Request for Qualifications (Commissioning Agent)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	MU - New Basketball & Volleyball Arena	Response Deadline	11/11/2026 1:30 pm local time
Project Location	200 S Fisher Drive	Project Number	MUN-100133
City / County	Oxford/Butler	Project Manager	John Porchowsky
Owner	Miami University	Contracting Authority	Local Higher Education
Delivery Method	Design Build	Prevailing Wages	State
Publish Date	**10/27/2026**	Ohio Register Number	

No. of paper copies requested (stapled, not bound) 3 No. of electronic copies requested on CD (PDF) 1
Submit the requested number of Statements of Qualifications (Form F110-330) directly to John Porchowsky at jp@miamioh.edu. See Section H of this RFQ for additional submittal instructions. Paper copies will be mailed or hand delivered by the due date to Miami University – Cole Service Building 101 S. Fisher Drive Oxford, Ohio 45056 ATTN: John Porchowsky.

Submit all questions regarding this RFQ in writing to John Porchowsky at jp@miamioh.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 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

This project comprises design-, construction- and acceptance-phase commissioning of the major building systems for the a new basketball and volleyball arena on the Oxford campus of Miami University. The project will pursue LEED Silver Certification; therefore, commissioning must comply with the requirements of both Fundamental and Enhanced Commissioning credits for LEED v.4.

The Criteria Architect and the Owner are completing the programming and conceptual design phases. The contract will commence with Schematic design review and continue from there to the end of the acceptance phase.

The project consists of constructing a new 256,000 gross square foot building located at 200 S Fisher Drive, Oxford, Ohio 45056.

The building systems envisioned to be commissioned include HVAC Systems, Electrical Systems, and Plumbing Systems, Specialty low voltage electrical systems. HVAC systems include but are not limited to DOAS units, fan coil units, data room units, smoke evacuation system, exhaust fans, unit heaters, chilled beams, variable air volume terminals / valves, variable frequency drives, chilled water hydronic systems, hot water hydronic systems. Plumbing systems include but are not limited to domestic hot water generation systems, domestic hot water return systems, water conditioning systems, sanitary ejector pumps, storm sump pumps. Electrical systems include but are not limited to electrical motor starters, electrical switchgear, lighting control systems, emergency generators, automatic transfer switches, and distribution panels.

Members of the selected Design-Build team are as follows:
Design-Builder – Turner Construction Company
Architect of Record – MSA Design
Consulting Engineer – Heapy Engineering.

The criteria architecture team for the project is The SLAM Collaborative. The 100% design development drawings can be found by clicking the link to a Google drive here.

B. Scope of Services

Miami University requests that prospective firms submit proposals that identify the most cost-effective scope of services for the project identified above. Services may include some or all of the following:

Establish the verification and testing methods to be used during commissioning.

Develop the forms for recording of the systems performance and testing procedures/results.

Develop a Facility Requirements and Operations and Maintenance Plan including the following details:

- Sequence of operations for the building
- Building occupancy schedule
- Equipment run-time schedules
- Setpoints for all HVAC equipment
- Set lighting levels throughout the building
- Minimum outside air requirements
- Any changes in schedules or setpoints for different seasons, days of the week, and times of day
- A systems narrative describing the mechanical and electrical systems and equipment
- A preventive maintenance plan for building equipment described in the systems narrative
- A commissioning program that includes periodic commissioning requirements, ongoing commissioning tasks, and continuous tasks for critical facilities

Develop a monitoring-based commissioning plan including the identification of points that will be measured and evaluated. Scope shall include both energy and water-consuming systems. Provide as-needed updates to the systems manual, including explanations for any modifications to the original design. The following items shall be included in each monitoring-based commissioning plan:

- Roles and responsibilities
- Measurement requirements (meters, points, metering systems, data access)
- The points to be tracked, with frequency and duration for trend monitoring
- The limits of acceptable values for tracked points and metered values
- The elements used to evaluate performance, including conflict between systems, out-of-sequence operation of systems components, and energy and water usage profiles
- An action plan for identifying and correcting operational errors and deficiencies
- Training to prevent errors
- Planning for repairs needed to maintain performance
- Frequency of analyses in the first year of occupancy (at least quarterly)

Provide thermal imaging of building envelopes and electrical equipment including but not limited to switchgear, panels, motors, and other electrical equipment.

Provide details that cannot be, or were not, fully developed during design, such as scheduling of commissioning activities, develop actual lines of reporting and approvals, coordination, etc.

Inspect the equipment and systems to verify proper installation and adequate operational checkout by installing contractors.

Review and comment on all change orders affecting commissioned systems that may occur during the construction phase.

Coordinate, conduct, and document the testing of equipment and systems during the commissioning phase.

Report to the owner and contractors any deficiencies in the specified building systems or equipment. Attend meetings to review report and resolve issues. Identify party or parties responsible for correcting deficiencies.

Submit written monthly progress reports during the construction and acceptance phases.

Assist Owner and DB in the LEED v.4 documentation and certification process throughout the project and provide all required commissioning forms and reports in formats required for LEED v.4 Silver certification at both the Design Phase submission and Construction Phase submission.

Provide final report that all of the building systems have been commissioned and that they meet the design criteria and design intent.

Return to the project to re-commission the HVAC systems during the season in which the HVAC systems were not originally commissioned.

Provide other services deemed appropriate by the proposer for the given project that provide value to the University.

Participate in any conflict resolution efforts as it relates to commissioned equipment or areas of construction.

Additional Information

Owner's and DB's staff may attend any- or all-commissioning activities.

Commissioning authority's proposal should include a proposed average for hours per week on-site during the construction phase, not including travel time or home office activities.

For this proposal, the selected firm will be required to separate their fee proposal into three parts:

1. **Fundamental LEED Commissioning Services:**
   These Commissioning Services will meet the requirements of the *Fundamental Building Systems Commissioning Prerequisite, (EAp1)* as described in the U.S. Green Building Council's (USGBC) Leadership in Energy & Environmental Design LEED version 4.0.

2. **Option 1 Path 1 & 2: Enhanced and Monitoring-Based Commissioning**

3. **Option 2: Enhanced Commissioning - Building Envelope Services**

Final fee and final scope of services will be negotiated after selection.

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. Participate 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: Program Verification, Schematic Design, 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 http://ofcc.ohio.gov.

During the construction period, provide not less than 8 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.

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. Sports Arena Commissioning
2. Large assembly spaces
3. Mechanical Systems
4. Electrical Systems
5. Smoke Evacuation Systems
6. Building Envelope

C. Funding / Estimated Budget

Total Project Cost	$242,000,000t	State Funding	$0
Construction Cost	$214,511,208	Other Funding	$242,000,000
Estimated CxA Fee	.1% to .15%		

NOTE: The CxA fee percentage for this project includes all professional design services, and consultant services necessary for proper

completion of the commissioning services for the successful completion of the project.

D. Services Required (see note below)

Primary	Mechanical
Secondary	Electrical
	Envelope
	Fire Alarm - Smoke Evacuation
	Plumbing
Others	

E. Anticipated Schedule

Professional Services Start	12 / 26
Construction Notice to Proceed	09 / 26
Substantial Completion of all Work	09 / 28
Professional Services Completed	11 / 28

F. EDGE Participation Goal

Percent of *initial* Total CxA Fee	5%

G. Evaluation Criteria for Selection

- 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.

Interested CxA firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business(es), as a part of the CxA's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the CxA's Technical Proposal. Both forms can be accessed via the OFCC website at http://ofcc.ohio.gov. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business(es), by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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.

Electronic submittals, if requested, should be combined into one PDF file named with the project number listed on the RFQ and your firm's name, followed by "SOQ". Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. **Electronic submittals are limited to a maximum file size of 25 MB.**

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.

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 MU - New Basketball Volleyball Arena
Project Number MUN-100133
Proposer Firm Proposer Firm
City, State, Zip City, State, Zip

Selection Criteria		Value		Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)				
a. Proximity of firm to project site	Less than 50 miles	5		
	50 miles to 100 miles	2		
	More than 100 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $cc	2		
	$100,000 to $500,000	1		
	More than $500,000	0		
c. Number of relevant professionals	Less than 3 professionals	0	Max = 3	
	3 to 6 professionals	1		
	More than 6 professionals	2		
2. Primary Qualifications (Maximum 30 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	Max = 20	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 10		
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5		
3. Key Consultant Qualifications (Maximum 20 points)				
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15		
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		
4. Overall Team Qualifications (Maximum 10 points)				
a. Previous team collaboration	Less than 2 sample projects	0		
	2 to 4 sample projects	2		
	More than 4 sample projects	5		
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5		
5. Overall Team Experience (Maximum 30 points)				
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10		
b. Experience with similar projects / delivery methods	Less than 2 projects	0 - 3		
	2 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 - 5		
d. Knowledge of Ohio Capital Improvements process	Less than 2 projects	0 - 1		
	2 to 6 projects	2 - 3		
	More than 6 projects	4 - 5		
* 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		**Subtotal**		

Notes:

Evaluator:

Name _____

Signature _____ Date _____