



Virginia Public Safety Facility

REQUEST FOR PROPOSALS – SYSTEM INSPECTION / COMMISSIONING SERVICES

The City of Virginia is requesting proposals from qualified firms to provide system inspection / commissioning services for the Virginia Public Safety Facility project. Firms wishing to receive consideration shall follow the procedures in this document.

CONTACT INFORMATION:

All communication regarding this Request for Proposals (RFP) shall be directed to the following people via email by the deadlines listed in the Proposal Timeline section.

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PROJECT INFORMATION:

<u>Description:</u>	New Construction – Virginia Public Safety Facility
<u>Location:</u>	TBD 2nd Ave.; Virginia, Minnesota 55792 (between 8 th St. and 10 th St.)
<u>Approx. Building Size:</u>	60,000 sq. ft.
<u>Total Constr. Budget:</u>	\$15,000,000
<u>Design Firm:</u>	Wold Architects and Engineers
<u>Construction Delivery:</u>	Construction Manager at Risk
<u>BAS Contractor:</u>	TBD
<u>TAB Contractor:</u>	TBD
<u>DD Completion Date:</u>	November 2021
<u>CD Completion Date:</u>	January 2022
<u>Construction Start Date:</u>	June 2022
<u>Substantial Completion:</u>	May 2023
<u>Correction Period:</u>	June 2023
<u>Warranty Review:</u>	May 2024

PROPOSAL TIMELINE:

<u>August 25, 2021:</u>	Issue Commissioning RFP
<u>September 8, 2021:</u>	Clarification deadline for questions from applicants (2:00 p.m. via email)
<u>September 10, 2021:</u>	Answers to question distributed to RFP holders
<u>September 14, 2021:</u>	RFP due (2:00 p.m. via email)
<u>September 21, 2021:</u>	Anticipated award date

SCOPE OF WORK

The Owner is committed to commissioning this facility through design phase, construction administration phase, building acceptance phase, and building turnover / warranty phase to ensure that all systems are complete and functioning properly per the design intent.

Commissioning services shall be provided in accordance with Minnesota B3 Guidelines. This project must comply with B3 version 3.2r01. Commissioning work shall start immediately after award. Commissioning services shall include at a minimum the following:

Design Phase:

1. Mechanical and electrical systems will be determined through the project design as required to meet functional requirements and SB 2030 energy and carbon emission requirements. Conceptually, the final design could include the following items which would be included within the scope of commissioning work.
 - a. Mechanical HVAC systems, potentially including air handling units, exhaust fans, and air terminal units.
 - b. Renewable energy systems, potentially including solar photovoltaic systems, transpired solar collectors, and solar domestic hot water systems.
 - c. Power and electrical systems, including back-up power generator(s).
 - d. Lighting systems, potentially including occupancy sensors, daylighting controls, photocell controls, and time-of-day controls.
2. Develop an Owner's Project Requirements (OPR) by the end of DD phase. This document shall be developed in coordination between the Owner, architect, mechanical engineer, electrical engineer, and other relevant stakeholders. The OPR must at minimum include the following:
 - a. A list of the authors who developed the document and assisted in the team kickoff and goal-setting meeting(s).
 - b. All sections listed in Section 6 and Appendix D of ASHRAE 202-2013.
 - c. The preliminary SB 2030 Energy Standard, as created through the SB 2030 Energy Standard Tool.
 - d. Regular updates and developments as the Owner's requirements change and project details become available.
 - e. The requirement that trend data shall be saved on the building automation system for major equipment for a minimum of two months.
3. Create a Commissioning Plan (Cx Plan).
 - a. Submit a draft at the end of DD phase and a final plan at the end of CD phase.
 - b. The Cx Plan must follow Section 7 and Appendix E of ASHRAE 202-2013.
 - c. The Cx Plan shall provide an outline of how the design, construction, and operation of the building will meet the OPR.
4. Conduct meetings with stakeholders as required to produce the OPR and Cx Plan.
5. Upload the OPR and Cx Plan to the B3 tracking tool.
6. Review and comment on design drawings and specifications at the end of DD phase and two weeks prior to the end of CD phase.

Construction Administration Phase:

1. Coordinate with the General Contractor to incorporate the commissioning schedule into the overall construction schedule.
2. Review equipment submittals associated within the commissioning scope. Provide comments to the mechanical engineer and/or electrical engineer noting discrepancies with the bid documents and potential issues with the equipment related to systems inspection work.
3. Perform periodic construction site visits bi-weekly, at minimum, concurrent with installation of systems within the commissioning scope. Provide observation reports to identify equipment and system installation deficiencies associated with system testing work.
4. Coordinate and direct system-inspection activities.
5. Provide project-specific pre-functional testing checklists. Distribute these checklists to the General Contractor prior to installation of systems to set the expectation for testing. Gather and review design control sequences and approved submittals and subsequent construction change orders.
6. Witness startup of major equipment associated with the commissioning scope. Obtain copies of the startup reports to include in the final commissioning report.
7. Witness hydronic system flushing procedures performed by the contractor. Provide report of all activities to demonstrate compliance with the design specifications.
8. Conduct a test and balance kick-off meeting prior to the commencement of preliminary system balancing to establish quality expectations.

Building Acceptance Phase:

1. Provide site inspection and testing services to ensure that the construction team has fully completed the requirements of the contract documents and the systems operate to meet the intent of the design.
2. Perform system functional performance testing through the front-end controls interface. It is the intent of the functional performance testing to verify that the system components are wired and mapped correctly in the automation system and that the controlled components act as commanded through their full range of motion. Coordinate with the Building Automation System contractor for access to building automation system necessary to perform testing. Provide staff as necessary to witness functional tests on devices concurrent with responses on the front-end interface. The extent of the functional performance testing is defined by design specifications. Testing shall include:
 - a. 100% point to point verification of all HVAC component operations.
3. Perform system sequence testing through the front-end controls interface. It is the intent of the sequence testing to verify that the system components are controlled to accomplish the intent of the control sequences as written in design. Coordinate with the Building Automation System Contractor for access to building automation system necessary to perform testing. Provide staff as necessary to witness sequence tests on

devices concurrent with responses on the front-end interface. The extent of sequence testing shall include:

- a. 100% verification of system control sequences.
 - b. 100% alarm verification.
 - c. 100% graphic representation accuracy.
 - d. 100% verification of systems operation in probable failure scenarios.
4. At the conclusion of each scheduled testing session, provide a corrective action report to the construction team. The corrective action report shall be a running log of all corrective action items to document deficiencies and to track correction progress.
 5. Perform follow-up inspections as necessary to verify that correction action items are complete. Requests for additional fees for testing will not be accepted.
 6. Coordinate and oversee the work of the Test and Balance contractor. Review test and balancing reports for accuracy and conformance with the design documents. Verify all outside air flow rates and proper calibration of airflow stations.
 7. Conduct regular meetings through conclusion of all testing to review the corrective action report and set schedule expectations on the contractor. Commissioning meetings after substantial completion are anticipated to be bi-weekly and to continue through the deadlines list in the Proposal Timeline requirements section.
 8. It is the intent that systems testing be completed by the deadlines listed in the Proposal Timeline requirements section.
 9. Final closeout of all deficiencies shall be complete no later than one year from Substantial Completion.

Building Turnover/ Occupancy Phase:

1. Review the operations and maintenance manuals for accuracy and completeness. Provide comments to Owner.
2. Review as-built manuals for accuracy and completeness. Provide comments to Owner.
3. Develop and submit final commissioning report.
4. Document that all training of Owner personnel has been provided as required by the bid documents.
5. Attend the 11-month walkthrough and provide comments to the Owner.

SUBMISSION AND SELECTION:

All proposals shall include the following information:

1. Provide a fixed fee proposal for the requested work scope.
2. Scope of work shall be as listed above. If any proposed work is different, please provide a written clarification of differences.
3. Proposed commissioning team members and team organization to identify roles and responsibilities.

Proposals shall be emailed by date and time as stated in the Proposal Timeline requirements section of this RFP. Questions regarding the submission and evaluation of the proposals may be directed to the contacts listed on page 1. As may be necessary to complete the selection process, the Owner requires that the proposals be honored for 3 months after the RFP due date and the fees be priced for the schedule of the project.

Proposals will be ranked using the following criteria.

1. Fee proposal
2. Any deviations from the set scope
3. Adequacy of the proposed team

RIGHTS RESERVED BY THE OWNER:

1. The Owner reserves the right to waive any irregularities in any proposal, and to select the proposal evaluated to be the most advantageous to the Owner. Further, the Owner reserves the right to disqualify any proposal, or to reject all proposals if it is deemed to be in its best interests.
2. The Owner reserves the right to request additional information that may be required for complete evaluation of the proposals.
3. The Owner reserves the right to request interviews of shortlisted firms as may be necessary for a final selection.
4. The Owner shall not be liable for any expenses incurred by the proposers including but not limited to expenses associated with the preparation of the proposals.