

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Enhanced Commissioning Agents List</u>	Response Deadline	<u>April 22, 2024</u>	<u>1:00 pm</u>	local time
Project Location	<u>Various</u>	Project Number	<u>SFC-250444</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Various</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>		
Delivery Method	<u>Various</u>	Prevailing Wages	<u>N/A</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested via email (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at procurement@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at procurement@ofcc.ohio.gov 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 <http://ofcc.ohio.gov> 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

Commissioning firms shall provide professional services for confirming that constructed building systems meet operational design specifications and perform interactively in accordance with contract documents and owner objectives. Commissioning firms shall create effective electronic or web-based documents, plans, issues log, and final commissioning report for conducting field observations, verifications, and operations for the building system completion.

Firms shall have engineering and field capabilities to develop and implement commissioning objectives, testing, reports, and meetings. Commissioning leaders on all individual projects must be LEED accredited within the first year of prequalification. Three years actual commissioning, leadership experience, and a professional engineering certification in the state of Ohio are required. The OFCC commissioning services include LEED enhanced commissioning as defined by LEED for Schools Enhanced Commissioning Credit, building envelope commissioning and other LEED related assignments appropriate for the consultant.

A commissioning firm shall also help implement an operation and maintenance plan based upon legislative and contractual requirements. The commissioning firm shall have three years' experience in facility total cost of operation, maintenance planning, and energy management. The commissioning firm will use OFCC documents, processes and procedures in the development and implementation of the Facility Operation and Maintenance Plan.

This selection process is to establish a pre-qualified list of consultants capable of performing enhanced commissioning and maintenance planning services. The eligibility period for award of any contracts through the pre-qualified enhanced commission services list is July 1, 2024 through June 30, 2026. The Commission reserves the right to extend the eligibility period for an additional 24 months.

The number of pre-qualified consultants is at the sole discretion of OFCC. Any firm pre-qualified is not guaranteed any work during the eligibility period. For the purposes of this selection, any OFCC administered project including State Agencies, Higher Education and K-12 School Districts may utilize this pre-qualified consultant list.

B. Scope of Services

The enhanced commissioning services include material quality and systems verification process conducted from the design phase (OPR and LEED Eco-Charrette) through the warranty phase and include seasonal functional systems tests. Service includes meetings, site visits, commissioning log, commissioning report, thermography report, and OFCC approved building operational maintenance plan. Commissioning Services for school construction shall be in accordance with the OFCC memorandum of agreement commissioning services. Services include findings of quality construction issues, which require review, evaluation, and assignment of responsibility.

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The selected Consultant, as a portion of its required Scope of Services and prior to submitting its technical and fee proposals, will discuss and clarify with the OFCC, the cost breakdown of the Agreement detailed cost components to address the project requirements.

For purposes of completing the Relevant Projects 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. USGBC LEED Certification Level (Cert., Bronze, Silver, Gold, Plat.)
2. Complied with LEED for Schools (emphasis on LEED v4 and v4.1)
3. Achieved LEED Enhanced Cx Credit
4. Performed building envelope Cx services
5. Conducted thermal imaging of building envelope
6. Involvement and review of all Design Stage documents
7. Identification of design/construction issues and assignment of responsibility
8. OFCC Facilities Maintenance Plan (FMP)
9. Facility staff skills assessment and training

C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>As applicable</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated CxA Fee	<u>TBD% to TBD%</u>		

D. Anticipated Schedule

Announce Pre-Qualified List of Enhanced Commissioning Consultants: June 30, 2024

E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

F. Evaluation Criteria for Selection

The evaluation of the statement of qualifications will be based primarily, but not exclusively, on the following: (1) competence of the commissioning firm to perform the required management services, as indicated by the technical training, education and experience (including having LEED Accredited Professional team members as well as LEED v4 and v4.1 project experience) of the firm's personnel who would be assigned to perform the services; (2) ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required commissioning services competently and expeditiously; (3) past performance as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work, and meeting of deadlines; (4) experience of the proposed personnel in using the Ohio School Design Manual, (5) maintenance implementation plans and (6) other similar factors.

G. Special Instructions

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, TABB, NEBB, AABC, 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.

The following special instructions apply to completing the F110-330 form for this selection:

- Firms are requested to indicate their EDGE-certified business status as either "Certified" or "Non-certified" on Part 1 Section C (Proposed Team)
- Firms performing current Consultant List projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract)
- Do not submit Page 2 of Section F (Relevant Project Experience Matrix)
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program) or Page 4 (EDGE Participation Statement of Intent to Contract and Perform)

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H. Submittal Instructions

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

Electronic submittals should be combined into one 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 insert the project number and firm name followed by "SOQ" in the e-mail subject line.

Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to a maximum of one e-mail with the total file size of 25 MB.

Commissioning Agent Selection Rating Form

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Project Name Enhanced Commissioning Agent List Proposer Firm _____
 Project Number SFC-250444 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location and EDGE Status (Maximum 10 points)			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
2. Firm Size (Maximum 5 points)			
Number of relevant licensed professionals within primary firm available to perform the work.	Small = Less than 3 licensed professionals	5	
	Medium = 3 to 4 licensed professionals	2	
	Large = More than 4 licensed professionals	0	
3. Current Workload (Maximum 5 points)			
Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	5	
	\$100,000 to \$200,000	2	
	More than \$200,000	0	
4. Primary Firm Qualifications (Maximum 40 points)			
a. CxA Lead	Experience / ability of CxA to manage services	0 - 10	
b. Technical Staff	Experience / ability of technical staff to clarify/solve issues during design	0 - 15	
c. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 15	
5. Project Team Qualifications (Maximum 10 points)			
a. LEED*** Registered / Certified Project Experience (Demonstrated as CxA)	LEED Registered (RP) projects -OR- LEED Certified (CP) projects (Maximum 8 points)	RP	2
		CP	8
b. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
6. Overall Project Team Experience (Maximum 30 points)			
a. Knowledge of OSDM for OFCC Maintenance Planning	Less than 3 projects (Low)	0	
	3 to 5 projects (Average)	5	
	More than 5 projects (High)	10	
b. Experience with OFCC Consultant List (including CxA List) Projects in the previous 24 months	Less than 2 projects (Low)	5	
	2 to 3 projects (Average)	2	
	More than 3 projects (High)	0	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0	
	3 to 5 projects (Average)	5	
	More than 5 projects (High)	10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** See list of LEED credentials in Section H of the RFQ

Notes:

Evaluator:

Name _____

Signature _____

Date _____