

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Mount Hall Renovation</u>	Response Deadline	<u>11/20/2014</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>1050 Carmack Road</u>	Project Number	<u>OSU-150059</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Ruth Miller</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>4</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 Ruth Miller at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Ruth Miller at miller.2495@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to Opportunities page on the OFCC website at <http://ofcc.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.

Project Overview

A. Project Description

The Ohio State University is requesting interested firms to submit proposals to provide independent preconstruction and construction services as a Commissioning Agent (CxA) for the renovation of Mount Hall, located on the Columbus Campus, Columbus 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. Mount Hall is a 72,000 GSF brick building constructed in 1973. This project will require a major interior renovation of the building to provide space for the Office of the Chief Information Officer (OCIO) and the Office of Distance Education and e-Learning (ODEE). Work will include upgrades to the MEP building systems and selective site work. The project also includes some enabling renovation work in other buildings to move existing Mount Hall occupants into those spaces.

The MEP Engineer and CMR 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 will NOT be registered with USGBC. The buildings will be commissioned to satisfy the requirements of Fundamental Commissioning. 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. The anticipated systems to be commissioned include, but are not limited to: HVAC equipment and systems, temperature controls and limited site utilities.

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, 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 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 construction design phase through warranty phase. 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, and Facilities Operations and Development. 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. During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that

Request for Qualifications (Commissioning Agent) continued

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 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 selected CxA, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner/Contracting Authority, the cost breakdown of the Commissioning Agreement detailed cost components to address the Owner's project requirements.

Desired Qualifications

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

1. Acted as the principal CxA for at least three (3) projects of similar size and scope.
2. Extensive experience in the operation and troubleshooting of building controls systems, and MEP systems.
3. Extensive field experience is required, with a minimum of five (5) years in this type of work.
4. Knowledgeable in building operation and maintenance and O&M training.
5. Knowledgeable in test and balance of air and water systems.
6. Experienced in writing commissioning specifications.
7. Direct experience in monitoring and analyzing system operation using the building control system trending and stand-alone data logging equipment.
8. 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 CxA who is a member of the team that will coordinate the commissioning activities from the technical perspective. The CxA must have technical and management experience on projects of similar scope. If the CxA 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.

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. Higher Education Academic Facilities Commissioning
2. Building Automation Commissioning
3. Post-occupancy analysis and commissioning
4. State of Ohio Administered Project

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

C. Funding / Estimated Budget

Total Project Cost	<u>\$14,000,185</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$9,599,855</u>	Other Funding	<u>\$14,000,185</u>
Estimated CxA Fee	<u>0.65% to 0.75%</u>		

NOTE: The CxA 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.

Request for Qualifications (Commissioning Agent) continued

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, CPE, 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

ACEC: American Council of Engineering Companies

AIA or FAIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

CMAA: Construction Management Association of America

CPE: Certified Professional Estimator (American Society of Professional Estimators)

CSI or FCSI: Construction Specifications Institute

DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)

NCARB: National Council of Architectural Registration

Boards (list certification only)

NCIDQ: National Council for Interior Design Qualification

NSPE: National Society of Professional Engineers

Commissioning Agent Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Mount Hall Renovation Proposer Firm _____
 Project Number OSU-150059 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 75 miles	5	
	75 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 professionals	1	Max = 3
	2 to 8 professionals	2	
	More than 8 professionals	3	
2. Primary Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant participation*	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 team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____