REQUEST FOR QUALIFICATIONS - LETTERS OF INTEREST

COMMISSIONING SERVICES

SCHOOL OF MUSIC PERFORMANCE FACILITY

University of Wisconsin – Madison
Madison, WI
DFD Project No. 10f2j

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 music performance facility in two phases. Phase I will be a 34,500 gross square foot (GSF) building containing a 320 seat recital hall, a large rehearsal room, performer support spaces, a public lobby, and building support spaces for the Music Department on the UW Madison campus. The new building will be constructed on what is now a surface parking lot, and will be a single main floor with a balcony level at the Recital Hall. The building will also have a partial basement.

The total project budget for Phase I is $21,800,000 and the construction budget is approximately $17,000,000.

Phase II is being designed to approximately a 35% level, and will consist of 88,500 additional gross square feet, including an 800 seat concert hall with additional public space, performer space, and some office space. There is no set timeline for completing design and construction of Phase II.

The Owner’s project requirements are described in the Concept Report and preliminary drawings and specifications prepared by a design team led by Strang 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:

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of Commissioning Agent</td>
<td>February, 2015</td>
</tr>
<tr>
<td>Review of 35% Preliminary Design drawings &amp; specifications</td>
<td>April, 2015</td>
</tr>
<tr>
<td>Review of 100% complete bidding documents</td>
<td>September, 2015</td>
</tr>
<tr>
<td>Construction Bid opening</td>
<td>December, 2015</td>
</tr>
<tr>
<td>Start of construction</td>
<td>February, 2016</td>
</tr>
<tr>
<td>Substantial Completion of new work</td>
<td>November, 2017</td>
</tr>
<tr>
<td>Occupancy</td>
<td>January, 2018</td>
</tr>
</tbody>
</table>

Commissioning services will commence immediately upon execution of a contract.

Project Design Team:
The project design team is led by Strang Architects, (architecture, mechanical and electrical engineering) in association with Holzman Moss Bottino Architects (building design), Thunderbird Engineering (plumbing/fire protection), OTIE (site and civil engineering) and Ken Saiki Design (site design and landscaping).
Primary A/E team contact is Larry Barton, Strang Architects – barton@strang-inc.com.

**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.

<table>
<thead>
<tr>
<th>Commissioning Requirement</th>
<th>Cx Policy Reference</th>
<th>Table 2.1 &amp; 2.2 Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design Phase</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☒ Provide input to A/E for inclusion of the Construction Verification Checklists and Functional Performance Test forms into the project manual.</td>
<td>2.E.2.b</td>
<td>5.</td>
</tr>
<tr>
<td>☒ Review 35% Preliminary Design documents to evaluate and comment on the design meeting the Owner’s Project Requirements and project goals.</td>
<td>2.E.2.b</td>
<td>5.</td>
</tr>
<tr>
<td>☒ 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.</td>
<td>2.E.2.b</td>
<td>5.</td>
</tr>
<tr>
<td>☐ Review Bidding Documents for inclusion of DFD &amp; CxP comments.</td>
<td>2.E.2.b</td>
<td>5.</td>
</tr>
<tr>
<td>☒ Develop a Commissioning Plan identifying the commissioning team, procedures, system tests, test sampling, milestones and responsibilities.</td>
<td>2.E.2.c</td>
<td>8.</td>
</tr>
<tr>
<td><strong>Construction Phase</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☒ Provide Commissioning Plan overview at the Pre-construction Conference. Attend and participate in 12 Construction Progress Meetings.</td>
<td>2.E.3.a/c</td>
<td>10.</td>
</tr>
<tr>
<td>☒ Review Contractor’s Quality Control Plan, comment to DFD and incorporate into the Commissioning Plan.</td>
<td>2.E.3.a</td>
<td>9.</td>
</tr>
<tr>
<td>☒ Conduct and document a minimum of 12 Commissioning Meetings during the Construction Phase and regularly update the Commissioning Plan.</td>
<td>2.E.3.d</td>
<td>9.</td>
</tr>
<tr>
<td>☒ 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.</td>
<td>2.E.3.e</td>
<td>11.</td>
</tr>
<tr>
<td>☒ 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.</td>
<td>2.E.3.f</td>
<td>12.</td>
</tr>
<tr>
<td>☒ 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.</td>
<td>2.E.3.h</td>
<td>14.</td>
</tr>
<tr>
<td>☒ Review Operations and Maintenance Manuals and provide comments to the A/E so they can include with the A/E’s review comments.</td>
<td>2.E.3.i</td>
<td>16.</td>
</tr>
<tr>
<td>☒ Attend Agency training sessions, provide and collect attendee evaluation forms and evaluate training to ensure Agency training is adequate.</td>
<td>2.E.3.k</td>
<td>19.</td>
</tr>
<tr>
<td>☒ Complete draft Commissioning Report and distribute to DFD, A/E, Contractors and</td>
<td>2.E.4.a</td>
<td>19.</td>
</tr>
</tbody>
</table>
### Post Construction Phase

| ☒ 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. |
| ☒ 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. |
| ☒ Complete final Commissioning Report and distribute to DFD, A/E and Agency Contact. | 2.E.4.c 21. |

### Optional Commissioning Activities/Services


### 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

#### Division 21 - Fire Suppression
- ☐ Sprinkler and Standpipe Systems
- ☐ Fire Pumps and Controls

#### Division 22 - Plumbing
- ☐ Domestic Cold Water Systems
- ☒ Domestic Hot Water Systems*
- ☒ Plumbing Equipment
- ☐ Plumbing Fixtures
- ☐ Laboratory Gas and Vacuum Systems
- ☐ Laboratory/Specialty Water Systems

#### Division 23 – HVAC
- ☒ Temp. Control and Building Automation Systems*
- ☐ Testing and Balancing
- ☒ Variable Frequency Drives

#### 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

#### Divisions 32 & 33 – Exterior Improvements & Utilities
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