



USD 497

Request for Qualifications – Commissioning Engineers Building Commissioning Services

August 11, 2017

INTRODUCTION

Lawrence Public Schools, in accordance with the policies of the Board of Education, is soliciting responses from qualified engineers to provide building commissioning services for the projects related to the May 2, 2017 \$87 million Lawrence School Bond Referendum.

The selected consultant will provide third-party (contracted to the School District) comprehensive commissioning for USD 497 buildings, ensuring that all systems are well designed, properly installed, and functioning properly at occupancy. The commissioning agent will also provide comprehensive system documentation and training for operations and maintenance staff. One firm will be selected.

PROJECT DESCRIPTION

The general project information below is referenced in the Lawrence Secondary Schools Master Plan which can be found at:

https://www.usd497.org/cms/lib/KS01906981/Centricity/Domain/4/USD497_Interactive.pdf

Lawrence High School building additions and renovations will be a multiple phase construction project addressing building additions and/or renovations in the following areas of the high school building:

- Construct approximately 27,000 square feet of additions
- Renovate approximately 288,000 square feet of existing classrooms, corridors, kitchen, gyms, natatorium, weight room, fine arts spaces, career and technical education areas, restrooms and locker rooms
- Modernize library media center
- Make site improvements
- Establish outdoor learning areas
- Upgrade infrastructure and aging building systems

Free State High School building additions and renovations will address the following areas:

- Construct approximately 18,000 square feet of additions
- Renovate approximately 21,000 square feet of existing classrooms, multipurpose space, collaborations spaces, restrooms and locker rooms
- Modernize library media center
- Make site improvements
- Upgrade infrastructure and aging building systems

Middle School (Liberty Memorial Central; South; Southwest; West) building renovations will address the following areas:

- Renovate approximately 30,000 square feet of existing classrooms, collaboration spaces, restrooms and locker rooms
- Modernize library media centers
- Upgrade infrastructure and aging building systems

Lawrence College and Career Center building improvements will address the following areas:

- Finish space for culinary arts program
- Improve existing educational spaces
- Prepare connection to future Boys and Girls Club Teen Center
- Upgrade and connect existing building systems to new addition (Boys and Girls Club Teen Center)

OBJECTIVE

The commissioning effort will result in documented confirmation that all district buildings fulfill the functional and performance requirements of the School District, particularly the building occupants and operators.

RESPONSIBILITIES

The Commissioning Agent (CxA) will document and verify compliance with owner criteria throughout the design process, during construction, at building startup and initial operation, and throughout the warranty period as outlined below. The CxA will not be responsible for design or general construction scheduling, cost estimating, or construction management, but will be required to assist with resolving non-conformance issues or deficiencies as it pertains to the commissioning work.

- The CxA is responsible for documenting and summarizing owner criteria for system function, performance, and maintainability in a statement of Design Intent.
- The CxA will develop detailed commissioning specifications, and will review the building design during Design Development and Construction Drawing phases for compliance with the Design Intent.
- During construction, the CxA will develop and coordinate a testing plan and will provide construction observation reports.
- The CxA will review and comment on the certified testing procedures, developed by the testing and balancing contractor(s).
- The CxA will document systems performance and verify that the systems are functioning in accordance with the Design Intent and the contract documents.
- The CxA will confirm that building operation and maintenance (O&M) systems manuals are complete. In addition, the CxA will verify that system operations training is conducted to owner satisfaction.

SYSTEMS TO BE COMMISSIONED

- Building Envelope
- Mechanical, including HVAC&R Equipment and Controls
- Plumbing, including Domestic Hot Water Systems, Pumps and Controls
- Electrical, including Service, Distribution, Lighting, and Controls
- Renewable Energy Systems (if applicable)

QUALIFICATIONS

All commissioning firms shall have an engineer licensed in the State of Kansas by the Kansas State Board of Technical Professions. The commissioning team shall hold a current professional license in engineering.

In addition, the following skills and experience are required:

- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Ability to work with both management and trade contractors.
- Extensive field experience. A minimum of five (5) full years in providing commissioning services is required.

Applicants must also satisfy as many of the following requirements as possible:

- Acted as the principal CxA for at least five (5) projects within the past five (5) years. Experience with Lawrence Public Schools and projects similar in size and scope to current school district projects will be viewed favorably.
- Extensive experience with the startup, operation, and troubleshooting of HVAC systems, emergency generator systems, and building automation systems.
- Extensive experience in writing commissioning specifications and test protocols, developing commissioning plans and schedules, and managing the commissioning process.
- Knowledgeable in building systems operation, maintenance, and training.
- Experience with energy efficient equipment and system design, and control strategy optimization.
- Direct experience in monitoring and analyzing system operations using building automation system trending and stand-alone data logging equipment.

SUBMITTALS

Written responses should include:

1. A letter of introduction, signed by an officer or principal of the firm with contracting authority, including an email address. This address will be used by the School District for all communication related to shortlist, interviews, and selection.
2. A statement of current office size, personnel description, and current workload.
3. An organizational chart for managing and executing this contract, including the names of all key individuals. List the individual(s) who will serve as the lead CxA for the design and construction phases of the contract, and identify the team's proposed project manager.
4. Resumes for key staff and sub consultants. Identify relevant expertise in specific commissioning tasks for each individual, particularly in relationship to the required and preferred qualifications identified earlier in this document.
5. Management Plan:
 - a. Describe your proposed approach to managing the project expertly and efficiently; including distribution of tasks, travel requirements, and duration on site for primary team members.
 - b. Describe what approach you will take to integrate Commissioning into the normal design and construction process in order to minimize potential time delays.
 - c. Describe what you will do to foster teamwork and cooperation with contractors and the design team and what you will do to minimize potentially adversarial relationships.
 - d. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment.
6. Experience for both the firm and key team members:
 - a. List involvement with K-12 projects currently under construction.
 - b. List past project experience with K-12, colleges and universities.
 - c. List previous experience with the Leadership in Energy & Environmental Design (LEED) Rating System.
 - d. Briefly describe relevant experience with project phasing, life cycle cost analysis, testing, adjusting and balancing air and water systems, building energy simulation, and sustainable design.

- e. Briefly describe relevant experience with laboratory specialties, such as fume hoods, specialized mechanical systems, clean rooms, etc.
 - f. Describe your approach to evaluating energy efficient mechanical system design, controls optimization, and building envelope.
 - g. Describe your familiarity with and approach to measuring indoor air quality.
 - h. Describe your familiarity with alternative energy systems, such as solar, wind, geothermal, etc.
7. Proof of current professional liability insurance coverage (\$1,000,000 minimum of professional liability insurance coverage required).
8. Information on the firm's proposed fee range along with hourly rate structures for services.

INSTRUCTIONS FOR SUBMITTING RESPONSE

Submission Deadline: 12:00 p.m. (noon), August 30, 2017

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

Please deliver one electronic copy and 4 paper copies of your firm's response to:

Kyle Hayden
Lawrence Public Schools, USD 497
Educational Support Center Building
110 McDonald Drive
Lawrence, KS, 66044
khayden@usd497.org

Questions regarding this request may be directed to:

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785-330-4309