

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Wexner Medical Center Inpatient Hospital</u>	Response Deadline	<u>08/14/2018</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-180391</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>TBD</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>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>	<u>PDF</u>	

Submit the Statements of Qualifications (Form F110-330) via email to 330Submittals@osu.edu. In the subject line, include the project number and name for the RFQ you are responding to. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Paul Sherwood at sherwood.1@osu.edu with the project number and name included in the subject line (no phone calls please).

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 Wexner Medical Center Inpatient Hospital project and associated parking garage located on the Columbus Campus, Columbus, Ohio.

The CxA will contract directly with the University and will be independent of other members of the design team.

The project will involve demolition of existing structures, renovation of existing buildings, and design and construction of a new hospital tower with state of the art diagnostic, treatment, and inpatient service areas (Emergency Department, Imaging, Operating Rooms, Critical Care, and Medical/Surgical beds).

The project will require phased delivery and will likely require early occupancy of certain spaces. The first phase is expected to include design and construction of a new parking garage to the west of McCampbell Hall, enabling the demolition of the North and South Cannon garages and construction of the new inpatient tower. There may be other phases of new construction and renovation to adjacent buildings.

Additional information:

This project is a result of the University's masterplan, Framework 2.0, a long-term guiding vision that imagines transformational research and learning environments over the next decade and beyond. Framework 2.0, coupled with the university's strategic plan, comprehensively supports the university's academic and outreach missions, while strengthening Ohio State's position as a leading national flagship public research university. This project is a key component to fulfill that vision.

Framework 2.0: https://pare.osu.edu/sites/default/files/framework2.0_presentation.pdf
Time and Change (University's Strategic Plan): <https://president.osu.edu/strategicplan/>

The Architect will participate in the interview process of the CxA and will be in an advisory role. Architectural services are being provided by HDR.

This project will be registered with USGBC for a minimum Silver LEED certification.

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

This project is required to deliver asset tagging within a collaborative BIM-enabled environment. The Primary firm submitting for the project will be required to have the expertise capable of meeting this requirement, and is responsible to support their subcontractors to meet this requirement. The Asset Tagging Workflow and the OSU PDS Tools can be accessed via the OSU FOD website (<https://fod.osu.edu/resources>) under Design Guidelines, Specifications, Standards; Specifications and Standards; Building Information Modeling (BIM).

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

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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 Commissioning Agent (CxA) will develop the Owner's Programming of Requirements (POR).

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 interact with the Project Team, Project Engineer, University Architect, University and Medical Center 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.

The CxA will be required to organize, conduct and document dedicated commissioning meetings throughout the design and construction phases of the project.

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
- Building Envelope
- Validation of all Life Safety Systems
- Blackout testing prior to building turnover
- Lighting Controls
- Building Pressure Study
- Sequencing of Emergency Transfer Switches
- 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:

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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 on several 1M+ GSF Healthcare Facilities.
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 CxA may be responsible for contracting with an outside firm for independent testing and balancing of systems, medical gas verification, clean room consulting, monitoring and testing.

Closeout Services: The closeout for this project is required to be delivered in an electronic cloud-based format adhering to The Ohio State University Project Closeout Standards. The Ohio State University Project Closeout Standards can be accessed via the OSU FOD vender resource website (<https://fod.osu.edu/resources>) under Post Construction / Close Out.

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. Medical / Hospital Facilities Commissioning
2. Post-occupancy Analysis and Commissioning
3. Building Automation Commissioning
4. HVAC&R technical requirements for the Commissioning Process
5. LEED Enhanced Commissioning Services

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	TBD	State Funding	\$ _____
Construction Cost	TBD	Other Funding	\$ _____
Estimated CxA Fee	.5%		

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	Commissioning Services
Secondary	Testing and Balancing
	Medical Gas Verification
	Envelope Commissioning
	Clean Room Consulting
Others	

E. Anticipated Schedule

Professional Services Start	9 / 18
Construction Notice to Proceed	TBD
Substantial Completion of all Work	TBD
Professional Services Completed	TBD

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CxA Fee	5.0%
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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).

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- 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>.

PDF file: 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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

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 Wexner Medical Center Inpatient Hospital Proposer Firm _____
 Project Number OSU-180391 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	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 _____