



# **REQUEST FOR PROPOSAL**

## **ENGINEERING SERVICES**

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**DESIGN SERVICES FOR  
REPLACEMENT CHILLER PLANT  
& AIR HANDLER UNITS**

**THE FLORIDA STATE  
FAIRGROUNDS  
TAMPA, FL**

October 13, 2025

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## INTRODUCTION

The Florida State Fair Authority (FSFA) is requesting an Engineering Proposal to provide professional services associated with the evaluation, design, and specification development for major mechanical infrastructure upgrades, to include replacement of their existing water-cooled chiller plant and air handler units with the Entertainment and Exposition Halls at the Florida State Fairgrounds in Tampa, FL. The Florida State Fairgrounds is a premier multi-venue, mixed-use event campus located in East Lake-Orient Park, Tampa, at the strategic junction of I-4, I-75, and U.S. Highway 301. Operated under the FSFA and overseen by the Florida Commissioner of Agriculture, the Fairgrounds serves as the official home of the Florida State Fair and supports a broad spectrum of cultural, entertainment, agricultural, and trade events year-round. Its mission emphasizes community engagement, statewide visibility, and economic impact by providing a highly flexible platform for audiences and stakeholders to convene, celebrate, exchange, and learn. It consists of approximately 325–336 acres of combined indoor and outdoor space, including Exposition Hall with over 87,000 square feet of exhibition space, 45-foot ceilings, drive-through doors, and meeting rooms along with the adjacent Entertainment Hall, which comprises of approximately 50,000 square feet.

FSFA has retained the services of Pure Project Management (PPM) to provide owner representation/project management services for the design and construction of the replacement chiller plant and air handler units.

To protect the integrity of the competitive selection process, a cone of silence is hereby established upon issuance of this RFP and shall remain in effect until the FSFA Committee takes official action to approve or reject the final recommendation of award. During this period, no proposer, firm, or representative shall communicate, either directly or indirectly, regarding this RFP or any related matter with any member of the FSFA Board of Directors, Committee, or FSFA staff except as expressly permitted through the formal channels identified in this solicitation.

## PROJECT SCOPE

The selected firm will be responsible for conducting comprehensive validation of system sizing capacity requirements, technical specifications, and for preparing the associated design including signed and sealed construction documents necessary to support construction procurement and implementation. All work shall be performed in accordance with applicable codes, standards, and best practices to ensure the new systems meet the operational, energy efficiency (i.e. ASHRAE 90.1), and long-term reliability objectives of the FSFA.

### EXISTING CHILLER EQUIPMENT:

- Two (2) 800-ton Trane Centrifugal Chillers – Negative (Low) Pressure
  - Model/Serial: CVHE080/L91G04489
  - Model/Serial: CVHE080/L091F04348
- Two (2) Cooling Towers – BAC
- Six (6) Water Pumps
  - Aurora Condenser Pumps, 2-50 HP
  - Aurora Secondary Pumps, 2-60 HP
  - Aurora Primary Pumps, 2-25 HP

### EXISTING AIR HANDLER EQUIPMENT:

- Fourteen (14) Air Handler Units in Expo Hall
- Two (2) Air Handler Units in Entertainment Hall
  - Model: Trane
  - Serial: K88135794

### EXISTING BUILDING AUTOMATION SYSTEM:

- Approximately 3 – 4 years old
- KMC Tridium N4 Platform
- KMC Programmable BACnet controllers in Chiller Plant, Expo and Entertainment Halls

## SCOPE OF SERVICES

This Request for Proposal is for full design service, including conducting comprehensive validation of system sizing capacity requirements, technical specifications, and preparing the associated signed and sealed design documents necessary to support construction, procurement and implementation. As part of this engagement, the selected engineer shall evaluate the existing Building Automation System (BAS) serving the facilities associated with the Chiller Plant and AHUs. The engineer shall perform a comprehensive assessment of the existing BAS infrastructure and provide recommendations for the most cost-effective and operationally efficient approach, which may include integration of new equipment into the existing system or a partial or full BAS replacement. Detailed cost and scope options shall be developed and presented for FSFA review.

The Engineer will lead the design team and be responsible for the overall design as it relates to FSFA expectations, constructability, budget, as well as any code compliance including, but not limited to the Florida Building Code, ASHRAE, NFPA, NEC and local permitting. FSFA will hire a private 3<sup>rd</sup> party permitting and inspection agency for the duration of the project. FSFA will also hire 3<sup>rd</sup> party commissioning services that the EOR will need to work with to ensure all requirements are met.

Total project budget (inclusive of all design and construction costs) is anticipated to be under \$10M. It is expected that the following services will be provided as part of your proposal and included in your fee:

- Engineering
- Assistance during the Preconstruction Phase includes evaluation of subcontractor bids as well as participation in evaluating project components regarding overall value for Florida State Fairgrounds.
- The engineering team is expected to work alongside these trade partners during the design process to bring the optimum value to the owner.
- Target Value Design will likely be used for this project. Participation in the Target Value Design process shall be included within the Engineering base scope of services and fee.
- Construction Documents.
- Construction Phase Services
- Close out

## SUBMISSION REQUIREMENTS

Your submission shall be no more than 16 pages exclusive of the cover sheet, table of contents, and page dividers. The information below shall be included in the main body of the 16-page submission:

### ***Proposal Content***

- Brief background on your firm which includes number of years providing A/E services, volume by yearly revenue and number of employees. Please include what percentage of business is devoted to similar mechanical systems upgrades/replacements.
- Explanation of your firm's current backlog and justification that your proposed team has the capacity to comfortably take on this project.
- Any pending litigation or arbitration either current or within the past five years for which your firm is involved.

### ***Relevant Project Experience***

- Provide five examples of similar recent chiller replacement projects that are of similar scope to this project.
- Demonstrate your firm's understanding, experience, capability, and process associated with chiller systems replacements, specifically water-cooled chilled water systems.
- Using your relevant experience with chiller plants greater than 1,000 tons, note any significant challenges you foresee for this project for which the FSFA should be aware.

### ***Qualifications***

- Proposed staffing plan for the project presented as an organizational chart.
- Provide resumes detailing the staff's experience that is relevant to this project.
- Identify which team members will be taking part in each of the phases
- Provide a list of all staff positions that might be present on this project and include rates for each. Rate ranges are not acceptable; all positions must have a standard rate
- A concept schedule has been included in *Exhibit 1* of this proposal. Please comment on any changes that you foresee to that schedule, or ways your team could further accelerate the project.

### ***General Conditions***

- FSFA reserves the right to reject any or all proposals.
- FSFA is not liable to costs incurred in proposal preparation.
- Award is subject to available funding and committee approval.

**Proposal Instructions**

In addition to the maximum 16 pages of submission outlined above, firms **must** complete the Response Executive Summary, Team Matrix, and Proposal Worksheet in PDF Format. These documents have been provided with the RFP.

The Team Matrix and Proposal Worksheet must be completely filled out (both tabs) and submitted back in both Excel and PDF formats. Incomplete or inconsistent matrices may disqualify proposals. Firms can customize roles in the matrix to reflect their actual team structure.

Include the following naming convention for files: FSFA\_Proposal\_FirmName.pdf, FSFA\_Matrix\_FirmName.xlsx).

Please submit an electronic version of your proposal in Portable Document Format (PDF) and Excel to Mike Rogalsky ([Michael.Rogalsky@floridastatefair.com](mailto:Michael.Rogalsky@floridastatefair.com)).

*\* All communications, questions or requests for clarification must be submitted in writing to Michael Rogalsky at the above noted email address. Responses will be provided in writing and distributed to all proposers to ensure transparency and fairness. Committee members and FSFA personnel involved in this procurement are reminded that they are strictly prohibited from engaging in discussions or correspondence with any proposer or representative outside of the authorized process.*

**RFP Schedule**

RFP Issued	<b>October 13th</b>
Mandatory Site Visit	<b>October 20th at 10:00AM</b>
Questions Due	<b>October 22th by 3:00PM</b>
Answers to Questions Returned	<b>October 27th by 3:00PM</b>
Proposals Due	<b>November 12th by 3:00PM</b>
Interviews (if necessary)	<b>November 20th</b>

# EXHIBIT 1

## Preliminary Project Schedule

Engineering RFP Issuance	<b>October 2025</b>
Engineering RFP Selection	<b>Decemebr 2025</b>
Committee Approval	<b>December 2025</b>
Design & Engineering	<b>December 2025</b>
Permitting (3 <sup>rd</sup> Party / Private)	<b>Late February 2026</b>
CM / Builder RFP Issuance	<b>February 2026</b>
CM / Builder RFP Selection	<b>March 2026</b>
Committee Approval	<b>March 2026</b>
Procurement	<b>March / April 2026</b>
Mobilization	<b>May 2026</b>
Construction Completion	<b>October 2026</b>
Commissioning	<b>November 2026</b>
Close-Out & Project Completion	<b>December 2026</b>

# EXHIBIT 2

## Directions to Florida State Fairgrounds

### From Tampa or St. Pete/Clearwater via I-275 to I-4 Eastbound

Orient Rd. Entrance Gate: From I-4 Eastbound only, take Exit #6 for Orient Rd. and turn right off the ramp. There will be a sign for the Fairgrounds entrance immediately on the left-hand side. Check in at the Security Guard gate for entry. Follow the access roads and arrive at the Conference Room Parking Lot, adjacent to the Box Office.

### From Lakeland/Orlando area via I-4 Westbound

Orient Rd. Entrance Gate: Travel on I-4 West toward Tampa to Exit #7 toward US-92 W / HILLSBOROUGH AVE and merge onto E. HILLSBOROUGH AVE. Proceed to the light at Orient Road and turn left. There will be a sign for the Fairgrounds entrance on the left-hand side. Check in at the Security Guard gate for entry. Follow the access roads and arrive at the Conference Room Parking Lot, adjacent to the Box Office.

### Traveling from I-75 North/South (from Ocala/Sarasota area)

Orient Rd. Entrance Gate: Follow the same directions as when traveling to the MLK, Jr. Blvd. entrance, however, keep proceeding on MLK, Jr. Blvd. to the next light, which is ORIENT RD. Make a right at Orient Road. There will be a sign for the Fairgrounds entrance on the right-hand side. Check in at the Security Guard gate for entry. Follow the access roads and arrive at the Conference Room Parking Lot, adjacent to the Box Office.



