

REQUEST FOR QUALIFICATIONS - LETTERS OF INTEREST

COMMISSIONING SERVICES

CHEMISTRY - BIOLOGY BUILDING

**University of Wisconsin – Stevens Point
Stevens Point, WI
DFD Project No. 13b2c**

December 16, 2014

For
THE STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION, DIVISION OF FACILITIES DEVELOPMENT

State of Wisconsin Administration Building
101 East Wilson Street, 7th Floor - P.O. Box 7866
Madison, WI 53707

PROJECT INFORMATION

The project consists of the design and construction of a new 172,000 gross square foot (GSF) building containing public spaces, teaching laboratories, research laboratories, lecture halls, classrooms, a conservatory/greenhouse, and support spaces for the chemistry and biology departments on the UW Stevens Point campus. The new building will be constructed on what is now a surface parking lot, and will be four floors with a partial basement and a mechanical penthouse.

The total project budget is \$75,150,000 and the construction budget is approximately \$60,000,000.

The Owner's project requirements are described in the Concept Report and preliminary drawings and specifications prepared by a design team led by Potter Lawson Architects (Madison).

The commissioning services provider will be contracted separately from the design team and will report directly to DFD Project Manager and the DFD Construction Representative.

The project is pursuing LEED Gold certification.

Proposed Project Schedule:

Selection of Commissioning Agent	February, 2015
Review of 35% Preliminary Design drawings & specifications	March, 2015
Review of 100% complete bidding documents	July, 2015
Construction Bid opening	September, 2015
Start of construction	November, 2015
Substantial Completion of new work	January, 2018
Occupancy	April, 2018

Commissioning services will commence immediately upon execution of a contract.

Project Design Team:

The project design team is led by Potter Lawson Architects, (architecture and electrical engineering). Major sub-consultants include HOK Architects (building design), Affiliated Engineers (plumbing/fire protection and mechanical engineering), OTIE (structural and civil engineering) and Ken Saiki Design (site design and landscaping).

Primary A/E team contact is Jim Moravec, Potter Lawson Architects - jimm@potterlawson.com 608-274-2741

DFD CONTACT

Russ Van Gilder, Project Manager – Russ.vangilder@wisconsin.gov 608-266-1412

COMMISSIONING SERVICES

Commissioning services will be in accordance with DFD [Policy and Procedure Manual for A/E and Consultants](#), Section Two - Commissioning. The intent is to verify that systems and equipment are installed and performs according to the owner's project requirements, basis of design, and construction documents and that the building operator has received equipment and systems documentation and training.

The commissioning services provider (CxP) will be independent of the design team and will report directly to DFD. DFD expects commissioning services to commence immediately upon execution of a contract.

Scope of commissioning activities and commissioned systems are indicated on the two attached tables.

COMMISSIONING ACTIVITIES / SERVICES

The following activities correspond to DFD's Commissioning policy and procedures that can be found in Section Two of the [Policy and Procedure Manual for A/E and Consultants](#). Reference the manual for a more detailed description of the required services.

Commissioning Requirement		Cx Policy Reference	Table 2.1 & 2.2 Ref.
Design Phase			
<input type="checkbox"/>	Review Basis of Design/Design Concept to evaluate if construction documents meet Owner's Project Requirements and DFD guidelines.	2.E.2.a	4.
<input checked="" type="checkbox"/>	Provide input to A/E for inclusion of the Construction Verification Checklists and Functional Performance Test forms into the project manual.	2.E.2.b	5.
<input checked="" type="checkbox"/>	Review 35% Preliminary Design documents to evaluate and comment on the design meeting the Owner's Project Requirements and project goals.	2.E.2.b	5.
<input checked="" type="checkbox"/>	Review 100% complete Bidding Documents to ensure incorporation of preliminary review comments, elimination of construction ambiguities and completeness of the Construction Verification Checklists and Functional Performance Test forms.	2.E.2.b	5.
<input type="checkbox"/>	Review Bidding Documents for inclusion of DFD & CxP comments.	2.E.2.b	5.
<input checked="" type="checkbox"/>	Develop a Commissioning Plan identifying the commissioning team, procedures, system tests, test sampling, milestones and responsibilities.	2.E.2.c	8.
Construction Phase			
<input checked="" type="checkbox"/>	Provide Commissioning Plan overview at the Pre-construction Conference. Attend and participate in 16 Construction Progress Meetings.	2.E.3.a/c	10.
<input checked="" type="checkbox"/>	Review Contractor's Quality Control Plan, comment to DFD and incorporate into the Commissioning Plan.	2.E.3.a	9.
<input checked="" type="checkbox"/>	Conduct and document a minimum of 16 Commissioning Meetings during the Construction Phase and regularly update the Commissioning Plan.	2.E.3.d	9.
<input checked="" type="checkbox"/>	Enter construction issues, functional performance issues, design discrepancies, etc. into the WisBuild Issues List. Coordinate with the DFD Construction Representative to help move issues to resolution and closure.	2.E.3.e	11.
<input checked="" type="checkbox"/>	Perform field checks of the Contractor completed Construction Verification Checklists. Enter non-conformance items into the Issues List. If there is more than a 10% deficiency, Contractor to correct and CxP to recheck.	2.E.3.f	12.
<input checked="" type="checkbox"/>	Establish sampling protocol for Functional Performance Testing. Witness, record and document the testing and report any deficiencies on the Issues List.	2.E.3.g	13.
<input checked="" type="checkbox"/>	Review HVAC testing, adjusting and balancing report, field verify with contractor, report deficiencies on the Issues List, track issues to resolution, verify corrections and close the issues.	2.E.3.h	14.
<input checked="" type="checkbox"/>	Review Operations and Maintenance Manuals and provide comments to the A/E so they can include with the A/E's review comments.	2.E.3.i	16.
<input checked="" type="checkbox"/>	Attend Agency training sessions, provide and collect attendee evaluation forms and evaluate training to ensure Agency training is adequate.	2.E.3.k	19.
<input checked="" type="checkbox"/>	Complete draft Commissioning Report and distribute to DFD, A/E, Contractors and Agency Contact.	2.E.4.a	19.
Post Construction Phase			

<input checked="" type="checkbox"/>	Witness the Seasonal Functional Performance Testing, document the results and enter deficiencies into the Issues List and provide follow-up through closure.	2.E.4.c	23.
<input checked="" type="checkbox"/>	Between 10 and 12 months after substantial completion, coordinate and facilitate a substantial completion review meeting and document findings to complete the final Commissioning Report.	2.E.4.d	22.
<input checked="" type="checkbox"/>	Complete final Commissioning Report and distribute to DFD, A/E and Agency Contact.	2.E.4.c	21.
Optional Commissioning Activities/Services			
<input type="checkbox"/>	Complete an Energy Modeling Review	2.E.4.d	24.
<input type="checkbox"/>	Complete a M&V One-Year Report	2.E.4.d	24.
<input type="checkbox"/>	Complete Systems Manual	2.E.3.j	17.
<input type="checkbox"/>			

COMMISSIONED SYSTEMS - The following systems will be commissioned:

Divisions 3 thru 14 - General Construction

- Concrete
- Masonry
- Waterproofing
- Thermal Protection
- Building Envelope Sealing and Infiltration
- Roofing
- Doors and Windows
- Division 11 Equipment and Systems
- Division 13 Equipment and Systems
- Elevators
- Conservatory/Greenhouse Systems & Controls
-

Division 21 - Fire Suppression

- Sprinkler and Standpipe Systems
- Fire Pumps and Controls
-
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Division 22 - Plumbing

- Domestic Cold Water Systems
- Domestic Hot Water Systems*
- Plumbing Equipment
- Plumbing Fixtures
- Laboratory Gas and Vacuum Systems
- Laboratory/Specialty Water Systems
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Division 23 – HVAC

- Temp. Control and Building Automation Systems*
- Testing and Balancing
- Variable Frequency Drives
- Piping Systems, Valves and Specialties
- Pumps and Controls

- Energy Recovery Systems*
- Humidifiers
- Terminal Units*
- Fan Coils, Unit Ventilators, Unit Heaters*
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-
-
-

Division 26 – Electrical

- Lighting and Daylighting Controls*
- Lighting Fixtures and Contactors
- Exterior Site Lighting and Controls
- Conductors, Conduit, Raceway and Cable Tray
- Grounding and Bonding
- Switchboards and Panelboards
- Motor Starters and Motor Control Centers
- Disconnect Switches and Circuit Breakers
- Wiring Devices, Switches, Receptacles, Etc.
- Generators and Transfer Switches
- Metering
- Lighting Protection & Surge Protective Devices
- Transformers
- Unit Substations
- Medium Voltage Switchgear
- Medium Voltage Cable
- Fire Alarm Systems
- Communication Cabling, Outlets and Equipment
- Audio/Visual Systems
- Access Control Systems
- Video Surveillance Systems
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Divisions 32 & 33 – Exterior Improvements & Utilities

- Soil Preparation, Seeding and Plantings
- Bioretention and Bioinfiltration Systems

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|-------------------------------------|---|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Ductwork, Duct Accessories and Casing Systems | <input type="checkbox"/> | Correctional Fencing |
| <input checked="" type="checkbox"/> | Air Inlets and Outlets | <input type="checkbox"/> | Water Distribution Systems |
| <input checked="" type="checkbox"/> | Filtration | <input type="checkbox"/> | Sanitary Sewer and Storm Drainage Systems |
| <input checked="" type="checkbox"/> | Coils and Heat Exchangers | <input checked="" type="checkbox"/> | Steam and Condensate Systems |
| <input checked="" type="checkbox"/> | Fans and Air Handlers | <input checked="" type="checkbox"/> | Chilled Water and Hot Water Systems |
| <input checked="" type="checkbox"/> | Compressors and Condensing Units | <input type="checkbox"/> | Fuel Storage and Distribution Systems |
| <input checked="" type="checkbox"/> | Chillers and Cooling Towers | <input type="checkbox"/> | Geothermal Well Systems |
| <input checked="" type="checkbox"/> | Computer Room Air Conditioning Equipment | <input type="checkbox"/> | Renewable Energy Systems* |
| <input checked="" type="checkbox"/> | Heat Recovery Coolers | <input type="checkbox"/> | Underground Storm Water Retention |
| <input checked="" type="checkbox"/> | Dry Coolers and Heat Rejection Equipment | <input type="checkbox"/> | |

Systems followed by an asterisk (*) are required to be commissioned in LEED® projects.

Deliverables

Distribute one copy each of the Commissioning Plan, the draft Commissioning Report, and the final Commissioning Report in hard copy and electronic copy (PDF format) to DFD, the Agency, and the A/E.

LETTER OF INTEREST

Proposed commissioning team: Identify individuals who will be providing commissioning services, and their roles. Also identify any sub consultants that will perform any commissioning services.

Qualifications: Provide documentation of expertise, qualifications and descriptions of relevant past projects for the individuals and consulting firms who will be performing the services
