increase in the time required for submission of Bids, the CO may, at her sole discretion, adjust the closing date and time accordingly Date in the form of an amendment posted on the "AURA Bid Opportunities" webpage.
- 4.2. The Bidder shall examine the RFP Documents carefully. Any request for interpretation or correction of any ambiguity, inconsistency, or error that the Bidder discovers must be made no later than five (5) days prior to the Closing Date.
- 4.3. All interpretations and corrections shall be issued in writing by the AURA CO in the form of an amendment posted on the "AURA Bid Opportunities" webpage. The Bidder shall not rely on

any interpretation or correction given by any other method.

- 4.4. Prior to receipt of Bids / Proposals, addenda, if required, will be posted on the “AURA Bid Opportunities” webpage.
- 4.5. The failure of any Bidder to receive or examine any form, instrument, amendment or other Document, or failure to acquaint itself with existing conditions shall not relieve the Bidder from obligations and responsibilities with respect to its Bids / Proposals or to the Contract award. The submission of a Bid / Proposal shall be taken as prima facie evidence of compliance with this section.

## ARTICLE 5. REPRESENTATIONS

- 5.1. Bidder, by submitting a Bid / Proposal, represents that it is familiar with existing conditions under which the Work will be performed, including, but not limited to, environmental, cultural and operational requirements.
- 5.2.
  - a. The Bidder, by submitting its Bid / Proposals, represents that it has read and understands the RFP Documents, and by submitting a Bid / Proposal acknowledges acceptance of all of the Terms and Conditions of the RFP Documents as defined in 1.2 of these Bidder Instructions.
  - b. Any exceptions to the Contract Documents shall be stated on the Contractor’s Letterhead and submitted with its Bid / Proposal with clear and concise justification(s). The Contractor is required to provide alternative wording for consideration by the AURA.
  - c. The Bidder, by submitting a Bid / Proposal, certifies that the Contract Documents, including the General Provisions, the Terms and Conditions and SOW have been reviewed and accepted by the contracts representative of The Bidder’s organization, or that the Bidder has noted such exception(s) to the Contract with its Bid / Proposal.
- 5.2. Bidder shall submit a resolution giving evidence of its qualification of corporate signature authority.

## ARTICLE 6. ALTERNATE PROVISIONS

- 6.1. Each Bidder represents that its Bid / Proposal is based upon the Specifications, Terms and Conditions, materials and equipment described in the RFP Documents, unless substitutions have been expressly permitted.
- 6.2. A Bid / Proposal containing an alternate provision(s) shall be accompanied by full and complete justification and technical description of the alternate provisions(s) along with a detailed cost analysis of the differences between the alternate and original provisions. AURA

reserves the right to request such other additional information as may be required for approval either before or after receipt of Bids / Proposals.

- 6.3. Failure to provide justification or technical descriptions for approval purposes may be cause to reject the Bid / Proposal.

#### **ARTICLE 7. COMPLETION TIME**

- 7.1. Bidder shall specify in its Bid / Proposal the time required to complete the work described. The time of performance shall be dated from receipt of a Contract, and all costs included in the Bid / Proposal shall be for the Work to be completed within that period.

#### **ARTICLE 8. EVALUATION OF PROPOSAL**

- 8.1. AURA reserves the right to hold any or all Bids / Proposals for a period of up to one hundred eighty (180) calendar days.
- 8.2. AURA shall have the right to take up to one hundred eighty (180) calendar days to evaluate the Bids / Proposals submitted and to award Contract(s).
- 8.3. Bids / Proposals will be opened and evaluated privately by AURA after the Closing Date.
- 8.4. Bids / Proposals will be evaluated according to the Source Selection Plan on the following major factors:
  - a. Technical Criteria
  - b. Price
  - c. Schedule
  - d. References
  - e. Experience
- 8.5. All Bid / Proposal Documents received will be considered confidential and will not be released except as needed to complete the evaluation and selection process.
- 8.6. The award of the Contract(s), if any, made by AURA, will be made to the Bidder(s) that presents the best value. AURA reserves the right to determine, at its sole and exclusive discretion, which Bid / Proposal, if any, best meets the "best value" requirement and whether it is in the best interests of AURA to accept the Bid / Proposal. Therefore, Bidder shall ensure that all requested information is included in its Bid/ Proposal.

#### **ARTICLE 9. REJECTION OF PROPOSALS**

- 9.1. AURA reserves the right to accept or reject any or all Bids / Proposals or any combination thereof, to withhold an award for any reason it may determine, or to waive any irregularities or informalities in the Bids / Proposals or in the submission of Bids / Proposals.

9.2. All submitted Bids / Proposals shall become the sole and exclusive property of AURA.

#### ARTICLE 10. DUTY OF BIDDER TO CHECK THE “AURA BID OPPORTUNITIES” WEBPAGE

10.1 AURA has established the “AURA Bid Opportunities” webpage: <https://www.aura-astronomy.org/bid-opportunities/> to display AURA Bid Opportunities. The “AURA Bid Opportunities” webpage will display all pending RFBs, RFPs, etc. issued by the AURA Contracts Office as well as any amendments issued to such RFBs, RFPs, etc.

**It shall be the Bidder’s obligation to check the “AURA Bid Opportunities” webpage to view and obtain copies of amendments and announcements related to the RFP they intend to bid on.**

#### ARTICLE 11. FORM OF CONTRACT

11.1 A Sample / Draft Contract and the Terms and Conditions incorporated by reference into said Contract may be found on the “AURA Bid Opportunities” webpage: <https://www.aura-astronomy.org/bid-opportunities/>. The final form of Contract presented to the Contractor selected to perform the work may vary from the Sample / Draft Contract attached hereto, depending on the Bid / Proposal Documents submitted by Contractor and other facts and circumstances deemed relevant by AURA.

#### ARTICLE 12. LAW

12.1 The laws of the state of Arizona shall govern the interpretation of these Bid / Proposal and Contract Documents.

### SECTION II. OPTIONAL BIDDER’S CONFERENCE CALL

The Bidder’s conference is scheduled for **June 29, 2026**. The conference will be held virtually.

Bidders should notify the AURA Contracts Officer at [bochs@aura-astronomy.org](mailto:bochs@aura-astronomy.org) prior to the meeting date, to provide confirmation of their attendance. Connection details will be sent directly to those wanting to participate.

## Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/259896525403841?p=ygeFLO6flCV7XE7Nvg>

Meeting ID: 259 896 525 403 841

Passcode: LY62nV22

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### Dial in by phone

[+1 213-493-7443,458606127#](tel:+12134937443458606127) United States, Los Angeles

[Find a local number](#)

Phone conference ID: 458 606 127#

### Join on a video conferencing device

Tenant key: teams@aura.onpexip.com

Video ID: 115 090 191 9

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For organizers: [Meeting options](#) | [Reset dial-in PIN](#)



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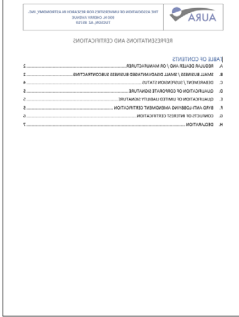
## SECTION III. LETTER OF INTENT

A non-mandatory Letter of Intent (“LOI”) is due by **June 26, 2026, 5:00 PM MST**.

The letter shall contain the following information:

- a. Bidder’s Legal Name / Address
- b. Technical Point of Contact
- c. Business Point of Contact
- d. List of key personnel including:
- e. The PI(s)
  - Project Manager and all senior personnel expected to be involved in the project.
  - List of the proposed project team member organizations including all potential subcontractors, collaborators, and partnering institutions and their roles in the project.
- f. A maximum of 500 words synopsis of the project to include the following:





**DOCUMENT ACCEPTANCE AND RELEASE**

This is a managed Document. To identify changes, each page contains a release number and a page number. This Document is authorized for release once all signatures have been obtained.

PREPARED:	 _____ Brittany Ochs AURA / CAS, Contracts Officer	Date:	06/22/2026
APPROVED:	_____ Mei Starns NOIRLab, Program / Project Associate II	Date:	
APPROVED:	_____ Benjamin White NOIRLab, Interim Head of Facilities Operations	Date:	

**DOCUMENT VERSION CONTROL**

VERSION	DATE	DESCRIPTION	OWNER NAME
01	June 01, 2026	"HBF-X COOLING SYSTEM REPLACEMENT ENGINEERING DESIGN SERVICES"	Brittany Ochs