

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>North Residential District Transformation</u>	Response Deadline	<u>10/22/2013</u>	<u>3:00 p.m.</u>	local time
Project Location	<u>OSU - Columbus Campus</u>	Project Number	<u>OSU-110672</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>		
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 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 The North Residential District Transformation located on the Columbus Campus. The CxA will contract directly with the University and will be independent of other members of the design build team.

The Ohio State University is preparing to transform the north residential community through the addition of 3,200 beds of new student housing, recreation and dining. This will create a new, vibrant neighborhood of over 6,000 student residents. The University is using the State of Ohio Design-Build Delivery method to deliver the North Campus development and has selected Messer Construction as the Design Builder.

The Criteria Architect will participate in the interview process of the CxA and will be in an advisory role.

This project will be registered with USGBC; the goal is to meet LEED Silver certification. The buildings will be commissioned to satisfy the requirements of Fundamental Commissioning and possibly Enhanced Commissioning. The University is committed to commissioning these facilities 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, select food service equipment and site utilities.

The anticipated project delivery method for this project is Design-Build.

State Prevailing Wage requirements apply to this project.

All aspects of the project and related issues will be implemented and operated consistent with the Owner's policies and procedures.

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

The Commissioning Agent will be involved from the design phases through construction and 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 Design Build Team, Criteria Architect, University Architect, University Engineer, Facilities Operations and Development, and Student Life Maintenance. The primary role of the CxA during the overall design phase

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is to develop detailed commissioning specifications in conjunction with the Design Build Team, and to review design to ensure it meets the Owner's objectives as well as LEED certification requirements. The CxA will also review the bid documents with Student Life Maintenance to ensure the required systems and equipment training is included in the specifications. During construction, the CxA 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 CxA will be required to review trend logs prior to functional testing. Prior to ATC programming, the CxA will coordinate a controls software review meeting to ensure that the sequences tested meet the design intent and will meet the Owner's needs. 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.

There will likely be multiple commissioning phases that coincide with the phased completion of individual buildings. During a 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 CxA will be responsible for contracting with an outside firm for independent testing and balancing of systems as an additional service. This scope will include: reviewing the TAB contractor's procedures and witness a portion of the balance work to ensure it is done correctly; review report upon completion; have TAB contractor return at both off-season and warranty testing and complete sample measurements to validate that readings are the same or similar to final report.

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. Acted as the principal CxA for at least three (3) projects that have achieved or are currently pursuing LEED certification.
3. Extensive experience with executing the CxA process in accordance with ASHRAE Guideline 1.1-2007.
4. Experience with Building Envelope Commissioning.
5. Extensive experience in the operation and troubleshooting of building controls systems, and MEP systems.
6. Extensive field experience is required, with a minimum of five (5) years in this type of work.
7. Knowledgeable in building operation and maintenance and O&M training.
8. Knowledgeable in test and balance of air and water systems.
9. Experienced in writing commissioning specifications.
10. Direct experience in monitoring and analyzing system operation using the building control system trending and stand-alone data logging equipment.
11. Excellent verbal and written communication skills. Highly organized and able to work with both the office and field personnel of the Design Builder, Criteria Architect, and the University.

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 higher education residence life experience including but not limited to residence halls, dining facilities, recreation facilities, and central utility plants; including 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 the University's Green Build and Energy Policy 3.10.

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

1. Higher Education Residence Life Facilities Commissioning
2. HVAC&R technical requirements for the Commissioning Process
3. Building Automation Commissioning
4. Post-occupancy analysis and commissioning
5. Coordination/Management of Testing and Balance Services
6. State of Ohio Administered Project

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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, 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.

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).

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

State of Ohio Standard Forms and Documents

Project Name North Residential District Transformation Proposer Firm _____
 Project Number OSU-110672 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 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 _____