

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Covelli Multi-Sport Arena</u>	Response Deadline	<u>02/05/2016</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>OSU Main Campus</u>	Project Number	<u>OSU-150637</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Kristin Poldemann</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>2</u>	No. of electronic copies requested on CD (PDF)	<u>(1)</u>	<u>USB</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Kristin Poldemann 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 Kristin Poldemann at poldemann.1@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 LEED compliant Enhanced Commissioning for predesign, design phases, construction phases and post construction as a Commissioning Agent (CxA) for the Covelli Multi-Sport Arena project located on the Columbus Campus, Columbus, Ohio. The CxA will be contracted directly by the University and will be independent of other members of the design team.

The building will be located on the West corner of Ackerman Road and Fred Taylor Drive. The project includes the design and construction of a new Multi-Sport arena within the Athletics District. The facility will serve as the home for the Men's and Women's Varsity Volleyball teams and be used to host matches by the Fencing, Wrestling, and the Men's and Women's Gymnastics teams. The arena should remain flexible to host many recreational activities, other programs and events that will utilize this building. This facility will seat approximately 3000 spectators and will include concessions, restrooms and other spectator amenities, as well as offices, locker rooms, storage and maintenance support areas.

The MEP Engineer and CM will participate in the interview process of the CxA and will be in an advisory role but will not have a vote for selection.

This project will be registered with USGBC by the University's LEED Administrator, Moody Nolan Architects; the University Policy 3.10 requirement is to meet LEED silver certification. The buildings will be commissioned to satisfy the requirements of LEED Fundamental Commissioning and Enhanced Commissioning of the Building Systems and construction procedures plus any additional requirements set forth by the University Project Manager. 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 the University Policy 3.10. 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 Building systems to be commissioned include, but are not limited to: HVAC equipment and systems, temperature controls, renewable energy systems (if any), electrical, fire alarm, and plumbing.

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 Commissioning Agent (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 as well as LEED certification requirements. 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 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 designated by the OSU Project Manager, (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 building construction experience.

Examples of High priority construction phase commissioning elements (not all inclusive):

- HVAC equipment and systems
- Temperature Controls
- Fire Alarm
- Plumbing
- Electrical Systems
- Advisory for "Value Engineering" initiatives that may defeat the intent of the OPR
- Renewable Energy Systems (if any)

Before the training phase, the CxA shall assemble System Manuals of the major building elements. The data for the System Manuals shall be provided by the Construction Manager (system installation and maintenance data) and the A/E (system design concepts, controls and operating descriptions). The CxA shall establish the criteria for this data at the pre-design phase for the CM and A/E. The System Manual concept shall follow the guidelines established by ASHRAE Guideline 1.1-2007 (HVAC&R Technical Requirements for The Commissioning Process)

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 and/or the Contracting Authority, the cost breakdown of the Consultant Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity ("EDGE") Program as required by statute and the Agreement.

Desired Qualifications:

It is the Owner's desire for the person designated as the site CxA to satisfy as many of the following prerequisites 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 in the operation and troubleshooting of building controls systems and MEP systems.
4. Extensive field experience is required, with a minimum of five (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. Experienced in writing commissioning 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 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.

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The CxA may be responsible for contracting with an outside firm for independent testing and balancing of systems.

Design must comply with the requirements of 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. LEED Enhanced Commissioning Services
2. Higher Education Facilities Commissioning
3. Building Automation Commissioning
4. Post-occupancy analysis and commissioning

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>\$30,000,000</u>	State Funding	\$ _____
Construction Cost	<u>\$20,869,388</u>	Other Funding	<u>\$30,000,000</u>
Estimated CxA Fee	<u>0.6% to 0.7%</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.

D. Services Required (see note below)

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

Others	_____

E. Anticipated Schedule

Professional Services Start	<u>03 / 16</u>
Construction Notice to Proceed	<u>12 / 16</u>
Substantial Completion of all Work	<u>04 / 18</u>
Professional Services Completed	<u>09 / 18</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CxA Fee	<u>5.0%</u>
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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's project requirements.
- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

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.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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

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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.

Firms are requested to identify professional registrations, memberships, 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.

Commissioning Agent Selection Rating Form

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Project Name Covelli Multi-Sport Arena Proposer Firm _____
 Project Number OSU-150637 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	0 - 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	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
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 _____