

## **New York City Department of Environmental Protection**

### **HVAC EVALUATION AND CLEANING OVERSIGHT**

#### **Purpose:**

To obtain the services of an HVAC Consultant who has extensive expertise and practical experience in the inspection of HVAC systems, air handling systems, and exhaust systems.

The consultant must have specific knowledge of National Air Duct Cleaners Association (NADCA) specifications for cleaning and inspection of the systems, asbestos abatement cleaning procedures, OSHA standards, and environmental sampling.

#### **Qualifications:**

Qualified personnel shall conduct HVAC assessments and inspections. At a minimum such personnel shall have an understanding of HVAC system operation and experience in utilizing accepted indoor environmental sampling practices, current industry HVAC cleaning procedures, and applicable industry standards. Personnel must possess a minimum of five years of experience in the field.

The HVAC Consultant must have a minimum of five years experience and provide a listing of ten HVAC inspections/designs performed for each of the past five years.

#### **Background:**

The Department has retained the services of environmental monitoring contractors who are responsible for the evaluation of HVAC systems in residential buildings in lower Manhattan. Specifically, the area of lower Manhattan encompasses buildings south of Canal Street from the Hudson River to the East River.

The Monitoring Contractor evaluates HVAC systems in residential buildings to determine whether dust or debris from the collapse of the World Trade Center impacted the systems and whether the systems require cleaning. The HVAC assessments are conducted in accordance with the National Air Duct Cleaners Association (NADCA) General Specification for the Cleaning of Commercial Heating, Ventilating and Air Conditioning Systems and the NADCA Assessment, Cleaning and Restoration Standard (ACR 2002). The Monitoring Contractor completes a checklist of the evaluation. The results of the evaluations are documented and submitted to the Department.

An evaluation form prepared by the USEPA is completed for each building. Further, the USEPA has prepared a guidance document for the ventilation system evaluation form. The form or checklist contains general building information, the types of HVAC systems, a description of the system and its components, and the evaluation results.

The reports include the name and qualifications of the inspector, the date of inspection, building location, a description of the HVAC system, and the determination of whether or not the system was impacted by the collapse of the WTC. HVAC systems that were impacted by dust or debris from the collapse of the World Trade Center are scheduled for cleaning.

The Department has also retained the services of an environmental cleaning contractor. The Cleaning Contractor conducts the cleaning utilizing specialized labor trained and experienced in duct cleaning. The monitoring contractor schedules and oversees the cleaning of the systems and inspects HVAC systems or portions thereof cleaned to verify cleanliness. All HVAC cleaning, and cleanliness inspections are conducted in accordance with the National Air Duct Cleaners Association (NADCA) General Specification for the Cleaning of Commercial Heating, Ventilating and Air Conditioning Systems and the NADCA Assessment, Cleaning and Restoration Standard (ACR 2002).

### **General Requirements:**

The HVAC consultant will provide an oversight function on behalf of the Department. Specifically, the HVAC consultant shall review reports to verify the accuracy and completeness of the reports, perform site inspections to verify the cleaning activities are in accordance with the requirements of the specifications, and provide written documentation of the findings.

Work shall not include all buildings, but rather a selection prepared by the Department. The HVAC Consultant shall be responsible for being available to perform site inspection with one business day prior notice. Findings must be submitted via fax within 24 hours of the inspection. The review of reports and submittal of the determination must be performed within three business days.

### **Specific Services:**

The specific services required will include but not be limited to the following:

- +1. Perform random site inspections of HVAC/Exhaust System evaluations conducted by Monitoring Contractor
- +2. Review completed HVAC/Exhaust System Inspection Checklists /Reports
3. Perform random site inspections of HVAC cleaning contractors to ensure compliance with the HVAC cleaning procedures.
4. Provide technical assistance with problematic situations
- \* 5. Interact with DEP, USEPA, other consultants, building tenants, superintendents and attend meetings from time to time
6. The above services may be required during regular working hours, evenings and/or weekends. The HVAC consultant may be required to provide equipment, supplies and instrumentation to independently evaluate the HVAC/Exhaust System. \*

**Bid:**

No reports

HVAC Consultant Services \_\_\_\_\_/hour\*

\*The hourly rate shall include overhead, administrative, profit, expenses etc.