

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Controlled Environment Food Production Research Complex</u>	Response Deadline	<u>08/21/2018</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Waterman, Carmack Road</u>	Project Number	<u>OSU-160919</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nathaniel Thomas</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 **Nathaniel Thomas** at thomas.2651@osu.edu with the project number and name included in the subject line (no phone calls please).

Project Overview

A. Project Description

This is a new horticulture controlled environment that will address urban and traditional food security; and in which research, teaching, and outreach will be conducted.

The university is expecting the Controlled Environment Food Production Research Complex (CEFPRC) to consist of:

- 1-acre, state of the art greenhouse with environmentally independent, compartmentalizable quadrants
- Head house to support final program of requirements and specifically including clean lab, gathering space, and biosecurity separation zone.
- 10,000 - 15,000 SF research greenhouse (separate from 1-acre greenhouse)
- 10,000 - 15,000 SF aquaculture / aquaponics research facility
- 2,000 - 3,000 SF high tunnel research facility
- Facility support: loading dock, cold storage, and packaging

Substantial site preparation will be required and includes: parking, waste water, greywater collection and reuse, and electrical power connection and distribution (NOTE: Campus Steam is NOT available at this site).

This project will be registered with USGBC for a minimum Silver LEED certification. The building will be commissioned to satisfy the requirements of LEED Fundamental Commissioning, Enhanced Commissioning of the Building Systems, Greenhouse Equipment 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 Policies. 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, plumbing, and greenhouse MEP systems.

The Architect, MEP Engineer, and CM may participate, but not vote in selection, in the interview process in an advisory capacity.

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).

The total project budget is expected to increase to \$35,000,000 before the commencement of the construction phase.

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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 (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.

Greenhouse Commissioning:

- Greenhouse Structure and Specialties (typically spec section 133413)
- Greenhouse Computer Control System and network (typically spec section 133414)
- Greenhouse Mechanical Work within the greenhouse perimeter
- Greenhouse Electrical Work within the greenhouse perimeter
- Greenhouse Process Equipment supporting greenhouse

The selected commissioning agent can expect to receive the following information from the design team:

- Provide list of Greenhouse equipment and systems to CxA
 - Verification of consistent space and equipment identification in all documentation
- Witness water tests of greenhouse floors for positive drainage
- Greenhouse Infiltration Test
 - Test each greenhouse compartment independently for air infiltration
- Cooling fan flow test
 - Test each greenhouse compartment for range of cooling fan airflow rates
 - Test A/C greenhouse compartments for FCU airflow rates
- Review mechanical balancing reports for greenhouse functions
- Perform a grid of light measurements in Photosynthetic Active Radiation (PAR) wavelengths in each greenhouse compartment.
- Witness point by point verification of greenhouse control system
 - RMS current draw for all electrical loads
 - Direction of travel of all reversing motors
 - Verify setting of travel limit switches
 - Verify position feedback readings and settings
 - Verify sensor operation
 - Review sensor calibration reports
- Witness trend analysis of greenhouse control system on automatic control
- Provide report to CxA

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.

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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 Controlled Environment Food Production Research Complex Proposer Firm _____
 Project Number OSU-160919 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 125 miles	5	
	125 miles to 275 miles	2	
	More than 275 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	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 - 7	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 3	
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 _____