

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Newark – John & Mary Alford Ctr for Science and Technology</u>	Response Deadline	<u>09/26/2018</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>OSU Newark Campus</u>	Project Number	<u>OSU-190050</u>		
City / County	<u>Newark / Licking</u>	Project Manager	<u>Brandon Shoop</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 **Brandon Shoop** at shoop.8@osu.edu with the project number and name included in the subject line (no phone calls please).

Project Overview

A. Project Description

This project will construct a new 40,000 GSF Science and Technology Building located on the Newark Campus. The project site is south of Hopewell Hall and West of Lefevre Hall as outlined in the Newark Campus Framework Plan.

This building will be located in the Academic Core of campus and will be conceived of teaching laboratories for both institutions. This building will bring together multiple programs that include but not limited to Physical, and Biological Sciences, Nursing Technologies, Radiologic Sciences Technology, Surgical Technologies and Engineering. The building will contain contiguous blocks of laboratories that promote teaching and clear connectivity that create opportunities for student collaboration. This building will be devoted to teaching and will require the necessary lab support spaces, administration support, instructional labs, and common building support functions.

This building has been designed up through design development stage with a design architect. This building consists of 3 floors plus a mechanical penthouse. The selected Architect shall utilize the framework plan, building and land use efficiencies and design architects documents to ensure a complete project.

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

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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
- Plumbing
- Building Envelope
- Validation of all Life Safety Systems
- Blackout testing prior to building turnover
- Building Pressure Study
- 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 predesign 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.

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, Research, & Teaching Laboratory Commissioning
2. Building Automation Control System Commissioning
3. Post-occupancy analysis and commissioning
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>\$TBD</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$TBD</u>	Other Funding	<u>\$TBD</u>
Estimated CxA Fee	<u>0.5% to 0.74%</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.

Commissioning Agent Selection Rating Form

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Project Name Newark – John & Mary Alford Ctr for Science and Technology Proposer Firm _____
 Project Number OSU-190050 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	0	Max = 3
	2 to 8 professionals	1	
	More than 8 professionals	2	
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 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 _____