

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Newark - Science and Technology Building</u>	Response Deadline	<u>May 14, 2013</u>	<u>4:30 p.m.</u>	local time
Project Location	<u>Licking County</u>	Project Number	<u>OSU-130306</u>		
City / County	<u>Newark / Licking</u>	Project Manager	<u>Faye Bodyke</u>		
Owner	<u>The Ohio State University and Central Ohio Technical College</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>3</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 Faye Bodyke at 400 Central Classroom Building, 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 preconstruction and construction services as a Commissioning Agent (CxA) for a new 60,000 GSF Science and Technology Building located on the Newark Campus, Newark, Ohio. The CxA will be contracted directly with the University and will be independent of other members of the design team. The project has been approved for design services through construction documents. The University will amend the contract upon approval for construction.

The A/E will participate in the interview process of the CxA and will be in an advisory role and will not have a vote for selection.

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. Maximizing energy conservation is a critical component of the design goals to comply with House Bill 251. The CxA 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, plumbing, and site utilities.

The project site, on the Newark Campus is south of Hopewell Hall and west of Lefevre Hall as outlined in the Newark Campus Framework Plan.

http://newark.osu.edu/facultystaff/campusdepartments/physicalfacilities/Documents/Newark_Campus_Framework_Plan_June_2012_Final.pdf

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

State Prevailing Wage requirements apply to this project.

A pre-proposal meeting will be held on Tuesday, May 7th at 10:00 a.m. until 12:00 p.m. at the Newark Reese Center Auditorium, 1179 University Drive, Newark, OH 43055 for ALL disciplines (A/E, MEP Engineering Consultant, Construction Manager at Risk, and Commissioning CxA). This meeting will provide an overview of the project and an opportunity for questions. Parking is available at no cost in the parking spaces designated with the white lines at any of the parking lots on campus. The University will not be accepting individual meeting requests regarding 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 electronic operation and maintenance (O&M) manuals, as well as training on system operations should be provided to the building operators to

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ensure the building continues to operate as intended. The CxA will develop the Owner's Programming of Requirements (OPR).

The CxA will be involved from design phase through the correction period. The CxA will be responsible for reviewing and thoroughly documenting the Owner's Requirements and Basis of Design through reviews and have interaction with the Project Engineer, University Architect, University Engineering, Facilities Operations and Development and OSUN and COTC maintenance. The primary role of the CxA during the overall design phase is to develop detailed commissioning specifications, and to review design to ensure it meets the Owner's objectives as well as LEED certification requirements. During construction, the CxA coordinates the execution of a functional 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 CxA 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 CxA will be required to provide input on the overall Project Schedule where they are to perform tasks.

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

The CxA may be responsible for contracting with a sub-consultant for independent testing, adjusting, and balancing of systems.

Desired Qualifications

It is the Owner's desire for the person designated as the CxA's field representative to satisfy as many of the following requirements as possible:

1. Acted as the principal CxA for at least 3 projects of similar size and scope.
2. Acted as the principal CxA for at least 3 projects that have achieved or are currently pursuing LEED certification.
3. Extensive experience in the operation and troubleshooting of building controls systems, and MEP systems.
4. Extensive field experience is required, with a minimum of 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. Ability to incorporate commissioning requirements into 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 CM.

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 CxA who is a member of the team that will coordinate the commissioning activities from the technical perspective. The CxA must have significant laboratory experience, including technical and management experience on projects of similar scope. If the CxA does not have sufficient skills to commission a specific system, the primary firm shall subcontract with a qualified sub-consultant to do so. Such sub-consultant 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. LEED Enhanced Commissioning Services
2. Higher Education Academic Laboratory Facilities Commissioning
3. Building Automation Commissioning
4. Post-occupancy analysis and commissioning
5. State of Ohio Administered Projects

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C. Funding / Estimated Budget

Total Project Cost	<u>\$25,000,000</u>	State Funding	<u>\$20,000,000</u>
Construction Cost	<u>\$18,198,082</u>	Other Funding	<u>\$5,000,000</u>
Estimated A/E Fee	<u>0.75% to 1%</u>		

D. Services Required (see note below)

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

E. Anticipated Schedule

CxA Services Start (mm/yy)	<u>08 / 2013</u>
Construction Contracts Start (mm/yy)	<u>09 / 2014</u>
Construction Contracts Completed (mm/yy)	<u>12 / 2015</u>
CxA Services Completed (mm/yy)	<u>02 / 2016</u>

F. EDGE Participation Goal

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

- 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.
- Specification writing credentials and experience.
- Proximity of prospective firms to the project site.
- The selected CxA and its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested CxA 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 CxA'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 CxA'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.

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.

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

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Submit all questions regarding this RFQ in writing to Faye Bodyke at bodyke.3@osu.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 O+M (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

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Project Name Newark - Science and Technology Building Proposer Firm _____
 Project Number OSU-130306 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary CxA Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary CxA 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 CxA firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	1	Max = 3
	5 to 8 licensed professionals	3	
	More than 8 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary CxA firm in the previous 24 months (exclude projects on hold)	Less than \$100K	2	
	\$100K to \$200K	1	
	More than \$200K	0	
2. Primary A/E 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. Functional Testing Staff (e.g., education, experience)	Experience / ability of field representative to identify and solve issues during construction	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 CxA 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 CxA 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 the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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 CxA firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____