

Request for Commissioning Services Proposal
Roseville Joint Union High School District
Sixth High School and Various Projects

Issuance Date: October 11, 2017

Closing Date: 3:00 p.m. Local Time on October 30, 2017

The Roseville Joint Union High School District (District) requests written proposals to secure commissioning authority (CxA) services for the design and construction of the District's Sixth High School Project and other projects as needed. The District is committed to commissioning facilities to systematically optimize buildings and ancillary systems so that they operate efficiently and effectively in accordance with the Owner's Project Requirements (OPR), and that the facility staff has adequate system documentation, and training. It is the intent of the District to ensure that the fundamental systems are calibrated and operating as required to deliver functional and efficient performance.

The Sixth High School project design is substantially complete and the project has been submitted to DSA for review. The District is seeking a CxA to perform building commissioning. The CxA must demonstrate experience and expertise in commissioning of complex building systems in accordance with ASHRAE recommendations.

The Sixth High School will be a phased project with phase I designed to accommodate approximately 1200 students. The first phase of the school contains athletic fields and support buildings, two three story classroom buildings, kitchen, gymnasium, and administration building. The HVAC systems include air handlers with dx cooling, vav's with reheat, HHW boilers, EMS, lab air, various booster pumps and indirect evaporative cooling. The facility will also contain access and lighting controls.

The planned project delivery method for the High School project is lease-leaseback. Consultants for the project include DLR - Architect of record, Engineering Enterprise - electrical engineer, Peter's Engineering - mechanical engineer and Wood Rodgers - civil engineer. Construction duration is anticipated to be approximately two years.

The CxA must not be a member, employee or affiliate of any design professional or construction firms involved in the project.

The systems to be commissioned will include, without limitation:

1. Heating systems.
2. Air handling systems.
3. HVAC controls systems (BAS).
4. Booster pumps.
5. Fire pump and controller.
6. Electrical systems consisting of motor control centers and lighting controls.

7. Security systems consisting of access control and alarm monitoring.
8. Energy Management Systems.
9. Other systems and components as may be required by code.

Terms and Conditions

1. This RFP does not commit the District to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFP.
2. The qualification will become part of the District official files without any obligation on the District part.
3. Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any officer, agent, contractor or employee of the District for the purpose of influencing consideration of a qualification.
4. Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s) that may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purpose of: a) responding to this RFP, or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein.
5. Proposer(s), their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP.
6. The District reserves the right to cancel this RFP or to reject any or all qualifications received prior to contract award.
7. The District reserves the right to request clarification of any qualification after all qualifications have been received. The request can be in the form of oral presentation or personal meetings.
8. The District reserves the right to open qualifications privately or unannounced and to reject any and all submittals and waive irregularities and informalities in any qualifications that are submitted and to be the sole and final judge of all qualifications.
9. The District reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading or incorrect information.

Scope of Work

Commissioning is required as one quality measure of construction of buildings in order to assure that the final building meets the original intent of the District's design. The proposer is free to suggest changes and improvements to this process. Following is a summary of the commissioning process and scope of work the District requests for this project.

Design Phase Commissioning Process

The commissioning process activities completed by the commissioning authority during the design phase include:

1. Assist compiling the OPR document, and or review the OPR documentation for clarity and completeness, including language on the following features: mechanical, electrical, plumbing, architectural, structural, lighting, energy consumption, commissioning, indoor environmental quality, environmental sustainability, siting, exteriors, landscaping, interiors, and functionality for district operation. (Limited to code required items for HS #6 (High School #6))
2. Participate in a schematic design team meeting. (Not applicable for HS #6)
3. Developing the initial commissioning plan outline during the schematic design phase.
4. Review the Basis of Design Documentation prepared by the A/E for conformance with the OPR.
5. Verify the Basis of Design in regard to the Owner's Project Requirements.
6. Be involved in design workshops, design reviews, and value engineering discussions prior to the start of the construction documents phase of this work. (This will be limited scope for HS #6)
7. Participate in discussions relating to new technologies being evaluated to meet LEED certification requirements if applicable (Does not apply to High School #6).
8. Complete a thorough review of the design documents completed at the end of each design phase. Comments will be submitted in writing to the District and the A/E team.
9. Develop full commissioning specifications for all commissioned equipment. Coordinate this with the architect and engineers and integrate the commissioning specifications into the overall project specification package. The specifications shall follow the intent of ASHRAE Guideline 0-2005 *The Commissioning Process*. The commissioning specification will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements (including formats), alerts to coordination issues, deficiency resolution, construction checklist and startup requirements, the functional testing process, and specific functional test requirements including testing conditions and acceptance criteria for each piece of equipment being commissioned.
10. Develop a commissioning plan encompassing the Design, Construction, Occupancy and Operations Phases.
11. Determine the commissioning requirements and activities to include in the construction documents, with review by the design team, for integration into the project's construction specifications.
12. Perform commissioning design review at 35%, 50%, 95%, and 100% completion of the drawings and specifications (Only 100% review will be performed for the 6th High School).

Construction Phase Commissioning Process

The commissioning process activities accomplished by the commissioning authority during the construction phase include:

1. Organize the commissioning process components and conduct a pre-bid and pre-construction meeting where the commissioning process requirements are reviewed with the commissioning

team.

2. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines, schedules, and technical expertise.
3. Perform site visits, as necessary, to observe component and system installations. Accomplish a statistical review of construction focusing on the District's design intent and the quality process. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction-meeting minutes for revisions/substitutions relating to the District's design intent. Assist in resolving any discrepancies.
4. With necessary assistance and review from the installing contractors, develop and write construction checklists. Submit to the general contractor (GC) and the District for approval.
5. Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope, coordinate, schedule activities and resolve problems.
6. Review submittals concurrent with the design professional's review.
7. Work with contractors in completing construction checklists and tracking of checklist completion.
8. Statistically sample completion of construction checklists on a periodic basis to verify that contractor's quality process is achieving the district's project intent and project requirements.
9. Approve systems startup by reviewing start-up reports and by selected site observation.
10. With necessary assistance and review from installing contractors, write the test procedures. Submit to A/E and the District for review and approval.
11. Assist GC in direction of the contractor to execute the tests.
12. Develop a Functional Test Plan (FTP) for all commissioned equipment and systems.
13. Coordinate witness and recommend approval of test procedure performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
14. Recommend approval of air and water systems balancing through statistical sampling of the report and separate field verification.
15. Maintain a master issues log and a separate testing record. Provide to the GC and the District written progress reports and test results with recommended actions.
16. Document the correction and retesting of non-compliance items by the contractor.
17. Reviews the systems manual for achieving the Owner's Project Requirements.
18. Review, recommend pre-approval, and verify the training provided by the contractors.
19. Review the Operations and Maintenance (O&M) manual submittals.

Occupancy and Operations Phase Commissioning Process

The commissioning process activities accomplished by the commissioning authority during the occupancy and operations phase include:

1. Schedule and verify deferred and seasonal testing by the contractor.
2. Verify continuing training.
3. Schedule, organize, and attend a lessons-learned workshop.
4. Complete the final Commissioning Process Report.
5. Develop a Systems Manual for the commissioned systems.

6. Return to the site at 10 months into the 12-month warranty period. Review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

Commissioning Authority Responsibilities

In addition to duties described above, the commissioning authority (CxA) will have the following responsibilities and authority:

1. Develop the commissioning specification for this project and submit to the architect for incorporation into the overall project documents.
2. Issue deficiency notices and verify that they have been corrected. An Issues Log will be maintained and reviewed at the commissioning meetings. Deficiencies that are not corrected in a timely manner will be reported to the District.

The commissioning authority (CxA) is not required to:

1. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CxA may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the design team. The CxA will report to the District any deficiencies or discrepancies.
2. Direct or coordinate construction work. GC shall be solely responsible for scheduling and completing all contract work.

Commissioned Equipment or Systems

Sampling Rate

HVAC Systems

Boilers and Associated Equipment	100%
Heat Exchangers	100%
Pumps	100%
Air Handling Units	100%
Laboratory Exhaust Fan Systems	100%
Ventilation Fans	100%
VFDs	100%
Air Terminal Units	100%
Ductwork (upstream of VAV's)	100%
Temperature Controls	100%

Building Automation Systems

Temperature/Humidity Sensors	100%
Pressure Sensors and Controllers	100%
Sequence of Operation	100%
Airflow Stations	100%
Damper/Valve Actuators	100%

Plumbing and Fire Protection Systems

Plumbing Equipment	100%
Plumbing Piping Systems	50%
Fire Pump	100%

Electrical Systems

Normal Power Electrical Systems	50%
Security and Access Systems	50%

Desired Qualifications

It is the District's desire for the person(s) designated as the site commissioning authority (CxA) to satisfy as many of the following requirements as possible:

- Acted as the principal commissioning authority for at least three projects of comparable size, type and scope.
- A bachelor's degree in mechanical or electrical engineering is strongly preferred, and P.E. license is strongly desired.
- Membership and certification by the Building Commissioning Association, the ACG or the University of Madison Wisconsin is also strongly desired.
- Extensive experience in the operation and troubleshooting of HVAC systems and energy management control systems.
- Extensive field experience. Five years is required and ten full years in this type of work is preferred and
- Knowledgeable in building operation and maintenance and O&M training.
- Knowledgeable in national building & fire codes as well as water-based fire extinguishing systems, detection systems and alarms systems.
- Knowledgeable in test and balance of both air and water systems.
- Experienced in energy-efficient equipment design and control strategy optimization.
- Demonstrated experience with total building commissioning approach including building envelope, data and communication systems and other specialty systems.
- Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
- Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.

- Experienced in writing commissioning specifications.

The commissioning authority must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope. A member of the prime firm will be the designated commissioning authority who is the member of the team that will coordinate the commissioning activities from the technical perspective. If the commissioning authority or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor qualifications shall be included and clearly designated in the response to this scope of work.

Proposal

Proposals need not be voluminous, but shall provide sufficient information to allow the District to evaluate the consultant's approach, experience, staff and availability.

The proposer shall:

1. Limit their proposal to 20 single-sided pages, including graphics. A letter of introduction, section dividers, detailed resumes, fee submittal, and the sample work products are not included in this limit.
2. Have the proposal signed by an officer of the proposing firm with the authority to commit the firm.
3. Provide Commissioning Firm Experience of similar.
4. List the individual(s) who will serve as the lead CxA for the design phase and for the construction phase of the contract.
5. Provide resumes for key staff and subconsultants. The resumes shall include specific information about expertise in commissioning tasks, (e.g. design reviews, specification writing, commissioning management, troubleshooting, test writing, test execution, energy management, etc.).
6. Briefly describe "relevant" experience (project phasing and completion of commissioning tasks, testing, adjusting and balancing, typical process challenges, IAQ, campus projects, etc.) of the proposer's team in the following areas. List involvement of key team members.
 - a) projects similar to this one
 - b) energy-efficient equipment and control strategy optimization
 - c) project and construction management
 - d) troubleshooting / problem solving
7. Describe your proposed approach to managing the project expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment.
8. Provide a statement of proposer's liability insurance coverage (type, and dollar amount of coverage). Proof of this insurance will be required prior to the award of this contract to the winning proposal.
9. Provide a Guaranteed Maximum Price (GMP) to provide commissioning services for the following phases: design, construction, occupancy and operations. Include estimated hours to be expended for each phase. Billing of project shall be performed on a time and material basis up to

the total aggregate (all phases) project GMP. Fee shall be submitted in a separate sealed envelope with the proposal. Include statement of hourly rates for various staff and subconsultant positions with a description of duties for each.

10. High School #6 construction documents will be made available upon written request.
11. All questions regarding this RFP shall be submitted to the District in writing to the address listed for proposal submission, or email to scdavis@rjuhsd.us. The cutoff date for questions shall be October 23, 2017. The District will reply regarding substantive issues by addenda which will be uploaded to the District's website. It is the responsibility of the Respondent to check the District's website for updated information prior to the Proposal due date. Questions received after the deadline may not be answered. Only questions answered by formal written addenda will be binding.

The respondent must submit an electronic copy and three bound (3) copies of the proposal, each signed by an authorized representative of the firm. Facsimiles will not be accepted. Proposals must be submitted to arrive no later than, 3:00 p.m., local time, on October 30, 2017 to:

Roseville Joint Union High School District
Facilities Department
2 Tiger Way
Roseville, CA 95678
Attn: Scott Davis, Director of Facilities Development

Selection Process

The District's staff shall review all proposals and select and rank the consultants. The selection and ranking shall be based on the following criteria (not necessarily listed in order of importance): [

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| <input type="checkbox"/> Key CxA experience and qualifications | 30 points |
| <input type="checkbox"/> Past experience in performing similar projects | 25 points |
| <input type="checkbox"/> Management approach | 15 points |
| <input type="checkbox"/> Proposed Fee / Reasonableness of Fee | 30 points |

The District will negotiate/interview with the highest ranked consultant on the tasks, staffing, schedule, and fee proposal. Negotiations may be formally terminated if they fail to result in a contract within a reasonable time period. Negotiations will then ensue with the second ranked consultant, and if necessary, the third ranked consultant.