

**CUYAHOGA COMMUNITY COLLEGE  
REQUEST FOR PROFESSIONAL DESIGN SERVICES  
Ohio State Form F110-330**

**SERVICES REQUESTED: COMMISSIONING AGENTS (2)**

**PROJECT 1: WESTSHORE PHASE II EXPANSION (C20169005)**

**LOCATION: 31001 Clemens Road, Westlake, OH 44145**

**PROJECT 2: WEST STEM/IT ADDITION AND BACKFILL (C20163108)**

**LOCATION: 11000 Pleasant Valley Road, Parma, OH 44130**

Cuyahoga Community College is requesting interested firms to submit a proposal to provide LEED compliant Enhanced Commissioning for pre-design, design phases, construction phases and post construction as a Commissioning Agent (CxA) for either the Westshore Phase II expansion and the Western Campus STEM/IT addition and backfill projects located in Northeast Ohio. The College will contract two separate agents. Each firm should only submit one SOQ. The CxAs will be contracted directly by the College and will be independent of other members of the design team, but will be expected to collaborate closely with the existing project team including owner, A/E, CMA, and LEED facilitator, with a goal of optimizing energy efficiency, minimizing life-cycle costs, and ensuring high-quality construction in alignment with project requirements.

**Backgrounds:**

**Westshore Phase II background:**

Located in Westlake, Ohio, the College opened its fourth campus in 2011 with the construction of the Westshore Phase 1 Building. This project will construct a second academic building on the Westshore Campus site in order to provide programs and student services to the campus that were not provided in Phase 1.

The existing 2011 Westshore Campus Building consists of two occupied floors plus a partial third floor with mechanical spaces, totaling 80,000 gross square feet. This project will provide a new three-story 85,000 gross square foot building for classrooms, laboratories, faculty offices, program and administrative support, food service, and public space. Additionally, approximately 15,000 square feet of the existing building will be reorganized, repurposed, and renovated to enhance functionality.

The College selected Moody-Nolan and Donley's for the A/E and CMA services, respectively. Moody-Nolan completed program verification and is now proceeding with schematic design. Donley's is proceeding with pre-construction activities. The successful CxA will collaborate closely with both the A/E and CMA as well as the owner.

**West Campus STEM/IT addition background:**

Located in Parma, Ohio, Cuyahoga Community College's Western Campus opened in 1966 at the former Crile Veterans Hospital site. One of four traditional campuses of Cuyahoga Community College, the campus' original facilities were replaced in 1975 with a six-building interconnected complex centered around a three-story galleria.

This Project consists of a 2-story, approximately 63,000 gross square foot addition on the east side of the existing Recreation Center (F) Building on Western Campus. This Project will also include renovation of approximately 12,000 sf of existing lab space re-purposed as general classrooms. This Project will also require renovation of the surrounding site work. Building renovation will include interior demolition and new construction.

Tri-C's Capital & Construction conducted a competitive RFQ selection process for both the A/E and CMA functions, with Weber Murphy Fox and A.M. Higley being selected to provide these services.

Weber Murphy Fox began this process with the Program phase and then proceeded through Schematic Design. Starting in April, Design Development will begin, followed by Construction Documents, Bidding & Award, Construction, and Closeout. A.M. Higley is now providing pre-construction services. The CxA shall work closely with WMF and A.H. Higley, and become an integral part of this project team.

### **Scope of Service:**

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner, including but not limited to fundamentals contained within Climate Action Plan, Energy & Infrastructure Plan, Green Build and Energy Policy 3.10, and Integrated Energy & Environmental Implementation Strategies, sustainable practices of the College, LEED Commissioning Requirements, occupants and operators. To reach this goal it is necessary for the commissioning process to develop and document the owner's criteria for system function, performance, and maintainability, as well as, to verify document compliance with these criteria throughout design, construction, start-up, initial operation and seasonal operation.

Complete electronic versions of operation and maintenance (O&M) manuals, and building operator training on system operations is required to ensure the building continues to operate as intended. The Commissioning Agent (CxA) will develop the Owner's Program of Requirements (OPR).

The CxA will be involved from design development phase through warranty phase. The CxA will be responsible for reviewing and thoroughly documenting the Owner's Requirements and Basis of Design through reviews and interact with the College's Project Manager, Architect, and Facilities Operations. The primary role of the CxA during the overall design phase is to develop detailed commissioning specifications, and to review design to ensure it meets the Owner's objectives as well as LEED certification requirements. During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that systems are functioning in accordance with the Owner's objectives and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but it may be necessary to assist with problem solving non-conformance issues and deficiencies. The CxA will be required to provide input on the overall master schedule where they are to perform tasks.

During the commissioning phase of the construction period, provide services as necessary per the implementation plan, including (1) attendance at progress meetings designated by the Tri-C Project Manager, (2) written reports, (3) on-site representation comprised of the commissioning provider and its consultant staff involved in the project, all having relevant and appropriate types of building construction experience.

Examples of High priority construction phase commissioning elements (not all-inclusive):

- HVAC equipment and systems
- Temperature Controls
- Fire Alarm
- Plumbing
- Electrical Systems
- Advisory services, i.e.: "Value Engineering" initiatives that may defeat the intent of the OPR
- Renewable Energy Systems (if any)

Before the training phase, the CxA shall assemble System Manuals of the major building elements. The data for the System Manuals shall be provided by the Construction Manager (system installation and maintenance data) and the A/E (system design concepts, controls and operating descriptions). The CxA shall establish the criteria for this data at the pre-design phase for the CM and A/E. The System Manual concept shall follow the guidelines established by ASHRAE Guideline 1.1-2007 (HVAC&R Technical Requirements for The Commissioning Process).

The selected CxA, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Consultant Agreement detailed cost components to address the Owner's project requirements.

**Desired Qualifications:**

It is the Owner's desire for the person designated as the site CxA to satisfy as many of the following prerequisites as possible:

1. Acted as the principal CxA for at least three (3) projects of similar size and scope.
2. Acted as the principal CxA for at least three (3) projects that have achieved or are currently pursuing LEED certification.
3. Extensive experience in the operation and troubleshooting of building controls systems and MEP systems.
4. Extensive field experience is required, with a minimum of five (5) years in this type of work.
5. Knowledgeable in building operation and maintenance and O&M training.
6. Knowledgeable in test and balance of air and water systems.
7. Experienced in writing commissioning specifications.
8. Direct experience in monitoring and analyzing system operation using the building control system trending and stand-alone data logging equipment.
9. Excellent verbal and written communication skills. Highly organized and able to work with both the office and field personnel of the A/E, Consultant, and CM.

The required expertise for this project is based on the skill and experience set of the full team making the proposal. A member of the firm will be designated CxA who is a member of the team that will coordinate the commissioning activities from the technical perspective. The CxA must have technical and management experience on projects of similar scope.

If the CxA does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so.

Subcontractor's qualification shall be included and clearly designated in the response to this RFQ. The College will require the CxA to use specific expert firms for commissioning activities that the College has past experience with and prefer. These include (but not limited to):

1. Security
2. Fire safety
3. Building temp integration and HVAC
4. Building envelope and Roof

The successful firm will demonstrate experience and ability, either in-house or via partner consultant for non-structural commissioning of the building enclosure. This includes but not limited to below-grade construction, exterior wall assemblies and penetrations, roofing and all assemblies over occupied spaces, glazed window and curtain walls, interface conditions (flashings, expansions, joint sealants between materials and components, and thermal and moisture protection standards.

Regarding completion of the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. LEED Enhanced Commissioning Services
2. Higher Education Facilities Commissioning
3. Building Automation Commissioning
4. Post-occupancy analysis and commissioning

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

**Funding/Estimated Budget:**

**WESTSHORE PHASE II EXPANSION (C20169005)**

Total Project Estimate: \$39,000,000  
 Construction Estimate: \$26,000,000

**WEST STEM/IT ADDITION AND BACKFILL (C20163108)**

Total Project Estimate: \$34,000,000  
 Construction Estimate: \$25,500,000

Estimated CxA Fee: 0.25-0.35%

**Projects Timeline:**

	2017				2018				2019			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>WESTSHORE PH2</b>												
SD	[Bar]											
DD		[Bar]										
CD				[Bar]								
Bidding					[Bar]							
Construction					[Bar]							
<b>WEST STEM/IT</b>												
SD	[Bar]											
DD		[Bar]										
CD			[Bar]									
Bidding				[Bar]								
Construction					[Bar]							

**CRITERIA FOR SELECTION OF CONSULTANT:**

Selection criteria includes:

- Team’s location;
- Size of associate firm and consultants;
- Qualifications of the associate firm and consultants;
- Qualifications of the staff performing the work;
- Availability of associate firm and consultants based upon current volume of active projects (not just State work);
- MBE/FBE/SBE/DBE participation on team;
- Technical approach tailored to the project,
- Committee’s past experience with the firms or individual team members,
- Team’s current amount of contracted work with Tri-C and Other.

Proposed Consultant shall be accessible via electronic communications. Please list any of this information in a cover letter if it is not made clear on the F110-330 form. Information in addition to the F110-330 form may be provided.

**ADDITIONAL REQUIREMENTS FOR PROPOSAL SUBMITTAL:**

Each submittal shall include an organizational chart that describes the relationships and responsibilities of each key team member listed in the proposal.

This project will be administered using a modified version of the State of Ohio Standard Requirements for Public Facility Construction, a modified version of the Associate Agreement with Construction Manager Involvement and a modified version of the Construction Management (Multiple Prime Contract) Contract Form. All will be available upon request.

**Please forward six (6) hard copies and one electronic copy of the F110-330 forms to:**

**Cuyahoga Community College  
Capital & Construction  
700 Carnegie Avenue  
Cleveland, OH 44115  
Attention: Rob Ruppe**

**Deadline for acceptance of forms will be 2:00 p.m., Friday, June 16, 2017.**

**For additional information, please contact**

**John Lang, Director, Capital & Construction (Westshore PH2) – 216-987-4882**

**Phil Pallone, Director, Capital & Construction (West STEM/IT) – 216-987-0572**

*Advertising:  
Tri-C Website Starting 5/19/2017  
SE Blueprint Posting*