

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

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|--|-------------------------------------|--|-------------------------------|------------------|------------|
| Project Name | <u>Celeste Lab Renovation</u> | Response Deadline | <u>9/26/2018</u> | <u>2:00 p.m.</u> | local time |
| Project Location | <u>137 W 18th Avenue</u> | Project Number | <u>OSU-180868</u> | | |
| City / County | <u>Columbus / Franklin</u> | Project Manager | <u>Bill Holtz</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> | | |

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 Bill Holtz at holtz.28@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 Celeste Lab Renovation Project, 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 building is currently experiencing air infiltration, comfort and mechanical issues. The project will consist of renovating the existing chemistry teaching laboratories as well as building envelope, elevator upgrades, mechanical, electrical, plumbing and fire protection systems.

The project will require multi-phased delivery and will be occupied during construction and will be vacated during summer break.

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

The 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”).

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 (“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

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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.

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.

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. Teaching Laboratories
2. Experience working in coordination with Design Assist contractors
3. Experience in multi-phased occupied buildings
4. LEED Enhanced Commissioning

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must have been completed by the Commissioning Firm.

C. Funding / Estimated Budget

| | | | |
|--------------------|---------------------|---------------|---------------------|
| Total Project Cost | <u>\$29,000,000</u> | State Funding | <u>\$25,000,000</u> |
| Construction Cost | <u>\$22,100,000</u> | Other Funding | <u>\$4,000,000</u> |
| Estimated CxA Fee | <u>1.2% to 1.4%</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>Building Commisioning Services</u> |
| Secondary | _____ |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| Others | _____ |

E. Anticipated Schedule

| | |
|------------------------------------|----------------|
| Professional Services Start | <u>01 / 19</u> |
| Construction Notice to Proceed | <u>8 / 19</u> |
| Substantial Completion of all Work | <u>08 / 22</u> |
| Professional Services Completed | <u>10 / 22</u> |

F. EDGE Participation Goal

| | |
|---|-------------|
| Percent of <i>initial</i> TOTAL CxA Fee | <u>5.0%</u> |
|---|-------------|

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.

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- 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 Celeste Lab Renovation Proposer Firm _____
 Project Number OSU-180868 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 _____