

# Request for Qualifications (Planning Services)

Bowling Green State University  
Office of Design & Construction, 1010 Administration Building  
Bowling Green, Ohio 43403



www.bgsu.edu/offices/architect  
Phone 419.372.2511

## Administration of Project: Local Administration

Project Name	<u>Student Recreation Center Addition &amp; Renovation- Commissioning Provider</u>	Response Deadline	<u>Sept. 7, 2012 5:00 pm</u> local time
Project Location	<u>1411 Ridge Street</u>	Project Number	<u>BGU-125819</u>
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Ryan Miller</u>
Agency/Institution	<u>Bowling Green State University</u>	Contracting Authority	<u>Institution</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 (SAO Form F110-330) directly to Beth Nagel at BGSU Purchasing Department, 103 Park Avenue Warehouse, Bowling Green, OH 43403. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

Bowling Green State University (the "Owner") is requesting interested firms to submit proposals to provide independent pre-construction and construction services as a Commissioning Provider (the "CP") for the addition and renovations to occur on the Student Recreation Center Renovation project.

The 185,000 square foot Student Recreation Center opened for use by the students in the fall of 1979. Since that time, it has not undergone any major renovations, other than the addition of air conditioning and the replacement of the pool filtration system, both done approximately 11 years ago. At the time of its opening, the Student Recreation Center was considered to be the state of the art in recreational complexes, and served as a model for many facilities across Ohio, as well as throughout the country.

Over the past year, the Owner and The Collaborative Inc. (Toledo, OH) have completed a feasibility study and performed programming to develop a list of needed improvements and appropriate budgetary numbers to meet the goal of returning the building to a vibrant and open complex that would ensure the Center remains a popular and valuable asset to the campus and surrounding community.

Heading into Schematic Design Phase of the addition and renovation, this RFQ seeks a CP who will assist in providing: design review and comments starting at the Design Development phase, commissioning related documents to incorporate into the construction documents, a commissioning plan for the project to ensure the LEED requirements of the project, and the enhanced commissioning of affected systems during construction. The anticipated systems to be commissioned include, but are not limited to: building envelope, HVAC equipment and systems, temperature controls, electrical, life safety, plumbing, site utilities, structural, etc. *Phasing of the work in order to continue providing some services to the campus is possible.*

Information regarding the existing facility can be found at the following link:  
<http://www.bgsu.edu/offices/sa/recwell/facilities/page68561.html>.

A copy of the renovation study that preceded this project can be found at the following link:  
<http://www.bgsu.edu/offices/sa/recwell/facilities/page103472.html>

**EDGE.** The Equal Opportunity Division of the Department of Administrative Services shall establish Encouraging Diversity, Growth and Equity ("EDGE") participation goals, which goals will be set forth in the RFP.

**LEED.** The Project is anticipating obtaining LEED Certification.

# Request For Qualifications (Planning) continued

Project Name Student Recreation Center Addition & Renovation-  
Commissioning Provider

Project Number BGU-125819

## B. Scope of Services

The objective of this commissioning is to provide documented confirmation that the facility fulfills the functional and performance requirements of the building owner, occupants, and operators. To reach this goal, it is necessary for the commissioning process to review and document the owner's criteria for system function, performance, and maintainability; as well as to verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation.

The primary role of the CP during the overall design phase is to develop detailed commissioning specifications for all commissioned equipment and review design to ensure it meets the Owner's objectives. The commissioning specification will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements, including formats; alerts to coordination issues, deficiency resolution; construction checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.

The CP will attend meetings with the Design Team to perform focused reviews of the design, drawings, and specifications at the design development and contract document phases. Meetings will help to develop the engineering design goals of the building, develop the commissioning plan, and provide the above specifications to the Architect and Engineer for inclusion in the construction documents.

During construction, the CP is to review and comment on all relative contractor submittals for compliance with Design Intent and Bid Documents, participate in periodic construction progress meetings, perform regular field inspections and document and track any non-compliance, oversee timely delivery of Operations and Maintenance Manuals, and coordinate the execution of the developed 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 CP is not responsible for design or general construction scheduling, cost estimating, or construction management, but may need to assist with problem solving, resolving nonconformance issues or deficiencies, or conflict resolution cases.

A complete scope of services will be provided to the firm selected as most qualified.

### Desired Qualifications

The State of Ohio is now requiring all Professional Design Service Responses to be provided on the Statement of Qualifications SF330 Form (SAO No. F110-330). The current SF330 Form can be obtained from <http://das.ohio.gov/gsd/sao/documents.htm>. All responses must be provided on the SF330. Do not send to the State Architects Office. It is the Owners desire for the person designated as the site Commissioning Provider to satisfy as many of the following requirements as possible:

1. Acted as the principal Commissioning Provider for at least three (3) renovation projects of similar size and scope.
2. Acted as the principal Commissioning Provider for at least three (3) projects that have achieved or is currently attempting to achieve LEED certification.
3. Extensive experience in the operation and troubleshooting of building envelope, energy management control systems, MEP and FP systems.
4. Extensive field experience is required. A minimum of five (5) full years in this type of work is required.
5. Knowledgeable in building operation and maintenance and O&M training.
6. Knowledgeable in test and balance of both air and water systems.
7. Experienced in writing commissioning specifications.
8. Experienced in energy-efficient equipment design and control strategy optimization.
9. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
10. Excellent verbal and written communication skills. Highly organized and able to work with both the office and field personnel of the A/E's, Consultants, and Contractors.



# Request For Qualifications (Planning) continued

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Commissioning Provider

Project Number BGU-125819

## H. Submittal Instructions

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

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

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.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 Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

# Planning Services Selection Rating

Bowling Green State University  
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Project Name Student Rec Center Addition & Renovations - Commissioning Provider Proposer Firm \_\_\_\_\_  
Project Number BGU-125819 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Consultant Firm Location (5 points)</b>			
Proximity of primary firm office where majority of work is to be performed in relationship to project location	Less than 60 miles	4 - 5	
	60 to 120 miles	2 - 3	
	More than 120 miles	0 - 1	
<b>2. Consultant Firm Size (5 points)</b>			
Number of relevant planning professionals within primary Consultant firm available to perform the work.	Small = Less than 3 planning professionals	1	
	Medium = 3 to 6 planning professionals	3	
	Large = More than 6 planning professionals	5	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary Consultant Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$250,000	2 - 3	
	More than \$250,000	0 - 1	
<b>4. Primary Consultant Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	
b. Project Planning Lead	Experience / creativity of lead planner to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of planning staff to develop quality planning reports	0 - 5	
<b>5. Sub-consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 6 projects (Average)	2 - 3	
	More than 6 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 5	
	5 to 10 projects (Average)	6 - 10	
	More than 10 projects (High)	11 - 15	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
\*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_