

University of Kentucky

Capital Project Management Division

**REQUEST FOR PROFESSIONAL
QUALIFICATIONS**

FOR

ENGINEERING SERVICES

COMMISSIONING AGENT

Project No. 2345.0

Renovate/Expand Gatton Building

Submittal Due Date: 4:00 PM EDST, March 26, 2013

A. REQUEST FOR INFORMATION

1. *The University of Kentucky*, hereinafter referred to as “the Owner”, invites qualified, independent *Commissioning Agents*, or “Agents”, to submit **QUALIFICATIONS** for commissioning services in accordance with the requirements and instructions as set forth in this Request for Information.
2. Project description and applicable information is as follows:

The Renovate/Expand Gatton Building will renovate the existing spaces along with a new addition as required to achieve a state of the art facility which will enable the Gatton College to provide the type of “world ready” business education demanded by today’s students and business leaders. The classrooms will include tiered and flat smart classrooms furnished with state of the art projection systems as well as smaller break-out rooms to facilitate high impact peer-to-peer learning. The complex will contain signature spaces, including a large auditorium, trading floor, and innovative laboratories to support action learning, creative problem-solving, and leadership development.

The existing 4-story facility was originally built as the ‘Commerce Building’ in 1963. In 1991, the west 3-story addition was added. Today, the two components of the existing building come together at the 1991 elevator lobby and main two story entry. The original building houses primarily office and administration space while the 1991 addition houses mostly teaching/classroom space.

The facility has been well maintained, but some of the basic mechanical and electrical systems have reached the end of their functional life and will require replacement. The building also lacks community space where students and faculty can gather. The floor-to-floor height of the existing structure may limit the ability to facilitate modern technological systems. As such, it may be necessary to house those innovations in the new addition.

It is important to understand the context of the existing facility in order to develop an appropriate solution for the expansion of the Gatton College of Business and Economics. The current site is one of the most visible and well-connected buildings on campus, being linked to the main loop drive (Administration Dr.), South Limestone St. (a campus gateway), and the academic core of campus. The existing site is located to the southwest of Administration Dr. There are two main entries—one from South Limestone St. and the other via a bridge from the heart of campus to the Northeast.

The building is to achieve LEED Silver certification. The Commissioning Agent to work closely with the design consultants to meet LEED requirements.

3. *The following is the design team for this project:*
 - a. *Prime Architect – Ross Tarrant Architects, Lexington, KY*
 - b. *Design Architect – Robert A.M. Stern Architects, New York, NY*
 - c. *MEP Consulting Engineers – Staggs and Fisher Consulting Engineers, Inc., Lexington, KY*

B. SUBMITTAL

1. All submittals shall be delivered to:
*Capital Project Management Division
University of Kentucky
222 Peterson Service Building
411 South Limestone St.
Lexington, Kentucky 40506-0005*

Attention: David Collins
2. Submittals will be accepted at this address until **Tuesday, March 26, 2013, @ 4pm, EDST**. Submittals received after this time will be considered nonresponsive. The Owner will not be responsible for mail delivery delays.
3. Submittal shall be received in a sealed envelope, bearing the **Commissioning Agent's** name, and plainly marked: "Submittal of Qualifications for Commissioning Services for **University of Kentucky, Project No. 2345.0, Renovate/Expand Gatton Building.**" Each respondent shall submit **six (6) copies** for review plus one electronic copy in pdf format.
4. Submittals shall be subject to acceptance by the Owner as submitted within sixty (60) days from the deadline for receipt of proposals.

C. COMPLIANCE WITH RFQ REQUIREMENTS

1. Unless the proposal clearly states otherwise, the Owner will assume that all conditions and requirements listed in this RFQ will be met by the Commissioning Agent's proposal. The proposal shall clearly list every specific condition or requirement that will not be met by the proposal, and describe how the intent of the RFQ will be so achieved.

D. PROJECT STATUS

1. The project is currently in the schematic design phase. The Commissioning Agent will work closely with the University and the Consultants during the subsequent design phases to develop and specify the Commissioning Plan, and will then work during the construction and post-construction phases to implement and final check the approved commissioning plan.

E. SUBMITTAL EVALUATION AND AWARD

1. Each Agent's submittal will be evaluated based upon the following criteria:
 - a. Qualifications
 - b. Commissioning Approach/Plan
 - c. Quality of Proposal
 - d. References
 - e. Other applicable factors (schedule, availability, etc.)

2. The Owner reserves the right to accept any submittal “as is”; to reject any or all submittals; or to select an Agent from the responsive submittals, and to then negotiate proposed services so as to attain the desired commissioning services within the final scope of work.
3. The Agent shall be prepared to interview as part of the Owner’s selection process. The Owner may request a presentation based upon a set of defined criteria, or may make a selection based upon the initial submittals. In addition, the Agent shall be prepared to provide a sample of documentation created for previous commissioning services projects including commissioning reports and systems manuals.

The Agent shall bear all costs associated with preparing for and attending such an interview and presentation. Failure to attend when requested will be grounds for disqualification from consideration to provide commissioning services for this project.

Upon completion of contract negotiation, the Commissioning Agent shall enter into a contract based upon the negotiated services and fees. The owner will issue a Notice to Proceed to the successful Agent establishing the required milestone dates. When received by the Agent, this Notice, the RFQ, the Agent’s proposal, and documentation of all agreed variations from either the RFQ or the proposal shall constitute the entire contract, and is to be interpreted, construed, and given effect in all respects according to the laws of the Commonwealth of Kentucky.

F. INVOICES AND PAYMENT

1. Invoices from the Agent shall be submitted in duplicate to the Owner not more than once per month, at the address as given in Article B.1.
2. Invoices shall be submitted based upon work carried out since the previous invoice.

G. COMPLIANCE WITH LAWS

1. The equipment or services furnished or used on this project shall comply with all applicable federal, state, and local laws, codes and regulations.
2. All items provided shall have proper labeling. Material safety data sheets shall be submitted to the Owner’s designated representative in a three (3) ring binder, with appropriate cover sheets and clear indexing of the binder’s contents. All items shall be submitted as required by the Commonwealth of Kentucky and/or by the University of Kentucky.

H. DEFAULT

1. In the event that any equipment or service provided by the successful Agent under a contract or purchase order should not conform to the requirements or specifications in the contract, the Owner may reject such equipment or service. In such an event, the Owner shall instruct the Agent to remove all rejected equipment without expense to the Owner, and to replace same with such equipment as conforms to the contract requirements.

I. QUALIFICATIONS AND EXPERIENCE

1. At a minimum, the Agent's qualifications and experience shall include the following:
 - a. Membership in the Associated Air Balance Council (AABC) and commissioning certification from that organization.
 - b. At least 10 years of experience with the types of building, HVAC and control systems, and piping included in this project.
 - c. Knowledge of operations and maintenance requirements.
 - d. A thorough knowledge of testing, adjusting, and balancing (TAB) procedures and methods, with certification in TAB from AABC.
 - e. Knowledge and experience with applicable life safety codes, regulations, and procedures.
 - f. Successful experience working with multi-disciplinary teams,
 - g. Excellent oral and written communications skills.

J. SUBMITTAL REQUIREMENTS

1. The Agent's proposal shall include the following:
 - a. A statement of qualifications and experience, as detailed in Article I.
 - b. Resumes of all key staff to be employed on the project.
 - c. Identification of the following staff to be assigned to this project:
 - (1) Project manager - having overall project management authority, and
 - (2) Field supervisor - having supervisory authority on-site.
 - d. An outline of the Agent's general approach to undertaking this project, demonstrating an understanding of the scope of work and a capability to carry it out successfully
 - e. References for projects that are similar in nature and scope to this one completed within the last five (5) years. For each referenced project, identify the project, the Owner's name and contact information, and describe the full scope of services provided.
 - f. Examples of check lists, field reports, commissioning plans, final commissioning report index, or other organizational tools which will be used on this project, or that illustrate techniques that will be employed on this project.
 - g. **Technical information on testing, equipment, instrumentation and/or other services proposed to be used or provided by the Agent as a part of their agreed upon services.**
2. The proposal shall be signed by a representative having authority to make binding agreements for the Commissioning Agent, whose name and title shall be printed below the signature along with the date of signing.
3. The Agent's company name shall be clearly visible on every page of the proposal by stamp, label, printed header/footer, or some other satisfactory means.

K. REQUIRED SCOPE OF COMMISSIONING SERVICES

1. Commissioning services are to be provided in four (4) phases:
 - a. Design
 - b. Construction
 - c. Acceptance, and
 - d. Post-Acceptance,

2. All the above phases must be in accordance with the latest adopted ASHRAE Guideline, and with the AABC Commissioning Guideline.
3. During the design phase, the Commissioning Agent shall carry out the following scope of work:
 - a. Review the design documents (drawings and specifications) as they are prepared to ensure inclusion of material covering the contractor's responsibilities for commissioning; provide comments and suggestions for designer consideration.
 - b. Prepare the design phase commissioning plan.
 - c. Work with design consultants to meet LEED requirements.
 - d. Other related work.
4. During the construction phase the Commissioning Agent shall carry out the following scope of work:
 - a. Organize and lead the commissioning team.
 - b. Review shop drawings and equipment submittals for information affecting the commissioning process.
 - c. Update the commissioning plan to reflect equipment and controls data from the submittals, and provide commissioning schedule information that the contractor can integrate into the project schedule.
 - d. Schedule and lead commissioning meetings.
 - e. Establish and maintain a system for tracking commissioning issues needing resolution.
 - f. Review the project schedule periodically to ensure commissioning activities are properly incorporated; provide feedback to the designer and Owner as needed.
 - g. Perform on-site observations during construction. Submit written reports to the Consultants and Owner, including high resolution digital photographic documentation.
 - h. Monitor correct component and equipment installation; including controls point-to-point checkouts. Document all observations.
 - i. Witness equipment and system start-ups as deemed necessary. Ensure complete documentation of same.
 - j. Work with the design consultants to meet LEED requirements.
 - k. Other related work.
5. During the acceptance phase the Commissioning Agent shall carry out the following scope of work:
 - a. Review and inspect, on a sample basis, the testing, adjusting and balancing work that has been carried out by another agency.
 - b. Conduct functional performance testing of sub-systems, systems, and interactions between systems, leading to acceptance of the completed work. Document results of all tests witnessed.
 - c. Verify design and manufacturer requirements have been met.
 - d. Organize and direct the training of O & M personnel.
 - e. Digitally videotape O&M staff training sessions.
 - f. Work with the design consultants to meet LEED requirements.
 - g. Other related work.

6. During the post-acceptance phase the Commissioning Agent shall carry out the following scope of work:
 - a. Conduct functional performance testing of sub-systems, systems, and interactions between systems that could not be carried out prior to acceptance due to unsuitable weather conditions.
 - b. Prepare and submit a final commissioning report.
 - c. Provide follow-up for quality performance during the guarantee period.
 - d. Provide completed verification checklist
 - e. Work with the design consultants to meet LEED requirements.
 - f. Other related work.

7. The scope of work as described in Articles K.1 thru K.6 above shall be provided for the following base building systems:
 - a. HVAC systems
 - b. HVAC control system
 - c. Fire alarm system
 - d. Lighting control systems
 - e. Security and intrusion detection systems

L. SCHEDULE

1. Milestone Dates (Dates are tentative)

TASK	BEGIN	Days to Next Task
Schematic Design Docs Submitted	Tue, 3/5/2013	28
<i>Advertise for Cx Agent (CxA) Services</i>	<i>Tue, 3/12/2013</i>	<i>14</i>
<i>CxA Submittals Due</i>	<i>Tue, 3/26/2013</i>	<i>2</i>
<i>CxA Submittal Review</i>	<i>Thu, 3/28/2013</i>	<i>1</i>
<i>Shortlisted CxA Notified</i>	<i>Fri, 3/29/2013</i>	<i>14</i>
Schematic Design Approved	Tue, 4/2/2013	84
<i>CxA Interviews</i>	<i>Fri, 4/12/2013</i>	<i>3</i>
<i>CxA Selected & Notified</i>	<i>Mon, 4/15/2013</i>	<i>10</i>
<i>CxA Work Order Issued</i>	<i>Thu, 4/25/2013</i>	<i>◆</i>
Design Development Docs Submitted	Tue, 6/25/2013	28
Design Development Approved	Tue, 7/23/2013	119
Construction Docs Submitted	Tue, 11/19/2013	28
Construction Documents Approved	Tue, 12/17/2013	42
Bid Date	Tue, 1/28/2014	10
Construction Contract Awarded	Fri, 2/7/2014	670
Substantial Completion	Wed, 12/9/2015	30
Final Completion	Fri, 1/8/2016	◆