



## UNIVERSITY OF ARKANSAS

### **Request for Qualifications – Commissioning Engineers BUILDING COMMISSIONING SERVICES**

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified engineers to provide *building commissioning services*. The selected consultant will provide third-party (i.e. contracted to the university) comprehensive commissioning for campus buildings, ensuring that all systems are well designed, properly installed, and functioning correctly at occupancy. The commissioning engineer will also provide comprehensive system documentation and training for operations and maintenance staff.

*Three firms will be selected.*

#### **SELECTION SCHEDULE**

<i>Request for Qualifications (RFQ) issued</i>	<i>November 22</i>
<i>Statement of Qualification (SOQ) due</i>	<i>December 10</i>
<i>interviews of shortlisted firms</i>	<i>January 14, 2020</i>
<i>Board of Trustees selection announced</i>	<i>March 19, 2020</i>
<i>contract term begins</i>	<i>July 1, 2020</i>

#### **OBJECTIVE**

The commissioning effort will result in documented confirmation that all campus buildings fulfill the functional and performance requirements of the university, particularly for the building occupants and operators.

#### **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.

## QUALIFICATIONS

All commissioning agents shall be licensed in the State of Arkansas by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors. *The commissioning team shall hold current professional licenses in both mechanical and electrical engineering.*

In addition, 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) full years in providing commissioning services is required.

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

- Acted as the 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.
- Knowledgeable in 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 Tuesday, December 10, 2019.**

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

**Address ten (10) copies of responses to:** Georgeta Galbraith, Construction Coordinator  
University of Arkansas  
Facilities Management  
521 S. Razorback Road  
Fayetteville, AR 72701

Written responses should be bound, limited to **50 sheets maximum (100 pages)**, fully recyclable (i.e. no plastic binding, plastic covers, or plastic tabs), and should include:

1. Proof of licensure. All firms shall be licensed in the State of Arkansas by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors
2. Current office size, personnel description, and workload
3. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
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. Resumes for key staff and subconsultants. Identify relevant expertise in specific commissioning tasks for each person, particularly in relation to the qualifications noted above.
6. **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.*
7. **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. *Prior 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.*

- g. Familiarity with and approach to measuring indoor air quality.*
  - h. Familiarity with alternative energy systems, such as solar, wind, geothermal, etc. power generation.*
8. Statement of diversity in the workforce, if applicable
  9. Certificate of women-owned or minority-owned business, if applicable

*Please include a letter of introduction signed by an officer or principal of the firm with contracting authority, along with that person's email address. This email address will be used by the university for all communication related to shortlist, interviews, and selection.*