

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Center for Innovation in Health Professions</u>	Response Deadline	<u>March 20, 2013 2:00 p.m.</u> local time
Project Location	<u>2112 Euclid Avenue</u>	Project Number	<u>LF-1207 / CLS-131207</u>
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Jack Baumann</u>
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>
No. of paper copies requested (stapled, not bound)	<u>5</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 Jack Baumann at 1802 East 25th Street, PS 218, Cleveland, Ohio 44114. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

This request is for a Commissioning Agent (Cx) to provide preconstruction, construction, and post-construction Commissioning Services to Cleveland State University for all phases of the project. The MEP Engineer and Teledata Engineer will be under separate contract through the selected A/E Firm. The University is committed to commissioning this facility to ensure that all systems are well designed, complete, and functioning properly upon occupancy, and that the University staff has adequate system documentation and training.

Cleveland State University is planning a new building called the Center for Innovation in Health Professions (CIHP). The facility will provide the University an identity and presence it has never had by bringing together medical programs in one building; expanding the opportunity to encourage collaboration across disciplines. In addition a new partnership with NEOMED will allow for a permanent presence for the medical school on CSU's campus.

The new Center will be located on approximately 1.7 acres where Viking Hall and Wolfe Music Building (also known as the Kinko's Building) were located and just recently demolished. The site is bounded by Euclid Ave. to the north, Prospect Ave. to the south, E.21st Street to the west, and E.22nd Street to the east. The site will be clear prior to commencing the construction of the CIHP. Under the CMR Contract, the connection of the site to the surrounding campus will be an important part of the design and the project will include all sidewalks, parking lots, landscaping and utility extensions to the existing campus infrastructure. Utilities crossing Euclid Avenue to support the building will be necessary. The proposed building is programmed at approximately 100,000 gsf and will include simulation labs, classrooms, offices, public atriums/spaces, and various flexible research areas.

In addition to the Commissioning Agent, a CMR firm and A/E Firm will be contracted separately by Cleveland State University. The Commissioning Agent will work with the Owner, the CMR Firm and the A/E Firm to deliver the project. The current phase of the project is Program Validation.

The project will be registered with the USGBC for minimum Silver LEED certification. Maximizing energy conservation is a critical component of the design goals to comply with House Bill 251. The CMR must demonstrate a thorough understanding and commitment to LEED design and is responsible for executing the design and meeting LEED goals as set forth by the University.

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, occupants, and operators and also fulfills LEED enhanced commissioning requirements. 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 and document compliance with these criteria throughout planning, design, construction, start-up, initial period of operation, and after Owner occupancy past the 12 month warranty period. In addition, complete operation and maintenance (O&M) manuals, as well as training on system operation, should be provided to the building operators to ensure the building continues to operate as intended.

The Commissioning Agent (Cx) should be involved throughout the project from design, through the warranty phase, and 12 months after the warranty phase. The Cx will be responsible for reviewing and thoroughly documenting the Owner's

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Project Requirements (OPR) and Basis of Design (BOD) through interviews with representatives of the Office of the University Architect; Facilities Management and the end user. The primary role of the Cx during the overall design phase is to ensure proper and accurate documentation of the OPR and BOD plus develop detailed commissioning specifications and review the design to ensure it meets the Owner's objectives as well as LEED certification requirements. During construction, the Cx develops and coordinates the execution of a testing plan, which includes observing and documenting all system's 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 shall assist with problem solving or resolving non-conformance issues or deficiencies.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. The Cx will designate a specific 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. If the Commissioning Agent or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor qualifications shall be included and clearly designated in the response to this RFQ.

During the construction period, provide (1) Certified Commissioning Professional attendee at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the Cx and its consultant staff involved in the primary commissioning of the project, all having relevant and appropriate types of commissioning experience.

Following substantial completion and through the 24 month commissioning process, post construction, identify key deficiencies, energy consumption, systems operations, and validation back to the University to compare baseline design with actual energy consumption. Cx shall recommended remediation to University representatives.

The Cx, at the time contract negotiation, will be asked to separate their fee proposal into two parts, 1) Fundamental Commissioning, and 2) Enhanced Commissioning.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. LEED Enhanced Commissioning Services
2. Life Safety and Ohio Building Code applications
3. Higher Education Health and Science Facilities commissioning
4. HVAC & Electrical design and engineering
5. Building envelope design, including roof, window systems, and curtain wall due point analysis
6. Construction Manager at Risk project delivery experience
7. Building Automation commissioning
8. Post-occupancy analysis and commissioning
9. Experience working with State of Ohio and/or Cleveland State University
10. Experience with OAKS-CI project management software

The selected Commissioning Agent (Cx), as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner, the cost breakdown of the Cx Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

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C. Funding / Estimated Budget

Total Project Cost	<u>\$45,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$35,000,000</u>	Other Funding	<u>\$0</u>
Estimated Cx Fee	<u>Cx Fee to be negotiated with scope of Services</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 and Enhanced Commissioning for the successful completion of the project

D. Services Required (see note below)

Primary	<u>Commissioning Agent</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>04 / 2013</u>
Construction Contracts Start (mm/yy)	<u>08 / 2013</u>
Construction Contracts Completed (mm/yy)	<u>01 / 2015</u>
Professional Services Completed (mm/yy)	<u>01 / 2017</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Cx Fee	<u>5%</u>
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G. Evaluation Criteria for Selection

Cleveland State University will evaluate each Statements of Qualifications (SOQ) with respect to the following:

- 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.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

The selected Cx and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested Cx firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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 Contract and 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 via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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.

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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 shall be bound and tabbed demarking content sections/chapters. 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.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Submit all questions regarding this RFQ in writing to Jack Baumann at j.j.baumann@csuohio.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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)

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)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

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

State of Ohio Standard Forms and Documents

Project Name Center for Innovation in Health Professions Proposer Firm _____
 Project Number LF-1207 / CLS-131207 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 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 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	0	Max = 3
	5 to 10 licensed professionals	2	
	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 \$250,000 in previous 24 months	2	
	\$250,000 to \$500,000 in previous 24 months	1	
	More than \$500,000 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 Cx 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 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 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 Cx 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 5 projects	4 - 6	
	More than 5 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 the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 5 projects	2 - 3	
	More than 5 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 _____