

January 28, 2013



REQUEST FOR QUALIFICATIONS

Enhanced Commissioning Services

RFQ CML 13-007

For Columbus Metropolitan
Library (the Library)

Issued by:

Purchasing Division
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

February 21, 2013
No later than 12:00 Noon
EST



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 Procurement Division, Financial Services Department
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REQUEST FOR QUALIFICATIONS COVER SHEET

The Columbus Metropolitan Library is seeking sealed, signed, written proposals from qualified engineering firms to provide **Enhanced Commissioning Services** according to the requirements described in the Scope and other documents included with this Request For Qualifications (RFQ). The Proposal Identification Number is **CML 13-007**.

Sealed Proposals will be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 **no later than 12:00 Noon on Thursday, February 21, 2013**. Any proposals arriving after 12:00 Noon will be marked late and will receive no consideration for selection to provide the specified equipment, supplies and/or services.

Any questions or clarifications regarding this RFQ should be sent to purchasing@columbuslibrary.org. All questions should be submitted no later than Tuesday, February 12, 2013.

The vendor declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFQ and agrees to fulfill the requirements of any contract for which it is selected to provide the specified equipment, supplies and/or services at the prices proposed.

The vendor certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing bid proposal (Please print or type)	Title	
Vendor Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.

Purpose

The Columbus Metropolitan Library (the Library) is seeking proposals from qualified firms, required to have a presence in the State of Ohio, to provide Enhanced Commissioning Services in connection with the Library's 2020 Vision Plan building program.

Services are required for two new branch library buildings, which are part of the 2020 Vision Plan building program:

- A new facility to replace the existing Driving Park branch, and
- A new facility to replace the existing Whitehall branch.

Goals the Library wishes to achieve during construction of the new facilities are:

- Attain LEED gold certification.
- Increase the space available to the public and create safe, sustainable, vibrant places that support community oriented, user-centered programs, technologies and services, providing direct access to the Library's extensive resources, current technology and exceptional staff. Additionally, there will be emphasis on comfortable seating, quiet reading spaces, children's and teen spaces, public meeting spaces, conference rooms, and tutoring rooms, all integrated into facilities that can be easily configured or reconfigured to adapt to community needs.
- Integrate technology and automation thereby providing customers and staff opportunity to utilize the latest digital advancements to serve their information needs as well as increased opportunities to deliver and participate in personalized customer service.
- Address the changing dynamics of the library service model, such as the growing influence of e-books, social media, cell phones and other devices as they pertain to customer behavior and expectations.

The Driving Park community is an urban environment of primarily low income residents with many single-parent families. The Driving Park Branch will be approximately 15,000 square feet in area with an estimated maximum construction and FF&E cost of \$4,532,000. The architect selected for the Driving Park Project is NBBJ, LLC. Design drawings are at the schematic design phase.

The Whitehall Branch serves a diverse community. The Whitehall Branch will be approximately 19,550 square feet in area with an estimated maximum construction and FF&E cost of \$5,615,000. The architect selected for the Whitehall Project is Jonathan Barnes Architecture and Design Ltd.

It is anticipated that a single firm will be selected for both of these locations, with the option to add buildings as they are identified in the future to the scope of the project for which enhanced commissioning services are to be provided. The 2020 Vision Plan building program includes planned improvements with a total value of more than \$150 Million. Please indicate in the response prepared whether the firm is interested in being considered for the entire 2020 Vision Plan building program and more specifically whether it wishes its qualifications to be considered for either or both of the two new branch libraries currently in the early design stages.

Background

The Columbus Metropolitan Library is a county district library organized and existing under Chapter 3375 of the Ohio Revised Code and is a political subdivision of the State of Ohio.

The Library is an award-winning, forward-thinking organization that serves a population of 850,000 residents. The Library's vision is to create a **thriving community where wisdom prevails** with a purpose to **INSPIRE** reading, **SHARE** resources and **CONNECT** people.

The Library has twenty-one (21) locations throughout Franklin County plus an Operations Center and Outreach Services, serving a diverse population with varying needs, ranging from preschoolers to senior citizens.

Scope of Work

The selected firm will act as the owner's advocate and represent the owner in managing the design and construction process to attain the maximum number of points included in the Energy and Atmosphere category of LEED 2009, Credit EAP1 Fundamental Commissioning and Credit EA3 Enhanced Commissioning. This would include but not be limited to the scope as defined below.

Pre-Construction Phase

- Assist the owner in the development and enforcement of a robust Owner's Project Requirements (OPR). The OPR will contain the owner's goals for energy reduction and the number of anticipated LEED points to be obtained. The OPR will define the economic criteria for the design team to evaluate efficiency options and the methodology used to determine building savings. The commissioning agent will be required to validate all such calculations.
- Simultaneously with the development of the OPR, the enhanced commissioning agent (ECA) will evaluate the Basis of Design (BOD) to insure the requirements of the OPR are met and expanded to enable the functional testing and commissioning of the systems.
- The ECA will provide a check list of standard energy efficient features in building design, one each for the architect, electrical engineer and mechanical engineer. The check list will provide a self-review mechanism for common and basic energy efficiency items, including but not limited to: lighting power density, EER/SEER/equipment efficiency, wall and roof insulation quantity and R-value, specification of DCV/economizers/heat wheels, etc. Within the checklist a space will be provided for architects and engineers to list specific energy efficient features in the building design.
- Develop and implement a Commissioning Plan. Update the Commissioning Plan throughout the design and construction phase. The Commissioning Plan shall include the Commissioning Schedule.
- Provide the Commissioning Specifications during the design phase to be included in the Construction Documents. The Commissioning Specifications shall include construction checklists as required and Functional Testing procedures.

- Assist the owner in review and approval of all design documents to insure the design will meet the owner's energy reduction goals as well as the goals and requirements set forth in the OPR. The number of design reviews will be determined by the Library.
- Assist the owner in review and approval of preliminary and final construction documents.
- Assist the owner in review of the design documents to insure the design will meet the requirements of the OPR and BOD and will meet the owner's energy reduction goals.
- Assist the owner in review of the documents at the following design stages: schematic design, design development, prior to mid-construction document phase and final construction document phase. At each review, provide a list of issues/concerns to the design team. Back-check the review comments in each subsequent design submission and provide feed-back of the back-check to the owner.
- Meetings: pre-design, design document and construction document meetings between the owner, ECA and the design team as required. The minimum number of meetings the ECA is required to attend is to be determined by the Library.
- Attend the following meetings at a minimum: once monthly during the pre-design, design document and construction document phases. The commissioning agent attending these meetings must be the commissioning agent performing the commissioning during construction to ensure the owner's intent for the project is met through the entire process. No changes to the commissioning agent staffing during the design and construction process will occur without written approval from the owner. Such changes without approval could result in termination of contract.

Note: mid-construction review covered above. Also, include the ASHRAE 90.1 2007 requirements in the OPR and BOD.

Construction Phase

- Review submittals applicable to systems being commissioned. Provide comments for non-compliance.
- Chair Pre-Commissioning meeting with the Construction Team.
- Lead periodic commissioning meetings. Prepare meeting minutes for all meetings.
- Prepare and issue commissioning reports and issues logs and distribute to the construction team.
- Review O&M manuals.
- Assist the construction team in developing an owner training schedule. Verify the equipment training by the contractors for the occupants and staff.
- Provide Systems manual.
- Provide summary commissioning report.

Post Construction

- Prepare all necessary documentation for LEED as required of the ECA.
- Review the building operation within 10 months after substantial completion.

- Submit all documentation as required to obtain LEED Credits for EAP1 and EA Credit 3.
- Provide copies of the commissioning report and systems manual to the Owner.

The proposal should include commissioning and functional testing of the following equipment/systems, (even if this equipment does not directly affect the energy usage of the building)

- 100% HVAC equipment (partial testing or sample testing is not acceptable). Testing shall include all control devices.
- 100% domestic heating water system to include mixing valves and re-circulating pumps and verification of re-circulating system.
- 100% plumbing. Storm sewer sump pumps and sanitary sewer sump pumps.
- 100% lighting controls (partial testing or sample testing is not acceptable).
- Emergency generator: Witness and provide a report for the load bank testing. Include fuel oil transfer pump testing as required.
- 100% fire damper/smoke damper testing. With the contractor, test all fire and smoke dampers. Provide documentation. Test to be performed prior to Fire Marshal Life Safety Testing.

Proposal Instructions

Proposals should be broken down by separate building.

Proposals are to be prepared in such a way as to provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of this RFQ and provide sufficient information to fully establish the firm's ability to perform all of the actions, activities and functions described in this RFQ. Emphasis should be on conformance to the RFQ instructions, responsiveness to the RFQ requirements, completeness and clarity of content and should minimize extraneous marketing materials.

Indicate in the response submitted whether the proposal is for all or part of the Vision 2020 Building Program or if it is limited to either or both of the two new branch libraries currently in the early design stages. Responses will be evaluated and ranked on the basis of the interest expressed by the ECA firm.

Costs for developing proposals are entirely the responsibility of the firm and shall not be chargeable to the Library.

Proposal Submission Requirements

All proposals must be in a sealed envelope or appropriate packaging, with the Proposal Identification Number (CML#13-007) and title of the RFQ (Enhanced Commissioning Services) clearly marked on the outside, addressed and delivered to:

Columbus Metropolitan Library
Attn: Wanda Dixon, Procurement Specialist
96 South Grant Avenue
Columbus, OH 43215

Proposals may also be delivered in person to the Security Desk, First Floor, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215. Proposals submitted via e-mail will not be considered.

Any proposals arriving after 12:00 Noon on Friday, February 15, 2013 will be marked late and will receive no consideration for selection to provide the requested services. The Library will return, unopened, any proposals that are received after the deadline.

One (1) original, completed and signed in blue ink, and six (6) copies are required. An electronic file of the proposal must also be submitted in .pdf format on either CD-ROM or flash drive.

Proposal Format

To facilitate comparison of proposals, vendors must submit proposals in a format that corresponds to the outline below. Proposals must include a table of contents listing all sections.

- A. RFQ Cover Sheet – signed by an officer of the firm.
- B. A summary statement, in clear terms, of your understanding of the proposed projects and description to your approach, including a proposed work plan.
- C. Statement as to the firm's particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.
- D. Provide a list of projects, highlighting library and other public projects in central Ohio, over the past five (5) years in which the firm has been involved as an ECA. For each project, please include:
 - i. Brief description of the project, including square footage, etc.
 - ii. Owner's name, address, contact person and phone number
- E. Provide the name of all team members, including consultants, that would be assigned to the specific projects identified and the role that they will play. Include a brief description of certifications, skills and abilities of each team member. Roles performed by consultants must be clearly identified.
- F. The proposed Commissioning agent must have documented commissioning authority experience in at least 2 building projects.
- G. Describe the firm's process, approach and methodology
- H. Describe the firm's project management philosophy, including progress meetings and presentations to the Library's key stakeholders. Provide examples of reports used to document the progress and status of the project.
- I. Latest audited financial statements and/or any other documentation that provides evidence of financial responsibility.
- J. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFQ, that may be useful and applicable to the Library's 2020 Vision Plan building program and specifically to the Driving Park or Whitehall projects.

- K. Disclose all information concerning any suits filed, judgments entered or claims made against the firm during the last five years or any declaration of default or termination for cause against the firm with respect to ECA services. In addition, state whether during the past five years the firm has been suspended from submitting proposal or entering into any government contract.

Proposal Questions

Any questions or clarifications regarding this RFQ should be sent to purchasing@columbuslibrary.org and reference the Proposal Identification Number (CML#13-007) and title of the RFQ (Enhanced Commissioning Agent). All questions should be submitted no later than Tuesday, February 12, 2013.

Answers to all questions will be documented and posted on the “Doing Business with the Library” page of the Library’s website at www.columbuslibrary.org/about/doing-business. Answers will be posted no later than Thursday, February 14, 2013.

Selection Process

The Library’s selection team will review all proposals and evaluate responses to the RFQ. Firms will be ranked, as required by the qualification-based selection process set forth in Ohio Revised Code Section 9.33, et seq.

A short list of ‘finalists’ will then be required to meet in person, in Columbus, Ohio, with the selection team for a presentation and interview.

At the conclusion of the presentations and interviews, the selection team will rank the firms on the basis of qualifications and begin contract negotiations with the firm or firms ranked most qualified for the options being considered at this time. If the Library is unable to reach an acceptable price for services with the top-ranked firm(s), the Library will terminate negotiations and move on to the next ranked firm.

Upon successful negotiations, the firm will be presented to the Library’s Board of Trustees for approval of the selection and authorization to enter into an agreement for services with the firm(s).

The Library is not, by virtue of issuing this RFQ, obligated to enter into a contract and reserves the right to not issue a contract as a result of this solicitation.

Evaluation Criteria

The qualifications for the Enhanced Commissioning Agent and the basis for the evaluation of qualifications submitted will be:

- Experience of the firm and its employees with comparable projects, including size, nature and complexity.
- Competence to perform the required services as indicated by the qualifications of the team assigned to the project.
- Demonstrated ability to perform the services competently and expeditiously.
- Past performance as reflected in evaluations of previous clients and other professionals with whom the firm has worked, with respect to factors such as control of costs, quality of work, ability to meet

deadlines, and ability to work cooperatively with the Owner and other professionals involved with the Project and subsequent phases.

- Evidence of financial responsibility.

Projected Timeline

The projected timeline for this RFQ process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

If a change is made to the RFQ process, it will be communicated to those organizations reflecting an interest in responding to the opportunity and through a notice published on the “Doing Business with the Library” page of the Library’s website www.columbuslibrary.org/about/doing-business.

Activity	Target Completion Date
Issuance of RFQ, Inquiry Period Begins	February 1, 2013
Inquiry Period Ends	February 12, 2013
Final Response to Vendor Questions	February 14, 2013
Proposal Due Date	February 21, 2013
Evaluation and Selection of Short-Listed Firms	February 22-26, 2013
Firm Presentations & Interviews	March 6, 2013
Board Approval	TBD