

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	East Hospital - Tower - Elevator renovations	Response Deadline	04/28/2026	2:00 PM	local time
Project Location	East Hospital - Tower (0397)	Project Number	OSU-265016		
City / County	Columbus/ Franklin	Project Manager	Clay Jackson		
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 East_Hospital_-_Tower_-_Elevator_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 Brendan Flaherty at Flaherty.12@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 East Hospital – Tower – Elevator Renovations is a vertical transportation project in the OSU East Hospital Tower. General Contracting, HVAC, Plumbing, Electrical, and/or Fire Alarm Work will take place in the elevator machine room, shaft, pit and the elevator lobby on each floor; minor patch and paint will be required for each elevator lobby. These are major modernizations in a working hospital which is open for public business and will continue to operate through the phases of work. These elevators are the main public access elevators for the OSU East Tower and receive very heavy use. Elevator Control Logic will be a vital key to the success of this project so that the new system transports the public between floors in the most timely and efficient pattern possible with wait times held to the least amount of time as possible.

The scope of the project is to replace the existing operation equipment and controls of elevators 4, 5, 6, & 7 for code compliance and OSU building standards. Interior cab finishes are included in the scope. These 4 elevators are used by visitors and patients. There is not a lot of known information about these elevators, they are traction, have eighteen stops and are original to the building. During construction, three of the four elevators must always remain open and operational.

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 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, 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).

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The University is committed to commissioning this facility to ensure that all systems are well designed, complete and functioning 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 Owner's Project Requirements and providing input on the Basis of Design through reviews and interaction with the Project Engineer, 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/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.

The CxA will comply with applicable OSU Wexner Medical Center policies, including the Identification Badge Policy, which incorporates the Non-discretionary Vaccination Policy/Employee Health Infection Control and Background Check Policies, as identified at <https://wexnermedical.osu.edu/utility/footer/vendor-interaction>. The CxA is responsible for all costs incurred related to compliance with these policies.

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 working on multiple car modernization in high-rise occupied hospital facilities
3. Experience in writing commissioning specifications

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	<u>\$14,000,000.00</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$11,000,000.00</u>	Other Funding	<u>\$14,000,000.00</u>
Estimated CxA Fee	<u>1.5% to 1.6%</u>		

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.

Commissioning Agent Selection Rating Form

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Project Name East Hospital - Tower - Elevator renovations Proposer Firm _____
 Project Number OSU-265016 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 100 miles	5	
	100 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$250,000	2	
	\$250,000 to \$4,000,000	1	
	More than \$4,000,000	0	
c. Number of relevant professionals	Less than 5 professionals	3	Max = 3
	5 to 10 professionals	3	
	More than 10 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	Max = 20
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
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 3 sample projects	0	
	3 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	
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 4 projects	0 - 3	
	4 to 8 projects	4 - 6	
	More than 8 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 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 _____