

**Stevensville Public Schools**  
**Building Commissioning Services**  
**Stevensville Public Schools**

The Board of Trustees of Stevensville Public Schools (District) require services from a qualified Building Commissioning Agent (“CxA”) engaged in this profession to provide building commissioning services for the renovations and additions to the Stevensville Public School Elementary and High School facilities. Current project plans (which are not finalized for permit as of yet) can be found by clicking on the following link or visiting the Stevensville Public School’s website:

<https://www.stevensvilleschools.org/levy-bond-information/>

**Requirements**

The District has high expectations for the commission process therefore; this RFQ provides the minimum **Current Energy Code** commissioning requirements and enhanced measures to aid the District meeting the project goals.

The Commissioning Agent must show expertise on the above scope of services through previous projects.

The Commissioning Agent shall have certification through the Building Commissioning Association (BCxA) as a Certified Commissioning Professional (CCP) to show expertise and competence in the commissioning process.

The following items shall be mandatory and performed in tandem with construction process.

1. Develop a Commissioning Specification and submit for inclusion into the specifications.
2. Perform a design review and sequence of operation review.
3. Develop the Commissioning Plan
4. Review the submittals to help ensure the equipment submitted meets the design intent.
5. 100% Prefunctional Verification for Commissioned Systems (*See Note 1 Below*)
6. 100% Point to Point Testing
7. 100% Functional performance testing of all systems and equipment (*See Note 2 Below*)
8. 100% Functional performance testing of Building Automation System (*See Note 2 Below*)
9. Preliminary Commissioning Report (Substantial Completion)
10. Review and Comment on O/M Manuals for adherence to specification
11. Final Commissioning report (End of Warranty)
12. Review and Comment Test and Balance Report
13. Training verification and documentation

**\*\*NOTE 1:** This project requires 100% static testing of installed equipment as verified with the mechanical contractor. No sampling strategies will be employed.

**\*\*NOTE 2:** This project requires 100% functional testing of installed equipment. No sampling strategies will be employed.

### **Anticipated Scope of Services for Commissioning:**

1. Heating, Ventilating, & Air Conditioning Systems
  - a. Constant Volume Units
  - b. Variable Air Volume Units
  - c. Split Systems
  - d. Ductless Split Units
  - e. Point of Use Heaters
2. Master Building Automation System
  - a. Supporting Building Automation Systems
  - b. On-going Commissioning
3. Domestic Heating Water System
  - a. Water Heating Units
  - b. Distribution Pumps and Controls
  - c. Plumbing Peripheries: Expansion Tanks, Air Separators, etc.
  - d. Piping
4. Interior Lighting Controls
  - a. Occupancy Sensors and Photo Cells
  - b. Programmed and/or Timed Schedules
  - c. Daylight Harvesting (If Required)

### **Anticipated commissioning requirements per phase:**

#### **SCOPE OF PRECONSTRUCTION PHASE SERVICES**

The steps below are the anticipated requirements for design phase commissioning. The successful/awarded CxA will include the activities into scope & fee proposal for District review.

##### **1. Commissioning Plan**

The CxA will be responsible to develop the Cx Plan. The plan will be created based on current project development, jurisdictional requirements, and approved construction documents. The Cx plan is a living log and the CxA will maintain and update the Plan as necessary throughout the Cx process.

##### **2. 100% Plan & Design Review**

The CxA will be responsible to review the Mechanical, Electrical & Plumbing plans for inconsistencies, misses and items that may create obstacles in the construction projects path. The CxA will not comment on system capacities or sizing of equipment. Changes to the plan set will be incorporated after the plan-set has completed its jurisdiction review and before the final construction set has been issued to the awarded building contractors.

##### **3. Commissioning Kick-Off Meeting**

The CxA will be responsible to coordinates a Cx Kickoff Meeting with the Owner, A/E, and contractors to communicate the Cx process, their responsibilities, and overall expectations.

##### **4. Observation Log**

The CxA will be responsible to create and begin documenting and identifying issues, as noted in construction documents, site visits and testing. The CxA will communicate such issues as needed to the Owner, A/E, and/or Contractor. The CxA will maintain and update the log throughout the project and will submit a final log as part of the Cx Report.

## **SCOPE OF CONSTRUCTION PHASE SERVICES**

The steps below are the anticipated requirements for construction phase commissioning. The successful/awarded CxA will include the activities into scope & fee proposal for District review.

1. **Prefunctional Test (PFT)**

The CxA will be responsible to create and submit the PFTs to the design and construction teams for comment and acceptance.

2. **Prefunctional Test Review**

The CxA will be responsible to review all PFTs for completeness and adherence to project specifications.

3. **Prefunctional Test Acceptance**

The CxA will be responsible to spot check completed checklists in the field for completeness and adherence to project specifications.

4. **OEM/Contactor Startup Documentation**

The CxA will be responsible to review the completed equipment startup documentation. The CxA will verify that the manufactures startup requirements have been met and warranties will remain in effect. The CxA will acknowledge and comment on the accuracy and completeness of the forms. The start-up forms will be distributed to the Commissioning Agent for review.

5. **Construction Phase Site Visits & Meetings**

The CxA will be responsible to conduct site visits and attend project meetings as necessary to stay apprised of project status and to identify issues. The site visit will have a specific agenda in the commissioning process. The CxA will issue a site progress and minutes for all site visits within 72 hours.

6. **Functional Performance Tests**

The CxA will be responsible to be responsible to create functional performance test forms for commissioned systems and equipment. The test forms are developed using the projects "Sequence of Operations (SOO)", equipment submittals and the projects plans and specifications. The forms can be distributed to the construction teams for comment and pretesting, prior to formal functional testing.

7. **Observation Log**

The CxA shall be responsible to continue with the maintenance and updating of the log throughout the construction phase and perform reconciliations of observed issues.

## **SCOPE OF ACCEPTANCE PHASE SERVICES**

The steps below are the anticipated requirements for the acceptance phase of commissioning. The successful/awarded CxA will include the activities into scope & fee proposal for District review.

**1. Functional Performance Testing (FPT)**

The CxA will coordinate with the General Contractor to conduct the FPTs. The contractors will execute and assist with the tests as directed by the CxA. The CxA will document any issues in the Observation Log.

**2. Observation Log**

The CxA shall continue with the maintenance and updating of the observation log. The CxA continues to work with the Owner, A/E, Contractor, and contractors to resolve the open issues on the Observation Log. The end goal is to close all issues on the log or obtain mutual acceptance of outstanding issues.

**3. Acceptance Phase Site Visits & Meetings**

The CxA will be responsible to conduct site visits and attend project meetings as necessary to stay apprised of project status and to identify issues. The site visit will have a specific agenda in the commissioning process. The CxA will issue a site progress and minutes for all site visits within 72 hours.

**4. Test & Balance Report Review**

The CxA will review the final TAB report and document any issues in the Observation Log.

**5. Review O&M Manuals**

The CxA will perform a onetime review the Operations & Maintenance (O&M) Manuals for completeness and adherence to project to requirements. The CxA will document the review and provide comments to the A/E and/or Contractor.

**6. Verify Training**

The CxA shall be responsible to verify the training of the operations staff on the systems within the Cx scope and adherence to the requirements construction documents. The CxA will include training agendas and activities into the final commissioning report.

**7. Commissioning Report, Preliminary**

The CxA will provide a preliminary Cx Report to the Owner and A/E to review.

**8. On-going Commissioning**

Commissioning agent must utilize an Active Energy Management program to remotely monitor equipment functionality through the use of fault-detection diagnostics.

Commissioning agent must describe their approach to On-going Cx through the construction, close-out and warranty phases of the project.

### SCOPE OF WARRANTY PHASE SERVICES

The steps below are the anticipated requirements for warranty phase commissioning. The successful/awarded CxA will include the activities into scope & fee proposal for District review.

1. **Resolve Observation Log**

The CxA will work with the Owner, A/E, Contractor, and contractors to resolve the open issues on the Observation Log. The end goal is to close all issues on the log or obtain mutual acceptance of outstanding issues.

2. **Building Operator/ Occupant Interviews**

The CxA will return to the site at approximately 10-11 months, prior to end of warranty. The review will involve the CxA interviewing building operators and occupants. The information will be recorded and utilized for the warranty testing, trend and inclusion to final report.

3. **BAS/System/Equipment Review**

The CxA will return to the site at approximately 10-11 months, prior to end of warranty and will functionally test and review systems/equipment for general maintenance, functional operation and systems that have been determined to be underperforming. The CxA will document any issues in the Observation Log, and record any opportunities for improvement.

4. **Commissioning Report Final Report**

A complete report of commissioning process, activities performed, deficiencies, resolutions, and recommendations shall be completed and provided to the owner or representative, per the **Current Energy Code** requirements.

### RFQ Submittal Requirements (include the following):

1. Cover letter / Statement of interest addressed to Dr. Robert Moore
2. Description of firm's relevant experience with projects of similar size and scope
3. List examples of your firm's specific experience completing projects of similar scope and size on time
4. References and contact numbers from previous representatives of projects completed of similar size and scope and budget
5. Proposed staff and relevant experience, including who the over-all project lead will be and any/all technicians that will be performing investigations, inspections, testing and reporting. Include certifications held by all proposed staff
6. Current work load and anticipated work load for durations given above.

Interested firms are asked to provide Five (5) sets of any materials and one (1) flash drive as part of their Request for Qualifications packet. Submissions are to be received by 4:00 p.m. on February 24<sup>th</sup>, 2020.

RFQ Submission packet is to not exceed 30 pages (can be single or double sided) and packet should be clearly formatted per the (6) scoring criteria as described below. All pages shall be numbered, and the packet shall be neatly bound. Sealed/packaged RFQ submission packages are to be delivered to the following and the package shall be clearly labeled as:

Addressed to:

Dr. Robert Moore – Superintendent  
Stevensville Public Schools  
300 Park Street  
Stevensville, MT 59870

Package Labeled as:

Building Commissioning RFQ Response  
Include Firm's name, address, and phone number  
Include the RFQ due date

**Late Submissions will not be accepted.**

**Selection Process**

Submissions will be assessed by a Stevensville Public Schools appointed committee per the objective / subjective scale outlined below. The District will enter into negotiations with the highest ranked firm. If negotiations are successful, the other firms will be informed immediately. If negotiations are unsuccessful with the highest ranked firm, the negotiations will be terminated and start anew with the second ranked firm, and thus, until a suitable agreement can be reached.

**Numerical Evaluations and subsequent selection of written submittals per MCA 18-8-204:**

1. Experience with projects of similar size and scope in this region 25%
2. Key team member qualifications and experience 25%
3. Capability to meet time and project budget requirements 20%
4. Local professional resources to be utilized for this effort 20%
5. Recent and current work for Stevensville Public Schools 5%
6. Current and projected workloads 5%

**Timeline for review and selection as follows:**

Advertisements	2/2/2020 & 2/9/2020
Submission of firm's qualifications due:	4:00 p.m. to District's Business Office February 24 <sup>th</sup> , 2020
Review RFQ's by the District:	February 25 <sup>th</sup> , 2020
Unofficial scoring results to respondents:	February 26 <sup>th</sup> , 2020
Selection:	Board approval on <b>March 10th, 2020</b> begin negotiations with highest ranked firm

This RFQ shall not commit Stevensville Public Schools to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the Stevensville Public School's best interest to do so.

**End of This RFQ**