

# Request for Qualifications (Commissioning Agent)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Blankenship Hall - Interior Renovations</u>	Response Deadline	<u>10/03/2025</u>	<u>2:00 PM</u>	local time
Project Location	<u>Blankenship Hall (0360)</u>	Project Number	<u>OSU-260014</u>		
City / County	<u>Columbus/ Franklin</u>	Project Manager	<u>Steve Munger</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>		
Delivery Method	<u></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:

[Blankenship\\_Hall\\_-\\_Interior\\_Renovations.01\\_Selection3@docs.e-builder.net](mailto:Blankenship_Hall_-_Interior_Renovations.01_Selection3@docs.e-builder.net)

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 Steve Munger at [munger.6@osu.edu](mailto:munger.6@osu.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 [Project Opportunities](#) 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.

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### Project Overview

#### A. Project Description

Blankenship Hall is the home of Ohio State's Department of Public Safety (DPS), including Police, Emergency Management & Fire Prevention, Communications & Security Technology, and Central Campus Security Services. This project will renovate the building to relocate and consolidate departments within the building, while improving the quality and functionality of both public and departmental spaces, with a goal of increasing the ability of DPS to serve the Ohio State University community and the public.

This project will:

- Relocate the Emergency Communications Control Center (911 call center) creating a new state-of-the-art real-time-crime-center for managing emergency response throughout the University.
- Relocate the department of Emergency Management and Fire Prevention.
- Renovate spaces for the Police Division to provide for expansion of staff, including locker areas, briefing rooms, and training areas.
- Create a secure entry for police and prisoner transportation.
- Relocate the locker space for security services
- Improve critical infrastructure.

The project is envisioned as multi-phased and will require the Commissioning Agent to work with the A/E and CMR to create multiple packages of drawings to sequentially support the relocation of the affected departments without a compromise to the functional ability of the DPS to ensure that safety and security across campus are maintained. The building will remain occupied and operational throughout design and construction. The successful CxA will be expected to work closely with the successful CMR and A/E to develop the appropriate design and construction packages and sequence of renovations.

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

This project is required to deliver asset tagging within a collaborative BIM-enabled environment. The Primary firm submitting for the project will be required to have the expertise capable of meeting this requirement and is responsible to support their subcontractors to meet this requirement. The Asset Tagging Workflow and the OSU PDS Tools can be accessed via the OSU FOD website (<https://fod.osu.edu/resources>) under Design Guidelines, Specifications, Standards; Specifications and Standards; Building Information Modeling (BIM).

## Request for Qualifications (Commissioning Agent) continued

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### 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, The Ohio State University's Sustainable Design and Construction Policy, and Integrated Energy & Environmental Implementation Strategies. 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 verification of 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 Project Requirements (PR) and the Basis of Design (BOD) along side of the Architect / Engineer (A/E).

The University is committed to commissioning this facility to ensure that all systems are well designed, complete and function properly upon occupancy and through all seasons, and that staff has adequate system documentation and training. Maximizing energy conservation is a critical component of the design goals to comply with the Sustainable Design and Construction Policy. The CxA will assist in providing design review comments, commissioning related documents to incorporate into the construction documents and a commissioning plan for the project to ensure that the Sustainable Design and Construction Policy requirements of the project are met. The anticipated Building systems to be commissioned include but are not limited to: HVAC equipment and systems, temperature controls, renewable energy systems (if any), electrical, fire alarm, and plumbing.

The CxA will be involved from the design phase through warranty phase. The CxA will be responsible for reviewing and thoroughly documenting the Project Requirements and providing input on the Basis of Design through reviews and interaction with the University Architect, University Engineering, Facilities Operations and Development, and the A/E. 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 The Ohio State University's Sustainable Design and Construction Policy. 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 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 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 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.

The project team (Owner / A/E / CxA / Contractor) will be required to utilize Trimble Unity Construct (TUC), the University's Project Management System, for all compatible services required by the University.

The project shall follow the applicable University Sustainability Standards. [https://fod.osu.edu/sites/default/files/div\\_18.pdf](https://fod.osu.edu/sites/default/files/div_18.pdf). The Commissioning Agent shall review, comment, and participate in all aspects of the standards applicable to their scope of work.

Closeout Services: The closeout for this project is required to be delivered in an electronic cloud-based format using Trimble Unity Construct (TUC) Project Management System and adhere to The Ohio State University Project Closeout Standards. The Ohio State University Project Closeout Standards can be accessed via the OSU FOD vendor 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. Experience in the operations and troubleshooting of building control systems, and MEP systems
2. Experience in writing commissioning specifications
3. Commissioning experience with Emergency communications facilities.
4. Work with phased occupancies.

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.



# Commissioning Agent Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Blankenship Hall - Interior Renovations Proposer Firm \_\_\_\_\_  
 Project Number OSU-260014 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 15 miles	5	
	15 miles to 25 miles	5	
	More than 25 miles	5	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$250,000	2	
	\$250,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of relevant professionals	Less than 6 professionals	1	Max = 3
	6 to 20 professionals	3	
	More than 20 professionals	3	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
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 - 2	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 8	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 3	
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 4 sample projects	0	
	4 to 6 sample projects	2	
	More than 6 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 15	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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 - 3	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0	
	3 to 6 projects	1	
	More than 6 projects	2	
* 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_