



UNIVERSITY OF ARKANSAS

Request for Qualifications – Commissioning Engineers DESIGN PROFESSIONAL SERVICES

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from **qualified commissioning engineers** for *professional services contracts* (“on-call”). The selected consultant will provide third-party (contracted to the university) comprehensive commissioning for campus buildings, ensuring that all systems are well designed, properly installed, and correctly functioning at occupancy. The commissioning engineer will also provide comprehensive system documentation for operations and maintenance staff. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts. The contracts will be for a term of four years.

Up to one firm will be selected.

SELECTION SCHEDULE

<i>Request for Qualifications (RFQ) issued</i>	<i>October 18</i>
<i>Statement of Qualification (SOQ) due</i>	<i>November 14</i>
<i>interviews of shortlisted firms</i>	<i>January 10</i>
<i>Board of Trustees selection announced</i>	<i>March 12</i>
<i>contract term begins</i>	<i>July 1</i>

RESPONSIBILITIES

Acting as the Commissioning Agent (CxA) for the university, the consultant will document and verify compliance with owner criteria throughout the design process, during construction, at building startup and initial operation, and throughout the warranty period as outlined below. The CxA will **not** be responsible for design or general construction scheduling, cost estimating, or construction management, but will be required to assist with resolving non-conformance issues or deficiencies as pertains to the commissioning work.

- The CxA is responsible for documenting and summarizing owner criteria for system function, performance, and maintainability in a statement of Design Intent.
- The CxA will develop detailed commissioning specifications, and will review the building design, as it is developed, for compliance with the Design Intent.
- During construction, the CxA will develop and coordinate a testing plan and will provide construction observation reports.
- The CxA will review and comment on the certified testing procedures, developed by the testing and balancing contractor(s).
- The CxA will document systems performance and verify that the systems are functioning in accordance with the Design Intent and the contract documents.

- The CxA will confirm that building operation and maintenance (O&M) systems manuals are complete. In addition, the CxA will verify that system operations training is conducted to owner satisfaction.

SKILLS AND EXPERIENCE

The following skills and experience are required:

- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Ability to work with both management and trade contractors.
- Extensive field experience. A minimum of five (5) years providing commissioning services.

Applicants must also satisfy as many of the following requirements as possible:

- Principal CxA for at least five (5) projects within the past five (5) years. Experience with projects similar in size and scope to current university projects will be viewed favorably.
- Extensive experience with the startup, operation, and troubleshooting of HVAC systems, emergency generator systems, and building automation systems.
- Extensive experience in writing commissioning specifications and test protocols, developing commissioning plans and schedules, and managing the commissioning process.
- Knowledge of building systems operation, maintenance, and training.
- Field experience using test equipment to verify air, water, electrical, and fire/life safety systems.
- Experience with energy efficient equipment and system design, and control strategy optimization.
- Direct experience in monitoring and analyzing system operation using building automation system trending and stand-alone data logging equipment.

SUBMISSION

The deadline for responses is 1:00pm local time on Thursday, November 14, 2024.

Please include a letter of introduction signed by a principal or officer of the firm along with a corresponding [email address](#). This email address will be used for all communication related to shortlist, interviews, and selection.

Address ten (10) copies of responses to:

Georgeta Galbraith, Construction Coordinator
University of Arkansas
Facilities Management
521 S. Razorback Road
Fayetteville, AR 72701

Format Requirements:

Printed responses should be no larger than 8.5in x 11in, limited to **50 sheets maximum (100 pages)**, fully recyclable (i.e. no plastic covers, plastic tabs, etc.) and bound with glue, staples, or thread (i.e. perfect bound, saddle stitching, etc.). No metal or plastic coils allowed. No loose pages or folders. **Responses that do not meet these requirements will be disqualified.**

Please send a digital copy of the response via email to ggalbra@uark.edu in addition to the printed booklets.

Content Requirements:

Include the information below and organize it in an easily accessible manner. You do not need to divide the response into chapters exactly matching the descriptions below. **Responses that do not include the required licensure information will be disqualified.**

1. Proof of licensure or eligibility:

Professional Engineers: All engineers shall hold individual licenses in the State of Arkansas, and all engineering firms shall hold a valid Certificate of Authorization (COA) issued by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors. *Note that the commissioning team must hold current professional licenses in both **mechanical and electrical** engineering.*

2. Current office size, personnel description, and workload
3. Resumes for key staff and subconsultants. Identify relevant expertise in specific commissioning tasks for each person, particularly in relation to the skills and experience noted above.
4. An organizational chart for managing this contract, including the names of all key people. List the person(s) who will serve as the lead CxA for the design and construction phases of the contract, and identify the project manager.

5. **Management Plan:**

- a. *Describe your proposed approach to managing the project expertly and efficiently, including distribution of tasks, travel requirements, and duration on site for primary team members.*
- b. *Describe the approach you will take to integrate the commissioning into the normal design and construction process in order to minimize potential time delays.*
- c. *Describe what you will do to foster teamwork and cooperation with contractors and the design team and what you will do to minimize potentially adversarial relationships.*
- d. *Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment.*

6. Recent project experience:

Describe knowledge and involvement of key team members for:

- a. Projects currently under construction with state agencies or educational facilities.*
 - b. Similar project experience with colleges and universities.*
 - c. Experience with nationally-recognized sustainable rating systems*
 - d. Relevant experience with project phasing, life cycle cost analysis, testing, adjusting and balancing air and water systems, building energy simulation, and sustainable design.*
 - e. Relevant experience with laboratory specialties, such as fume hoods, specialized mechanical systems, clean rooms, etc.*
 - f. Approach to evaluating energy efficient mechanical system design, controls optimization, and building envelope.*
7. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
 8. Statement of diversity in the workforce, if applicable
 9. Certificate of women-owned or minority-owned business, if applicable