



Meeting Agenda

Meeting Title / Project Name:	HBF-X COOLING SYSTEM REPLACEMENT ENGINEERING DESIGN SERVICES
Date:	6/29/2026
Time:	11:00
Location:	Teams
Facilitator(s):	Brittany Ochs

Requested Attendees:

Moe, David	Starns, Mei
Ochs, Brittany	White, Ben

Sourcing Need:

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 assessing 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.

Agenda Items:

- I. **Introductions**
- II. **Scope:** Discuss Sourcing/Procurement Need
 - a. **Requisition #:** 0000600040
 - b. **Need:** "HBF-X COOLING SYSTEM REPLACEMENT ENGINEERING DESIGN SERVICES"
- III. **Budget:** Discuss Budget
 - a. **CSA #:** NOIRLab CSA
 - b. **Commitment:** FY26-FY27
 - c. **Estimated Cost:** \$TBD ≥ Micro-Threshold (\$25K)
- IV. **Sourcing Strategy:** Competitive Sourcing Event Type
 - a. **RFP Vs. RFQ:** RFP
- V. **Time:** Discuss Sourcing/Procurement Timing/Need-By Date
 - a. **Need-By Date:** **JULY 13, 2026**

RFP RELEASE DATE	June 22, 2026
LOI DUE DATE	June 26, 2026
OPTIONAL BIDDER'S CONFERENCE CALL	June 29, 2026
OPTIONAL SITE VISIT	July 06, 2026
RFP CLOSE DATE	July 13, 2026
BID / PROPOSAL EVALUATIONS	Week of July 13, 2026
ANTICIPATED AWARD DATE	Week of July 20, 2026

b. **Potential Milestones & Dates:**

- i. **RFQ:** 3 Weeks
- ii. **Vendor/Supplier Evaluation/Approval:** 1-2 Weeks
- iii. **Contract Execution:** End of July / early August

- VI. **Discuss Optional Site Visit**
- VII. **Questions**
- VIII. **Discuss Next-Steps / Review RAIL**
- IX. **Meeting Close**

Rolling Action Item List (RAIL):

Action Item:	Responsible:	Requested Completion Date:
Distribute Bidder's Conference Meeting Minutes	Brittany Ochs	7/1/2026
Determine why IECC was used instead of ASHRAE within the Assessment.	Brittany Ochs	ASAP

Important Links:

<https://www.aura-astronomy.org/bid-opportunities/>

Questions Log:

Question:	Answer:
What are the systems?	For the HBF building the a/c units are AAON which use Prism controls. For the HBF-X building the a/c units are Carrier, which use EnteliWeb controls. Just a note on the control system between EnteliWeb and Prism. EnteliWeb can be viewed or controlled for both the HBF and HBF-X Buildings but Prism is for the HBF Building only. However, when the service technician services the HBF building, he prefers to use Prism. Hope this helps. Thanks!
Who is the 3 rd -party that conducted the Assessment on AURA's behalf?	AURA is electing not to share that information at this time.
Why is IMC used instead of ASHRAE within the Assessment?	The outside air calculations were based on 2018 IMC, Chapter 4, not ASHRAE standard 62.1. The two are very similar in the way they calculate outside air. The spread sheet has a feature to increase the airflow by 30% if one is trying to comply with ASHRAE/LEED enhanced ventilation. It was not used in this case. It appears Hawaii has adopted most of the 2018 IBC codes except the IMC. The bidder should use the appropriate code or standard that is typically used in Hilo, Hawaii.
Should Bidder's include a "Cost Estimate" and "Basis for / of Design" in Bid.	Please include cost estimates. A "Basis for / of Design" is not necessary. However, Bidders can absolutely include it, should they desire. That said, please double check Assessment calculations. Should you find any inaccuracies, please note them.
Who is conducting the Site Visit on 7/6/26?	David Moe Office - 808-974-2567 Cell - 808-987-9559
What time is the Site Visit on 7/6/26 and where should the Bidders meet?	The Site Visit will start at 9:30 AM. Bidders are asked to meet Mr. Moe in the front lobby.