

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Newton – Renovation and Addition</u>	Response Deadline	<u>03/11/2019</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>1585 Neil Avenue</u>	Project Number	<u>OSU-180429</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Josh Kranyik</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</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 **Josh Kranyik** at Kranyik.4@osu.edu with the project number and name included in the subject line (no phone calls please). Questions will be answered and posted by 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 questions will not be included on the Q&A document.

Project Overview

A. Project Description

The Ohio State University is requesting interested firms to submit qualifications to provide independent design phase and construction phase commissioning services as a Commissioning Agent (CxA) for the Newton Hall Renovation and Addition. The CxA will contract directly with the University and represent Ohio State Facilities Design and Construction. The CxA will be independent of other members of the design and construction teams.

Newton Hall is located on the Ohio State University Columbus Campus at the corner of West Ninth Avenue and Neil Avenue. This corner marks the gateway to campus from the south transitioning from large historic urban homes to Academic Main Street, connecting Health and Sciences District, South Residential District and landmarks like Mirror Lake, Thompson Library and the Oval.

The College of Nursing has been educating nurses since its founding in 1914 and has occupied Newton Hall since it was built in 1967. The College of Nursing is currently the country's top rated public college for graduate programs, ranked 5th by U.S. News & World Report and has increased enrollment almost 60% in the past six years. This project will reinforce the college's core goals to produce the highest caliber nurses, leaders and health professionals and transform healthcare to positively impact and sustain wellness through transdisciplinary and innovative education, research and evidence-based clinical practice.

The project scope includes building a multi-story 40,000 GSF addition to the south of Newton Hall that includes classrooms, commons spaces, and offices. Renovations in the existing Newton Hall include a health and wellness clinic and fitness center comprising roughly of 7,000 GSF. The project is currently beginning Schematic Design.

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 v4 and WELL v2 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

Request for Qualifications (Commissioning Agent) continued

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 Project 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 v4 Silver and WELL v2 Silver 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.

It is the owner's desired for the person designated as the site CxA to satisfy as many of the following prerequisites as possible:

1. Acted as the principle CxA on several 1M+ GSF Facilities
2. Acted as the principle 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 O&M training.
6. Knowledgeably 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 and the A/E, Consultant, and CM.

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. Higher Education Facilities Commissioning
2. Experience working with State of Ohio and/or State Universities
3. MEP Systems Commissioning
4. Building Automation Commissioning
5. LEED Enhanced Commissioning Services
6. 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 have been completed by the Commissioning Firm.

C. Funding / Estimated Budget

Total Project Cost	<u>\$24,500,000</u>	State Funding	<u>\$7,000,000</u>
Construction Cost	<u>\$17,500,000</u>	Other Funding	<u>\$17,500,000</u>
Estimated CxA Fee	<u>0.6%</u>		

NOTE: The CxA fee percentage for this project includes all professional design services, and consultant services necessary for proper

Commissioning Agent Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Newton - Renovation and Addition Proposer Firm _____
 Project Number OSU-180429 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 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 - 10	
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 - 5	
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 4 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	
	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 _____