



**PROJECT INFORMATION SHEET**

***(Addendum 1 – dated 3/11/2021. Changes are in red.)***

The University of Connecticut is accepting Qualifications Applications for:

**PROJECT NUMBER: 012.3-OC.COMM21**

**PROJECT NAME: REQUEST FOR QUALIFICATIONS - COMMISSIONING AGENT SERVICES**

**PROJECT LOCATION: THE MAIN CAMPUS AT STORRS-MANSFIELD AND ALL REGIONAL CAMPUSES**

**PROCUREMENT AGENT: ELAINE DUMAS**

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**INTENT OF THIS SOLICITATION:** The purpose of this Request for Qualifications ("RFQ") is for the University of Connecticut (the "University") to request submissions of Qualifications Applications from firms that can provide Commissioning Services at the University of Connecticut. The services requested will be for the University's main campus at Storrs-Mansfield, the other regional campuses (Avery Point, Hartford, Stamford, and Waterbury), and UConn Health (UCH) in Farmington. Note: Firms that are currently on the On-Call List must submit a new Application for consideration as the current contracts expire and are not automatically renewed.

**LOCATION OF APPLICATION:** Submit a Qualifications Application for this solicitation (event) through the HuskyBuy Portal:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UConnFullSuite>

**CRITICAL DATES:**

Application Due Date and Time	<b>MARCH 17, 2021</b>	<b>2:00 PM EST</b>
Q&A (RFI) Due Date and Time	<b>MARCH 9, 2021</b>	<b>2:00 PM EST</b>

**Reminder –**

- Firms are scored based on their own firm's qualifications only; it is not based on the experience of sub-consultants.**
- Firms that have a current On-Call Professional Services Contract must submit an application for the possibility of receiving a new contract. The new contract is for all new projects that begin after 05/01/2021.**

**COVID-19 MITIGATION GUIDELINES:** As part of UConn's on-going effort to ensure a secure and safe working environment for its students, workforce, clients, and visitors, the University has developed the "University COVID-19 Mitigation Guidelines for the Contractor Community." A copy of the Guidelines can

be found by visiting the following website: <https://updc.uconn.edu/contractors-working-at-uconn/> and clicking on the document located under the Resources section. You may also find additional information at: <https://ehs.uconn.edu/ehs-covid-resources/>.

These guidelines establish consistent standards for mitigating the spread of COVID-19 that must be undertaken by the Firm and are intended to assist UConn in meeting its commitments.

**REQUEST FOR INFORMATION QUESTIONS:** All Requests for Information ("RFI") questions are to be posted under the Q & A Board Tab in the HuskyBuy sourcing event for this Project. No phone calls or RFI questions emailed directly to the Procurement Agent will be accepted. **RFI period closed and RFI Log can be found under Buyer Attachments.**

**BID CLARIFICATIONS, ADDENDA, and INTERPRETATIONS:** Any and all interpretations of the contract documents, Responses to any RFIs, and any supplemental instructions will be in the Form of a written clarification/addendum, if issued, and will be posted as part of the HuskyBuy sourcing event under the Buyer Attachment Tab. Failure of any Applicant to receive any such addendum or interpretation shall not release any Applicant from any obligations after its Application is submitted.

#### **SCOPE OF SERVICES:**

The primary role of the Commissioning Consultant is to develop, coordinate and execute a testing plan, observe and document system performance, and determine whether systems are functioning in accordance with requirements of the Contract Documents. Projects will follow and incorporate all pertinent guidelines, including but not limited to University Design Guidelines and Performance Standards, CT Building Codes, and CT ADA Codes.

The Consultant will be responsible for carrying out design phase, construction phase, and warranty phase services specified in a manner which complies with the LEED v4 for New Construction, Fundamental Commissioning and Verification prerequisite (EA p1) and Enhanced Commissioning credit (EA c1).

The Consultant shall be responsible for providing all testing equipment devices.

The Consultant is not responsible for design concept, design criteria, design or general construction scheduling, cost estimating, or construction management.

Firms should have the experience and ability to self-perform the majority of services for this category.

Some examples of the design phase services and construction phase services are listed below. This list is not intended to be an all-inclusive list of services under this On-Call category.

- Developing a Commissioning Plan: Unless otherwise set forth in the Task Order for the Project or Assignment, the Consultant will conduct a scoping meeting where the commissioning process is reviewed with the commissioning team members. A written Commissioning Plan will be prepared and submitted by the Consultant to the University.
- Preparing of commissioning specifications.
- Assisting the general contractor/construction manager and the Project Architect or Engineer with problem-solving or resolving non-conformance or deficiencies.
- Start-up/checkout for functionally test equipment and systems.

- The services may also include Retro-Commissioning of existing buildings and may include both Building Systems Commissioning and Building Envelope Commissioning that follows the latest guidelines of the National Institute of Building Sciences (NIBS) Guideline 3-201 and ASTM e2813
- Systems that may be commissioned may include but are not limited to the following:
  - Electrical Systems - Main power systems, power supply (emergency and uninterrupted), transfer switches, lighting and lighting controls, grounding systems, telecom systems, low voltage systems, security systems, and building automation systems
  - Life Safety Systems - Fire alarm and protection systems, emergency and exit lighting
  - Mechanical Systems – Temperature and building control systems, chilled and hot water plants, variable air volume ("VAV") boxes, perimeter radiation, all types of exhaust fans, renewable energy systems, and variable frequency drives ("VFD").
  - Plumbing Systems - Domestic water systems, sanitary waste & vent systems, laboratory gas systems, and storm drainage systems.
  - Other Systems - Such other Systems as the University may designate.
- Overseeing contractor training, and provide OEM manual.
- Provide System turnover documentation, i.e., field reports, etc.

**ON-CALL PROGRAM DESCRIPTION:**

The University intends to award On-Call contracts for a term of three (3) years. The selection process shall be a one-stage quality-based selection process based upon the area of practice, qualifications, experience, and technical criteria as more particularly described in this Qualifications Application. The University intends to award multiple contracts for this professional service category.

The project assignments to be issued under the On-Call contracts will vary from studies, reviews, services for small renovation projects, and minor design work to services in connection with larger infrastructure, renovations, or new building projects. Project assignment values under an On-Call contract will vary depending upon the project type, scope, size and/or complexity.

The goal of the University is to provide all firms awarded an On-Call contract a fair opportunity to participate in providing services within its designated category. The University shall have absolute discretion to issue and/or withhold assignments that best serve the interests of the University.

Once under contract, the University will consider various criteria when selecting the On-Call Firm for a project assignment, including and without limitation, the following:

1. The size and complexity of the related Project;
2. An On-Call firm's past performance on previous On-Call assignments, including quality and cost of services, as well as timeliness of performance;
3. An On-Call firm's ability, and sufficiency of staff resources, to deliver the services to be assigned in a timely and effective manner;
4. The fee proposal of the On-Call firms that would be applicable to the assignment;
5. The impact the assignment may have on other work the On-Call firm is currently performing;
6. The number and value of previous task orders issued to the On-Call firm under its On-Call contract for services in the relevant professional category; and
7. Other criteria utilized by the University to determine the selection that would serve the University's best interests.

*Note: On-Call Consultants that repeatedly fail to respond timely to request for services or repeatedly decline to submit responses to request for services may, at the University's discretion, have their On-Call contract terminated.*

After the University has evaluated the proposal(s) for a particular assignment, a task order will be issued. If an On-Call Firm receives a request for proposal for a particular project assignment and declines to submit a proposal, the University shall be free to offer the project assignment to another On-Call Firm.

#### Remove

~~In order to be considered for the award of an On-Call contract in any sub-category, a firm must demonstrate that for the last year it:~~

- ~~1. has operated in the State of Connecticut as a design professional providing professional design services of the type included in the sub-category for which the firm is proposing; and~~
- ~~2. has held throughout that time period, and continues to hold, any and all licenses, registrations, certifications, permits and/or approvals required by law, its professional association/organization, or as is recommended pursuant to applicable industry standards in order to perform such professional services in the State of Connecticut.~~

The University has modified its procurement processes to improve business continuity for both professional firms and the University. The University has established the following processes for procurement of services under On-Call contracts for design services:

1. Selecting one firm: The University will review the proposal and may negotiate the fee with the firm.
2. Soliciting the entire category pool: The lowest fee proposal will be selected.

Proposal fees will be in accordance with the RFP and will be either:

1. A lump sum fixed fee;
2. A fee-based on time spent at pre-approved hourly rates up to an agreed maximum aggregate fee; or
3. A fixed fee by Phases

The On-Call Firm that is issued a task order for the assignment will produce a report of all findings and work performed.

Professional services performed under tasks for these Contracts are for full-service Commissioning firm. *Firms must be capable of self-performing a majority of an assignment in-house. Firms are scored based on their own firm's qualifications only; it is not based on the experience of sub-consultants.*

#### **PROGRAM SCHEDULE/DURATION:**

- The Master Agreement is planned to start: May 1, 2021
- Program duration: Three (3) years.

**HOURLY RATES:** Hourly rates are requested from firms with the Qualifications Application. The rates will be used to establish compensation for task services for each Project

#### **REQUIRED LICENSES AND CERTIFICATIONS:**

- Professional Engineering Firm – Provide a copy of the Firm's License (as per Connecticut General Statutes Section 20-306a and 20-306b). This License must remain effective for so long as the design professional is under contract to provide professional services to the University for this Project.

- Provide a copy of at least one proposed project team member's current Connecticut Professional Engineering (PE) License.
- It is preferred that at least one project team member have the following:
  - A current Certified Commissioning Professional Certification (CCP). If a project team member has the license listed above, please provide a copy of it in the Firm's Application.
- ~~➤ Provide a copy of at least one proposed project team member's current Certified Commissioning Professional Certification (CCP).~~
- Provide a copy of at least one proposed project team member's current Professional LEED accreditation.
- It is preferred that at least one project team member have either an HVAC License of an S2 or higher, a Plumbing License of an P2 or higher, or an Electrical License of an E2 or higher, to assist with the construction commissioning. However, these licenses are not a requirement.

**EVALUATION:** Prospective Applicants and their Applications will be evaluated utilizing the objective technical criteria referred to in this RFQ and on the basis of the information provided in the individual Application, as well as any additional information obtained from references, persons or other sources identified in the Application.

**PROPOSED PROJECT TEAM:** The firm must demonstrate the ability to staff the Project with high quality, experienced personnel. The firm must demonstrate the individual staff members' experience on past relevant projects performing work of similar scope and nature to this Project and in a comparable position as assigned on this Project.

**PROJECT RELEVANT EXPERIENCE:** Project relevant experience demonstrating these requirements must be submitted on the RFQ Project Relevant Experience Form provided with this RFQ; substitution of this Form is not allowed. A minimum of five **(5) examples** must be submitted that are in progress (at least 75% complete) or completed within the past seven **(7) years**. A detailed description of the work performed and how it relates to the scope of work outlined in the RFQ shall be included. Provide projects comparable in size and building types, with an emphasis on sustainable design. Failure to provide accurate required information on the On-Call Project Relevant Experience Form may lead to the rejection of your Application.

**NARRATIVE APPROACH:**

Provide your firm's approach, which demonstrates your understanding of the needs of this Program and include a technical approach to completing the proposed scope of work. The narrative should be limited to no more than two (2) pages. Prospective firms should emphasize any particular expertise or specialty services that make their firm unique.

**SBE/MBE PARTICIPATION:** In an effort to foster a more diverse pool of experienced firms, the University encourages Connecticut certified Small Business Enterprise and Minority Business Enterprise (SBE/MBE) participation. A certified SBE/MBE firm must meet the qualifications as determined by legislation, Connecticut General Statute 4a-60g (Supplier Diversity Statute), as amended by Public Act 11-229. Proposers who have questions about the State of Connecticut's SBE/MBE certification program should contact the Department of Administrative Services, Supplier Diversity Program, 450 Columbus Boulevard, Hartford, CT 06103. Please direct any questions regarding S/MBE certification to, Supplier Diversity Unit at (860) 713-5236. The website for the Program is <http://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center>.

**RESERVATION OF RIGHTS:** The University reserves the right to reject any or all Applications, in whole or in part, and to waive any informality or technical defects; if it is deemed to be in the best interest of the University.

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