



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: MAY 12, 2025

SUBJECT: SERVICES AGREEMENT FOR INFORMAL INVITATION TO BID NO. 8173 MISSION SQUARE BUILDING HVAC RETURN FAN REPAIR WITH ACCO ENGINEERED SYSTEMS INC. OF PASADENA, CA, IN THE AMOUNT OF \$283,586

ISSUE:

Consider approving the Services Agreement from Informal Invitation for Bid No. 8173 for the Mission Square Building HVAC Return Fan Repair with ACCO Engineered Systems Inc. of Pasadena, Ca, in the amount of \$283,586.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Approve the Services Agreement from Informal Invitation for Bid No. 8173 for the Mission Square Building HVAC Return Fan Repair with ACCO Engineered Systems Inc. of Pasadena, Ca, in the amount of \$283,586; and
2. Authorize the City Manager, or designee, to execute the Agreement, including making minor and non-substantive changes.

BACKGROUND:

On October 13, 2015, the City acquired the Mission Square Office Building at 3750 University Avenue (Property). The purchase was funded by Riverside Public Utilities (RPU). As such, RPU is now the Landlord of the Property. The Property comprises approximately 127,533 square feet of rentable office and retail space in a six-story building, plus a basement level and a 471-parking stall garage on approximately 2.5 acres of land.

Before purchasing the Property, the City hired Tmad Taylor & Gaines Engineers to prepare a mechanical, electrical, and plumbing equipment and systems inspection report. The report was received on March 9, 2015, and concluded that while the building's major equipment was found to be generally in fair to good condition, much of the equipment was at or near the end of its expected service life.

On August 27, 2018, the Board of Public Utilities approved the Mission Square Cooling Tower Replacement Project for \$322,884. On February 12, 2024, the Board of Public Utilities considered

the replacement and modification of the existing Mission Square Building HVAC system and directed staff to consider the potential electrification of the HVAC system. On November 26, 2024, IMEG Consultants Corp (IMEG) was engaged to prepare a cost and feasibility analysis to replace the existing HVAC system with a natural gas-fired system and an all-electric heat pump system.

DISCUSSION:

During the annual maintenance and vibration evaluation of the four (4) Mission Square Building HVAC supply and return fans, the vibration analysis identified damage and necessary repair to the bearings of one of the two (2) return fans. The existing fans are no longer being manufactured, and replacement parts are unavailable; therefore, the return fan must be replaced to repair the HVAC system. When replacing the return fan, removing and replacing the second one is recommended due to equipment age, location of the two return fans, and the benefits of new technology.

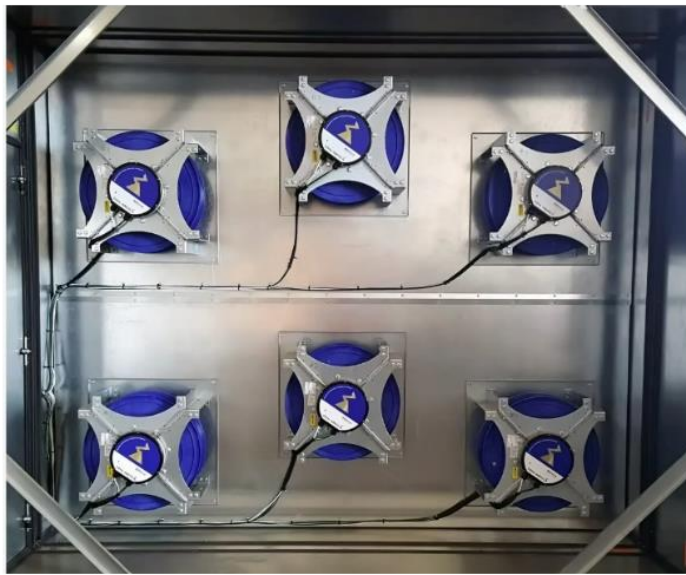
The proposed replacement fans are an array of smaller fans and motors that function together like a single fan, often referred to as a fan wall. The benefits of a fan wall include the following:

- The fan wall is energy efficient, and the fan motor technology uses the minimum required energy to move the air.
- The fan wall consists of multiple fans operating together to achieve the desired performance. This allows for the addition of redundant fans to keep the entire system operational in the event of an outage of a single fan, minimizing any downtime in operation.
- The fan wall motors are smaller and produce less sound and vibration than a single larger fan and motor. Thus, they improve the acoustic performance of the HVAC system.
- The fan array is generally smaller and more compact, requiring less space than a single fan.
- Smaller fans are more easily maintained and replaced and do not require balancing.
- The fan wall system has a controller that integrates all the individual fans to operate as one. The controller is compatible with the existing energy management system EMS used by the Mission Square Building facilities personnel, providing more precise reporting and control over the fan operation compared to the existing return fans.
- The fan wall is the recommended return and supply fan solution, which will be presented in the currently in-progress HVAC cost and feasibility analysis to replace the existing HVAC system with a natural gas-fired system and an all-electric heat pump system.

Current Return Fans:



Return Fan Wall Array Examples:



The invitation for the bid process was selected due to the lead time required to obtain materials and installation before the summer months. Informal Invitation for Bid No. 8173 included a detailed scope of service and system requirements provided by IMEG. It was sent out as an informal invitation for bids to three (3) vendors by the Purchasing Division on March 28, 2025, and closed on April 8, 2025. Two vendors submitted responsive proposals. A third vendor submitted a late proposal after the deadline and was determined non-responsive. The Purchasing Division reviewed the bids and deemed ACCO Engineered Systems, Pasadena, California, (ACCO) the lowest responsive and responsible bid. Additionally, staff from Public Utilities, General Services, and IMEG Consultants Corp reviewed the bid submitted by ACCO. ACCO has included a four-week lead time to obtain materials, which will allow for the repair to be completed before July and

the warm summer weather.

The rankings are summarized in the table below.

Vendors	City Location	Bid Amount	Rank
Acco Engineered Systems, Inc.	Pasadena, CA	\$283,586	1
EMCOR Facilities Services, Inc.	Irvine, CA	\$285,423	2
Ontario Refrigeration Services, Inc*	Ontario, CA	\$361,081	N/A

*Non-responsive/received bid late

Purchasing Resolution 24101, Section 702 Awards states, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances... (n) When the Awarding Entity waives bidding requirements under and according to the circumstances set forth in Section 1109 of the City Charter, or when it is determined by the Manager to be in the interests of the City to do so.”

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101, Section 702(n).

STRATEGIC PLAN ALIGNMENT:

The actions align with EACH of the five Cross-Cutting Threads as described below:

1. **Community Trust** – Riverside is transparent and makes decisions based on sound policy and removing and replacing the current equipment with an improved Heating, Ventilation and Air Conditioning system shows the City is maintaining and protecting their current assets.
2. **Equity** – Providing an improved Heating Ventilation, and Air Conditioning system at Mission Square ensures the safety and comfort for all RPU staff and private tenants occupying the building.
3. **Fiscal Responsibility** – The proposed action complies with the City’s procurement as outlined in Purchasing Resolution No. 24101.
4. **Innovation** – Riverside is inventive and timely in meeting the community’s changing needs and recommending approval for this Request for Proposal is ensuring the City is taking careful consideration in designing a complete removal and modification of the existing Heating, Ventilation, Air Conditioning system for the entire Mission Square Building that will last years to come.
5. **Sustainability & Resiliency** – Improving City owned facility equipment helps to ensure resiliency of the mechanical system, given the existing components were damaged and in need of repair, and these actions are sustainable given the fan wall is energy efficient, and the fan motor technology uses the minimum required energy to move the air.

FISCAL IMPACT:

The total fiscal impact is \$283,586. Sufficient funds are available in Public Utilities Mission Square Building Occupancy Division Account No. 6000030-462055.

Prepared by:	Brian Seinturier, Utilities Assistant General Manager/Finance & Administration
Approved by:	David A. Garcia, Utilities General Manager
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Agreement with ACCO Engineered Systems, Inc.
2. Award Recommendation
3. Presentation