



Solicitation Information

December 9, 2013

RFP# 7542367

TITLE: Commissioning Services for Multiple Projects - Rhode Island College

Submission Deadline: Monday January 6, 2014 @ 11:30 am (Eastern Time)

PRE-BID CONFERENCE: YES

Date: Tuesday December 17, 2013 at 2:30 pm (ET) – Mandatory: YES*

Location: RIC, Office Capital Projects, Physical Plant 2nd Floor, 600 Mount Pleasant Ave, Providence, RI

*Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the **mandatory pre-bid conference**. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation. Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at questions@purchasing.ri.gov no later than **12/20/2013 at 4:00 PM (ET)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Thomas Bovis, Interdepartmental Project Manager

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1.1) INTRODUCTION

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of Rhode Island College are soliciting proposals from qualified firms to provide consultant COMMISSIONING SERVICES relating to the GAIGE HALL & CRAIG LEE HALL RENOVATION PROJECT and RENOVATION & EXPANSION OF HEALTH & NURSING FACILITIES AT RHODE ISLAND COLLEGE as described herein, and in accordance with the terms of the Request and the State’s General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future construction solicitations which may arise from or relate to the services described in this solicitation.

1.2) INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division’s website at www.purchasing.ri.gov and under the heading “Vendor Registration Information”.
- c) All proposals shall include the Respondent’s FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division’s website at www.purchasing.ri.gov.

- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause will be determined to be late and will not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

- m) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail raymond1@gw.doa.state.ri.us
- n) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.
- o) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- p) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.

1.3) **ARCHITECTURAL / ENGINEERING SERVICES**

- a) Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.
- c) The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532

Website: www.bdp.state.ri.us

Proposals to provide the required services must be received by the Division of Purchases on or before the Submission Deadline indicated on page one of this solicitation. Responses (**a clearly marked original plus eight (8) copies**) should be mailed or hand delivered in a sealed envelope marked with the **RFP # and “Commissioning Services for Multiple Projects – Rhode Island College”** to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above referenced due date and time will not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am. It is recommended that you send your submission to arrive at least one day early.)**

Request for Proposal for
Commissioning Services
Rhode Island College
Multiple Projects

November 1, 2013

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I. INTRODUCTION:

Rhode Island College (hereinafter the "Owner") is requesting proposals from qualified Engineering firms (hereinafter the "Commissioning Agent") to provide commissioning services for the renovations and additions to Gaige Hall, Craig-Lee Hall, and the Fogarty Life Science Building.

II. PROJECT SUMMARY:

The Rhode Island College intends to design and proceed to construct and renovate several projects for which it will require Commissioning Services

1. Gaige Hall - Construction of an approximately 8,000 sq ft addition along with remodeling and modernization of approximately 60,000 sq ft of Gaige Hall to be used as a general classroom building. The total project cost for this and the Craig-Lee Hall project including but not limited to construction, equipment, furniture, architectural costs, and contingency are not to exceed \$44,000,000. The design services contract for this project is currently under evaluation by the College and Division of Purchasing. This will be a prevailing wage project. The college may enter into a Project Labor Agreement (PLA) if approved by the State.
2. Craig-Lee Hall – Construction of three additions totaling approximately 18,000 sq ft along with remodeling and modernization of the approximately 76,000 sq ft. of Craig-Lee Hall to be used as a general classroom building. The total project cost for this and the Gaige Hall project including but not limited to construction, equipment, furniture, architectural costs, and contingency are not to exceed \$44,000,000. The design services contract for this project is currently under evaluation by the College and Division of Purchasing. This will be a prevailing wage project. The college may enter into a Project Labor Agreement (PLA) if approved by the State.
3. Fogarty Life Science Building - A 12,000 square foot one-story addition similar to Option D in the Feasibility Study is proposed along with the building renovations shown in this option. Total project cost (all hard and soft costs) including but not limited to construction, equipment, furniture, architectural costs, and contingency are not to exceed \$6,000,000. Alternate A: A second floor added to this addition with design for 30- and 40-person classrooms and required auxiliary spaces for swing space purposes. Additional budget for Alternate A is \$3,700,000. Alternate B: A second floor added to this addition with build out of core and shell only for the second floor. The design services contract for this project is currently under evaluation by the College and Division of Purchasing. This will be a prevailing wage project. The college may enter into a Project Labor Agreement (PLA) if approved by the State.

Rhode Island College's, Capital Projects administrative office, in conjunction with State of Rhode Island Purchasing Division is in charge of the development of this LOI. It is understood that the successful Commissioning Agent will take direction from Rhode Island College's Office of Capital Projects and work as an Agent for the College.

The College has committed to obtaining a LEED's certification of "certified" status for the projects. As such, the College has requested that the fundamental building elements and systems are designed, installed and calibrated to operate as intended in accordance with the requirements of the US Green building Council's (USGBC) LEED- appropriate for new and renovated project requirements for the following credits:

- EA Prereq 1: Fundamental Commissioning
- EA credit 3: Additional Commissioning

It is assumed those HVAC systems and their controls, ductwork and piping; building envelope technologies (where applicable), lighting controls, potable water efficiency technologies and other building system technologies are included. The College looks to the expertise of the Commissioning candidates responding to this LOI to outline assumptions of what systems are assumed to be included within the intent of the LEED description 'fundamental building elements and systems'.

The Owner is committed to having these systems in this facility commissioned, to ensure that all commissioned systems are complete and functioning properly upon occupancy and that the Owner's Facilities and Operations staff members have adequate system documentation and training to operate the building upon substantial completion. The commissioning process is intended to ensure that the commissioned systems are designed, installed, functionally tested, and capable of being operated and maintained in conformance with the design intent. This includes systematically documenting that specified components and systems meet the design intent, have been installed and started up properly, and have then been functionally tested to verify and document proper operation through all modes and conditions. In addition, personnel training shall be verified and documented, and final project Operating and Maintenance documents shall be reviewed for quality and completeness.

The anticipated milestones for these programs are as follows but may change during the course of the project development:

Gaige Hall

Design/Construction documents:	November 2013 – January 2015
Construction bidding and selection:	February – March 2015
Contract award:	April 2015
Construction:	May 2015 – November 2016
Occupancy:	December 2016

Craig-Lee Hall

Design/Construction documents:	November 2013 – January 2015
Construction bidding and selection:	August – September 2016
Contract award:	October 2016

Construction: November 2016 – May 2018
Occupancy: June 2018

Fogarty Life Science Building

Design/Construction documents: November 2013 – June 2014
Construction bidding and selection: July – August 2014
Contract award: September 2014
Construction: October 2014 - October 2015
Occupancy: January 2016

III. COMMISSIONING AGENT’S SCOPE OF WORK:

The Commissioning Agent is responsible for ensuring that the selected systems are designed, installed, functionally tested and capable of being operated and maintained to perform in conformity with the design intent. The Commissioning Agent is not responsible for design, compliance with codes, general construction scheduling, and cost estimating or construction management.

The following is a summary of the commissioning process and scope that the Owner intends to have implemented on this project. The Proposer is free to suggest changes and improvements to this process. However, for this proposal the following process will be assumed.

A. Commissioning Process During Design

The Commissioning Agent is responsible for participating fully in the design review process at all stages to evaluate whether the design meets the Owner’s program requirements and the design intent as well as meeting other commissioning goals and requirements. It is fully expected that the Commissioning Agent will be an active member of the project team starting at the earliest possible point in the design phase of the project. It is the Owner’s goal to engage in an “end to end” commissioning approach.

The Commissioning Agents areas of focus during the design phase include, but are not limited to:

- a) Review existing documents; produce a summary of the design intent against which the commissioning work will compare the actual built project.
- b) Attend certain meetings throughout pre-construction document phase sufficient to meet the Commissioning Agent’s responsibilities.
- c) Work with the Owner, Architect, Engineer and Construction firm to ensure that the Owner’s goals (in particular LEED requirements)

relating to building systems are incorporated into the design. Review and comment on systems alternatives, first cost and operating cost information.

- d) Review and comment on drawings and specifications for completeness and adherence to design intent at various phases throughout the design process.
- e) Participate in “value engineering” and evaluate the impacts of proposed cost reductions on various building systems.
- f) Generate appropriate specifications, forms and other documents as may be necessary to include into construction bid documents to ensure seamless cooperation between the successful Contractor and the commissioning agent. This specification is to be complete in everyway such that no change in price is received from the Contractor to support commissioning of this building.

B. Commissioning Process During Construction

The Commissioning Agents areas of focus during the construction phase include, but are not limited to:

1. Commissioning Specifications

- a) The Commissioning Agent will develop full commissioning specifications for all commissioned equipment and systems listed below, in section III. C., of this request for proposals.
- b) The commissioning specification will include a detailed description of the responsibilities of all parties included in the commissioning process; details of the commissioning process; reporting and documentation requirements, including formats; deficiency resolution; pre-functional checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment and system being commissioned.
- c) One or more of the following documents shall be used as a guide for content, rigor and format:
 - (1) *Model Commissioning Plan and Guide Specifications*, USDOE/FEMP; Portland Energy Conservation, Inc. (hereinafter, PECEI), available in electronic form from PECEI at 503-248-4636.
 - (2) *The HVAC Commissioning Process*, ASHRAE Guideline 1-1996. Available from ASHRAE 404-636-8400.

- d) The commissioning specifications shall be submitted to and approved by the Owner for inclusion in the construction specifications.

2. Commissioning Plan

- a) The Commissioning Agent shall develop a commissioning plan and submit it to the Owner for review and acceptance.

3. Meetings

- a) A scope meeting shall be conducted by the Commissioning Agent at which the commissioning process is reviewed, and the commissioning team members recommended.
- b) Additional meetings that are required throughout construction shall be scheduled by the Commissioning Agent with necessary parties attending to plan, scope, coordinate, schedule future activities, and resolve problems.
- c) The Commissioning Agent shall attend selected planning and job-site meetings to obtain information on construction progress and assist in resolving any discrepancies.

4. Coordination

- a) The Commissioning Agent shall coordinate the commissioning work and, with the Contracting firm and the Owner's Project Manager, ensure that commissioning activities are scheduled into the project schedule.
- b) The Commissioning Agent shall develop a commissioning schedule and submit it to the Owner for review and acceptance into the project schedule.

5. Site Visits

- a) The Commissioning Agent shall perform site visits to observe component and system installations and shall report, in writing, to the Owner any areas noted that will cause problems with the commissioning process.

6. Document Reviews

- a) Equipment documentation will be submitted to the Commissioning Agent during normal submittals, including detailed start-up procedures. The Commissioning Agent shall review Contractor submittals applicable to the systems being commissioned for compliance with commissioning needs, concurrent with the design team reviews.

- b) The Commissioning Agent shall request and review additional informational requests required to perform commissioning tasks, including contractor start-up and checkout procedures.
- c) The Commissioning Agent shall review equipment warranties to ensure that the Owner's responsibilities are clearly defined.
- d) The Commissioning Agent shall review and approve the preparation of the Operating and Maintenance manuals.

7. Test Plans

- a) The Commissioning Agent shall develop a commissioning test plan with the Contracting firm and Subcontractors for each component and system to be commissioned.
- b) In general, the checkout and performance verification proceeds from simple to complex; from component to equipment to system and to intersystem levels with pre-functional checklists and tests being completed before functional testing.
- c) The Commissioning Agent shall support the Subcontractors in developing start-up plans, will review the plans and have access to the contractor's binder containing all completed reports before FPTs.
- d) The Commissioning Agent shall review the contractor's test and balance execution plan and recommend changes or improvements to the plan.

8. Test Procedures

- a) The Commissioning Agent, with necessary assistance and review from installing contractors and Owner's representatives, shall develop start-up documentation formats, including providing to the Subcontractors pre-functional checklists and test procedures to be completed during the startup process. All such documentation shall be compatible with Owner's record-keeping systems. Data entry, where applicable, shall be performed in a system easily accessible and useable by the Owner's system or compatible format such as Excel spreadsheets, not in separate Commissioning Agent's format.
- b) The Commissioning Agent, with necessary assistance and review from installing contractors, shall develop the functional performance test procedures for equipment, system and inter-system commissioning and submit them to the Owner's Project Manager for approval.
 - (1) The functional testing shall include operating the systems 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.

- c) The Commissioning Agent, with necessary assistance and review from installing contractors, shall develop seasonal performance test procedures for equipment and systems and submit to the Owner's Project Manager for approval.

9. Component Testing

- a) The Commissioning Agent shall witness all piping tests and flushing procedures sufficient to be confident that proper procedures were followed. The Commissioning Agent shall document and include evidence of same in the Operating and Maintenance manuals. The Commissioning Agent shall notify in writing the Owner's Project Manager of any deficiencies in results or procedures.

- b) The Commissioning Agent shall witness ductwork tests and any cleaning procedures, sufficient to be confident that proper procedures were followed. The Commissioning Agent will document and include evidence of same in Operating and Maintenance manuals. The Commissioning Agent will notify in writing the Owner's Project Manager of any deficiencies in results or procedures.

The Commissioning agent shall commission laboratory fume hoods including review of ASHRAE Standard 110-1995 testing by others.

- c) The Commissioning Agent shall approve pre-functional test and checklist completion by direct site observation.

(1) The procedures will be executed by the Subcontractors, under the direction of, and documented by, the Commissioning Agent.

- (a) Sensors and actuators shall be calibrated during pre-functional check listing by the installing contractors and spot checked by the Commissioning Agent during functional testing.

(2) Items of non-compliance shall be reported in writing to the Owner's Project Manager by the Commissioning Agent, corrected by the Subcontractor, and the system retested.

- (3) Acceptance reports shall be issued by the Commissioning Agent to the Owner's Project Manager, for all systems that comply with or exceed the test requirements.

10. Systems Start-up

- a) The Commissioning Agent shall approve systems startup by direct site observation.
 - (1) The procedures will be executed by the Subcontractors, under the direction of, and documented by, the Commissioning Agent.
 - (2) Items of non-compliance shall be reported in writing to the Owner's Project Manager by the Commissioning Agent, corrected by the Subcontractor, and the system retested.
 - (3) Acceptance reports shall be issued by the Commissioning Agent to the Owner's Project Manager, for all systems that comply with or exceed the test requirements.

11. Functional Testing

- a) The Commissioning Agent shall direct, witness and approve functional performance tests for equipment, system and inter-system commissioning.
 - (1) The procedures will be executed by the Subcontractors, under the direction of, and documented by, the Commissioning Agent.
 - (2) Items of non-compliance shall be reported in writing to the Owner's Project Manager by the Commissioning Agent, corrected by the Subcontractor, and the system retested.
 - (3) The Commissioning Agent shall issue acceptance reports to the Owner's Project Manager, for all systems that comply with or exceed the test requirements.
 - (4) In no case shall samples of witnessed tests be less than 25%. For fan coil units, BAS controllers, air handling units, heat exchangers, pumps, and other major components, 100% witnessed tests are required.
- b) The Commissioning Agent shall oversee functional testing of the control system and approve it to be used during testing, adjusting, and balancing, before the testing, adjusting, and balancing is executed.
 - (1) Sensors and actuators shall be calibrated during pre-functional checklist execution by the installing contractors,

and shall be spot-checked by the Commissioning Agent during functional testing.

- c) The Commissioning Agent shall analyze functional performance trend logs and monitoring data to verify performance.
- d) The Commissioning Agent shall witness performance testing of smoke control systems and all other Owner contracted tests or tests by manufacturer's personnel. The Commissioning Agent shall document and include evidence of same in the Operating and Maintenance manuals.

12. Testing, Adjusting, and Balancing

- a) The Commissioning Agent shall approve air and water systems testing, adjusting, and balancing by witnessing sufficient to be confident that proper procedures were followed, by spot testing, and by direct site observation.

13. Completion

- a) Component, equipment, system, and inter-system commissioning shall be completed before Substantial Completion.

14. Training

- a) The Commissioning Agent shall review, approve and coordinate the training provided by the Subcontractors, shall review training materials for appropriateness, quality, and completeness, and shall verify in writing that it was completed.

15. Records

- a) The Commissioning Agent shall maintain a master deficiency and resolution log and a separate testing record.
- b) The Commissioning Agent shall compile and maintain organized and complete commissioning record book(s).

16. Reports

- a) The Commissioning Agent shall provide to the Owner's Project Manager written progress reports and test results with recommended actions.
 - (1) Progress reports shall be delivered in a timely manner, as determined by the commissioning schedule. Monthly progress reports shall be a minimum, with weekly reports expected as the commissioning progresses.
 - (2) Test results and recommended actions shall be provided within one day of completion of each test.

b) The Commissioning Agent shall provide to the Owner, for review, a draft final commissioning report. In developing the commissioning report the Commissioning Agent will use the following outline from *Model Commissioning Plan and Guide Specifications*, PECCI, Appendix E, as a guide:

- (1) Acknowledgments
- (2) Executive Summary
 - (a) Background
 - (b) Objectives
 - (c) Approach
 - (d) Conclusions
 - (e) Recommendations
- (3) Building Description
 - (a) Size
 - (b) Location
 - (c) Use
 - (d) Systems Description
 - (i) Architectural
 - (ii) Mechanical
 - (iii) Electrical
 - (iv) Controls
 - (e) List and description of energy efficiency measures.
- (4) Commissioning Plan Outline
 - (a) Scope of the commissioning
 - (b) Team members
 - (c) Team member responsibilities
 - (d) Required documentation
 - (e) Scope of testing
 - (f) Required training
 - (g) Scope of monitoring
- (5) Lessons Learned
 - (a) Provide a description of lessons learned on the commissioning through all phases of the work.
 - (b) Include recommendations on how the commissioning process can be improved.
- (6) Appendix
 - (a) Design intent documents
 - (b) All completed pre-functional checklists
 - (c) All completed functional performance tests
 - (d) All approval, non-compliance, and cost tracking forms
 - (e) Inspection reports relevant to commissioning
 - (f) Commissioning meeting notes and agendas

- (g) Copies of communication between team members
 - (h) Record of scheduling conflicts and resolutions
 - (i) Progress and status reports
 - (j) Notes and reports from site visits
 - (k) List of required documentation and its location
 - (i) As-built drawings
 - (ii) Operating and Maintenance Manuals
 - (iii) Test and Balance reports
 - (iv) ASHRAE 110 Test Reports
 - (iv) Equipment submittals
 - (v) Manufacturer performance data
 - (vi) ATC manuals and points list
 - (vii) Monitoring plan
 - (viii) Training aids
- (7) Systems manuals to complement the Operations and Maintenance manuals that include the additional information gathered during the commissioning process.
- (a) The Commissioning Agent shall generate a brief overview of the design intent of each of the commissioned systems.
 - (b) The Commissioning Agent shall generate a brief summary report of unique findings and special knowledge pertaining to successful operation and maintenance of the commissioned systems.
 - (c) Consolidated Operation and Maintenance summary schedule:
 - (i) The Commissioning Agent shall list, for each commissioned system, each belt, filter, bearing and similar components requiring periodic maintenance, lubrication or replacement along with the manufacturer's recommended service or inspection interval. The format for this summary schedule shall be reviewed and approved by the Owner beforehand,

C. The Commissioning Process during Acceptance, Occupancy and Warranty

The Commissioning Agents areas of focus during this phase include, but are not limited to:

1. The Commissioning Agent shall coordinate and supervise required seasonal or deferred testing and after correction of any identified deficiencies, will provide the final testing documentation to the commissioning record and Operating and Maintenance manuals.

- a) The procedures will be executed by the Subcontractors, under the direction of, and documented by, the Commissioning Agent.
 - b) Items of non-compliance shall be reported in writing to the Owner's Project Manager by the Commissioning Agent, corrected by the Subcontractor, and the system retested.
 - c) Acceptance reports shall be issued by the Commissioning Agent to the Owner's Project Manager, for all systems that comply with or exceed the test requirements.
2. The Commissioning Agent shall develop, with input from the Contracting firm, the Subcontractors, and the Owner's Project Manager, a preventative maintenance plan, a detailed operating plan, and an energy and resource management plan. These plans shall be consistent with the Owner's systems.
 3. It is a project requirement that commissioning of the HVAC system will need to be verified under design conditions in both heating and cooling. If the beneficial occupancy of the building occurs in the heating season, the building will be commissioned in heating. The Commissioning Agent shall return to the project 6 months after, and subject to a cooling design day condition, commission the building in the cooling mode. This concept shall apply should the occupancy occur in the cooling mode. Only after final acceptance of this second commissioning shall the HVAC subcontractor's warranty commence.
 4. Within six (6) weeks after occupancy the Commissioning Agent shall provide the final commissioning report. The Commissioning Agent shall include in the report copies of all completed checklists and forms.
 4. The Commissioning Agent shall return to the site at the 10-month mark into the 12-month warranty period and review the current building operation and the status of outstanding issues related to the original and seasonal commissioning.
 - a) Interview the building occupant designees and Facilities and Operations staff and identify problems or concerns they have with using or operating the building as originally intended.
 - b) Submit written recommendations for improvements to the Owner's Project Manager and record changes made as a result in the Operating and Maintenance manuals.
 - c) Identify those deficiencies that may be covered under a warranty or that may be included within the scope of the original construction contract.
 - d) Assist Facilities and Operations staff in developing reports, documents, and requests for services to remedy outstanding problems.

D. Systems to be Commissioned:

Recognizing that the facilities additions and renovations have yet to be designed, the following represents the systems, including all components and controls, that may need to be commissioned by the Commissioning Agent, as detailed above. Except as noted in sections 1.a) and 1.b) below, all checklists and test procedures will be developed by the Commissioning Agent for completion by the Subcontractors and Commissioning Agent. The Commissioning Agent will be responsible for verifying that these systems are functioning in compliance with the design intent, and that installation and training has been accomplished in keeping with the design intent.

Gaige Hall

1. Mechanical Systems:

- a) Plumbing: The Commissioning Agent will witness and document all checklists and test procedures completed by the Subcontractor and the CM/GC. The Commissioning Agent will verify that systems are functioning in compliance with the design intent.
 - 1) Cleaning and flushing
 - a. Water systems
 - b. Storm drainage systems
 - c. Sanitary sewage systems
 - 2) Thermometers and gauges
 - 3) Sump pumps and ejectors
 - 4) Trap primers
 - 5) Backflow preventers
 - 6) Water heaters
 - 7) Vibration isolation

- b) Heating, Ventilating and Air Conditioning (HVAC): Tests on applicable HVAC equipment shall be executed during both the heating and cooling seasons. However, some overriding of control values to simulate conditions may be allowed, if used judiciously. The HVAC system efficiency is to be benchmarked for later use by Owner. Functional testing shall be done through conventional manual methods, control system trend logs or stand-alone data loggers.
 - 1) Thermometers and gauges
 - 2) Vibration isolation
 - 3) Steam and condensate system
 - 4) Hot water heating systems
 - 5) Chilled water systems
 - 6) Split system A/C units
 - 7) Fan Coil Units

- 8) Chemical water treatment systems
- 9) Condenser water system
- 10) Air terminal system and VAV components
- 11) Duct silencers
- 12) Fire and smoke/fire dampers
- 13) Variable speed drives
- 14) Air distribution systems
- 15) De-humidification
- 16) Air handling (supply and return) systems
- 17) Energy recovery wheels
- 18) Exhaust air systems
- 19) Pumps
- 20) Heat Exchangers

c) Automatic Temperature Control System (ATC)

- 1) Component FPT and calibration
- 2) Control air supply
- 3) Air terminal units
- 4) Sequence of control, AHU, 100% OSA
- 5) Sequence of control, EAHU
- 6) Sequence of control, AHU, H&V
- 7) Sequence of control, Exhaust air fans
- 8) Sequence of control, Differential bypass valve
- 9) Sequence of control, Air terminal units, CV
- 10) Sequence of control, Air terminal units, VAV/ CV
- 11) Sequence of control, Air terminal units, VAV
- 12) Sequence of control, Heat exchangers
- 13) Sequence of control, Variable speed pumps
- 14) Sequence of control, Cabinet unit heaters
- 15) Sequence of control, Condenser water system
- 16) Sequence of control, Chilled water system
- 17) Sequence of control, De-humidification
- 18) Sequence of control, Water heaters
- 19) Sequence of control, Duct heating coils and radiant panels
- 20) Sequence of control, Condenser water filters
- 21) Graphics display
- 22) Trend logs
- 23) Status review screens, out of bounds checks, and alarming
- 24) Network communication to campus head end

2. Electrical Systems

- a) Electrical primary voltage including switchgear and connected primary systems

- b) Emergency power system including generator(s), transfer switches, and distribution
- c) Lighting controls

3. Fire Alarm/Life Safety Systems/ Security

- a) Fire alarm systems
- b) Emergency lighting system
- c) Access control and alarm monitoring

4. Intersystem Functional Performance Tests Between:

- a) Building Automation Systems Controls
- b) Heating, Ventilating and Air Conditioning
- c) Automatic Temperature Control
- d) Emergency power
- e) Life safety
- f) Elevators
- g) Security/Card access

Craig-Lee Hall

1. Mechanical Systems:

- a) Plumbing: The Commissioning Agent will witness and document all checklists and test procedures completed by the Subcontractor and the CM/GC. The Commissioning Agent will verify that systems are functioning in compliance with the design intent.
 - 1) Cleaning and flushing
 - a. Water systems
 - b. Storm drainage systems
 - c. Sanitary sewage systems
 - 2) Thermometers and gauges
 - 3) Sump pumps and ejectors
 - 4) Trap primers
 - 5) Backflow preventers
 - 6) Water heaters
 - 7) Vibration isolation
 - 8) Sewage ejector pump

- b) Heating, Ventilating and Air Conditioning (HVAC): Tests on applicable HVAC equipment shall be executed during both the heating and cooling seasons. However, some overriding of control values to simulate conditions may be allowed, if used judiciously. The HVAC system efficiency is to be benchmarked for later use by Owner. Functional testing shall be done through conventional manual methods, control system trend logs or stand-alone data loggers.

- 1) Thermometers and gauges
- 2) Vibration isolation
- 3) Steam and condensate system
- 4) Hot water heating systems
- 5) Chilled water systems
- 6) Split system A/C units
- 7) Fan Coil Units
- 8) Chemical water treatment systems
- 9) Condenser water system
- 10) Air terminal system and VAV components
- 11) Duct silencers
- 12) Fire and smoke/fire dampers
- 13) Variable speed drives
- 14) Air distribution systems
- 15) De-humidification
- 16) Air handling (supply and return) systems
- 17) Energy recovery wheels
- 18) Exhaust air systems
- 19) Pumps
- 20) Heat Exchangers

c) Automatic Temperature Control System (ATC)

- 1) Component FPT and calibration
- 2) Control air supply
- 3) Air terminal units
- 4) Sequence of control, AHU, 100% OSA
- 5) Sequence of control, EAHU
- 6) Sequence of control, AHU, H&V
- 7) Sequence of control, Exhaust air fans
- 8) Sequence of control, Differential bypass valve
- 9) Sequence of control, Air terminal units, CV
- 10) Sequence of control, Air terminal units, VAV/ CV
- 11) Sequence of control, Air terminal units, VAV
- 12) Sequence of control, Heat exchangers
- 13) Sequence of control, Variable speed pumps
- 14) Sequence of control, Cabinet unit heaters
- 15) Sequence of control, Condenser water system
- 16) Sequence of control, Chilled water system
- 17) Sequence of control, De-humidification
- 18) Sequence of control, Water heaters
- 19) Sequence of control, Duct heating coils and radiant panels
- 20) Sequence of control, Condenser water filters
- 21) Graphics display
- 22) Trend logs
- 23) Status review screens, out of bounds checks, and alarming

24) Network communication to campus head end

1) Electrical Systems

- a) Electrical primary voltage including switchgear and connected primary systems
- b) Emergency power system including generator(s), transfer switches, and distribution
- c) Lighting controls

3. Fire Alarm/Life Safety Systems/ Security

- a) Fire alarm systems
- b) Emergency lighting system
- c) Access control and alarm monitoring

4. Intersystem Functional Performance Tests Between:

- a) Building Automation Systems Controls
- b) Heating, Ventilating and Air Conditioning
- c) Automatic Temperature Control
- d) Emergency power
- e) Life safety
- f) Elevators
- g) Security/Card access

Fogarty Life Science Building

1. Mechanical Systems:

- a) Plumbing: The Commissioning Agent will witness and document all checklists and test procedures completed by the Subcontractor and the CM/GC. The Commissioning Agent will verify that systems are functioning in compliance with the design intent.
 - 1) Cleaning and flushing
 - a. Water systems
 - b. Storm drainage systems
 - c. Sanitary sewage systems
 - d. Laboratory drainage systems
 - 2) Thermometers and gauges
 - 3) Sump pumps and ejectors
 - 4) Trap primers
 - 5) Backflow preventers
 - 6) Water heaters
 - 7) Vibration isolation
- b) Heating, Ventilating and Air Conditioning (HVAC): Tests on applicable HVAC equipment shall be executed during both the heating

and cooling seasons. However, some overriding of control values to simulate conditions may be allowed, if used judiciously. The HVAC system efficiency is to be benchmarked for later use by Owner. Functional testing shall be done through conventional manual methods, control system trend logs or stand-alone data loggers.

- 1) Thermometers and gauges
- 2) Vibration isolation
- 3) Steam and condensate system
- 4) Hot water heating systems
- 5) Chilled water systems
- 6) Split system A/C units
- 7) Fan Coil Units
- 8) Chemical water treatment systems
- 9) Condenser water system
- 10) Air terminal system and VAV components
- 11) Duct silencers
- 12) Fire and smoke/fire dampers
- 13) Variable speed drives
- 14) Air distribution systems
- 15) De-humidification
- 16) Air handling (supply and return) systems
- 17) Energy recovery wheels
- 18) Exhaust air systems
- 19) Pumps
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c) Automatic Temperature Control System (ATC)

- 1) Component FPT and calibration
- 2) Control air supply
- 3) Air terminal units
- 4) Sequence of control, AHU, 100% OSA
- 5) Sequence of control, EAHU
- 6) Sequence of control, AHU, H&V
- 7) Sequence of control, Exhaust air fans
- 8) Sequence of control, Differential bypass valve
- 9) Sequence of control, Air terminal units, CV
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- 18) Sequence of control, Water heaters
- 19) Sequence of control, Duct heating coils and radiant panels
- 20) Sequence of control, Condenser water filters
- 21) Graphics display
- 22) Trend logs
- 23) Status review screens, out of bounds checks, and alarming
- 24) Network communication to campus head end

2. Electrical Systems

- a) Electrical primary voltage including switchgear and connected primary systems
- b) Emergency power system including generator(s), transfer switches, and distribution
- c) Lighting controls

3. Fire Alarm/Life Safety Systems/ Security

- a) Fire alarm systems
- b) Emergency lighting system
- c) Access control and alarm monitoring

4. Intersystem Functional Performance Tests Between:

- a) Building Automation Systems Controls
- b) Heating, Ventilating and Air Conditioning
- c) Automatic Temperature Control
- d) Emergency power
- e) Life safety
- f) Elevators
- g) Security/Card access

IV. DELIVERABLES:

For each project the consultant will provide four (4) copies each in hard copy and two (2) copies each in electronic format (compact disks) are to be supplied.

- A. Commissioning specification
- B. Commissioning plan.
- C. Commissioning schedule
- D. Commissioning test plan
- E. Pre-functional performance checklists and test procedures
- F. Functional performance test procedures.
- G. Seasonal performance test procedures
- H. Non-compliance reports.
- I. Acceptance reports
- J. Draft commissioning report.

- K. Preventative maintenance plan, detailed operating plan, and energy and resource management plan
- L. Final commissioning report
- M. Training documentation inventory and training summary report.

V. SOFTWARE COMPATIBILITY:

The Consultant shall provide deliverables in both hard copy and electronic format. All electronic formats shall be IBM based and compatible with the following.

- A. Word Processing**
All word processing submittals to the Owner shall be compatible with Microsoft Word 2007 for Windows 7.
- B. Spreadsheets**
All spreadsheets submitted shall be compatible with Microsoft Excel 2007 for Windows 7.
- C. Schedules**
Schedules submitted shall be compatible with Microsoft Project 2010 for Windows 7.

VI. SCHEDULE:

The Commissioning Agent, in consultation with the Owner's designated representatives, Architect, Engineer, Construction Management firm and the Subcontractors, will develop, submit, and maintain a detailed commissioning schedule.

VII. RESPONSES

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in **separate sealed envelopes**.

Part One – Technical Proposal Technical proposal will be evaluated on the following criteria (All Respondents must receive a minimum score of 55 points on the Technical proposal, Respondents not scoring at least 55 points will not be considered for fee proposal evaluation).

B. Technical Approach

- 1. Describe your proposed approach to managing the commissioning expertly and efficiently. Include a description of your team and their areas of participation.

- a) Describe what approach you will take to integrate the commissioning into the normal construction process in order to minimize potential time delays.
 - b) Describe what you see as the major problems, risks or liabilities that may be encountered during the construction and commissioning of this project and how you would address these areas of concern.
 - c) Describe the appropriate level of commissioning effort for the various systems and equipment.
 - d) Describe how your work will facilitate the use of your product as a prototype that may be subsequently used by the Owner in future commissionings.
 - e) Describe your firm's method and approach for establishing manpower requirements throughout the duration of the commissioning.
 - f) Describe and/or provide examples of LEED's certified buildings your firm has worked on
2. Please provide samples of the following work products written by the Commissioning Agent and describe the projects on which they were used.
 - a) Commissioning plan;
 - b) Commissioning specifications
 - c) An actual functional test procedure form that was executed.

C. Commissioning Staffing

1. List the individual who will be the Commissioning Agent for this contract and describe his/her relevant qualifications and experience. This information is required in addition to any detailed resumés the Proposer submits. The contract will require that this individual be committed to the commissioning for its duration. The Commissioning Agent must be fully qualified to commission most of the above listed systems.
2. If the Commissioning Agent does not have sufficient skills to commission a specific system, the Commissioning Agent shall subcontract with a qualified party to do so. The Commissioning Agent will remain responsible for the commissioning of the specific system. The subcontracted party's qualifications shall be included and clearly designated in the response to this RFP.
3. List the relevant experience of supporting staff and subconsultants, including detailed resumés, with the expected hours for each. Describe any experience of the Proposer's team in the following areas. List the each party's involvement.

- a) Traditional test and balance;
- b) Operating and Maintenance experience;
- c) Energy efficient equipment design and control strategy optimization; and
- d) Life cycle costing.
- e) LEED's certified buildings

D. Relevant Commissioning Experience

1. Provide the following data:
 - a) The number of years that your firm has been in business. How many of those years has your firm provided building commissioning services?
 - b) The date of incorporation.
 - c) A copy of your firm's current Certificate of Insurance.
2. List any projects in which you are presently engaged in litigation. Also, list any pending litigation that may involve projects for which your firm was the Commissioning Agent.

E. Fee Proposal

The Consultant will provide a cost proposal for the Commissioning with enough detail, including reimbursable expenses, to give the Selection Committee a clear understanding of all costs involved. Final fee for services will be negotiated after award. The **attached fee form shall be used to present fee information**. Fee shall also be supported by a summary of project personnel, level of effort by labor category, hourly rates for each labor category, materials costs, sub-consultants, and any other information required to assess the fee.

The fee proposal shall be submitted in a **separate, sealed envelope** and labeled Commissioning Services Multiple Projects RFP#

Each item shall be broken down as follows:

1. Total fee for each phase of the commissioning work broken down by anticipated hours required to complete each commissioning activity
2. List of billing rates per person assigned to the project,
3. Actual cost breakdown of each person's billing rate or the direct cost and multiplier to achieve the billing rate,
4. List of reimbursable expenses and the direct cost of each reimbursable,
5. Breakdown of firm's proposed work schedule
6. An allowance of \$ 10,000 be included in fee proposal to assist RIC during the first 6 months of operation(s) to de-bug the commissioned systems/equipment as directed by the Office of Capital Projects.

VIII.

Proposals must include the following:

1. A letter of transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.
2. A completed and signed four-page RIVIP Bidder Certification Cover Form, downloadable at www.purchasing.state.ri.us
3. A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should **only** be included in the **original copy**.
4. A separate Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
5. A **separate sealed Cost Proposal** reflecting the fee structure proposed for this scope of services sealed in a separate envelop.
6. Provide a minimum of three (3) References and current contact information for projects of similar size and complexity.

The Technical Proposal must contain the following sections:

Executive Summary:

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

Offeror's Organization and Staffing:

Provide the organization plan. Include identification of all staff and/or sub consultants proposed as members of the project team, and the duties, responsibilities, and concentration of effort that apply to each as well as resumes, curricula vitae, or statements of prior experience and qualification and references.

Management Controls:

Describe how the offeror will deliver the following basic services to be provided in this assignment. Describe in detail the staff qualifications, credentials, experience in handling

moves of similar complexity and computerized systems to perform each of the required services:

Previous Experience and Background:

Provide a list of Commissioning Agent experience. Include the name of the project; its location; general description of the services; name, address and phone number of the owner and its representative; program budget; and the start and completion of the services provided.

From the list above, provide at least three (3) case studies of Commissioning Agent assignments for other clients. Expound on the services provided to each client. Provide a list of new or renovated College/University facilities which firm has commissioned. Include the name of the project; its location; general description of the services; name, address and phone number of the owner and its representative; program budget; and the start and completion of the services provided.

Ownership and Financial:

Describe current ownership of the firm and duration of that ownership. Provide the audited financial statement for the past three years. Include either the offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements.

Workplan/Approach Proposed:

This section shall describe the offeror's understanding of RIC's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule by task and subtask, a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the deliverables for each.

IX. EVALUATION AND SELECTION:

Rhode Island College will establish a Selection Committee to evaluate and score all proposals. The evaluation will be carried out in two stages: Technical and Cost. The Cost Proposals shall remain sealed until the technical scoring has been completed. Only those Offerors who's Technical Proposals have been scored as achieving the minimum required

will have their Cost Proposal opened. All other will be returned. The Selection Committee will use the following criteria:

EVALUATION FACTORS

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items on a point basis as described below.

Experience (40 Technical points)

The offerors will be evaluated on their demonstrated experience in commissioning of academic buildings. Offerors shall have experience with commissioning process through design, construction, and occupancy at institutions of higher education. Offerors shall have at least 5 years of experience in the commissioning of buildings. Offerors shall have experience with building renovations of similar sizes and types as this project. Offerors should have experience working for institutions of higher education. It is preferable that offerors have conducted at least 3 commissioning projects of similar size and complexity in the last 5 years. Offerors shall have knowledge of all applicable codes.

Technical Expertise (30 Technical points)

The consultants shall demonstrate expertise in the planning and designs of buildings, building systems, and other appropriate disciplines. Knowledge of all local and national building, fire safety, mechanical and electrical codes is mandatory. Describe how the project will be managed and include the names and resumes of all key personnel who would work on project. Including the firm's capacity to complete the work.

Fees (30 Cost Points)

The fee structure will be evaluated along with the above items as a factor in selection. This project is structured as a lump sum fee and includes reimbursable expenses. Fee should be supported by a summary of project personnel, level of effort by labor category, hourly rates for each labor category, materials costs, sub-consultants, and any other information required to assess the fee.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of costs alone, to accept or reject any or all responses, and to award in its best interest.

X. PAYMENT:

Payment of fees will be made on submittal of monthly invoices for completed work as approved by Owner. Invoices must contain the following documentation:

- A. Labor breakdown by man-hour and task.
- B. Documentation of employee time expended.
- C. Balance of effort and funds.
- D. Direct expense breakdown.

FEE PROPOSAL FORM

Commissioning Services Gaige Fixed Lump Sum Fee	\$
Commissioning Services Craig-Lee Fixed Lump Sum Fee	\$
Commissioning Services Fogarty Fixed Lump Sum Fee	\$
Allowance for Reimbursable Expenses	\$
Contract Allowance	\$10,000
TOTAL	\$

Note: Fees should be provided in numbers (i.e. \$100.00) and writing (i.e. one hundred dollars and zero cents).

Include listing of hourly rates for all labor categories (including consultants) on a separate sheet.

List any Proposed Consultants

Company	Type of Work to be Completed (i.e. role on project)	Approximate % of Total Fee

Firm Name: _____

Name of Representative (typed or printed):

Authorized Signature and Date