



WALLA WALLA PUBLIC SCHOOLS

Request for Qualifications For 2018 Bond Projects Commissioning Agent (CxA) Services

Issued: May 24, 2019

Due: June 6, 2019 at 2 p.m. PST

For further information contact:

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WALLA WALLA PUBLIC SCHOOLS

INTRODUCTION AND BACKGROUND

Walla Walla Public Schools (WWPS) is requesting statement of qualifications (SOQ) proposals from professional consultant firms for commissioning agent (CxA) services for renovations at Walla Walla High School, Pioneer Middle School, and Lincoln High School, part of WWPS' 2018 capital improvement bond program.

Funding for the bond projects were approved by the Walla Walla community with passage of a \$65.6M bond in November 2018. Together with an estimated \$53M in funds provided by way of a Washington State match, a total of \$118M in funding is dedicated to renovations at Walla Walla High School (Wa-Hi), Lincoln High School, Pioneer Middle School, and other identified district-wide projects.

WWPS has selected Wenaha Group, Inc. as the Owner's representative; Architects West, Inc. as the project architect; MSI Engineers as the mechanical engineer; and Conley Engineering as the electrical engineer.

Jackson Contractor Group is the General Contractor/Construction Manager (GC/CM) for the Wa-Hi project. The general contractor scope for Pioneer Middle School will be hard bid during Summer 2020 and Lincoln High School will be hard bid during Summer 2021. See attached Exhibit A for bond project schedule.

The District may select one CxA firm to provide services at all three schools or may select two or three firms.

The selected CxA will work as part of the design and construction team associated with the project, ensuring that the project is constructed with the highest practical quality and materials. The CxA will be required to provide services starting during the design phase and continue through project completion.

Work includes the following:

- Wa-Hi
 - The design team is studying a "Water Source Heat Pump System" to replace existing 1960s HVAC. Each building would have distributive water source heat pumps to serve the spaces. The heat rejection and absorption of the heat pump loop would be from cooling towers and boilers. The team is studying two options:
 - Provide one physical plant (cooling towers & boilers) to serve the entire campus. The cooling towers and boilers would be located in the southeast corner of the gymnasium building, which is currently home to a small physical plant.
 - Provide a separate physical plant (total of 2) for each side of the creek. The physical plant serving the buildings on the east side of the creek would be located in the southeast corner of the gymnasium building. The physical plant serving the buildings on the west side of the creek would be located near the VoTech building.
 - Removal and replacement of site electrical infrastructure
- Pioneer Middle School
 - HVAC and electrical upgrades associated with minor interior improvement to "1992 fire" classroom wing, renovation of 1950s classroom wing, reconfiguring front entry, renovating 1950s gym, locker rooms, commons area
- Lincoln High School
 - Removal and replacement of HVAC system

TIMELINE

RFQ issued	May 24, 2019
Last Day for submittal of questions	June 3, 2019
Proposals due before 2:00 pm Pacific Time	June 6, 2019
Selection of most-qualified consultant(s)	June 2019
Wa-Hi – start of CxA consultant services	immediately after NTP
Pioneer – start of CxA consultant services	Fall 2019
Lincoln – start of CxA consultant services	Winter 2019/2020

The District may, for good cause, reject any or all proposals upon a finding it is in the public interest to do so and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the District.

SCOPE OF SERVICES

Commissioning services must comply with minimum requirements in current Washington State Energy Code, WAC 392-344-067, and WAC 392-343-080. Wa-Hi, Pioneer Middle School, and Lincoln High School renovations are required to comply with current Washington Sustainable School Protocol (WSSP) requirements.

1. Design Phase Commissioning Process:

- a. During the design phase, the commissioning consultant shall carry out the following scope of work:
 - i. Commissioning Plan: develop a commissioning plan for the project; the commissioning plan is a tool through which the commissioning process is described and incorporates the Owner, Designers, Contractor and Commissioning Consultant's roles relative to the commissioning process. The Commissioning Plan will include, at a minimum, the following:
 1. The purpose of the commissioning;
 2. Detail the commissioning process;
 3. Identify commissioning team members;
 4. Include a commissioning team organizational chart;
 5. Define commissioning team members responsibilities;
 6. Describe pre-functional and functional test procedures;
 7. Outline systems to be commissioned;
 8. Provide the commissioning schedule.
 - ii. Conduct detailed review of bid set documents, focusing on commissioned features. Provide written comments and back-check for design team's response within one business week.
 - iii. Provide commissioning specifications to be added to the contractor bid documents by addendum.
 - iv. Review of design efficiency models to determine appropriate parameters and settings for operating equipment as well as compliance of passive systems to the design models.

2. Construction Phase Commissioning Process:

- a. During the construction phase, the commissioning consultant shall carry out the following scope

of work:

- i. Coordinate the commissioning work with the Owner, Contractor, sub-contractors, and other pertinent entities to ensure that commissioning activities are incorporated into the project construction schedule;
- ii. **Pre-functional Test Checklists:**
 1. Develop pre-functional checklists for each piece of commissioned equipment; the pre-functional checklist will outline required steps for the Contractor to complete prior to functional testing. Pre-functional test checklists verify installation, start-up and that operational assessments have been completed for the commissioned equipment;
- iii. **Commissioning Field Notebook:**
 1. Develop a commissioning field notebook to be used and completed by the Contractor; the notebook will identify and track all pertinent commissioning documentation required during the installation, start-up and check-out phases. The notebook will be maintained by the Contractor onsite and will be made available to all subcontractors for their use. The notebook provides a central location for the subcontractors and Commissioning Consultant to identify, copy, and organize all pertinent commissioning information;
 2. The commissioning field notebook will contain:
 - a. Summary describing Notebook contents and use;
 - b. Commissioning Plan for Contractor field reference;
 - c. Tabs for each system with copies of pre-functional and functional test check sheets for pieces of equipment identified as part of that respective system;
 - d. Commissioning project communication reports, deficiency logs schedule information or any other documentation provided by the Commissioning Consultant;
 - e. Dates when the Commissioning Consultant will be onsite.
- iv. **Commissioning Kickoff Meeting:**
 1. The Commissioning Consultant will participate in a coordination/commissioning kick off meeting with the Contractor within 30 days of construction contract award; the commissioning plan will be presented to the commissioning team during the commissioning kick off meeting. The commissioning team will review the provided plan and provide comments to the Commissioning Consultant. The Commissioning Consultant will incorporate appropriate comments into the plan and a finalized commissioning plan will be distributed to the commissioning team.
 2. The commissioning field notebook will be provided to the Contractor during the commissioning kick off meeting; instructions for its use will be conveyed during the meeting.
- v. **Installation Inspections:**
 1. During the course of construction, the Commissioning Consultant will perform installation inspections for commissioned equipment and systems; deficiencies will be noted and conveyed in project communication reports to the appropriate commissioning team members.
- vi. **Pre-functional Test Checklist Completion:**
 1. Using the pre-functional test checklists developed by the Commissioning

Consultant, the Contractor will verify that the systems installed are in compliance with the construction documents and are fully functional; functional testing will only be when checklists are completed by the appropriate subcontractors, initialed, signed and returned to the Commissioning Consultant indicating specific system completion.

2. Contractor will issue a written notice of readiness to the Commissioning Consultant upon completion of all systems work, start-up, and endorsement of pre-functional tests.

vii. Contractor Submittal Review:

1. In preparation for development of functional test procedures, the Commissioning Consultant will review Contractor submittals for commissioned equipment and systems.
2. Contractor will provide copies of the submittals for commissioned systems and equipment to the Commissioning Consultant for use in development of functional test procedures; submittals will be reviewed for conformity with the Design intent.

viii. Functional Test Procedures:

1. The Commissioning Consultant will develop functional test procedures for each piece of commissioned equipment; the functional tests will outline the process for testing the buildings systems. Functional tests verify the performance of the equipment adhere to the Design intent.
2. Functional test procedures include, but are not limited to, the following:
 - a. Onsite verification of testing, adjusting and balancing performance;
 - b. Onsite verification of the performance of automated controls in all seasonal modes;
 - c. Onsite verification of the performance of a HVAC system;
 - d. Onsite verification of the performance of electrical systems;
 - e. Onsite verification of the performance of plumbing systems;
 - f. Onsite verification of the performance of all life safety devices and systems as they interface with the HVAC and electrical systems;
 - g. Onsite verification of the response of automated controls to alarms, fire alarm input, and power failures;
 - h. Verification of trending capabilities of the automated controls system.

ix. Functional Testing:

1. Functional testing is intended to begin upon completion of a system; Commissioning Consultant will not begin the functional testing process until each system is complete and documented. Testing may proceed prior to the completion of systems and/or sub-systems if expediting this work is in the best interests of the Owner.
2. Functional testing is performed by the Contractor and witnessed by the Commissioning Consultant onsite to verify proper sequencing, operation and performance of installed equipment and systems under realistic operating conditions. As tests are successfully completed, systems will be deemed acceptable by the Commissioning Consultant.
3. The Contractor is responsible for coordinating participation of Commissioning Consultant and subcontractors in functional testing.

x. Commissioning Deficiency Log:

1. When acceptable performance cannot be achieved by tested equipment and systems, the cause of the deficiency will be identified. Deficiencies will be collected and tracked in a commissioning deficiency log maintained by the Commissioning Consultant.

xi. Corrective Measures:

1. If acceptable performance cannot be achieved by a piece of equipment or a system and if the deficiency is caused by installation error by the Contractor, the necessary corrective measures shall be carried out by the Contractor. Once corrective measures have been completed, the equipment or system will be retested by the Commissioning Consultant until acceptable performance is achieved.
2. The Contractor will be allowed one retest by the Commissioning Consultant after initial testing of the equipment. If acceptable performance is not achieved after the initial retest, the Contractor shall be financially responsible at standard rates to reimburse the Owner representatives for the additional time taken to resolve the deficiency.

xii. Project Communication Reports:

1. In addition to the pre-functional test checklists, functional test procedures, and the commissioning deficiency log, project communication reports will be delivered for all other commissioning activities performed by the Commissioning Consultant. Project communication reports will be issued to the Contractor and key members of the commissioning team to document apparent deficiencies identified during examination of design and construction documents; daily activities on-site; installation deficiencies; and successful or unsuccessful functional testing results.

xiii. Commissioning Meetings:

1. Commissioning meetings will be held periodically during the construction process to review the status of the construction and commissioning work, develop construction completion and testing schedules, and the status of submittals required by this Section. Attendance by the Construction Team is required for commissioning meetings.
2. Commissioning meetings will be coordinated by the Contractor. Meeting minutes will be developed and maintained by the Commissioning Consultant.

xiv. Performance Period:

1. Upon successful completion of functional test procedures, a performance period of 15 consecutive calendar days shall commence on first day following the last performance test. This period shall be completed prior to final acceptance of the project. In event of failure to meet standard of performance during any initiated performance period, it is not required that one 15-calendar day period expire in order for another performance period to begin.
2. If equipment or system operate and demonstrate continuing compliance with specified requirements for period of 15 consecutive calendar days from commencement date of performance period, it shall be deemed to have met the standard of performance.
3. Equipment will not be accepted by the Owner and final payment will not be made by the Owner until acceptable performance is met.
4. Contractor shall provide Commissioning Consultant with trend logs of the

system performance for the control variables and set point in each control process in 15-minute time increments.

5. Systems shall be first tested as independent building systems followed by tests of systems tied into Owner's systems. Types of Owner's systems include, but are not limited to, central plant heating and cooling; off-site security / alarm monitoring; and campus automated controls systems.
6. Upon Contractor's completion of the requirements of the commissioning plan and the successful completion of the performance period, and receipt of the required documentation, the Commissioning Consultant shall provide the Owner with a statement of acceptable performance.

xv. Operations and Maintenance Manual Review:

1. The Contractor shall assemble operations & maintenance manuals as described in other sections of these contract documents.
2. The Commissioning Consultant will review the operations & maintenance manuals of commissioned systems and equipment once they have been reviewed and accepted by the designer.

xvi. Training:

1. A training plan will be developed by the Contractor outlining equipment that requires training, who will perform the training, when the training will occur, and the required duration of the training. Once the training plan is developed, the Owner will provide that the appropriate personnel attend the training.
2. Training sessions should include using the operations & maintenance manuals and as-built drawings assembled by the Contractor.
3. Detailed requirements for training and instruction are contained in other sections of these Contract Documents. The Commissioning Consultant will track that training requirements have been satisfied by the Contractor.

xvii. Commissioning Report:

1. Once acceptable performance is achieved, the Commissioning Consultant will complete a commissioning report. The report shall include:
 - a. A commissioning activity executive summary;
 - b. The finalized commissioning plan;
 - c. The completed commissioning field notebook including pre-functional test checklists and specified commissioning related documentation;
 - d. Completed functional test procedures;
 - e. Commissioning project communication reports;
 - f. Up to date commissioning deficiency log;
 - g. Performance period trend log analyses.

3. Acceptance:

- a. During the acceptance phase, the commissioning consultant shall carry out the following scope of work:
 - i. Review and inspect, on a sample basis, the testing, adjusting and balancing work that has been carried out by another agency;
 - ii. Conduct functional performance testing of sub-systems, systems, and interactions between systems, leading to acceptance of the completed work. Document results of all tests witnessed;
 - iii. Organize and direct the training of O&M personnel.

4. Post Acceptance:

- a. During the post-acceptance phase, the commissioning consultant shall carry out the following scope of work:
 - i. Conduct functional performance testing of sub-systems, systems, and interactions between systems that could not be carried out prior to acceptance due to unsuitable weather conditions;
 - ii. Prepare and submit a final commissioning report;
 - iii. Provide follow-up for quality performance during the warranty period;
 - iv. All back checks during this phase shall be performed by the Commissioning Consultant.

5. WSSP:

- a. Provide documentation to ensure compliance with WSSP E4.0 Fundamental Commissioning.
- b. WSSP E4.1 Enhanced Commissioning is a consideration of the District. The District may choose to pursue scope for WSSP E4.1.1 Conduct a Commissioning Design Review; WSSP E4.1.2 Verification and Assurances; and WSSP E4.1.3 Develop a Systems Manual.

EVALUATION AND SELECTION PROCESS

The SOQs shall be subjectively evaluated by the Evaluation Committee with points assigned based upon the criteria in this RFQ.

The Evaluation Committee will forward a recommendation for selection to the District’s Board of Directors for consideration of award. Selection of the successful firm (or firms) will be entirely at the discretion of the District, and the District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals.

Dependent upon selection of the most-qualified firm, the District and selected firm(s) will negotiate the fixed sum agreement. If the selected firm and the District cannot come to agreement within a reasonable time, the District, without penalty, will release the selected firm and begin negotiation with the second-ranked firm.

Evaluation Committee members shall not be contacted or solicited by any firm or individual submitting proposals during the proposal solicitation and review process, with the exception of the facilitator in accordance with the directions herein.

SUBMITTAL REQUIREMENTS

All respondents shall provide brief responses to the following information with their SOQ in the order as follows:

1. **Firm Overview and Project Team** (10 points)
 - a. Include a brief description of the firm.
 - b. Proposed Commissioning Authority (CxA) – List the individual(s) who will be the project’s Commissioning Authority (there may be more than one person). Describe each individual’s relevant qualifications and experience. The contract will require that the individual(s) serving as the CxA be committed to the project for its duration.
 - c. Project Team: Provide an organizational chart of your proposed team. Provide a resume for each member of your listed staff (including the CxA), including education, project commissioning experience, and any special expertise or unique qualifications.
 - d. List firm and team member certifications to meet current Washington State Energy Code requirements for certification.

2. **Building Commissioning Experience** (10 points)

- a. Briefly describe your firm's relevant experience in three (3) similar projects within close proximity to the SE Washington geographic region; provide detail to similar new construction projects as well as major renovation projects. If unable to provide three (3) similar projects within close proximity to the SE Washington geographic region, provide similar examples in other similar climate ranges.

3. References (0 points – for information only)

- a. Provide project references for three (3) commissioning projects for which the proposer was the principal commissioning firm in the last three years. Include a brief description of the project, along with the following bullet points for each project:
 - i. Owner contact name, address, phone number, and email address;
 - ii. Month and year of construction completion/occupancy;
 - iii. Commissioning services provided by your firm, including the phase during which your firm began providing services;
 - iv. Project team members from your firm associated with the project and the role of each team member and/or the tasks they performed.

4. Project Approach (20 points)

- a. Describe in a narrative your proposed approach to managing the project expertly and efficiently, including your team's participation (such as distribution of tasks, travel, and duration of time for which staff will be on site and during what periods of time, etc.) Please also describe what approach you will take to foster teamwork and cooperation from contractors and designers and what you will do to minimize adversarial relationships.

5. Proximity to Walla Walla: (10 points)

Provide travel distance from home office to project site for key personnel.

6. Technology & Management (20 points)

- a. Provide a description of your firm's use of technology to manage the commissioning process.
- b. Provide examples (PDFs, screenshots) of tools used on other projects performed by your firm to manage the CxA review process

7. Attachment A - Walla Walla Public Schools Certification of Compliance (0 points – yes/no)

8. Hourly Rate Schedule (Information Only)

Provide an hourly rate schedule for each team member proposed.

Presentations/Interviews: At the discretion of the Owner, firms may be asked to make a formal presentation to the Owner after submittal of the SOQ.

SUBMITTAL

A tour of Walla Walla High School, Pioneer Middle School, or Lincoln High School for the purposes of this RFQ is available by contacting Cassie Hibbert, Project Manager, Wenaha Group at chibbert@wenahagroup.com or

(541) 561-3497.

SOQs, including attachments, shall not exceed fifteen (15) standard size (8 1/2" x 11") pages in length, single sided, minimum 11-point font.

SOQs are due electronically by **Thursday, June 6, 2019 at 2 p.m. PST**. An electronic (in PDF file format) copy of the responses must be sent to:

- Cassie Hibbert, Project Manager, Wenaha Group – chibbert@wenahagroup.com
- Questions or comments please send via e-mail to chibbert@wenahagroup.com.

SOQs shall be addressed to:

- Walla Walla Public Schools
Attn: Wade Smith, Superintendent
364 South Park Street
Walla Walla, WA 99362

Any required addenda will be issued via e-mail.

ATTACHMENTS

Exhibits are available for download at:

<https://www.dropbox.com/sh/ci56coqxtahq888/AAVpmM1BJO9A-98NHeRT09ia?dl=0>

1. Exhibit A – Bond Project Schedule
2. Exhibit B – Walla Walla High School schematic design set
3. Exhibit C – Pioneer Middle School existing floor plans
4. Exhibit D – Lincoln High School existing floor plans

Attachment A
Walla Walla Public Schools Certification of Compliance

I/we have received and reviewed the proposal request and any Addenda issued by Walla Walla Public Schools and this submission is our entire proposal.

Firm Name _____

Authorized Signature _____

Printed Name _____

Date _____

Addenda Received _____