

UNIVERSITY OF LOUISVILLE
PROCUREMENT SERVICES
BELKNAP CAMPUS
LOUISVILLE, KY 40292

PERSONAL SERVICE CONTRACT
REQUEST FOR PROPOSAL
COVER/SIGNATURE PAGE

REQUEST DATE:

1. 2/3/2023

2. NAME OF DEPARTMENT: University Planning, Design and Construction

CONTACT PERSON: Evan Riddell

3. Service: Commissioning Services for JB Speed School Student Success Building

4. Due Date:

3/2/2023

5. Time Due:

2:00PM, EST.

6. Email:

evan.riddell@louisville.edu

Proposals should be sent to the by the following method:

7. EMAIL PROPOSALS TO: University of Louisville, Procurement Services
Contract Administrator
Evan Riddell
evan.riddell@louisville.edu

THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Request For Proposal has been submitted without collusion with , and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 45A.990 and 164.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

SIGNED BY: _____ TELEPHONE: _____

PRINTED NAME: _____ EMAIL: _____

FIRM NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

REQUEST FOR PROPOSAL COMPONENTS

1) OVERVIEW:

The University of Louisville (Owner) is requesting proposals for building systems commissioning services for the design phase of the JB Speed School Student Success Building Project. The project scope is a single-phase, 4-story, 116,000 ft² building at University of Louisville Main Campus in Louisville, KY. The program includes a multi-purpose building (classrooms, labs, engineering garage) targeting LEED v4.1 BD+C certification.

Proposals shall include fees for **DESIGN PHASE** commissioning activities only. The project schematic design is not complete, and the final building program and systems are not yet determined. After construction documents have been completed (including the commissioning specification) the owner will conduct an additional RFP for Construction Phase commissioning activities.

The commissioning services shall meet all the requirements of the LEED BD+C Fundamental Commissioning Prerequisite and Enhanced Commissioning Credit.

The project team consists of the following:

Architect:	Luckett & Farley
LEED Consultant:	Luckett & Farley / SmithGroup
MEP Engineer:	Luckett & Farley / SmithGroup
Construction Manager:	Whittenberg Construction

Project Schedule:

The project is currently in the Schematic Phase. The scheduled release of 100% Construction Documents is October 29th, 2023. The construction is targeted to commence January 01, 2024 with occupancy in July 01, 2025.

Scope of Work:

The owner is committed to commissioning this facility, to systematically optimizing the building and its ancillary systems, and to meeting the requirements of *LEED-v4.1 EA P1 Fundamental Commissioning* and *EA C3 Enhanced Commissioning (Enhanced and Monitoring-Based Commissioning Path & Building Enclosure Commissioning Option)*. The commissioning agent (CxA) will provide the signed letter template and suitable documents for the required credits before termination of contract. The CxA will be hired by the owner and report directly to the owner. The CxA shall be independent to the project and may not be an employee of the owner, design consultants, or interested contractor.

The project is required to achieve LEED Silver Certification at a minimum.

Commissioning services consist of systematically documenting that the specified components and systems have been installed and initiated properly, and of functional testing to verify and document proper operation. The CxA shall coordinate with the architect, engineer, contractor and owner on scheduling, and integrate activities into the overall project schedule for commissioning scope as per LEED reference guide.

A. Systems to be commissioned, as applicable:

The project has not completed design phase, so the final building systems are not known at this time. However, the general system categories to be commissioned are known. The following systems, including all components and controls, are to be commissioned:

1. Heating system equipment and distribution.
2. Cooling system equipment and distribution.
3. Air-handling equipment, terminal equipment, air distribution system, and air devices.
4. Ventilation and exhaust systems.
5. HVAC controls.
6. Lighting and daylighting controls.
7. Occupancy controls.
8. Electrical sub-metering systems.
9. Utility sub-metering systems.
10. Domestic hot water system and controls.
11. Building enclosure.

The commissioning services included in fundamental and enhanced commissioning span the time period from Design Phase Kickoff through 10 months after occupancy. The services are further defined as occurring in “Design Phase” or “Construction Phase.”

Table 1 – Design Phase Commissioning

Phase/Milestone	Commissioning Activity	Commissioning Deliverable
CxA Kickoff	CxA Design Phase Kickoff.	Organize & lead CxA kickoff meeting
Design Phase	Develop Owners Project Requirements (OPR) & Basis of Design.	Owners Project Requirements & Basis of Design Document (Updated at SD/DD/CD)
SD	Review SD documents. Attend SD owner review meeting.	Document review comments and notes from review meeting.
DD	Review DD documents. Attend DD owner review meeting.	Document review comments and notes from review meeting.
CD	Review CD documents. Attend CD owner review meeting.	Document review comments and notes from review meeting. Confirm inclusion of Cx requirements in

		construction documents.
CD	Develop Commissioning specification(s) for inclusion in CD spec book.	Written commissioning specification.
CD	Develop monitoring-based procedures and measurement points for measurement and evaluation of energy-and-water-consuming systems.	Control points to be included in CD design. Written procedures for monitoring.
Design Phase	Complete LEED CxA Documentation for design phase activities.	LEED forms completed.

Table 2 – Construction Phase Commissioning

Phase/Milestone	Commissioning Activity	Commissioning Deliverable
Construction Phase	Commissioning Plan	Written plan, to be updated throughout construction phase.
Construction Phase	Develop Installation & Functional Checklists.	Written checklists, shared with contractors and design team.
Construction Phase	Maintain Issues Log.	Issues log document with open and closed items.
Contractor Bidding	Attend Pre-Bid Meeting.	Attend meeting and relay commissioning plan.
Pre-Installation	Review submittals for mechanical, electrical, and plumbing systems (Divisions 22, 23, 26) and submittals relevant to the building	Reviewed submittals with CxA comments.

	enclosure.	
Installation	Installation checklist.	Completed installation checklists, with deficiencies noted.
Post-Construction	Systems functional performance testing.	Completed functional performances checklists, with deficiencies noted until remedied.
Post-Construction	Develop O&M Systems Manual	O&M System Manual.
Post-Construction	O&M Staff Training	Facilitate and document O&M Staff Training
Construction Phase	Commissioning report	Written Commissioning Report
10 Months into occupancy	10 month post-construction follow up	Follow-up report
Construction Phase	Complete LEED CxA Documentation for Construction phase activities.	LEED forms completed

B. Fundamental Commissioning Services – LEED Prerequisite (refer to LEED v4.1)

The following services shall be included the scope of work according to the LEED v4.1 EA P1 Fundamental Commissioning:

1. Fully develop a commissioning specification detailing the roles and responsibilities and activities required to commission the facility.
2. Review and document Owner's Project Requirements and Basis of Design
3. Review client space energy-related systems submittals.
4. Develop a commissioning plan and submit it to the team at the outset of the project. Define all activities to be taken up by the CxA and identify a team member to be present for each activity. Include a checklist of all equipment to be tested during construction.
5. The CxA shall provide commissioning specifications.
6. The mechanical contractor (MC) and controls contractor (CC), shall document the pre-functional checklists and perform startup and initial checkout. The CxA shall then document that the checklists and startup were completed according to the approved plans. This may entail the CxA witnessing the startup of selected equipment.
7. The CxA develops specific equipment and system functional performance test procedures. The functional testing performed by contractors and witnessed by the CxA shall include operating the system and components through each of the written sequences of operation, including heating and cooling modes as well as other identified operational variances. Functional testing shall be done using conventional manual methods, control system trend logs and read-outs, or stand-alone data-loggers, to provide a high level of confidence in the functioning of the system, as deemed appropriate by the CxA and the owner for the applicable systems on the project.
 - a. Ventilation: The CxA shall check the physical operation of air-handling units, energy-recovery units, unit ventilators, fan-coil units, rooftop units, exhaust fans, and any other related equipment to ensure that they operate properly and that all air dampers are properly positioned for all sequences. The CxA shall review the Balancing Report to check that fresh air is delivered in accordance with the design criteria and applicable codes.
 - b. Mechanical/Electrical Rooms: The CxA shall check that all equipment operates in accordance with the design criteria, including proper lead/lag operation of pumps, settings of operating limits, outdoor reset schedules, proper domestic hot water production, and performance of any other equipment.
 - c. Heating Coils and Terminal Units: The CxA shall check proper operation of all coils, radiation, control valves, and terminal units.
 - d. Cooling units: The CxA shall check for proper operation of all cooling equipment, including operating limits and safety settings.
8. Submit a commissioning report to the client at the end of the commissioning process. Outline all systems checks and consequent actions taken as a result of the test outcome. Detail any and all activities and recommendations.

In addition, the following shall be included in the CxA scope of work:

1. The CxA shall conduct a review of contractor submittals for commissioned systems.
2. The CxA develops a construction-phase commissioning plan.
3. The CxA conducts a scoping/kick-off meeting with the construction team members.
4. Additional meetings will be required to plan, scope, coordinate, and resolve problems.
5. Equipment documentation is submitted to the CxA during normal submittals.
6. The CxA shall work with the mechanical contractor, electrical contractor, fire protection contractor, and controls contractor in developing start-up plans and start-up documentation formats.
7. The CxA shall prepare a commissioning report.

C. Enhanced Commissioning Services – LEED Enhanced Commissioning (refer to LEED v4.1) – Include activities for *Option 1, Path 2 – Enhanced and Monitoring-Based Commissioning* and *Option 2 – Building Enclosure Commissioning*.

CxA shall be responsible for the following services in addition to the fundamental commissioning items.

1. CxA reviews of the Design Development (DD) and Construction Document (CD) drawings and specifications shall be conducted. The CxA shall provide a focused review of the design documentation (design intent, basis of design, and sequences of operation) for energy-efficiency, proper functioning, and any recommendations for enhanced performance. The CxA shall review the specifications and drawings for the purpose of advising the owner and the design team on changes that may need to be made to promote successful commissioning. The CxA will attend the owner review meetings for SD, DD & CD design phases.
2. The CxA reviews the Operation & Maintenance (O&M) documentation, project reports, and closeout documents for completeness.
3. The CxA reviews, pre-approves, and coordinates the training provided by the mechanical contractor, electrical contractor, plumbing contractor, and controls contractor and verifies that it was completed.
4. Post-Occupancy Check: Include a post-occupancy checkup as part of the commissioning proposal to verify how the building is actually operating between 8-10 months after construction. The CxA shall address a list of “events” or complaints compiled by the owner. This post-occupancy checkup will include verifying that the training requirements have been met and that a plan to resolve outstanding commissioning-related issues has been pursued.
5. The CxA shall develop a systems manual that contains the information necessary to fully recommission the energy-related systems within the tenant space.
6. The CxA shall develop monitoring-based procedures and identify control points to be measured and evaluated to assess performance of energy- and water-consuming systems.
7. The CxA shall commission the building enclosure.

2) Required Proposal Submittals:

- a. Financial Proposal (Fee):
 - Provide a lump sum fee for all services as specified in these RFP documents
 - Fee shall include **all expenses**
 - Provide an itemized cost breakdown of the fee:
 - Design Phase Commissioning Activities
 - All other assumptions and associated expenses (travel, meetings, etc)
- b. Firm Qualifications:
 - provide a minimum of two (2) similar projects (include references) your firm has completed that are similar in nature to the scope of this RFP – laboratories or higher education facilities)
 - Do you have experience working in the public sector, specifically with a state University? If so, please provide references.
- c. Team Experience:
 - provide an organizational chart and resumes of team members who will be working with the University on this project (going back at least 5 years, if possible) and include references
 - The University would like the original team as provided in your proposal who are assigned to this project remain intact throughout the duration of the project, if possible.
- d. Work Plan:
 - What is your approach to the project to insure/maximize sustainability?
 - Understanding of preliminary information and quality of proposal.
 - Methods for project management and delivery

***Cover sheet of this RFP is to be submitted with proposal along with signed addendum, if any. The University reserves the right to reject any proposal if all information is not provided as requested in these RFP documents. Do not submit additional terms and conditions with proposals, additional terms and conditions may be cause for the proposal to be rejected.**

3) Required Professional Liability Insurance:

Prime firm shall carry industry standard, general liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, automotive liability of \$1,000,000, umbrella liability of \$2,000,000, workers compensation of \$1,000,000, and professional liability of \$2,000,000. For fees exceeding the liability limits, the team shall be allowed to utilize the aggregate of coverage among all team members or provide a single policy covering the total fee amount over the life of the contract. UofL shall be made an additional insured on any policies utilized to satisfy the required coverage.

4) Method of Award:

Short List (Initial Scoring):

- a. Financial Proposal – 40%
- b. Firm Qualifications – 20%
- c. Team Experience – 30%
- d. Responsiveness of Work Plan – 10%

Final Scoring (Interviews/Presentations):

- a. Financial Proposal – 50%
- b. Interview/Presentation – 50%

***A short list for interviews and presentations may be issued if the evaluation committee decides that it is needed for further evaluation of proposers, however, this is not required. The evaluation committee also reserves the right to request interviews from any of the proposers, if needed, for further evaluation.**

5) RFP Schedule:

- **RFP Posted – 2/3/2023**
- **Pre-Proposal Conference – 2/9/2023 at 2:45PM, EST.**
- **Questions Due – 2/20/2023 by 2:00PM, EST.**
- **Addendum Posted – 2/22/2023**
- **Proposals Due – 3/2/2023 by 2:00PM, EST.**
- **Short List Announcement – TBD**
- **Interviews/Presentations – TBD**
- **Contract Awarded - TBD**

6) Contract Period:

The contract period will be from the date in which the contract is fully executed until all design and administrative services have been completed. Commissioning services will begin upon execution of the contract, which is anticipated to be in mid to late March 2023.

7) Pre-Proposal Conference:

There will be a Pre-Proposal Conference on **February 9th, 2023**, at the **University of Louisville Henry Vogt Building, 334 Eastern Parkway, Louisville, Kentucky 40208 – Room 314 at 2:45PM, EST.**

The purpose of this meeting is to answer questions pertaining to this solicitation. This meeting is to assure that each potential proposer has a complete understanding of the scope of work involved.

This Pre-Proposal Conference is mandatory.

8) Foreign Corporation Registration (Out-of-State Corporations):

Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states “(a) foreign corporation...shall not transact business in this state until it obtains a certificate of authority from the Secretary of State.” The registration form and instructions are found at https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization_Foreign%20Business%20Entity.pdf.

9) Reciprocal Preference:

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at <http://louisville.edu/purchasing/forms>.

10) Questions:

The University of Louisville will accept questions regarding this RFP only if they are submitted by email no later than February 20th, 2023 by 2:00PM, EST., and are to be emailed to Evan Riddell at evan.riddell@louisville.edu. Answers to the questions submitted will be issued as an addendum and posted to the website location of the RFP <https://louisville.edu/purchasing/bids> by February 22nd, 2023.