

**Building Systems Commissioning
Request for Qualifications**

for

Black Canyon Middle School

Idaho Falls, Idaho

Bonneville School District #93
Idaho Falls, Idaho

December 3, 2019

Building Systems Commissioning Request for Qualifications

1. INTRODUCTION:

- A. Bonneville School District #93, the Owner, is seeking proposals from qualified firms for commissioning services for Black Canyon Middle School located in Bonneville County. The facility includes approximately 135,000 square feet. The construction budget is approximately \$26,000,000
- B. The project is now under construction with a schedule of completion by April 2021.
- C. The project delivery method is CMGC. The Owner's primary construction representative will be Eric Albaugh of Headwaters Construction, the project manager. The commissioning authority (CA) will report to the project manager and to Brad McKinsey, Bonneville Jt. School District #93 Owners Representative.

2. SCOPE OF WORK:

- A. The commissioning scope of work is to provide building system commissioning based on NEBB, ASHRAE, or ACG recommendations in meeting requirements of section C408 of the 2018 International Energy Conservation Code as well as Idaho State requirements.
 - 1) Systems to be commissioned:
 - 1. All mechanical equipment listed on mechanical schedule sheet of design drawings.
 - 2. All domestic water heating equipment listed on plumbing schedule sheet of design drawings.
 - 3. Building management control system
 - 2) Generate commissioning plan for this project.
 - 3) Conduct minimum of three (3) project observation site visits at 60%, 80% and 100% completion of MEP systems.
 - 4) Gather building operations and maintenance information from installing contractors and submit as part of commissioning plan.
 - 5) Gather systems testing, adjusting, and balancing reports from installing contractors and submit as part of commissioning plan.
 - 6) Generate and perform functional performance testing for all systems.

Bonneville School District reserves the right to include or eliminate any or all of the scope listed above at their sole discretion.

3. REQUIRED QUALIFICATIONS:

- A. The CA's site representative shall:
 - 1) Be a licensed professional engineer and possess a building commissioning supervisor certification from NEBB, ASHRAE, ACG, or approved equal and shall have a minimum of ten (10) years' experience in mechanical and electrical systems.
 - 2) Be an independent entity not employed by the contractor or the design team.

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4. DESIRED QUALIFICATIONS:

- A. It is desired that the CA's site representative has as many of the following qualifications as possible:
- 1) Recent experience as the CA site representative for at least three (3) projects over **75,000** square feet.
 - 2) Extensive experience in the operation and troubleshooting of HVAC systems, electrical systems, plumbing systems, life safety systems, telecommunication systems, energy management control systems, and lighting control systems.
 - 3) Experience in building operation and maintenance, and systems training.
 - 4) Experience in energy-efficient equipment design and control strategy optimization.
 - 5) Experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data-logging equipment.
 - 6) Excellent oral and written communication skills.
 - 7) Organizational skills and ability to work effectively with the entire project team.

5. INSTRUCTIONS TO PROPOSERS:

- A. The proposal shall be limited to twenty-five (25) single-sided pages, including graphics. A letter of introduction, section dividers, detailed resumes and sample work products are not included in this limit.
- B. The proposal must be signed by an officer with authority to commit the firm.
- C. The proposal shall include a completed Commissioning Firm Experience Form, Exhibit 1.
- D. Identify the CA site representative and describe his/her relevant qualifications and experience. This information is required in addition to any detailed resumes the proposer submits. The contract will require that this individual be committed to the Project for its duration.
- E. Provide project and professional references and experience for three (3) to five (5) commissioning projects for which the proposer was the principal CA in the last three (3) years. Include a description of the project, including area and systems commissioned. Provide this data on the attached Commissioning Project Experience Listing form. For each project, attach a sheet that includes the name and telephone number of the Owner's project manager, construction manager, facility administrator, the engineer, and the contractor.
- F. Describe the experience of each member of the proposer's team in the following areas:
- 1) Commissioning of facilities similar in scope to the proposed project.
 - 2) Operating and maintenance experience.
 - 3) DDC Control experience

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4) Project and construction management experience

G. Describe your proposed approach to managing the project, including the approach you will take to integrate the commissioning effort into the construction process and how you will coordinate and administer your commissioning efforts to minimize their impact on the construction process. Describe how you intend to determine the appropriate level of commissioning effort required for various systems and equipment.

H. As an attachment, provide samples of the following work products that members of the proposer's team prepared.

1) Functional test procedure form that was executed.

I. The Project schedule is:

*60% Completion estimated at July 2020
80% Completion estimated at October 2020
100% Completion estimated at March 2021*

6. SELECTION CRITERIA:

A. The submitted proposals will be reviewed and ranked according to the following:

- | | |
|---|------------------|
| 1) Staff and consultant experience and Organizational Structure | 30 points |
| 2) Similar project experience | 30 points |
| 3) Project management approach | 30 points |
| 4) Proximity to the Project | <u>10 points</u> |

100 points

B. Reference checks will not be scored individually but may be used to supplement all categories.

7. SUBMISSION AND SELECTION:

A. Submit six (6) copies of the written proposal to the Owner addressed to the attention of John Pymm at 3497 North Ammon Road, Idaho Falls, Idaho 83401 by 2:00 p.m. MST on December 17, 2019. Proposals received after this time will not be considered.

B. The selection process will depend on the review of the proposal and the evaluation of the interviews (if an interview is deemed necessary).

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8. LIMITATIONS AND PROVISIONS:

- A. The Owner reserves the right to make the final choice for the selection of the CA for this Project. The Owner also reserves the right to seek clarifications and to negotiate a final contract. The cost of proposal preparation and subsequent interview shall not be reimbursable.
- B. The Owner will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract for Architectural Design services.
- C. All responses and other materials submitted will become the property of the Owner.
- D. All information contained in the RFQ and acceptable provisions of the selected firm's response may be made a part of the contract for Architectural Design services.
- E. Upon the Owner's request, a respondent may be asked to submit additional information to supplement their response.
- F. The Owner reserves the right to:
 - Waive any informalities or irregularities and reject any or all responses received as a result of this RFQ;
 - Negotiate the scope of services, contract terms and compensation for Architectural Design services to be provided;
 - Conduct investigations required to determine the respondent's performance record and ability to perform the work specified a part of the RFQ;
 - Waive any immaterial defect or informality in any response or response procedure;
 - Reject any and all proposals;
 - Request additional information and data from any or all respondents;
 - Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ;
 - Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data;
 - Disqualify any respondent on the basis of any real or apparent conflict of interest;
 - Disqualify any respondent on the basis of past performance on other projects;
 - Prior to the response time, the Owner may meet with and consult with some or all of the respondents to this request; and
 - The Owner shall have the sole discretion to select one, none or several different respondents to provide the Architectural Design services, or portions thereof, as described in this RFQ.

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9. QUESTIONS:

- A. All questions shall be submitted in writing (via facsimile or e-mail) to the attention of John Pymm at the office of Bonneville Joint School District #93, 3497 N. Ammon Road, Idaho Falls, ID 83401; e-mail: pymmj@d93mail.com; or facsimile: 208-557-6887. Questions shall be received no later than December 10, 2019 by 3:30 p.m. MST. An addendum (if required) will be issued the following day addressing these questions.

10. MINIMUM INSURANCE REQUIREMENTS:

- A. The CA shall obtain, at their sole expense, and maintain in effect during the term of the Project, the following insurance with the defined limits:

- 1) Workman's Compensation insurance for the benefit of its employees as required by law and Employee's Liability with the following limits:

Each accident	\$500,000
Disease policy limit	\$500,000
Disease each employee	\$500,000

- 2) Professional Liability Insurance for errors and omissions coverage. Policy will provide the following limits:

Combined single limit	\$1,000,000
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- B. A completed insurance form shall be provided with the proposal.

11. CHANGE IN PERSONNEL:

- A. If the CA's personnel or consultants change for this project, the Owner must review and approve the replacement personnel, in advance. The replacement personnel shall have, at minimum, equivalent qualifications as the original personnel.

END OF SECTION

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Exhibit 1 COMMISSIONING FIRM EXPERIENCE

Company Name	Contact Person	Title	
Address		City	State/Province
			Zip/Postal Code
Telephone	Fax	E-Mail	

1. Description of Business: _____

2. Commissioning Activities:

Percentage of overall business devoted to commissioning services: _____%.

How long has the firm offered commissioning services?: _____ years

Average number of commissioning projects performed each year: _____

Systems (technologies) for which firm has provided commissioning services (check all that apply)

- Packaged or split HVAC systems.
- Modular air handling systems.
- Chillers and chilled water distribution systems.
- Boilers and hot water distribution systems.
- Heat rejection equipment and distribution systems.
- Automatic temperature control and building automation systems.
- Variable speed drives.
- Lighting controls.
- Daylighting.
- Electrical, general.
- Electrical, emergency power systems.
- Building envelope.
- Fire/life safety systems.
- Plumbing systems.
- Telecommunications systems.
- Thermal storage systems.
- Laboratories and cleanrooms.
- Other _____.