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

Administration of Project: Local Higher Education

Project Name	North Towers Renovations	Response Deadline	06/4/2026	2:00 PM	local time
Project Location	Drackett Tower (0189), Jones Tower (0267), Taylor Tower (0268)	Project Number	OSU-250125		
City / County	Columbus/ Franklin	Project Manager	Todd Henderly		
Owner	The Ohio State University	Contracting Authority	Local Higher Education		
Delivery Method	Construction Manager at Risk	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested on CD (PDF)	1		

Submit the Statements of Qualifications (Form F110-330) via email to:

North_Towers_Renovation_Study_-_Jones_Taylor_and_D.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 Todd Henderly at henderly.8@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.

Project Overview

A. Project Description

The Ohio State University is soliciting qualifications from Commissioning Agent firms to provide commissioning services for the upcoming renovation of Taylor, Drackett, and Jones Towers.

These three 13-story residence halls, each approximately 130,000 SF, were constructed in the 1960s using reinforced concrete structures with brick and masonry exteriors and low floor to floor heights.

Project Scope
The primary objective of this project is to address deferred maintenance by replacing aging mechanical, electrical, plumbing, and fire protection systems. In addition, the project will include interior renovations and upgrades to student-occupied floors and common spaces, enhancing the overall residential experience.

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).

B. Scope of Services

The CxA will be involved from the design phase through warranty phase. The CxA will be responsible for helping to document, create and review the Owner's Project Requirements as it relates to the buildings energy performance, and to provide input on the Basis of Design through reviews and interaction with the AOR, University Architect, University Engineering, Facilities Operations and Development, and the AOR Engineers. 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 OSU office of Student Life 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 objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner (Student Life), 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 to verify 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 Owner's Project Requirements (OPR).

The University is committed to commissioning this facility to ensure that all systems are integrated, fully functional, and optimized for performance upon occupancy and throughout all seasonal cycles. A primary objective is the maximization of energy conservation to ensure strict compliance with the Sustainable Design and Construction Policy.
The Commissioning Agent (CxA) shall provide comprehensive design review comments, generate commissioning specifications for inclusion in the Construction Documents, and develop a project-specific Commissioning Plan. The CxA is responsible for verifying that all systems meet the Basis of Design (BOD) and Owner's Project Requirements (OPR).
The building systems to be commissioned include, but are not limited to:

- HVAC Systems: All generation, distribution, and terminal equipment, including air handling units, hydronic systems, and exhaust fans.
- Building Automation System (BAS) & Lighting Controls: Comprehensive review and field-testing of sequences of operations, setpoints, and scheduling to ensure peak efficiency and occupant comfort.
- Electrical & Life Safety: Normal and emergency power distribution, grounding, and the functional integration of the Fire Alarm system with HVAC smoke control/dampers.
- Plumbing: Domestic hot and cold water systems, mixing valves, recirculation pumps, and any specialized water conservation systems.

This project will also include building enclosure commissioning (BECx). They will be responsible for commissioning the building enclosure to validate that it meets the design intent in the documents and comply with the University's Sustainable Design and Construction Policy. They will review and provide design review comments of the drawings and specifications related to building enclosure systems, including the detailing of all components. They will also review contractors shop drawings and samples that are relevant to the building enclosure for conformance with University and industry standards, as well as observe and comment upon any exterior enclosure mock-ups.

As part of the proposal, the BECx shall recommend and include any and all tests necessary to fully commission the building enclosure as part of their proposal. These diagnostic procedures shall specifically address the primary components of the envelope: the 13-story curtain wall, new punched windows, brick tuckpointing, and rain screen assemblies. Testing must verify air/ thermal infiltration as well as water penetration resistance for all fenestration protocols.

For Taylor Tower, the CxA Team shall engage an independent third-party roof consultant to conduct periodic inspections of key roofing components. The consultant will verify that all materials and assemblies are installed in strict accordance with contract plans, project specifications, Building Design Standards, and manufacturer-validated installation methods. Regarding Drackett Tower, which recently underwent a roof replacement, the scope is limited to the inspection of any new roof curbs and/or penetrations to ensure proper flashing and installation.

To maintain high standards of workmanship, the frequency of these inspections shall remain adaptive rather than fixed. The consultant's site presence will be determined by the complexity of the specific assembly being installed and the demonstrated proficiency of the roofing contractor. For example, high-risk transitions, flashing details, and initial mock-ups may require daily oversight, whereas standard field applications may allow for a reduced cadence. Ultimately, the consultant must provide sufficient coverage to ensure comprehensive compliance, scaling their site visits based on the contractor's real-time performance and the critical nature of the active work phases.

Finally, the Commissioning Agent shall be responsible for procuring, coordinating, and validating the final Testing, Adjusting, and Balancing (TAB) report. To ensure a seamless transition to project closeout, the Commissioning Agent must furnish the final certified TAB and commissioning reports to the General Contractor in advance of their scheduled final inspections. Delivery of these validated reports is a prerequisite for the AHJ (Authority Having Jurisdiction) inspections and the successful procurement of the Certificate of Occupancy. As part of these services, the TAB contractor and CxA shall outline minimum building requirements necessary to conduct and complete the TAB scope as well as to adequately staff the job so that each building's TAB can be completed in approximately 3 weeks time start to finish.

Regarding Jones Tower, the University is proceeding with the demolition of the facility. At this time, it is not anticipated that the CxA will be required to provide services for this building.

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/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.

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 e-Builder, 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. The Commissioning Agent shall review, comment, and participant 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 e-Builder 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 vender 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. Experience managing Testing Air Balance and Roof Inspection protocols for OSU

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.

C. Funding / Estimated Budget

Total Project Cost (TPC)	$163,000,000	State Funding	$0
Construction Cost	$135,000,000	Other Funding	$163,000,000
Estimated CxA Fee	.004% to .005%		

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	MEP Commissioning
Secondary	Building Envelope Commissioning
	Roof Consultant / Commissioning
Others	Testing Air Balance

E. Anticipated Schedule

Professional Services Start	06 / 2026
Construction Notice to Proceed	07 / 2026
Substantial Completion of all Work	09 / 2028
Professional Services Completed	10 / 2028

F. EDGE Participation Goal

Percent of *initial* TOTAL CxA Fee	5%

G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's project requirements.
- Demonstrated ability to meet Owner's Sustainability Standards: https://fod.osu.edu/sites/default/files/div_18.pdf.
- 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.
- Proximity of prospective firms to the project site.

- Proposer's apparent resources and capacity to meet the needs of this project.

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 Enterprise(s), 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 Procurement Forms. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. Please identify the EDGE-certified Business Enterprises, 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 Procurement Forms.

Electronic submittals should be combined into one PDF file saved with the form name, project number listed on the RFQ and your firm's name (ex. **F110-330_OSU-nnnnnn_Firm Name**). 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.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

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 North Towers Renovations
Project Number OSU-250125
Proposer Firm
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 $200,000	0		
	$200,000 to $1,000,000	1		
	More than $1,000,000	2		
c. Number of relevant professionals	Less than 2 professionals	0	Max = 3	
	2 to 8 professionals	1.5		
	More than 8 professionals	3		
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 3 projects	0 - 3		
	3 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 3 projects	0 - 1		
	3 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