



## Agenda Item Details

### **MEETING DATE:**

10/20/2026

### **TOPIC:**

Approve the Award of Contract for Request for Proposal #20261032, Engineering Service for Matoaka Elementary HVAC Replacement to PACE Collaborative, for a Total Cost of \$342,513

### **POLICY ALIGNMENT:**

[BBA, School Board Powers and Duties](#)

### **BACKGROUND:**

The current HVAC system at Matoaka Elementary was installed in 2007 and has reached the end of its useful life. Williamsburg-James City County Public Schools solicited sealed proposals from qualified architecture/engineering firms to produce detailed designs, construction drawings, specifications and contract documents, and to obtain the necessary related regulatory approvals for replacement of the heating ventilating and air conditioning (HVAC) system at Matoaka Elementary School. It is the intent of this proposal to result in the competitive negotiation of a fixed price contract for these services. The successful firm will demonstrate proven management skills and technical competence in the design of HVAC systems of similar design and function. It is anticipated that the required design services will include Architectural and Mechanical, Plumbing, Electrical and Structural Engineering.

The project includes:

- Replacement of four-pipe induction units, make-up air units, hydronic air handling units, split systems, exhaust fans, air-cooled chillers, boilers, automated HVAC controls, and electrical components associated with the HVAC system.
- Re-use existing ductwork and piping to the greatest extent possible. Cleaning and sealing of ductwork.

An RFP was issued on May 15, 2026, with a due date of June 12, 2026. Notice of the RFP was posted Euna/OpenBids and placed on the James City County website.

### **RATIONALE:**

N/A

### **SPECIAL CIRCUMSTANCE(S):**

N/A

### **COST BUDGETED:**

The adopted FY26 Capital Improvement Plan includes a total project budget of \$480,000. The total cost of the HVAC Design Fee is \$342,513.

### **ALTERNATIVES:**

1. Approve the superintendent's recommendation.
2. Do not approve the superintendent's recommendation.

**SUPERINTENDENT'S RECOMMENDATION:**

The superintendent recommends the board approve the award of contract for the Matoaka Elementary HVAC replacement to PACE Collaborative, for a total cost of \$342,513.

**DATA SOURCE:**

Marcellus Snipes, Senior Director for Operations

**RECOMMENDED ACTION:**

Move to approve the award of contract for the Matoaka Elementary HVAC replacement to PACE Collaborative, for a total cost of \$342,513.