

# Request for Qualifications (Commissioning Agent)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Clippinger Laboratories Addition/Renovation (New Chemistry Bldg.)</u>	Response Deadline	<u>April 4, 2018</u>	<u>4:00 PM</u>	local time
Project Location	<u>Ohio University</u>	Project Number	<u>OHU-170003</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Robin Faires</u>		
Owner	<u>Ohio 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>1</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Robin Faires at [faresr@ohio.edu](mailto:faresr@ohio.edu). See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Robin Faires at [faresr@ohio.edu](mailto:faresr@ohio.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.

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### Project Overview

#### A. Project Description

The New Chemistry Building is Phase 1 of the Transformational Project of the Clippinger Laboratories Renovation Strategy. The construction of 69,000 square foot building, including connector, to be located to the North of Clippinger Laboratories will create five new instructional laboratories and student collaboration space, on the main level, along with a Research Instrument Facility to showcase science on display. The upper levels will house the chemistry research labs, faculty offices, grad student offices, and research collaboration spaces. The new building will connect to the existing building via an on-grade connector for students and faculty, plus access to the existing loading dock to facilitate service for the new building. The instructional labs are designed with current and future pedagogy trends in mind with views into the labs to encourage students by placing science on display. The instructional labs open to student collaboration space along the Northern and Southern window walls. These light-filled spaces will provide an environment that supports student and faculty collaboration by providing a variety of work areas in different settings to help them solve problems together. As you move up thru the building, the second and third floors are organized so that the research laboratories are located along the south and the faculty and graduate student offices along the north. This allows the offices to have generous northern exposure through the windows into the woods beyond. The east and west ends of the building include collaboration and conference rooms that overlook the South Green and Emeriti Park respectively. The building is carefully situated between the existing building and the multi-modal pathway along the north end of the South Green which leads to Baker Center to avoid the old growth sycamore trees. The building entries are located adjacent to the multi modal pathway on the east and west sides of the building. The exterior design consists of brick, limestone, and large windows for a modern expression like that of nearby buildings. The materials chosen are consistent with the campus architecture so the building will fit comfortably within the campus context. The building plan is organized around two large rectangular bars that are offset to allow the building to step around the old growth sycamore trees and is located to the west of the entry axis of Clippinger so the axial relationship of University Terrace and the entry into Clippinger Laboratories is maintained.

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

The project will be registered using LEED Version 4 with USGBC by BHDP Architecture to meet LEED silver certification. The University's Design & Construction Standards mandate that all new construction or renovations exceeding costs of \$2 million must be built to LEED Silver standards. The building will be commissioned to satisfy the requirements of LEED Fundamental Commissioning and Enhance 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 standards. 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.

## Request for Qualifications (Commissioning Agent) continued

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This project is required to be constructed and delivered within a collaborative BIM-enabled environment following Ohio 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 the Climate Action Plan, Sustainability Plan, University's Design & Construction Standards, 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 Commissioning Agent (CxA) will develop the Owner's Programming of Requirements (OPR).

The CxA will be involved from the construction design phase 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 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. Cx Agent responsible for all flow, energy/BTU, and electric meters to be fully operational and correct, and also fully integrated into OHIO's metering systems.

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 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.

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

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 and Research Laboratory Commissioning
2. State of Ohio, and/or Ohio University administered projects
3. LEED Enhanced Commissioning Services
4. Building Automation Control System Commissioning
5. Post-occupancy analysis and commissioning



## **Request for Qualifications (Commissioning Agent) continued**

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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

## State of Ohio Standard Forms and Documents

Project Name Clippinger Laboratories Addition/Renovation (New Chemistry Bldg.) Proposer Firm \_\_\_\_\_  
 Project Number OHU-170003 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
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	2	Max = 3
	2 to 8 professionals	3	
	More than 8 professionals	0	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	Max = 20
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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than mm sample projects	0	
	mm to nn sample projects	2	
	More than nn sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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	
	4 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	
	4 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
		<b>Subtotal</b>	

\* 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

Notes:

Evaluator:

Name \_\_\_\_\_

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