# Request for Qualifications (Commissioning Agent)

## **State of Ohio Standard Forms and Documents**

Administration of Project: Local Higher Education

Project Name	Housing Phase II New Construction 2023	Response Deadline	April 19, 2024 2:00 P.M. local time
Project Location	Ohio University	Project Number	OHU-19426
City / County	Athens / Athens	Project Manager	Brody Bauers
Owner	Ohio University	Contracting Authority	Local Higher Education
Delivery Method	CM at Risk	Prevailing Wages	State
No. of paper copi	es requested (stapled, not bound) 0	No. of electronic copie	es requested on CD (PDF) 1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Brody Bauers at bauersb@ohio.edu. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Brody Bauers at bauersb@ohio.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to Opportunities page on the OFCC website at <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

#### **Project Overview**

#### A. Project Description

The project is located at the Ohio University, Athens Campus. This project will include new construction for 600 beds within approximately 180,000 s.f. of building space located on the South Green as part of the 2022 Housing Master Plan. Enabling projects will be included within the scope of this project, such as utility connections and campus energy system needs.

The project is currently in Design Development and will be moving into Construction Documents in May of 2024. This project is not LEED Certified; however, it will adhere to Ohio University's Green Building Standards/checklist.

#### B. Scope of Services

This scope will begin with the integration into the Owner/AE/CMR team during Design Development. Your first task will be to develop commissioning specifications. For details related to scope please reference Form 130-05, Exhibit B-Consultant Scope of Services (Commissioning), which can be obtained at the OFCC website at <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a>.

The project team (Owner/AE/CxA/CMR) will be required to utilitze e-Builder, the University's Project Management System, for all compatible services required by the University.

The selected Commissioning Agent ("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. Participation in the Encouraging Growth, Diversity & Equity ("EDGE") Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Design Development, Construction Document Preparation, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a>.

During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the CxA and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

### Request for Qualifications (Commissioning Agent) continued

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. Experience in the operations and troubleshooting of building control systems and MEP systems.
- 2. Experience in writing commissioning specifications.
- 3. Experience with Student Housing commissioning in higher education settings.
- 4. Construction Manager at Risk and A/E collaboration experience.

#### C. Funding / Estimated Budget

Total Project C	ost	\$107,200,000	State F	unding	\$0	
Construction C	ost	\$93,000,000	Other	Funding	\$107,200,000	
Estimated CxA	Fee	0.20% to 0.25%				
completion of th	e comn	ercentage for this project includes all profession inssioning services for the successful completion red (see note below)	•	project.	and consultant services ned	essary for proper
Primary	Comm	nissioning	Profes	sional Se	rvices Start	05 / 24
Secondary			Construction Notice to Proceed			05 / 24
			Substantial Completion of all Work		04 / 26	
			Professional Services Completed		12 / 26	
			F.	EDGE P	articipation Goal	

#### G. Evaluation Criteria for Selection

Others

- Demonstrated ability to meet Owner's project requirements.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected CxA and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Percent of initial TOTAL CxA Fee

0%

#### H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals should be combined into <u>one</u> PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

# Request for Qualifications (Commissioning Agent) continued

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

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 State of Ohio Standard Forms and Documents

Project Name	Housing Phase II New Construction 2023	Proposer Firm	
Project Number	OHU-19426	City, State, Zip	

election Criteria			Val	ue	Scor
. Primary Firm Locat	ion, Workload and Size (Maxi	imum 10 points)			
		Less than 150 miles	5		
a. Proximity of firm to project site		150 miles to 200 miles	2		
		More than 200 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	2		
	\$500,000 to \$1,000,000	1			
	More than \$1,000,000	0			
c. Number of relevant professionals		Less than 2 professionals	1	Max	
	professionals	2 to 6 professionals	2 - 3		
		More than 6 professionals	3		
. Primary Qualification	ons (Maximum 30 points)				
a. Project managemer	nt lead	Experience / ability of project manager to	0 -	10	
a. Trojoot managomor		manage scope / budget / schedule / quality	,		<b>↓</b>
b. Project administration lead	on lead	Experience / ability to effectively administer	0 - 0		
,		project controls and processes	-		
c. Technical staff		Experience / ability of technical staff to verify	0 - 5	Max =	
		fully coordinated construction documents  Experience / ability of field representative to		20	
d. Construction admir	nistration staff	identify and solve issues during construction	0 - 15	ე - 15	
. Key Consultant Qua	alifications (Maximum 20 point	ts)			
a. Kay diasinlina laad	-	Experience / ability of key consultants to	0.45		
a. Key discipline leads	perform effectively and collaboratively	0 - 15			
		One additional point for every 2 percent			
<ul><li>b. Proposed EDGE-c</li></ul>	ertified Consultant participation*	increase in professional services over the	0 - 5		
		advertised EDGE participation goal			
. Overall Team Quali	fications (Maximum 10 points)				
		Less than 3 sample projects	C		
<ul> <li>a. Previous team colla</li> </ul>	aboration	3 to 6 sample projects	2		
		More than 6 sample projects	5		
b. Team organization		Clarity of responsibility / communication	0 - 5		
		demonstrated by table of organization			
. Overall Team Exper	rience (Maximum 30 points)				
a. Previous team perf	ormance	Past performance as indicated by evaluations	0 -	10	
a		and letters of reference	0 - 3		
		Less than 4 projects			
b. Experience with sin	nilar projects / delivery methods	4 to 6 projects	4 - 6		4
		More than 6 projects	7 - 10		1
c. Budget and schedule management		Performance in completing projects within		0 - 5	
		original construction budget and schedule	^	1	
d Knowledge of Obje	edge of Ohio Capital Improvements process	Less than 3 projects 3 to 6 projects	0 - 1		1
a. Knowledge of Office		More than 6 projects	4 - 5		-
		wore than 6 projects	4 -	. 5	
				Ī	
		ulting firm(s) and NOT the primary firm	Subt		

Notes:	Evaluator:		
	Name		
	Signature	Date	