REQUEST FOR QUALIFICATIONS (RFQ)
For Building Commissioning Services

Scott Northern Wake Campus
Energy Plant Improvements

And

Southern Wake Campus
Building SP HVAC Renovations

NCCCS# 2284

RFQ Closing Time: February 27, 2024 at 2:00 p.m.

Part 1 – Submittal Requirements

Section No.	Section Name
Section I	Requests for Qualifications
Section II	Statement of Qualifications (SoQ) Content Requirements
Section III	Available Project Information
Section IV	Sample SoQ Evaluation Form

1. INTENT

The intent of this Request for Qualifications (RFQ) is to solicit Statements of Qualifications (SoQ), in accordance with the requirements described in this RFQ, for the following:

A. Professional Commissioning Agent (CxA) services for Construction Phase commissioning for two projects; 1) Energy Plant Improvements to the four regional energy plants (RP1, RP2, RP3 and Building H) with an estimated construction budget of $3.0 million located on the Scott Northern Wake Campus (SNWC) and 2) Building SP HVAC Renovations, a Heavy Equipment Technology Facility with an estimated construction budget of $1.8 million located on the Southern Wake Campus.

B. A Qualification and Performance analysis process will be employed for this selection. Two different Firms will be selected, one for each project. The successful Firms will be those who show successful experience in the scope and types of work proposed.

C. The successful Firm will be required to enter into a fixed fee contract utilizing the Wake Technical Community College Professional Services Agreement.

D. Wake Technical Community College encourages participation by MWBE firms and supports efforts to ensure and promote opportunities for minority businesses.

2. DEFINITIONS

A. “The Owner” means Trustees, officers, and/or employees of Wake Technical Community College, Raleigh, NC.

B. "Firm" means the person or firm responding to this RFQ.

C. "Statement of Qualifications (SoQ)" means the submission received from a Firm in response to this RFQ.

D. "Request for Qualifications" or "RFQ" means this entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

3. STATEMENT OF QUALIFICATIONS SUBMISSION

A. SoQ's will be received at the Southern Wake Campus – Building ST, Room 201H up to 2:00 p.m. on Tuesday, February 27, 2024, (the RFQ closing time) by:

Mr. Wendell Goodwin, PE
Project Manager (PM) – Design & Construction
Wake Technical Community College
Building ST, Room 201H
4723 Advantage Way
Raleigh, NC 27603
Telephone: (919) 866-5577

Bids will be opened thereafter.

B. SoQ's submitted via fax or e-mail are not acceptable and will not be considered.

C. Firms will be evaluated on experience and qualifications. Fee related information is not requested and will not be used in the evaluation process.

D. On the envelope clearly indicate the name of the Firm and the name of Project(s) for which the SoQ is being submitted for. If your firm only wants to be considered for one of the projects, please list only that project. If your firm wants to be considered for both projects, please list both projects.

E. Refer to Section II - SoQ Content Requirements, for details.

F. There will *not* be a "public opening" of the SoQ's with Firms present.

4. COST OF SUBMISSION AND OWNERSHIP OF SoQ's

A. Wake Technical Community College is not responsible for any costs incurred by Firms in preparing, submitting, or presenting their SoQ's.

B. All SoQ's become the property of Wake Technical Community College upon submission and will not be returned.

5. THE SERVICES AND THE SCHEDULE

A. The Scope of Work to be provided under the contract is specified in Section III, Part 1. of the RFQ.

B. Tentative schedule objectives for the projects are as follows:

<u>SNWC Energy Plant Improvements</u>:

- Commissioning Selection 1 month
- Construction 9 - 10 months

Building SP HVAC Renovations:

- Commissioning Selection 1 month
- Construction 11 - 12 months

6. MINIMUM QUALIFICATION REQUIREMENTS

A. Firms must be a licensed/registered firm in the State of North Carolina in accordance with the laws of the State of North Carolina and with no ties to industry product or equipment. Firms must be certified commissioning firm (CCF) by one of the following entities: ASHRAE, BCxA, AEE, ACG or BCCB.

B. Firms must be capable of providing Insurance coverages as follows; Automobile $1,000,000, General Liability $2,000,000, Professional Liability $2,000,000, Cyber Liability $1,000,000 and workers Compensation $1,000,000.

7. EVALUATION PROCESS

A. The evaluation team will be comprised of representatives of Wake Technical Community College and others, as deemed appropriate by the college.

B. Firms are deemed to understand and agree that the SoQ's submitted by them will be used by the evaluation team in determining, according to the evaluation team's sole and best judgment and discretion, the Firms who are best qualified to provide the required services.

8. SUPPLEMENTARY INFORMATION AND INTERVIEWS

A. Following the evaluation team's evaluation of the SoQ's, Wake Technical Community College will make a selection based on a tabulation of the evaluation criteria from all of the team members, and notify the two Firms selected for the projects. Interviews will not be held. Firms not selected will be notified of the evaluation team's selections. Unsolicited supplementary or clarifying information received after the RFQ closing time will not be considered.

B. Results of the evaluation and selections will be presented to the Board of Trustees of Wake Technical Community College for approval.

9. PRE-RFQ MEETING

A Pre-RFQ Meeting will not be held.

10. INQUIRIES

A. Inquires for this RFQ are to be submitted no later than Monday, February 12, 2024 at 2:00 pm to allow the PM to review the question(s) and have ample time to submit responses one week prior to RFQ due date. Direct all questions to the following person via email only:

Wendell Goodwin, PE
Project Manager – Design & Construction
Wake Technical Community College
wbgoodwin@waketech.edu

END OF SECTION

1. INTENT

A. This Section specifies in detail, the form and minimum content requirements for information required to be submitted in each SoQ.

B. Firms may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

2. FORMAT REQUIREMENTS

A. Limit SoQ submission to a maximum of 15 pages, sized 8½" x 11" or equivalent (e.g. 11" x 17" fold out sheets for charts, schedules, etc. count as a single page, any other use of 11” x 17” sheets counts as two pages). A page shall be considered to have printing only on one side. A sheet printed on both sides shall be considered as two pages. This page limit *excludes* a transmittal letter, title page, and table of contents. The page limit *includes* resumes of key personnel and any unsolicited supplementary information such as corporate brochures, etc.

B. Organize the SoQ submission to clearly and succinctly present the required information. Use the main headings and present the information in the order provided in Section IV - SoQ Evaluation Form.

C. Provide three (3) complete hard copies of the SoQ and one (1) electronic copy on USB drive.

3. CORPORATE PROFILE

A. Provide general information about the Firm, which need not be specific to this RFQ. Include history of the Firm, years in business, office locations, number and experience of staff, types of services provided and specialist areas of expertise. State the size of the Firm, including all offices, and size and skills/expertise of specific offices where the services will be provided.

4. PROPOSED PRIME CONSULTANT AND SUBCONSULTANT TEAM

A. Firms must demonstrate in their SoQ that they, together with their sub-consultants (as needed), have the capacity available to commit to managing and performing all the consulting services and producing all of the deliverables required for this particular project, within the required project schedule. Capacity includes sufficient qualified staff resources, technology and equipment.

B. If a sub-consultant is proposed, Firms must assemble and identify in their SoQ their roles and responsibilities.

C. If proposed, Firms must indicate whether each of the sub-consultants will be resourced through the Firm's own staff or through sub-consultant.

D. Provide, for the Firm and for each proposed sub-consultant firm:

1. Name of firm, head office address, telephone number – if joint venture, whether special or ongoing relationship.

2. If different from the above, the firm's branch, regional or other office address, and telephone number at the location from which most of the services will be performed.

3. Name, position, office address, telephone number, and e-mail address of firm's primary contact person for purposes of this RFQ.

4. Name(s) of firm's principal(s) and their professional credentials.

5. Names of key personnel proposed to be committed to the project. Identify their role (e.g. team leader, lead designer, technical expert, etc.), their professional credentials and experience (in the form of maximum one-page resumes) especially as it relates to providing similar commissioning services, and their proposed extent of participation in the project.

6. Other relevant information, at the Firm's discretion, within the specified maximum page limitation requirement for the proposal

E. Describe how the prime consultant and sub-consultant team will be organized, by indicating formal reporting lines and informal lines of communication in a proposed organization chart. Provide clarity on how much involvement each team member will have. It is important to identify the geographic location of the firm as well as the key team members and sub-consultants, and to the extent that any of the key team members are not local, to provide clarity on their ability to fully participate in a highly interactive and collaborative environment.

5. EXPERIENCE AND PAST PERFORMANCE

A. Firms should provide summaries of three to six projects completed within the last five (5) years, for which the Firm has provided prime consultant services. These referenced projects must include:

1. At least two projects similar in nature and scope of services to the project for which proposals are being sought.

2. If proposed at least two projects that have been performed by the prime consultant and sub-consultant team, including key personnel, substantially the same as the one proposed for this project.

B. The referenced projects may be past projects for Wake Technical Community College or for other clients.

C. The summary for each referenced project should include:

1. Name, location and brief description of the project.

2. Name of client (owner) and name, telephone number and e-mail address of client representative.

3. Identification of prime consultant and sub-consultant team, including names of key personnel.

4. Name of construction contractor and name, telephone number and e-mail address of contractor representative.

5. Planned and actual start and completion/occupancy dates, with an explanation of any significant deviations.

6. Original construction budget and final construction cost, with an explanation of any significant deviations.

7. Client satisfaction feedback or recommendations.

8. Other pertinent information demonstrating the Firm's experience and past performance record, e.g. unique project challenges or problems, innovative design solutions, project successes, etc.

D. It is Wake Technical Community College's desire that the commissioning firm meet the following qualifications:

1. The commissioning firm must also have a strong understanding of design components that will assist in any design needs that have not been met initially.

2. The commissioning firm will have extensive experience with projects in the public sector.

3. The commissioning team members shall have extensive experience in the operation and troubleshooting of: (1) HVAC systems including exterior HVAC piping distribution systems, (2) electrical systems (3) fire alarm systems, (4) plumbing systems, (5) direct digital control systems, (6) detailed analysis of anomalies presented during the construction process. Minimum of ten years of field experience is required working with these types of systems.

4. The commissioning team members shall have experience in commissioning of energy efficient systems and control strategy optimizations.

5. The commissioning team shall have experience in writing commissioning specifications, test procedures and commissioning plans.

6. The commissioning firm shall have a local commissioning practice on the primary disciplines of mechanical, electrical and piping/plumbing engineering.

6. PROPOSED WORK METHODOLOGIES

A. Describe proposed priorities, sequences, etc. for this project.

B. Describe how all of the required disciplines will be coordinated to optimize design, ensure high quality properly coordinated construction documents.

C. Describe the Firm's design philosophy and how the building users' needs and requirements will be considered in the design process.

D. Describe the strategies and skills that will be employed to ensure that:

1. Provide an overview of the team’s implementation schedule highlighting the major phases, milestones and recommended meetings. Describe the team’s approach to risk management and measurement & verification (M&V) on how such services would specifically pertain to
2. The highest quality of professional services and deliverables will be provided to Wake Technical Community College within the required timelines.
3. Wake Tech Community College receives a smooth transition throughout the Project Turnover process from the Construction phase to the Operations phase.

E. Describe the Firm’s approach to supporting the growth/development of HUB firms.

F. Provide any other relevant information about the Firm's work methodologies.

END OF SECTION

1. PROJECT DESCRIPTIONS

A. SNWC Energy Plant Improvements: Construct a project with a scope consisting of an exterior utility piping distribution system (chilled water and heating water) that will connect two separate energy plant distribution loops via approximately 700 lf of buried piping between Building H and Energy Plant RP3. The Building H chilled water system currently only has the capability to import chilled water from the distribution loop and will be modified to provide chilled water export capability. The intent of this piping connection is to connect all four energy plants together in one distribution loop. Various utility sub-metering of the chilled water, heating water, natural gas, electrical and domestic water systems is also provided. This project will also include a revised controls strategy that would optimize the operation of all four energy plants for maximum efficiency, heating and cooling redundancy as well as run time of the energy plant equipment for maximum life expectancy.

B. Building SP HVAC Renovations: The mechanical plant components for this building are aging and failing after 20 years in service. In addition, two shop areas have been experiencing humidity issues primarily due to lack of temperature/humidity control capability of the existing HVAC system design. This project will address the HVAC system components including; replacing the 150 ton air-cooled chiller and associated pumps, the 3.0 MBH boiler will be replaced with (2) 1.5 MBH gas-fired condensing type boilers and associated pumps, replacing the unit heater and exhaust fan serving the mechanical equipment room, replace the existing domestic water heater with instantaneous (2) gas-fired water heaters, replace various components of the heating water and chilled water piping systems, provide new VAV Boxes with reheat coils for the two shop areas with a new dehumidification sequence of operation, and provide a new DDC control system with expansion capability and new network level controllers for the new equipment. Various utility sub-metering of the chilled water, heating water, natural gas, electrical and domestic water systems is also provided.

2. PROJECT BUDGET

A. SNWC Energy Plant Improvements: The total construction estimate for this project is $3,000,000.

B. Building SP HVAC Renovations: The total construction estimate for this project is $1,800,000.

3. PROJECT SCHEDULE

A. See Section I, Part 5-B for project schedule objectives.

4. PROJECT DELIVERY SYSTEM

A. The project delivery system is by the single prime contractor process.

5. PROJECT TEAM

A. Project Design Teams:

SNWC Energy Plant Improvements: RMF Engineering

Building SP HVAC Renovations: Sigma Engineered Solutions

B. Project Construction Teams: Both projects are currently in the bidding phase and the contracting teams have not been determined yet.

6. PROJECT MANAGEMENT FRAMEWORK

A. A Project Manager, employed by Wake Technical Community College, has authority and responsibility for the overall management and delivery of the project. No other Wake Tech representatives are authorized to make decisions or commit Wake Tech on the project, unless specifically approved by the Wake Tech Project Manager or their supervisor chain.

B. The successful Firm will be expected to appoint a project leader who will interface with the Wake Technical Community College's project manager. This interface will be the formal and principal point of contact and communication between the successful Firm and Wake Technical Community College.

7. SCOPE OF WORK

A. The following is a summary of the commissioning process that Wake Technical Community College intends to implement on this project. The commissioning agent will work closely with the Owner to ensure all commissioning activities are performed to support the overall design and construction schedules.

1. Owner’s Project Requirements (OPR): Develop and document the OPR with input from the Owner and Designer. The OPR shall define the functional requirements of the facility and the expectations of the Owner.

    a. Facility size, location, description, and user requirements.

    b. Facility goals such as environmental, efficiency, and sustainability.

c. Indoor environmental requirements.

d. Space schedules and flexibility.

e. Equipment and systems.

f. Any special requirements.

2. Commissioning Plan: Develop and document a comprehensive commissioning plan (Cx Plan) that established the scope, structure, and schedule of the commissioning activities.

    a. Commissioning process overview for the project.

    b. General building information.

    c. Roles & responsibilities of the CxA.

    d. Communication guidelines.

    e. Detailed description of the Cx process activities and schedules.

    f. Guidelines and format for the Cx documentation (O&M Manuals, training plans).

    g. Listing and format of Cx evaluation documentation (checklists, testing forms, issues log, inspection/progress reports).

    h. List of systems & assemblies included in the Cx process.

3. Design Phase

    a. Perform a quality design review of the bid drawings and specifications and report any discrepancies, issues or recommendations for improvement to the designer.

4. Construction and Acceptance Phase

    a. Coordinate and direct the quality commissioning activities in a logical, sequential and efficient manner to support the construction schedule using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.

b. Coordinate the commissioning tasks with the Construction Manager at Risk and Owner to ensure that commissioning activities are being scheduled into the master schedule.

c. Plan and conduct a kickoff commissioning meeting within 30 days of Notice to Proceed. Plan and conduct commissioning meetings and distribute minutes.

d. Plan and conduct a controls integration meeting to coordinate the efforts of the controls sub-contractor and the master systems integration sub-contractor.

e. Review trade contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the Designer reviews. Provide written review comments to the Designer, maintain a log, and follow up with resolution of the comments.

f. Perform site visits to observe component and system installations. Accomplish a statistical review of construction focusing on the Owner's design intent and the quality process. Attend planning and jobsite meetings to obtain information on the construction progress. Review construction meeting minutes for revisions/substitutions relating to the Owner's design intent. Assist in resolving any discrepancies.

g. Review requests for information and change orders for impact on commissioning and Owner's objectives.

h. Request and review additional information required to perform commissioning tasks, including O & M materials, contractor start-up and checkout procedures. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to enable writing detailed testing procedures.

i. Witness HVAC piping pressure testing and flushing, sufficient to be confident that proper procedures were followed. Include testing documentation in the commissioning report.

j. Witness ductwork testing and cleaning sufficient to be confident that proper procedures were followed. Include documentation in the commissioning report.

k. Review submitted startup reports and by selected observation.

l. Review testing, adjusting and balancing (TAB) execution plan. TAB verification after completion of TAB contractors work and punchlist execution.

m. Oversee sufficient construction and startup (construction checklist) of the control system and approve it to be used to TAB, before TAB is executed.

n. Approve air and water systems balancing through statistical sampling of the report and separate field verification. TAB verification after completion of TAB contractors work and punchlist execution.

o. With necessary assistance and review from installing contractors, write the functional performance test procedures. Submit to the Contractor, Designer, and Owner for review and approval.

p. Analyze any functional performance trend logs and monitoring data to verify performance. Use third party data loggers to verify system operation with back up documentation.

q. Coordinate, witness, and report manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved. The building functional testing will be conducted and shall include operating the system and components through each of the written sequences of operation, and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during construction check listing by the installing contractors and spot-checked by the CxA during functional testing.

r. Maintain a master issues log and a separate testing record.

s. Review equipment warranties to ensure that the Owner's responsibilities are clearly defined.

t. CxA to be present with design engineer during the initial start-up and water balancing of the heating and cooling systems.

u. Attend Owner's training sessions on building controls to verify what is being provided to the Owner.

v. CxA to witness startup of the HVAC system.

w. Compile and maintain a commissioning record and building systems book(s).

x. Review the O & M manuals concurrent with the Designer's review. Provide written review comments to the Designer, maintain a log, and follow up with resolution of the comments.

y. Provide a final Commissioning Report.

5. Warranty Period

a. Coordinate and supervise required seasonal or deferred testing and deficiency corrections and provide the final testing documentation for the commissioning record and O & M manuals.

b. Return to the site at 11 months into the warranty period and review with facility the current building operation and condition of outstanding issues related to the original and seasonal commissioning. Meet with Facilities staff to 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 Facilities staff in developing reports, documents and requests for services to remedy outstanding problems.

c. Facilitate and document a Lessons Learned meeting with the Owner, trade contractors, designers, operator and occupants 1 year after occupancy.

7. OTHER AVAILABLE PROJECT INFORMATION

A. The following additional information, which may be relevant to the consulting services, is provided for informational purposes only. The scope of work for the two projects may not include all of the following systems, including all components and controls, and are the focus of the commissioning process due to their complexity and importance in the final building:

1. Mechanical

a. Observation of HVAC piping systems and internal cleaning and flushing.

b. Observation of HVAC ductwork pressure testing and cleanliness.

c. Verification of HVAC testing and balancing of air and water systems.

d. HVAC air handlers, make-up air units and heat recovery units, associated variable speed drives, damper operation, etc.

e. HVAC system fans and air terminals including sampling of equipment.

f. HVAC and Building Management control systems including verification of sequences for all equipment, power measurement, any interface with, utility sub-metering, fire alarm and building lighting systems and interface with other campus systems.

g. Chilled water system equipment and start-up not limited to chillers and pumps.

h. Heating water system equipment and start-up, not limited to boilers and pumps.

i. Plumbing hot water systems not limited to gas heaters, and HVAC interface.

2. Electrical

a. Telecommunications Systems Wiring per the Owner's requirements. Commissioning to include acceptance testing of all fiber, data and voice cabling. Exact testing requirements will be available for review upon request.

b. Electrical distribution system consisting of switch gear, lighting and lighting controls, electrical interfaces, interconnections with panels, etc.

c. Life safety systems consisting of review of generator and transfer switch installation. Commissioning shall include the systems related to life safety, legally required power and optional stand-by power.

d. Fire Alarm systems as it relates to elevator recall and shut-down, interface with fire suppression/protection systems, smoke removal systems and air shutdown systems; sampling of devices shall be tested by the CxA.

e. Verification of correct installation of fire and smoke dampers and testing.

f. Interface with other life safety systems including fire alarm, security systems and building pressurization interface.

END OF SECTION

NAME OF RFQ/PROJECTS:

NAME OF FIRM:

EVALUATION CRITERIA

Item Description	Score	Max. Points
1) Corporate Profile (suitability of corporate profile for project needs)		
2) Proposed Prime Consultant and Sub-consultant Team		
a) Overall capacity and sufficiency of qualified staff resources		
b) Education, experience, and track record of prime consultant's team leadership		
c) Education, experience and track record of other key personnel.		
3) Experience and Past Performance Record:		
a) Similarity of referenced projects to RFQ project		
b) Previous budget and schedule targets met		
c) Client satisfaction, other project participants' satisfaction		
d) Overall firm and team experience in commissioning.		
4) Proposed Work Methodologies:		
a) Proposed priorities, sequences, etc. for this project		
b) Coordination of required disciplines to optimize design		
d) Strategies and skills		
e) Support for the development of HUB firms		
Total Score		

END OF SECTION