

Request for Proposal 2026-EDC03

Rooftop HVAC Equipment Screening Installation

San Pablo Economic Development Corporation (SPEDC) invites experienced and qualified contractors to submit proposals for the installation of permanent rooftop screening around existing HVAC equipment at the commercial property located at 14501 San Pablo Avenue, San Pablo, California.

Submission Deadline: Thursday, October 15, 2026 at 5:00 PM

Property Manager: Saeid Babay Hosseini

Email: Saeidb@sanpabloedc.org

Phone: 510-215-3205

Mailing Address: 1000 Gateway Avenue, San Pablo, CA 94806



PURPOSE

The purpose of this project is to install permanent rooftop screening around the existing HVAC equipment at 14501 San Pablo Avenue, San Pablo, CA 94806.

San Pablo EDC is seeking a qualified contractor to provide and install a complete screening system that visually conceals the rooftop mechanical equipment while maintaining required ventilation, clearances, access, and serviceability.

The selected contractor will be responsible for field verification, installation of the required rooftop screening, and coordination of all necessary permits, inspections, and approvals with the City of San Pablo.

PROJECT OVERVIEW

The project consists of furnishing and installing a permanent rooftop screening system around the existing HVAC equipment at **14501 San Pablo Avenue**.

The screening system should provide a durable and professional architectural appearance and may consist of metal louvers, panels, or a comparable screening system appropriate for rooftop installation.

A reference image is provided with this RFP to illustrate the general type and appearance of the desired rooftop screening. The reference image is for conceptual purposes only and does not specify a particular manufacturer or exact design.

The scope includes all labor, materials, equipment, fabrication, installation, and related work necessary to complete the rooftop HVAC screening.

Work may include, but is not limited to:

- Field verification and measurement of existing rooftop conditions and HVAC equipment.
- Furnishing and installation of rooftop HVAC screening, including panels, louvers, posts, framing, supports, fasteners, and related components.
- Providing adequate screening height to visually conceal the rooftop HVAC equipment.
- Maintaining required HVAC airflow, ventilation, equipment clearances, and access for future maintenance and repairs.
- Providing gates, removable panels, or other access points as necessary for HVAC servicing.
- Providing structural supports and anchorage appropriate for the existing rooftop conditions.
- Coordination with the existing roofing system to prevent damage or water intrusion.
- Waterproofing and sealing of any penetrations resulting from installation.
- Preparation of drawings, structural calculations, engineering, or other documentation if required by the City of San Pablo.
- Coordination with the City of San Pablo for required permits and inspections.
- Restoration of any roof or building areas disturbed by construction.

The contractor shall verify existing conditions and determine the appropriate screening dimensions, materials, configuration, supports, and installation method necessary to satisfy applicable City requirements.

Site Visit

A site visit arranged with the Property Manager is required prior to proposal submission.

Contractors shall inspect the rooftop area and verify existing field conditions, including:

- Location and dimensions of existing HVAC equipment
- Existing rooftop conditions
- Height and configuration of equipment requiring screening
- Required HVAC clearances and ventilation
- Existing roofing and structural conditions
- Proposed screening limits and access requirements
- Installation access, equipment, and staging requirements
- Any field conditions that may affect installation of the proposed screening

Any conditions or concerns identified during the site visit that may affect the proposed scope, cost, or installation shall be identified in the proposal.

Vendor Qualification

Vendors shall provide a comprehensive proposal in accordance with this request.

- **Licensing and Insurance:** Contractor must hold the appropriate California contractor license(s) and carry applicable insurance.
- **Relevant Experience:** Contractor should demonstrate experience with commercial rooftop screening, architectural metal screening, mechanical equipment screening, structural supports, or similar work.
- **Field Verification:** Contractor must demonstrate the ability to evaluate existing rooftop conditions and provide an appropriate screening system.
- **Permits and Inspections:** The selected contractor shall coordinate and obtain all required permits and inspections with the City of San Pablo.
- **Code Compliance:** All work shall comply with applicable City, building, structural, mechanical, and other applicable requirements.

Proposal Requirements

Proposals must include:

- Detailed scope of work
- Description of the proposed screening system, materials, and finish
- Proposed screening dimensions and approximate height
- Total project cost with breakdown of major work items
- Engineering or structural calculation costs, if required
- Permit and inspection costs
- Any assumptions, exclusions, or allowances
- Identification of any conditions or concerns discovered during the site visit
- Anticipated project schedule and duration
- Warranty information
- Contractor license and insurance information
- Examples or references for similar projects

The proposal shall include all work necessary to provide a complete and functional rooftop HVAC screening system. Any additional work or changes to the proposed scope must receive written authorization from San Pablo EDC prior to proceeding.

Proposal Submission

All proposals must be submitted to the Property Manager by the specified deadline.

Proposals may be submitted by email or physical mail using the contact information provided above. San Pablo EDC reserves the right to request clarification regarding proposed scope, pricing, qualifications, or project schedule prior to selection.