



**Request for
Qualifications/Proposal for
Commissioning Services**

Idalia School District RJ-3
26845 County Road 9.2
Idalia, Colorado 80735

February 22, 2012

Request for Qualifications/Proposal for Commissioning Services

The purpose of this RFQ/P is to obtain qualifications and proposals from qualified individuals and firms interested in providing Commissioning Services for Idalia School District RJ-3.

All questions should be addressed to the Owner's Representative for the District:

Michael Hall
Inline Management
1703 Sand Lily Dr.
Golden, CO 80401
720-203-5181
mhall@inlinemanagement.com

Three (3) hard copies and (1) electronic copy of a response to the Request for Qualifications/Proposal shall be received no later than **March 5, 3:00 pm**, at the above address. It is the responsibility of the submitting firm to ensure that the RFQ/P response package is received prior to the deadline. RFQ/P response packages received after the above date and time will not be considered.

Location of Construction Work:

Idalia School District RJ-3
26845 County Road 9.2
Idalia, Colorado 80735

Overall Project Description:

The project is funded through the Colorado Department of Education (CDE) Building Excellent Schools Today (BEST) program.

Scope of work includes a new 39,000 sf PK 12 Building Addition to include a new entry, administration, art, primary wing, middle/high school wing, media/computer lab, music/stage and receiving area. The phased project will require various demo components; 1948 old gymnasium wing, 1966 middle/high school wing, 1985 music/library and Heritage Hall. Selected site component demolition will include various utilities, roadways, walks and landscaping. The project will also include renovating the 1995 gym and repurposing adjacent spaces, approximately 14,000 sf. Site improvements will consist of a new parking lot with a dedicated bus loop, walkways and landscape enhancements.

The project shall be designed and constructed through an integrated design process consistent with the Owner's requirements, all applicable Colorado Department of Education guidelines and standards, and high performance building standards with a desired goal to achieve Leadership in Energy and Environmental Design (LEED) 2009 for Schools Gold rating designation within the project budget and schedule parameters.

The Project went through Conceptual Design for the purpose of generating a scope of work and budget as a requirement in the B.E.S.T. grant application process. The project is currently in Schematic Design.

Idalia School District Master Plan is available on the District's website:
<http://www.idaliaco.us/>

The services shall meet all the requirements of the LEED 2009 for Schools Fundamental Commissioning Prerequisite and Enhanced Commissioning Credit.

Schedule of Events:

Request for Qualifications/Proposal Issued	February 22, 2012
Questions Due Date	February 28, 2012
Questions Answered	March 1, 2012
Submittal Due Date	March 5, 2012
Notice to Proceed	March 7, 2012

Scope of Services:

The owner is committed to commissioning this facility, to optimizing the building and its ancillary systems and to meeting the requirements of LEED Gold EA P1 Fundamental Commissioning and EA C3 Enhanced Commissioning. The commissioning agent (CxA) will provide the signed letter template and suitable documents for the required credits before termination of contract. The CxA will be hired by the owner and report directly to the owner. Enhanced Commissioning services include all Fundamental Commissioning services in addition to those listed under "Enhanced Commissioning" scope of services.

Commissioning services consist of systematically documenting that the specified components and systems have been designed, installed and initiated properly, in accordance with the Owner's Project Requirements. Cx services shall also include functional testing to verify and document proper operation. The CxA shall coordinate with the architect, engineer, contractor and owner on scheduling and integrate activities into the overall project schedule for commissioning scope as per LEED reference guide.

REFERENCES

- LEED 2009 for Schools
- ASHRAE Guideline 0

A) Phases of Commissioning

1. Design Phase objectives:
 - a. Assist with documentation of Owner's requirements.
 - b. Identify and assign commissioning responsibilities.
 - c. Document design intent as it evolves.
 - d. Begin and continue development of Commissioning Plan.
 - e. Develop the Commissioning specifications.
 - f. Review contract documents for compliance with design intent (aka, PEER review). Schedule qualifier i.e. 2 weeks to provide comments.
2. Construction Phase objectives:
 - a. Finalize and distribute Commissioning Plan.
 - b. Conduct periodic Commissioning meetings.
 - c. Observe selected construction, installation, startup, operation and Test & Balance of systems listed above.
 - d. Pre-Functional Performance Tests.
3. Acceptance Phase objectives:
 - a. Verify accuracy of final Test & Balance report.
 - b. Complete Functional Performance Tests.
 - c. Complete Commissioning report and submit to Owner.

B) Systems to be commissioned, as applicable:

Refer to the plans and specifications for sizes and types of equipment. The following systems, including all components and controls, are to be commissioned:

1. Heating, Cooling, and Ventilation: Equipment and Systems.
2. HVAC control systems and user interfaces.
3. Lighting and day-lighting controls.
4. Domestic water heating systems.
5. Sub-metering and Verification tools.

C) Fundamental Commissioning Services – LEED Prerequisite EA P1

The following services define the scope of work according to the LEED 2009 for Schools EA P1 Fundamental Commissioning.

1. Develop a complete commissioning specification detailing the roles, responsibilities and activities required to commission the facility.
2. Assist the owner with creation of the "Owner's Project Requirements" document.
3. Review the Basis of Design documentation.
4. Develop a commissioning plan and submit it to the team at the outset of the project. Define all activities to be taken up by the CxA and identify team member responsibilities for each activity. The

commissioning plan shall include template copies of all Pre-functional Checklists and Functional Performance Test documents.

5. Mechanical, electrical, plumbing, and controls contractors shall document the pre-functional checklists and perform start up prior to functional performance testing. The CxA shall document completion of the pre-functional in compliance with the specification and Cx Plan.
6. Witness selected start up of major mechanical equipment.
7. The CxA shall develop Functional Performance tests for each system and equipment to be commissioned. The CxA shall verify the proper control and operation of the mechanical systems and equipment. This verification shall be documented in the functional performance tests. The CxA shall direct, witness, and document functional tests.
8. Prepare deficiencies log of items not in compliance with the contract documents.
9. Submit a commissioning report to the client at the end of the commissioning process.

D) Enhanced Commissioning Services – LEED Enhanced Commissioning 2009 for Schools

CxA shall be responsible for the following services in addition to the fundamental commissioning items.

1. Prior to any fundamental commissioning activity, reviews at 50% and 90% CDs shall be conducted.
The CxA shall provide a focused review of the design documentation (design intent, basis of design, and sequences of operation) for energy-efficiency, proper functioning, and any recommendations for enhanced performance. The CxA shall review the specifications and drawings for the purpose of advising the owner and the design team on changes that may need to be made to promote successful commissioning.
2. The CxA reviews the Operation & Maintenance (O&M) documentation, project reports, and closeout documents for completeness.
3. The CxA reviews, and coordinates the training provided by the mechanical contractor and controls contractor and verifies that same was completed.
4. Post-Occupancy Check: Include a post-occupancy checkup as part of the commissioning proposal to verify how the building is actually operating 8-10 months after construction. The CxA shall address a list of “events” or complaints compiled by the owner. This post-occupancy checkup will include verifying that the training requirements have been met and that a plan to resolve outstanding commissioning-related issues have been addressed.
5. The CxA shall develop a complete Systems Manual.

E) Measurement and Verification.

The intent of this task is to provide for the on going accountability of building or energy system performance. The measurement and verification phase shall cover a period 1 year of post construction occupancy. The CxA shall develop a M & V plan, make recommendations on where to install necessary metering equipment, track performance by comparing predicted performance to actual performance, and evaluate energy efficiency by comparing actual performance to baseline performance. The appropriate vendors and/or contractors will be responsible for installing metering equipment. The International Performance Measurement and Verification Protocol, Volume III provides descriptions of best-practice techniques for verifying energy performance.

Desired Qualifications:

The entity designated as the Commissioning Agent (CxA) should have:

1. Acted as the CxA for at least three (3) K-12 school projects over 50,000 sf.
2. Extensive experience in the operation and troubleshooting of HVAC systems, lighting controls systems, energy management systems, security systems, and Building Automation Management system.
3. A minimum of five (5) full years in commissioning work is required
4. Knowledge of building operation and maintenance of O&M training.
5. Knowledge of test and balance of air and water systems.
6. Experience in energy-efficient equipment design and control strategy optimization.
7. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
8. Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
9. Experienced in writing commissioning specifications.
10. AGC CxA Certification, NEBB Certification, ASHRAE CxA Certification, BCA CCP Certification, or similar.

Qualifications Section:

In order to select the firm best qualified for the Idalia School District project, we are asking that the prospective Firm respond to the following:

1. Assumptions, expectation and documents from the client and the project team to support commissioning activity.

2. Project Team:
 - a. An organizational chart defining the relationships and areas of responsibility for team members, including their title and duties for proposed project, and their availability for the proposed project. Please indicate percentage of time projections for each team member.
3. Qualifications and experience of the firm and project team:

Resume of similar project experience (minimum 2).

 - a. Two references for the firm and project team proposed.
 - b. Relevant certifications and accreditations.

Cost of Work:

- a. Fundamental commissioning fee.
- b. Enhanced commissioning fee.
- c. Measurement and verification.
- d. Number of trips/projected man hours.
- e. Additional anticipated expenses (if applicable).
- f. Reimbursables.

Selection Criteria:

Owner's staff shall review all proposals and select the most qualified consultant based on the following criteria:

<u>Evaluation Criteria</u>	<u>Points</u>
Relevant Project Experience	30
Key Personnel / Firm Qualifications	20
Cost	10
References	20
Total Points Possible	80

Project Schedule:

Design Phase	January 2012 - June 2012
Construction Phase	July 2012 - August 2013
Occupancy	August 2013

Legal Requirements:

A. Verification of Information:

Applicants are hereby notified that Idalia School District will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As Idalia School District deems necessary and appropriate in its sole discretion, Idalia School District reserves the right to make any inquiries or other follow up required to verify the information provided. The District reserves the right to select any or reject any and all submissions in their best interest.

B. Disclosure of Information:

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to CDE, appropriately identify materials, which are not subject to disclosure. In the event of a request by CDE or School District for disclosure of such information, CDE or School District shall advise the Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to CDE or School District.

C. Discrimination in Employment:

In connection with the performance of work on this project, the selected Service Provider agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Service Provider further agrees to insert the foregoing provision in all subcontracts hereunder.

D. Applicable Laws:

This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

E. Cost of Developing Qualifications:

Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the Service Provider. The District assumes no liability for any costs incurred throughout the entire selection process.

F. Qualification Ownership:

All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the District and will not be returned to the applicant.

G. Addenda:

As Idalia School District may require, addenda may be issued to supplement this RFQ. All Applicants who submit their intent and are in receipt of the RFQ are considered registered. The list of registered participants will be used to issue all communications regarding this RFQ, including formal addenda and date changes. It shall be conclusively presumed that each Applicant submitting a response has affirmatively registered with Idalia School District for this project and has received all subsequent communications relating to the project. Applicants will be responsible for all such information issued by this method.

H. Contract:

The successful Environmental Engineering firm will be required to enter into a written contract with the District in a form acceptable to the District.

I. Questions and Communication:

All questions must be submitted in writing to the Owner's Representative listed above by **February 28, 2012**. A one-time response to the questions will be provided to all registered RFQ/P holders no later than **March 1, 2012**.

Thank you for your time and effort in responding to this RFQ/P.