

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Morehouse - Chiller and Electrical Distribution</u>	Response Deadline	<u>Feb. 21, 2017</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>2050 Kenny Road</u>	Project Number	<u>OSU-160589</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Kevin Koesters</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>	<u>USB</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Kevin Koesters 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 Kevin Koesters at koesters.11@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 commissioning for design, construction and post construction phases as Commissioning Agent (CxA) for Morehouse – Chiller and Electrical Distribution project.

The Morehouse Medical Plaza located at 2050 Kenny Road consist of 3 buildings, Concourse (38,084s.f.), Pavilion (162,526s.f.) and Tower (127,815s.f.). The buildings have gone through several renovations and programming changes leaving the systems augmented and/or beyond their useful life. Services in these facilities currently range from maternal fetal medicine, oncology, wellness and prevention, physical therapy, bariatrics, sleep medicine, sports medicine and wound care.

Our project will replace the central chilled water plant (~1200-1800 Tons), cooling tower, piping supply and return replacements, one of three existing boilers (6,000MPH) along with modified piping for all, associated electrical infrastructure, building addition (anticipated ~475s.f. per floor to accommodate chiller pipe, HVAC equipment, electrical gear and IT infrastructure) from the 1st to 12th floor on the Tower, as well as updating to code compliant standard and emergency electrical systems for the campus. The CxA services shall verify proposed and impacted existing system components.

Professional design services, Architect of Record (AoR), Mechanical Electric Plumbing (MEP) and Construction Manager at Risk (CMR), etc. has been previously selected by the university. The CxA will be contracted directly by the university and shall be independent of the other members of the design team. The AoR has prepared a Basis of Design ("BoD") which will be available to the short-listed firms.

Members of the AoR team may participate, in an advisory role to the university, in the selection process for the acquisition of the CxA.

This project is required to be constructed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards.

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

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well as training on system operations shall be provided to the building operators to ensure the building continues to operate as intended. The Commissioning Agent (CxA) shall continue the development of the BoD.

The CxA will be involved from the design and through the 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 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.

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 BoD. 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.

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. Chiller and Boiler Plant Replacement
2. Generator and Electrical Infrastructure Replacement
3. State of Ohio, and/or State of Ohio university administered project
4. Integration with Building Automation Systems
5. 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>\$8,750,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$6,795,825</u>	Other Funding	<u>\$8,750,000</u>
Estimated CxA Fee	<u>0.65% to 0.85%</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.

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D. Services Required (see note below)

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

Others	_____

E. Anticipated Schedule

Professional Services Start	<u>03 / 2017</u>
Construction Notice to Proceed	<u>07 / 2017</u>
Substantial Completion of all Work	<u>07 / 2018</u>
Professional Services Completed	<u>09 / 2018</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

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 Morehouse - Chiller and Electrical Distribution Proposer Firm _____
 Project Number OSU-160589 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	0	Max = 3
	2 to 8 professionals	2	
	More than 8 professionals	1	
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 _____