

**The University of Connecticut Health Center
Finance Corporation
Ambulatory Care Center**

Quality Based Selection

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
COMMISSIONING AGENT SERVICES**

**University of Connecticut Health Center Finance Corporation
Ambulatory Care Center
Farmington, Connecticut**

Project Number: 11-042

Issued date

June 27, 2012

Proposal Due Date:

July 18, 2012

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SECTION I

The University of Connecticut Health Center (UCHC) is soliciting the services of qualified firms to perform enhanced commissioning services, as defined by LEED NC 2009, for the New Construction and Renovation Project. UCHC is committed to commissioning this facility to verify and document that systems are complete and functioning properly upon occupancy and that the Owner's staff has adequate system documentation and training to sustain and maintain proper function throughout the life of the systems.

Project Description:

As part of the Bioscience Connecticut initiative, UCHC plans to construct an Ambulatory Care Center ("ACC") that will be approximately 275,000 to 300,000 gsf and will include a parking structure of approximately 1250 cars. The project will be one building constructed on the UCHC Farmington Campus, adjacent to the existing Medical Arts and Research Building ("MARB") on land currently occupied by surface parking. The ACC project will be the cornerstone of a new Outpatient Clinical Zone composed of the MARB and the Administrative Services Building ("ASB") located on the Lower Campus of the UCHC.

The ACC will be delivered in a multi-phased approach:

- The Building Core and Shell, Site work, and Parking Garage will be delivered utilizing the design/build method based on the final Design/Build Criteria developed by the D/B Criteria Architect.
- The fit out design and construction will be completed separately and the design and specification of those spaces will be developed by a separate A/E firm. The fit out construction will be delivered utilizing a design/bid/build or Construction Management method based on the final design developed by the A/E firm.

The new ACC will house existing clinical programs from the Dowling North, Dowling South Buildings and other clinical faculty practices from the Main Building of UCHC. Clinical programs that will be moved to the new ACC include:

Internal Medicine
Surgery
Neag Comprehensive Cancer Center
Ophthalmology
Geriatrics
Center for Advanced Reproductive Services
Endocrinology
Infectious Disease
Gastroenterology
Clinical Research
Medical Specialties
Orthodontics
Oncology
Radiation Oncology

The ACC will incorporate best practices for sustainability and must achieve a minimum of LEED Silver certification.

The construction budget for the ACC Core and Shell, Site work and Parking Garage is \$77,000,000.00. The construction budget for the ACC Fit-out is 61,000,000.00.

Project Schedule:

The Project milestones (durations) are as follows:

- Complete Basis of Design document – July 2012
- Complete Design Development documents – January 2013
- Construction ACC building & site – April 2013 to May 2015
- Construction parking garage – May 2013 – May 2014
- Construction fit-out ACC building – June 2014- Dec 2014

Commissioning Agents (CA) Scope of Services:

The University of Connecticut Health Center will implement a commissioning process in order to achieve a cost-effective project that meets the Owner's project objectives and design intent. The Commissioning Agent (CA) is not responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CA may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the Construction Manager and the Architect and Engineers. The primary role of the CA is to develop and coordinate the execution of a testing plan and observe and document system performance, such that systems function in accordance with Contract Documents and provide adequate accessibility for service and maintenance. The Contractors will provide all tools, or the use of tools, to perform start-up checkout to functionally test equipment and systems. The Commissioning Agent shall be responsible for providing all testing equipment devices.

All energy-related systems in the project shall be commissioned. Commissioning shall meet the requirements of LEED NC 2009 Energy and Atmosphere Prerequisite 2 (EA PR2) Fundamental Commissioning, and Energy and Atmosphere Credit 2 (EA C3) Enhanced Commissioning. The CA shall be an independent firm not directly involved with the design or project management of the project. The CA shall include in the commissioning scope those Construction Phase systems items necessary to satisfy the intended LEED credits for the project; for example, Construction IAQ Credits 3.1 and 3.2.

The following is a summary of the Commissioning Process, which the University is requiring to have implemented on this project.

1. Commissioning Plan Development: CA shall conduct a scoping meeting where the commissioning process is reviewed with the commissioning team members. The plan must contain the following elements for both the Core and Shell and Fit Out Phases:
 - The list of systems to be commissioned and the level of rigor for each system.
 - The specific responsibilities of all the stakeholders in the commissioning process throughout the design, construction and warranty phases. The stakeholders include, at a minimum, the designers, owner's O&M staff, owner's project managers, construction manager construction contractors, and the commissioning agent.
 - Definition of the commissioning roles and lines of communications for each member of the project team.
 - Definition of the commissioning process scope. Scope to include pre-functional checklists, functional testing requirements, final documentation checklists, performance verification, and owner training verification.
2. Design Phase for both the Core and Shell and Fit Out:
 - CA shall work with the Owner and the Architecture/Engineering Core and Shell and Fit Out design teams to develop the Owner's Project Requirements (OPR) and the Basis of

Design (BOD) document, and update them as required to remain complete and accurate through design and construction phases, as required by LEED.

- CA shall perform a commissioning-focused review of design documents prior to the end of Design Development as required by LEED and also at the following stages: 50% CD; 95% CD.
- CA shall assist the Owner to evaluate Value Engineering items that may arise in the Design Phase.
- CA shall develop a Commissioning Specification with the design team that includes, but it not limited to:
 - a. Sample Pre-functional checklists and acceptance criteria for systems to be commissioned.
 - b. Sample Functional Test procedures and acceptance criteria for systems to be commissioned.
 - c. Training planning and documentation requirements.
 - d. O&M Manual requirements and submission process.
- CA shall work with the designers to coordinate the General/Technical Specifications with Commissioning Specifications and incorporate Commissioning-related requirements into the Contract Documents, as required by LEED.

3. Construction Phase for both the Core and Shell and Fit Out:

- CA shall work with the Owner and the Architecture/Engineering design team to update the OPR and BOD through the Construction Phases, as required by LEED.
- CA shall update the final Commissioning Plan.
- CA shall participate in the PreConstruction Conference.
- CA shall conduct the Construction Phase Commissioning kick-off meeting.
- CA shall develop and issue a summary of Contractor commissioning process deliverables.
- CA shall participate in meetings throughout construction, to plan, scope, coordinate and work with the CM and Prime Contractors to schedule Commissioning related activities and resolve problems.
- CA shall review and comment on the energy-related equipment and system shop drawing submittals and start up procedures for systems concurrent with the reviews by the designers, as required by LEED.
- CA shall review and comment on additional contractor shop-drawings and submittals concurrent with the reviews by the designers. The objective is to improve coordination, accessibility and maintainability.
- CA shall gather and review control sequences and interlocks, work with project team and stakeholders to achieve sufficient clarity to establish testing procedures.
- CA shall develop a Commissioning Communications Plan as part of the Commissioning Plan.
- CA shall develop a Construction Phase Commissioning schedule as part of the Commissioning Plan, and coordinate with the Construction Schedule.
- CA shall prepare and issue regular construction and commissioning progress reports.
- CA shall maintain a running deficiency log with record of resolutions.
- CA shall provide the Final Pre-functional / Static Test Checklists.
- CA shall document that the Pre-functional Checklists were completed by the installing contractors.
- CA shall spot-test and re-verify select pre-functional performance characteristics as determined with Owner.
- CA shall perform site visits as needed to observe component and systems installation and to obtain information on construction progress to verify that the installation of energy consuming systems and other designated systems meet the OPR and BOD. Verification of installation for energy consuming systems shall meet the requirements of LEED.

- CA shall work with Contractors and Stakeholders to observe equipment start-up of key components of systems to be commissioned.
- CA shall review the Testing-and-Balancing Execution Plan.
- CA shall review the flushing and cleaning plans.
- CA shall direct the development of a trend logging program for use during functional testing and extending beyond system Acceptance by Owner
- CA shall provide the final system functional performance test procedures.
- CA shall conduct a commissioning team meeting to develop the detailed Functional Performance Testing Schedule.
- CA shall direct, witness and document the System Functional Performance Test procedures to verify that performance of energy consuming systems and other designated systems meet the OPR and BOD. Verification of performance for energy consuming systems shall meet the requirements of LEED.
- CA shall document the test results/tracks deficiencies until corrected according to process in Commissioning Plan.
- CA shall direct, witness and document retests of the System Functional Performance Test procedures as required to demonstrate that deficiencies have been corrected such that systems can be recommended by CA for Acceptance by Owner.
- CA shall spot-test and re-verify select functional performance characteristics as determined with Owner. This shall include performance verification of 10% of terminal airflow devices and reheat terminals.
- CA shall analyze functional performance trending logs to verify performance.
- CA shall review training requirements of O&M staff and User staff and outline a training plan.
- CA shall hold a meeting with the Contractors and O&M/User Supervisors to schedule the Equipment Training Sessions.
- CA shall conduct the system training along with Contractors for commissioned systems.
- CA shall verify that training of O&M and User personnel for commissioned systems is complete, as required by LEED.
- CA shall review the O&M documentation for completeness and compliance with commissioning needs.
- CA shall coordinate development of a Systems Operating Manual containing all project commissioning documentation, as required by LEED.
- CA shall collect/compile the Systems Operating Manual.
- CA shall prepare a separate single manual containing information required for re-commissioning as required by LEED.
- CA shall prepare the final Commissioning Report, as required by LEED.
- CA shall prepare and sign the Commissioning LEED Letter Templates and provide the documentation required.

4. Post Construction Warranty Phase: CA will conduct seasonal or deferred testing as needed.

- CA shall conduct seasonal or deferred testing as needed.
- CA shall conduct an on-site review of operation 8 to 10 months after final acceptance. Review shall be with O&M staff and occupants and shall be as required by LEED. Review shall include a review of trending data, and shall also consider warranty-related items. Develop a plan to resolve outstanding issues.
- CA shall amend the final Commissioning Report and Systems Operating Manual.

Systems to be commissioned include:

Plumbing Systems

1. Domestic Water Piping Systems and Equipment (Cold, Hot, and Hot Water Return)

2. Sanitary Waste Piping Systems and Equipment (Sanitary and Vent)
3. Plumbing Fixtures (Toilet Rooms and Laboratories)
4. Medical and Laboratory Gas Systems (Compressed Air, Vacuum, Nitrous, and Natural Gas)
5. Medical and Laboratory Water Systems (Cold, Hot, and Hot Water Return)
6. Medical and Laboratory Waste Systems (Waste and Vent)
7. Storm Drainage Systems

Mechanical Systems

1. Building Automation Systems
2. Clinical Air Handling Units (AHUs)
3. Administrative Area AHUs
4. Return Air Fans
5. Air Distribution Systems (including specialty exhaust systems, such those required for nitrous, and waste gas evacuation systems)
6. Sound Attenuation
7. Boilers, Piping Systems, and associated equipment
8. Piping Specialties
9. Steam Specialties
10. Condenser Water Systems (Pumps, Towers)
11. Variable Frequency Drives
12. Vibration Control
13. Computer Room Type Ac Units (Equipment Rooms)
14. Split System Air Conditioning
15. Air Terminal Units
16. Supply And Exhaust Airflow Valves
17. Reheat Coils
18. Perimeter Heating
19. Unit Heaters
20. Steam Condensate Equipment
21. Heat Exchangers
22. Heating Water Pumps
23. Blower Coil Units
24. Toilet, General, And Laboratory Exhaust Air Systems
25. Heat Recovery Systems
26. MEP Spaces Ventilation Systems
27. Air Balance / Room Pressurization
28. Water Treatment
29. Fume Hood Performance / Containment

30. Sterilizer Equipment
31. Environmental Room Systems

Electrical Systems

1. Main Normal Power Systems
2. Automatic Transfer Switching
3. Uninterruptible Power Supply (UPS) Systems
4. Lighting & Lighting Controls
5. Interfaces To Automated Temperature Control System
6. Grounding Systems

Life Safety Systems

1. Fire Alarm Systems
2. Fire Protection Systems and Components
3. Egress Lighting
4. Medical and other gas alarm systems
5. Pharmacy refrigerator alarm systems

SECTION II

PROPOSAL PROCESS:

Interested firms are required to submit proposals in the following format:

This Quality Based Selection (QBS) will be a two part process. The first part will be the receipt & evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a short list of the most qualified firms that possess the type of experience required in this document. Applicants shall use GSA form SF-330 available at <http://www.gsa.gov>.

The second part will be the receipt & evaluation of fee proposals and interviews. As such, there is no requirement to submit a fee proposal under this RFQ.

PART ONE – QUALIFICATION / EXPERIENCE

In a sealed envelope each firm is required to submit the following information:

QUALIFICATIONS:

1. **Qualifications of the Commissioning Firm** Describe the overall qualifications of the firm (and any sub consultants) and specific experience with recent comparable projects (i.e. scope, size, and type) that demonstrate:
 - a. Hospital/HealthCare commissioning expertise and experience with academic medical centers or major scale hospitals.
 - b. Commissioning expertise and experience with “sustainable” design and construction projects that received a LEED Silver or similar rating.
 - c. Commissioning expertise and experience with phased projects involving clinical laboratories.
 - d. Firm’s ability to provide timely and responsive commissioning services during construction.

2. **Qualifications and Responsibilities of Key Personnel**– Provide a organizational chart identifying the proposed key project team personnel assigned to this project. Describe the professional qualifications and responsibilities of the proposed key project team personnel including their experience with the submitted Relevant Projects. Outline their specific responsibilities on each submitted Relevant Project.

The Commissioning Agent shall have personnel assigned to this project that meets as many of the following requirements as possible:

1. Acted as the principal commissioning provider for at least three (3) projects over 300,000 sf.
 2. Acted as principal commissioning provider on new Ambulatory Care Centers.
 3. Extensive commissioning experience with sustainable design and construction projects, specifically LEED projects.
 4. Acted as principal commissioning provider on projects involving phased renovations of existing facilities.
 5. Extensive experience in the operation/troubleshooting of HVAC systems and energy management control systems.
 6. Extensive field experience is required with a minimum of five (5) years in hospital and/or laboratory/research type of work.
 7. Knowledgeable in building operation and maintenance and O&M training.
 8. Knowledgeable in testing and balancing of both air and water systems.
 9. Experienced in energy-efficient equipment design and control strategy optimization.
 10. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
 11. Excellent communication skills and highly organized and able to work with both management and trade contractors.
 12. Experienced in writing commissioning specifications.
 13. A bachelor's degree in Mechanical Engineering is strongly preferred and P.E. certification is desired; however, other technical training, past commissioning and field experience will be considered.
 14. LEED Accredited Professional.
3. **Relevant Projects** Provide a minimum of three (3) project descriptions that demonstrate commissioning experience with extensive mechanical, plumbing and electrical systems,. Relevant Projects are of a similar size, complexity and scope.

The relevant project descriptions should include:

- Project name location and client
 - Building Type: Type of the project (i.e. ACC, Hospital, Research, Clinical, new construction, renovation, etc)
 - Overall scope of work and commissioned systems description
 - Date of completion
 - Size of project in SF
 - Overall construction cost and approximate cost of the Plumbing, Mechanical and Electrical systems
 - List of proposed personnel involved in the project and brief description of their roles
 - Describe how the team's qualifications and experience relate to our specific project
4. **References** - Present three (3) references for which the firm has performed commissioning services within the past 5 years. Include the name, title, address and telephone number of each reference and description of duties

5. **Site proximity 100 miles** – From the Applicants office for which the majority of the services will be primarily performed, provide driving distance via internet mapping from the office address with the majority of services being self performed to the project address. 263 Farmington Avenue, Farmington, CT 06030

PART TWO – DEFINE SCOPE / PROVIDE FEE MATRIX

The second part of the process will involve the university providing the short listed firms detailed scope information, requesting fee proposal/fee matrix and interviews/presentations.

Fees will be requested once firms are short-listed; Fees are not required at this step.

SECTION III

EVALUATION PROCESS:

The award of an agreement to the successful applicant will be based upon a comprehensive review. All SOQs will be evaluated by a committee which will use the specific evaluation criteria listed below with the University reserving the right to base award on SOQ presentation and subsequent interviews.

The University also reserves the right to reject any or all SOQs, in whole or in part, to award any item, group of items, or the total SOQ, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University.

- A. Qualifications of the Commissioning Firm and any Sub Consultants
- B. Qualifications and Responsibilities of Key Personnel
- C. Relevant Projects
- D. References
- E. Site Proximity

SECTION IV

Receipt of RFQs and Estimated Timetable:

Receipt of RFQs

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in this RFQ must be made to:

Mary Kate Sullivan
Capital Projects and Contract Administration
16 Munson Road, 4th Floor
Farmington, CT 06030
Phone: (860) 679-3295
mary_kate.sullivan@uconn.edu

All requests for clarification must be in writing and submitted on the request for information form attached. Responses to all written requests will be posted on the DAS website at http://www.biznet.ct.gov/scp_search/BidResults.aspx?groupid=113

Under no circumstances may any applicant or its representative contact any employee or representative of the University regarding the RFQ prior to the closing date, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated.

Any violation of this condition may result in the applicant being considered non-compliant and ineligible for award.

Requests for clarification by the University

The University may request that any applicant clarify or supplement any information contained in the RFQ. Applicants are required to provide a written response within five (5) business days, or sooner, of receipt of any request for clarification by the University.

Submission Format/Receipt of RFQ

An **original and five (5) copies** of **STATEMENT OF QUALIFICATION must** be submitted in a sealed envelope / box and must be sent to:

Mailing Address: University of Connecticut Health Center

263 Farmington Avenue, MC 1025

Farmington, CT 06030-1025

Attn: Ms. Mary Kate Sullivan

Hand Delivered Address:

University of Connecticut Health Center

Office of Facilities Development and Operations

16 Munson Road, 4th Floor

Farmington, CT 06030

Attn: Ms. Mary Kate Sullivan

Phone Number: 860-679-3295

ON OR BEFORE 2:00 P.M. LOCAL TIME, WEDNESDAY, JULY 18, 2012

All RFQs must be submitted in a sealed envelope or box and labeled as noted above. No responsibility will be attached to any person for the premature opening of any RFQ that is not properly identified.

E-mail or electronic attachments are not acceptable means of submitting a proposal and will be rejected as non-conforming. If you intend to use an express delivery service, it is recommended that you stress the need to deliver your package to the building and office designated above. Packages delivered by express mail to other locations might not be re-directed to the appropriate address in time to be considered.

Estimated Timetable:

The following schedule will apply to this RFQ:

Closing Date for Inquiries – July 6, 2012

Submission of RFQs due – July 18, 2012 by 2:00 PM

This timetable is tentative and subject to change. Any questions or concerns about the timetable should be communicated in writing immediately upon receipt of this RFQ. Failure to meet the delivery dates as outlined above may be basis for disqualification of the applicant's RFQ.

SECTION IV

A draft of the contract will be issued via Addendum to this RFQ . The University reserves the right to modify the contract or wave any informality as it deems to be in the best interest of the University. By submitting a proposal the Contractor accepts the contract and any modifications that the University deems necessary to it without exception. Exceptions to the contract submitted by the Contractor at any time will not be considered.

University of Connecticut Health Center Finance Corporation
Ambulatory Care Center
Project #11-042

REQUEST FOR INFORMATION FORM

PLEASE TYPE -OR- PRINT

TO: mary_kate.sullivan@uconn.edu

FROM: _____
(Name of Proposer)

Contact Name: _____

RFI Deadline: 07/06/2012, 2:00 PM

Phone #: _____ **Fax #:** _____

Section/page: _____

QUESTION (Please be specific): _____

RESPONSE: _____

Signature: _____

Date: _____

NOTE #1: All questions must be submitted in writing before the prescribed RFI Deadline. No verbal questions will be answered.

NOTE #2: All questions must be submitted in writing on this RFI Form. All answers to RFI's will be issued in a Addendum