

DURHAM TECHNICAL COMMUNITY COLLEGE  
**COMMISSIONING SERVICES: REQUEST FOR QUALIFICATIONS (RFQ)**  
 ADVERTISEMENT FOR OWNER  
 RFQ-94-23-1005

<b>Department/Agency</b>	Durham Technical Community College (DTCC)
<b>Project Title</b>	OCC Building Addition
<b>Design Services</b>	Commissioning
<b>Scope of Work</b>	<p>DTCC initiated design services for construction of a 13,500 square foot addition to the existing Orange County Campus building and is seeking commissioning services for this project.</p> <p>For project context, see link below to the current concept study:  <a href="#">OCC Concept Study</a></p> <p>The scope includes all utility services, information systems, AV systems, fire detection, alarm systems, parking areas, walks, curbs, gutters, and site improvements required for a complete/usable project.</p> <p>This project will follow the State Construction Office (SCO) planning requirements and processes; therefore, DTCC is procuring 3<sup>rd</sup> party commissioning services for the <b>design, construction and occupancy phases</b> of this facility.</p> <p>The following systems will serve the building and require commissioning in compliance with SCO's Sustainable, Energy Efficient building design requirements:</p> <ul style="list-style-type: none"> <li>• Mechanical (HVAC Equipment, TAB validation and Controls)</li> <li>• Plumbing, (Domestic Hot Water, Pumps and Controls)</li> <li>• Electrical (Service, Distribution, Lighting, Controls)</li> <li>• Renewable energy systems (If Applicable)</li> <li>• Building Envelope (Glazing, Roofing, Waterproofing)</li> </ul> <p>The Commissioning Agent is required to provide documented confirmation that this facility fulfills the functional and performance requirements of the building owner, occupants, operators, and the State Construction Office (SCO).</p> <p>Commissioning Services:</p> <ul style="list-style-type: none"> <li>• Design Phase:             <ul style="list-style-type: none"> <li>○ Manage development of the Owner's Project Requirements to establish building's intended function and operation.</li> <li>○ Review design at each milestone and make written comments to design team.</li> <li>○ Prepare and implement the Commissioning Plan.</li> </ul> </li> <li>• Construction Phase:             <ul style="list-style-type: none"> <li>○ Provide projects functional testing procedures, validate the test, adjust, and balance effort, and lead functional acceptance testing of commissioned systems.</li> <li>○ Ensure all equipment and systems commissioned are fully integrated to the DDC / BMS as required for monitoring.</li> <li>○ Review/approve contractor submittals &amp; startup checklists, training agendas, O&amp;M manuals and as-built documentation.</li> </ul> </li> <li>• Occupancy Phase:             <ul style="list-style-type: none"> <li>○ Provide final commissioning report of all commission activities, coordinate warranty review and deliver complete commissioning systems manual to DTCC.</li> </ul> </li> </ul>

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	<b>PROJECT ADDRESS:</b> Orange County Campus 525 College Park Rd. Hillsborough, NC 27278  Prospective commissioning engineer shall demonstrate experience in "total building" commissioning projects of similar type, size, and complexity. Proposals should include a comprehensive description of comparable projects (minimum of 5), with owner reference information.	
<b>Contacts</b>	Shaquana Lindsey, Director Purchasing	Scott McEntee, Program Manager
<b>Telephone</b>	919-536-7201 x1004	919-600-9826
<b>Email</b>	<a href="mailto:lindseys@durhamtech.edu">lindseys@durhamtech.edu</a>	<a href="mailto:smcentee@35n.com">smcentee@35n.com</a>
<b>Total Project Budget</b>	Orange County Addition - \$11,100,000	
<b>Source of Funds</b>	County Bonds; State Funds	
<b>Approved OC-25 #</b>	Orange County Building Addition – NCCCS Project No. 2569	
<b>Publish Date</b>	WEDNESDAY, OCTOBER 4 <sup>TH</sup> , 2023	
<b>Opening Date</b>	FRIDAY, OCTOBER 27 <sup>TH</sup> , 2023 @ 3pm	
<b>Submittal Requirements</b>	<p>Submissions should be sent through electronic submission as per the following instructions:</p> <p>Proposal Submission Instructions:</p> <p>STATE BUILDING COMMISSION - SUBMITTAL CRITERIA</p> <p>In the interest of cost-savings to the designers, consistency of the submittals and more efficient use of time by the preselection committee, the submitted information package should not include any notebooks, binders, tab, clips, etc. The format should be 8-1/2" x 11" pages stapled in the upper left-hand corner. The Letter of Interest should not exceed ten (10) single-sided pages or five (5) double-sided pages plus the SF 254. Include all addendums that may be posted. The current SF 254 template is located at <a href="http://ncadmin.nc.gov/businesses/construction/forms-documents">http://ncadmin.nc.gov/businesses/construction/forms-documents</a> which is the State Building Commission approved form.</p> <p><b>E-mail and Fax submittals will not be accepted.</b></p> <p>Proposals must be submitted in PDF format. <b>Files must be less than 20 MB.</b></p> <p>Create Account (These steps must be completed prior to submitting proposal.)</p> <ol style="list-style-type: none"> <li>1. Navigate to Durham Tech's document submission site (Durham Tech Documents; <a href="https://docs.durhamtech.edu/">https://docs.durhamtech.edu/</a>).</li> <li>2. Click Create new account.</li> <li>3. In the Name field, enter your company's name.</li> <li>4. Enter a username of your choosing in the Username field.</li> <li>5. Enter the proposal contact e-mail address in the e-mail address field.</li> <li>6. Click the Create new account button.</li> </ol> <p>Submit Proposal</p> <ol style="list-style-type: none"> <li>1. To submit your proposal:           <ol style="list-style-type: none"> <li>a. Navigate to the Finance and Administrative Services section of the Durham Tech Documents Home page.</li> <li>b. Click Submit documents.</li> </ol> </li> </ol>	

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	<p>c. In the Name field, enter your company's name.</p> <p>d. In the E-mail address field, enter the e-mail address you used to create your account.</p> <p>e. In the Document Type dropdown menu, select General Document.</p> <p>f. Under Add a new file, click the Choose File button to select your proposal file from your computer or cloud-based storage. Click the Upload button.</p> <p>g. If you would like to provide additional information about your submission, please use the Comments field.</p> <p>h. Click the Submit button to complete your proposal submission. You will receive a confirmation e-mail from <a href="mailto:forms@durhamtech.edu">forms@durhamtech.edu</a>.</p>
<b>Proposed Timeline</b>	<p>Advertise RFQ – 2023/10/04</p> <p>Questions due – NLT 2023/10/11 @ 5pm</p> <p>Question Responses – 2023/10/18</p> <p>Qualifications Submission – NLT 2023/10/27 @ 12pm NOON</p> <p>Evaluation Meeting – 2023/11/13</p> <p>Selection Announcement – 2023/11/14</p>
<b>NC Licensing Statement</b>	<p>To offer engineering services in response to this solicitation, the proposing firm must be properly licensed to practice Engineering in the State of North Carolina. More information on the North Carolina state boards may be found at the following website:</p> <p><b>NC Board of Examiners for Engineers &amp; Surveyors:</b> (<a href="http://www.ncbels.org">http://www.ncbels.org</a>)</p>
<p style="text-align: center;"><b><u>STATE BUILDING COMMISSION - SELECTING CRITERIA</u></b></p> <p>In selecting designers, the selection committee should take into consideration qualification information including such factors as:</p> <ol style="list-style-type: none"> <li>1. Specialized or appropriate expertise in the type of project.</li> <li>2. Past performance on similar projects.</li> <li>3. Adequate staff and proposed design or consultant team for the project.</li> <li>4. Current workload and State projects awarded.</li> <li>5. Proposed design approach for the project including design team and consultants.</li> <li>6. Recent experience with project costs and schedules.</li> <li>7. Construction administration capabilities.</li> <li>8. Proximity to and familiarity with the area where the project is located.</li> <li>9. Record of successfully completed projects without major legal or technical problems.</li> <li>10. Other factors that may be appropriate for the project. *</li> </ol>	