

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>OARDC - Agriculture Engineering Building Replacement</u>	Response Deadline	<u>March 1, 2013 3:00 PM</u> local time
Project Location	<u>OARDC/The Ohio State University</u>	Project Number	<u>OSU-120210</u>
City / County	<u>Wooster / Wayne</u>	Project Manager	<u>Marjory Trishman</u>
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>
No. of paper copies requested (stapled, not bound) <u>6</u>		No. of electronic copies requested on CD (PDF) <u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Marjory Trishman at Central Classroom Building, room 400, 2009 Millikin Road, Columbus OH 43210. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The Ohio State University (the "Owner") is requesting interested firms to submit proposals to provide independent pre-construction and construction services as a Commissioning Agent (Cx) for a new 40,000 GSF Agricultural Engineering Building located on the OARDC Campus, in Wooster, Ohio. The Commissioning Agent will be contracted directly with the University and will be independent of other members of the design team.

This project is registered with USGBC; the goal is to meet LEED Silver certification. This building will be commissioned to satisfy the requirements of Fundamental Commissioning and Enhanced Commissioning Systems. The University is committed to commissioning this facility to ensure that all systems are well designed, complete and functioning properly upon occupancy and through all seasons, and that staff has adequate system documentation and training. The Cx will assist in providing design review comments, commissioning related documents to incorporate into the construction documents, and a commissioning plan for the project to ensure the LEED Silver Certification requirements of the project. The anticipated systems to be commissioned include, but are not limited to: HVAC equipment and systems, temperature controls, electrical, life safety, plumbing, site utilities, and structural.

The project site, on the OARDC Campus, is at the location of the former Agricultural Engineering Building, which was severely damaged by a tornado in September, 2010. The remaining structure has been demolished.

Teams of Principal Investigators will occupy the Agricultural Engineering Building. The building will provide modularly designed labs for large contiguous blocks of space intended to promote clear connectivity and to create opportunities for collaboration and team-based space. A large percentage of this building will be devoted to research and research support, with the remaining space designed for administrative, core laboratory, and common building support function.

The anticipated project delivery method for this project is Construction Manager at Risk.

State Prevailing Wage requirements apply to this project.

B. Scope of Services

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner, including but not limited to fundamentals contained within Climate Action Plan, Energy & Infrastructure Plan, Green Build and Energy Policy 3.10, and Integrated Energy & Environmental Implementation Strategies, sustainable practices of the University, LEED Commissioning Requirements, occupants and operators. To reach this goal it is necessary for the commissioning process to develop and document the owner's criteria for system function, performance, and maintainability, as well as, to verify document compliance with these criteria throughout design, construction, start-up, initial operation and seasonal operation. In addition complete operation and maintenance (O&M) manuals, as well as training on system operations should be provided to the building operators to ensure the building continues to operate as intended.

The Commissioning Agent will be involved from construction design phase through warranty phase. The Cx will be responsible for reviewing and thoroughly documenting the Owner's Requirements and Basis of Design through reviews and representative of the Project Engineer, University Architect, University Engineering, Facilities Operations and Development and the end User. The primary role of the Cx during the overall design phase is to develop detailed

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commissioning specifications, and to review design to ensure it meets the Owner's objectives as well as LEED certification requirements. During construction, the Cx *coordinates* the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that systems are functioning in accordance with the Owner's objectives and the contract documents. The Cx is not responsible for design or general construction scheduling, cost estimating, or construction management, but it may be necessary to assist with problem solving non-conformance issues and deficiencies. The Cx will be required to provide input on the overall master schedule where they are to perform tasks.

During the commissioning phase of the construction period, provide services as necessary per the implementation plan, including (1) attendance at progress meetings, (2) written reports, (3) on-site representation comprised of the commissioning provider and its consultant staff involved in the project, all having relevant and appropriate types of construction administration experience.

The Cx will be responsible for contracting with an outside firm for independent testing and balancing of systems.

Desired Qualifications

It is the Owner's desire for the person designated as the site Cx to satisfy as many of the following requirements as possible:

1. Acted as the principal Cx for at least three (3) projects of similar size and scope.
2. Acted as the principal Cx for at least three (3) projects that have achieved or are currently pursuing LEED certification.
3. Extensive experience in the operation and troubleshooting of building controls systems, MEP and FP systems.
4. Extensive field experience is required, with a minimum of five (5) years in this type of work.
5. Knowledgeable in building operation and maintenance and O&M training.
6. Knowledgeable in test and balance of air and water systems.
7. Experienced in writing commissioning specifications.
8. Direct experience in monitoring and analyzing system operation using the building control system trending and stand-alone data logging equipment.
9. Excellent verbal and written communication skills. Highly organized and able to work with both the office and field personnel of the A/E, Consultant, and CMR.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. A member of the firm will be designated Commissioning Agent who is a member of the team that will coordinate the commissioning activities from the technical perspective. This party may not necessarily be the team's overall project or contract manager. The Cx must have significant laboratory experience, including technical and management experience on projects of similar scope. If the Cx does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor's qualification shall be included and clearly designated in the response to this RFQ.

The Equal Opportunity Division of the Department of Administrative Services shall establish Encouraging Diversity, Growth, and Equity ("EDGE") participation goals.

Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction and the University's Green Build policy.

Major Scope of Work requirements to be used (as a minimum) in Section F, Relevant Project Experience Matrix are:

1. Laboratory Research Building
2. Higher Education Academic Facility
3. LEED Certified Project
4. State of Ohio Administered Project

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C. Funding / Estimated Budget

Total Project Cost	<u>\$14,000,000.00</u>	State Funding	<u>\$10,400,000.00</u>
Construction Cost	<u>\$10,800,000.00</u>	Other Funding	<u>\$3,600,000.00</u>
Estimated Cx Fee	<u>.75% to 1.25%</u>		

NOTE: The Cx fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Commissioning Services for the successful completion of the project.

D. Services Required (see note below)

Primary	<u>Commissioning Service</u>
Secondary	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>3 / 13</u>
Construction Contracts Start (mm/yy)	<u>5 / 13</u>
Construction Contracts Completed (mm/yy)	<u>8 / 14</u>
Professional Services Completed (mm/yy)	<u>3 / 15</u>

F. EDGE Participation Goal

Others	<u>Testing and Balancing</u>	Percent of <i>initial</i> TOTAL Cx Fee	<u>5%</u>
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- Demonstrated ability to meet Owner’s programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm’s proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer’s apparent resources and capacity to meet the needs of this project.

Interested Cx firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the Cx’s team. The Intent to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the Cx’s Technical Proposal. Both forms can be accessed at fod.osu.edu/vendor. The Intent to Perform form is again required at the Fee Proposal stage.

The following additional documents will be required prior to successful execution of a contract: An agreed upon Technical Proposal, project specific Certificate of Liability Insurance, current Ohio Certificate of Authorization, current Ohio Bureau of Worker’s Compensation Certificate, Secretary of State of Ohio – Letter of Good Standing, and a Vendor Data Sheet with IRS W-9 Form and Conflict of Interest Form if firm has not held a contract with the Owner in the previous year.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

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Submit all questions regarding this RFQ in writing to Marjory Trishman at trishman.2@osu.edu with the project number included in the subject line (no phone calls please).

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP EBO+M (Existing Buildings, Operations and Maintenance specialty)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

Commissioning Agent Selection Rating Form

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Project Name OARDC - Agricultural Engineering Bldg Replc. Proposer Firm _____
 Project Number OSU-120210 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Cx Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary Cx firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 100 miles from project site	4 - 5	
	100 miles to 200 miles from project site	2 - 3	
	More than 200 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary Cx firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	1	Max = 3
	5 to 10 licensed professionals	3	
	More than 10 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary Cx firm in the previous 24 months (exclude projects on hold)	Less than \$100K in previous 24 months	2	
	\$100K to \$200K in previous 24 months	1	
	More than \$200K in previous 24 months	0	
2. Primary Cx Qualifications (Maximum 30 points)			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	
b. Technical Staff	Experience / ability of technical staff to conduct field Cx activities	0 - 15	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 2 sample projects	1	
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary Cx firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary Cx firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 3 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary Cx firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____