



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL CONSULTANT SERVICES DISTRICTWIDE  
Commissioning and Retro/Recommissioning  
Multiple Projects  
March 25, 2016**

**INTRODUCTION**

The Contra Costa Community College District (District), acting through its Governing Board, is seeking Statements of Qualifications from Building Commissioning firms (Consultant) to provide COMMISSIONING SERVICES for multiple projects as identified below under Project Description.

The District may conduct an interview with the most responsive proposer or proposers on April 26, 2016 at 9:00 AM, located 500 Court Street Martinez, CA 94553. Statements of Qualifications (SOQ's) shall be due at 2:00 PM April 21, 2016.

**THE DISTRICT AND BOND MEASURE PROJECTS**

The Contra Costa Community College District was established in 1949 and serves the residents of Contra Costa County. It is one of the ten largest multi-college community college district in California. The District Office is located in historic downtown Martinez but serves the entire county. The District operates through three colleges and two education centers. Voters in the county have authorized a 2006 Bond Measure A (\$286,500,000) and a 2014 Bond Measure E (\$450,000,000). Measure A is about 75 percent complete, and Measure E is starting design on several major projects. Most projects are expected to be completed within the next 10 years.

**PROJECT DESCRIPTION**

This Request for Qualifications (RFQ) seeks submittals for professional services to provide Commissioning Services. Projects may or may not have LEED goals associated with the project, however some level of commissioning will be required for most District projects involving new construction or major renovation. The Consultant is expected to work collaboratively with College and District representatives and various project design teams to deliver a complete, usable, and fully functional building and building systems that are code compliant and meet the design parameters applicable to each Project. The Consultant will be required to plan, schedule and coordinate a commissioning team to implement a commissioning process for various new facility projects and renovation projects planned at Los Medanos College (LMC), Diablo Valley College, Contra Costa College, the San Ramon Campus Education Center, and the new Brentwood Education Center. The Consultant may also be assigned to conduct stand-alone retrocommissioning and recommissioning services as well at these campuses. The Consultant will develop and oversee through completion a Commissioning Plan that meets District goals within each project program, budget and schedule.

The District is considering entering into Not-to-Exceed and/or Firm Fixed-Price agreement(s) with one or more qualified firms for one or more specific projects listed below. However, for this RFQ, submittals shall be submitted for only the first project listed (L-636 Physical Education and Student Union Complex). District reserves the right to reject proposals which do not meet this criterion. District intends to solicit proposals to each firm selected for each individual project for which services are required.

RFQ Project

Project	Description	Location/Square Feet	Construction Budget	Design Development Target Start Date	LEED/Rating Goal
L-636 Physical Education & Student Union Complex	Two new buildings adjacent to each other sharing common landscaped site on an existing campus	LMC/68,500	\$43 mil	March 2016	Yes/Silver

Future projects may include but are not limited to:

L-630 New Brentwood Center	New satellite campus to be built in an open field	Brentwood/tbd	\$31 mil	Fall 2016	Yes/Silver
L-640 Level Two Remodel	Various classrooms and restroom renovations	LMC main College Complex/12,800	\$2.4 mil	DD complete in with DSA	No/ Cal Green
L-1063 Science Lab Remodel	Conversion of a computer lab into a science laboratory	LMC Science Building Rm108/tbd	\$750,000	DD complete in with DSA	No/Cal Green

**A. SCOPE OF SERVICES NEW FACILITIES AND MAJOR RENOVATIONS**

The Consultant will provide complete commissioning services in accordance to: 1) applicable LEED Fundamental and Enhanced Commissioning of Building Energy Systems for LEED – Building Design and Construction Reference guide for New Construction or; 2) LEED Fundamental Commissioning of Building Energy Systems for LEED – EB Reference guide for Existing Buildings; 3) applicable state, federal and local codes, rules, and regulations including Title 24 Part 6 and 11, Cal Green and; 4) ASHRE Standard 0-2013 – The Commissioning Process. The Consultant will be charged with responsibilities for each assigned project to organize, schedule, lead, review and oversee commissioning services that may include but not be limited to:

**1. Design Phase**

- 1.1. Verifying the initial design intent from information contained in the District’s approved programming document.
- 1.1. Reviewing the Owner’s Project Requirements (OPR). The OPR will be reviewed for clarity and completeness. Consultant will develop the OPR should one not be provided. Verify that the building program is consistent with the OPR.
- 1.2. Reviewing the Basis of Design (BOD) documentation will be reviewed to ensure that it reflects the OPR.
- 1.3. Identifying the Commissioning Team.
- 1.4. Preparing a design-phase Commissioning Plan that describes in general the extent of the commissioning process to accomplish USGBC requirements and is reflective of the initial design intent. Detail the extent of the commissioning process including commissioning team organization, schedule, training, documentation requirements, all related testing, verification, quality control procedures and budget. The Commissioning Plan will clearly indicate:
  - 1.4.1. Commissioning Program Overview with general project overview, including project goals and objectives
  - 1.4.2. Identification of commissioning team members with their responsibilities
  - 1.4.3. Description of commissioning process activities, including Owner’s Project Requirements and Basis of Design documentation
  - 1.4.4. Functional test procedure development, verifying system performance, deficiency

reporting and problem resolution

1.4.5. Final building acceptance.

- 1.5. Developing schedules identifying the principal activities of the Services to be performed or provided by the Consultant for the Project(s) which graphically illustrates the planned progression of the Services. The Schedule shall be submitted to the District and Architect of Record (AOR) for review and comment.
- 1.6. Validating that District's project requirements and all design documents, during the various design phases, for thoroughness and clarity, and that back-check review comments are incorporated into subsequent design submissions.
- 1.7. Reviewing and commenting on the impact of the schematic design documents on the commissioning process for the mechanical, electrical, structural, plumbing, interior design, and other design professionals within the commissioning process, so that interfaces between systems are recognized and coordinated.
- 1.8. Reviewing and commenting on the impact of the design development documents on the commissioning process for the mechanical, electrical, structural, plumbing, interior design, and other design professionals within the commissioning process, so that interfaces between systems are recognized and coordinated. Prepare the construction-phase Commissioning Plan required as part of the commissioning specification clearly indicating the following:
  - 1.8.1. Contractor's responsibilities
  - 1.8.2. Identification of systems to be commissioned
  - 1.8.3. Submittal review procedures for commissioned systems, meeting requirements
  - 1.8.4. Construction verification procedures
  - 1.8.5. Start-up plan – development and implementation
  - 1.8.6. Functional performance testing
  - 1.8.7. Project acceptance and close-out
- 1.9. Reviewing construction documents at 50% completion to ensure that the design phase Commissioning Plan has been followed and that there are adequate devices and written instructions included in the design to ensure the contractor to:
  - 1.9.1. Properly test, balance, and adjust the systems;
  - 1.9.2. Document the performance of each piece of equipment and each system;
  - 1.9.3. Properly support the commissioning effort.Provide comments as to constructability, consistency of drawings and systems integration suggestions. O&M manual requirements are to follow at minimum the latest ASHRAE Guidelines. Items required but not shown at 50% shall be brought to the attention of the design team.
- 1.10. Reviewing construction documents at 90%, prior to DSA or bid submission, with respect to their completeness in all areas relating to the Commissioning process, ensure back check comments have been incorporated, conduct the mandatory Title 24 Construction Document Review using Title 24 Review checklist to guide this review. Design review results shall be documented in compliance forms and Commissioning Issues Log and submitted to the District and design team for consideration and correction of non-compliant items. Subsequent drawings are to be back checked to confirm resolution of previously identified issues.
- 1.11. Preparing the construction-phase Commissioning Plan required as part of the commissioning specification.

## **2. Construction Phase**

- 2.1. Conducting a commissioning kickoff meeting when project construction phase commences to include all commissioning team members (District, Campus, construction manager, A&E team, general contractor, subcontractors, IOR, etc.). Consultant Project Leader will act as chair, prepare minutes and distribute to all team members within 3 business days of the meeting. The kickoff meeting is critical in presenting project goals and establishing proper expectations of the team to include:
  - 2.1.1. Communications protocols;
  - 2.1.2. Submittal process;
  - 2.1.3. Equipment start-up and functional testing schedules;
  - 2.1.4. Review of work for conformance to quality standards;

- 2.1.5. Contractor roles and responsibilities throughout the commissioning process;
  - 2.1.6. Construction completion and acceptance.
  - 2.2. Scheduling and chairing up to 12 additional commissioning coordination meetings depending on size of project. Consultant will prepare minutes and distribute to all team members within 3 business days of the meeting.
  - 2.3. Developing a Commissioning Issues Log, that will be reviewed during commissioning coordination meetings. The log will address corrective actions to be taken, provide updates to construction progress and schedule, coordinate installation and startup activities among team members, track status of outstanding deliverables from team members and discuss next steps and actions required to meet milestones.
  - 2.4. Reviewing submittals related to commissioned systems for adherence to construction documents and return within 10 working days to District representative. Second reviews will be returned within 5 working days.
  - 2.5. Conducting up to 12 separate site inspection and construction monitoring visits, depending on size of project. Inspections will be performed throughout equipment installation and startup phases to monitor progress and quality of equipment installation to ensure operability, accessibility and maintainability of systems. Consultant to verify equipment adherence to project requirements, to witness various equipment start-up activities, and ensure systems readiness prior to functional testing.
  - 2.6. Reviewing Test, Adjust, and Balance (TAB) plan and approach. As part of the submittal process Consultant will review the proposed TAB plan to verify TAB approach complies with project requirements and obtain concurrence from design team. Subsequently, as part of pre-functional testing, Consultant will review the completed TAB report and conduct an on-site spot check with the balancer to confirm actual values are within allowed tolerances per approved construction documents. Additionally, the completed Building Automation System (BAS) point to point checkout report and calibration tests will be verified to confirm system readiness for functional performance testing.
  - 2.7. Coordinating team to ensure building contractor executes and documents appropriate tests, completes installation of/start-up checklists in conjunction with successful completion of Title 24 acceptance tests to provide assurance that the systems are ready for functional testing.
  - 2.8. Developing functional testing procedures for each piece of equipment and system detailing procedures and acceptance criteria for review by commissioning team members. Consultant will revise procedures prior to issuing final test procedures. Functional testing will commence with systems being tested in all modes and sequence of operation, verifying alarms, failures, staging under capacity, controllability, etc. General Contractor will perform test with Consultant as witness. Deficiencies and problems identified through functional testing will be documented in the Cx Issues Log. Consultant will lead the team collaboratively to find appropriate resolutions for identified deficiencies and problems and will track and report on this effort to an acceptable conclusion.
  - 2.9. Preparing a summary commissioning report after the completion of installation inspections and performance verifications. The report will include confirmation that commissioned components and systems met the requirements of the District, the Basis of Design and the contract documents. The report will include an executive summary of the commissioning process, the history of the system deficiencies and how they were resolved, identification of any outstanding issues, identification of seasonal testing to be performed at a later date, and system performance test results and evaluation.
- 3. Close Out Phase**
- 3.1. Reviewing building contractor close-out packages to ensure accuracy and completeness of provided warranties, O&M manuals, single line diagrams and record drawings pertaining to commission systems.
  - 3.2. Providing a Systems Manual with District/College input to identify manual contents that will result in a Systems Manual most useful to the District/College while meeting LEED and Title 24 requirements. Manual information to be included but not limited to:
    - 3.2.1. Systems BOD
    - 3.2.2. Sequence of operations including set points and time of day schedules

- 3.2.3. Controls drawings/single line diagrams
- 3.2.4. TAB Report
- 3.2.5. Copies of special inspection verifications
- 3.2.6. Operations, maintenance, and recommissioning recommendations
- 3.2.7. Blank Functional Performance Tests sheets for future re-commissioning work
- 3.3. Verifying that the Operations and Maintenance staff understand how to maintain and operate the commissioned systems.
- 3.4. Providing Final Commissioning Report with executive summary of the commissioning process activities undertaken, history of system deficiencies and how they were resolved, identification of any outstanding issues, identification of seasonal testing to be performed at a later date, system performance test results and evaluation, confirmation that systems are installed and operating in accordance with project requirements. Report will also include additional elements necessary to fulfill LEED and Title 24 requirements such as:
  - 3.4.1. Commissioning Issues Log
  - 3.4.2. Summary of design review, submittal review, O&M review, and training processes
  - 3.4.3. Commissioning related documents such as OPR, BOD, Commissioning Plan, functional performance test and installation checks/inspections.
- 4. Post Occupancy/Warranty Phase**
  - 4.1. Following-up at 10 months after substantial completion and conduct a project walk-through with College's Operation and Maintenance staff, identified building occupants, and other key stakeholders to identify any outstanding issues so that problems can be corrected while systems and equipment are still covered under warranty.
  - 4.2. Performing analysis of building automation system trend data and/or energy bills
  - 4.3. Providing report summarizing findings of the review and analysis with recommendations for corrective action.
- 5. Metrics/Reporting**
  - 5.1. Developing system, for District approval, for tracking and monitoring project status and progress of the commissioning process relative to all systems being commissioned. It will be used to record milestone dates as well as to identify next actions and deliverables relevant to all systems being commissioned. It will include a list of all relevant equipment tags, broken down by system, identifying completion dates for commissioning milestones such as:
    - 5.1.1. Receipt of project documents
    - 5.1.2. Completion of project documents reviews
    - 5.1.3. Development of functional performance tests
    - 5.1.4. Equipment start-up
    - 5.1.5. Execution of functional performance tests
    - 5.1.6. Training of Campus operations and maintenance personnel
  - 5.2. Routinely updating and providing District and team with a Commissioning Issues Log per paragraph 2.3 of this RFQ. In addition, the Commissioning Issues Log will record all relevant issues and observations noted by the commissioning agent (CxA) as a result of commissioning activities (e.g., design reviews, construction document reviews, submittal reviews, construction site visits, functional performance testing, and review of building automation system trend data). The issues log will be implemented as a rolling punch-list used to track all open issues to resolution and will include a description of the issue/observation, identification of parties responsible for correction, progress toward correction of unresolved issues, descriptions of corrective actions taken to resolve issues, and relevant dates.
- 6. Problem and/or Dispute Resolution**
  - 6.1. Assigning a Project Leader or Manager as Consultant's primary point of contact for any project concerns or issues.
  - 6.2. Establishing a dispute resolution process to provide an initial response and acknowledgement of all complaints within 24 hours. The process will require Consultant to make every effort to resolve customer issues within three business days from notification of a complaint or dispute. Complaints are to be submitted to Consultant's Project Manager. Consultant is to log complaints into their tracking system.

## **B. SCOPE OF SERVICES FOR RECOMMISSIONING AND RETROCOMMISSIONING**

The Consultant's services may consist of existing building commissioning (EBCx) processes. The Consultant firm will be charged with responsibilities for each assigned project to plan, schedule and coordinates the commissioning process on existing buildings and building systems where the District or College may desire to:

- Verify that a facility and its systems meet current facility requirements (C FRs)
- Improve building performance through energy savings and lower operational costs
- Identify and resolve building system operation, control and maintenance problems
- Improve occupant comfort
- Document system operation
- Identify the Operations & Maintenance (O&M) personnel training needs
- Minimize operational risk
- Extend equipment life
- Assist in achieving LEED for existing buildings

The Consultant services shall take an integrated approach to EBCx such that building systems and their interactions are tested and verified to identify operational deficiencies and corrective action required to produce a building that performs best overall. The following common building systems that will be part of the EBCx Plan may include:

- HVAC&R Systems
- Energy Management Systems
- Protective Systems (Fire Suppression, Lightning Protection, etc.)
- Plumbing Systems (Water Distribution, Sanitary/Storm Water, Irrigation, etc.)
- Electrical Systems (Power Distribution, Lighting, etc.)
- Alarm Systems (Fault Detection, Security, Leak Detection, Life/Safety, etc.)
- Emergency Power Supply Systems

EBCx services may include all of or selected items below depending on the level of effort optimize building operations as identified by the District:

### **1. Planning Phase**

- 1.1. Confirming current facility requirements (CFR) and developing an EBCx Plan to define the commissioning process for the facility to include:
  - 1.1.1. Clear goals and objectives for the commissioning process
  - 1.1.2. Roles and responsibilities of participants
  - 1.1.3. Communication protocols
  - 1.1.4. Major activities and tasks
  - 1.1.5. EBCx project schedule

The EBCX Plan must consider the level of involvement of all Stakeholders and how communication with key constituencies will be handled to ensure consensus and success. The Plan is a working document that evolves throughout the commissioning process.

- 1.2. Updating existing CFR, if building use has changed from original design. If no CFR exists Consultant will develop one. Items such as temperature, humidity, operating hours, filtration, sound, vibration, and/or specialty needs must be discussed and agreed upon in the CFR. The CFR should note any integrated requirements such as controls, fire & life safety, personnel training, warranty review, service contract review, security systems, etc. and defining the District or College operational needs and requirements. Submit CFR to District for review and approval.
- 1.3. Developing a Customized Building Operation Plan identifying specific building systems/equipment, level and zoning, level operational strategies, set points and schedules which will support the District/College operational needs and the CFR.

### **2. Investigation Phase**

- 2.1. Conducting a site investigation to compare actual facility conditions and system performance with operational needs and requirements defined by the CFR. Develop a Master List of Findings identifying facility improvement measures (FIMs) that will improve building and system performance to meet the CFR, reduce energy and O&M costs and/or improve indoor environmental quality.
- 2.2. Meeting periodically with the Commissioning Team to discuss commissioning status, system performance, and issues identified. Stakeholder participation in these status meetings is critical to solicit additional input

- and build consensus, as well as to help address any simple repairs or adjustments that need to be made during this phase.
- 2.3. Reviewing building drawings and documentation to understand the building energy usage, initial basis of design and evaluate the system integration. The review process includes the evaluation of all old and new drawings, specifications, Test and Balance Reports, Operations & Maintenance Manuals (typically related to mechanical, electrical and controls), and any past Commissioning Reports.
  - 2.4. Conducting a thorough and detailed building walk through with maintenance staff to evaluate the issues identified in the Planning Phase and observed during the drawing and documentation review. Important facility information not found during the Documentation Review may need to be recreated during the site survey (i.e. TAB analysis to determine current air/water flows, or if sequences of operation are unavailable, perform functional performance testing to determine how systems operate). Additional issues which are not captured through the Documentation Review should be noted.
  - 2.5. Interviewing maintenance personnel, utility personnel, occupants, and other relevant parties to understand the current needs and issues related to system operations and maintenance. A formal interview process is recommended to systematically assist in understanding potential issues and problems, uncover potential improvement opportunities, confirm the CFR and to develop consensus on the commissioning process goals.
  - 2.6. Collecting and analyzing available energy, non-energy and other system performance data to establish baseline benchmarks for facility performance. Available facility performance baseline data may include utility billing data, sub-metering data, work orders, comfort complaint logs, indoor air quality parameters, occupant surveys, BAS trend data and/or standalone data logger data.
  - 2.7. Developing a diagnostic monitoring plan and perform comprehensive system diagnostic monitoring. Diagnostic monitoring methods can include BAS trending, portable data logger trending, and energy and weather data collection. Analyze data to identify issues and improvement opportunities and highlight particular problems that may require more rigorous and focused investigation. Analyze data to determine if the system is meeting the CFR.
  - 2.8. Developing Test Procedures for the systems identified in the project scope confirming that the system performance is meeting the performance requirements of the District/College in the CFR.
  - 2.9. Performing system testing to evaluate the building systems performance. Any anomalies or issues identified in earlier Investigation Phase steps should be considered for further evaluation during system testing to determine root causes and possible solutions. Include the verification and calibration of critical sensors essential to the effective and efficient operation of the building systems.
  - 2.10. If directed by the Commissioning Team, performing simple repairs or improvements identified during the Investigation Phase monitoring and testing.
  - 2.11. Creating a Master List of Findings identifying possible FIMs based on the findings from the steps above. Provide information on each FIM so District has sufficient information to make an informed decision when selecting the FIMs for implementation to include:
    - 2.11.1. Description of Finding;
    - 2.11.2. The Solution/ Measure Description;
    - 2.11.3. Benefits;
    - 2.11.4. Drawbacks/Risks;
    - 2.11.5. Implementation Cost;
    - 2.11.6. Savings (details on the estimated electrical) and;
    - 2.11.7. Commissioning Team recommendation for implementation.
  - 2.12. Evaluating methods of measuring system performance and verifying proper implementation to demonstrate the success of the FIMs implemented. Each measure should have a verification methodology appropriate to the size and complexity of the measure. The identified verification methodology will be incorporated into a Measurement and Verification (M&V) Plan. The M&V plan will provide a comprehensive protocol to verify the performance of the measure/system and confirm that the predicted energy savings have been achieved upon the completion of implementation.
  - 2.13. Ongoing BAS trending, portable data loggers, spot measurements, and functional testing may be utilized pre and/or post implementation as part of the M&V process. Ongoing BAS trending, portable data loggers,

spot measurements, and functional testing may be utilized pre and/or post implementation as part of the M&V process.

### **3. Implementation Phase**

- 3.1. Preparing an Implementation Plan to guide the implementation process that provides details on steps to be followed to complete the implementation of the selected Facility Improvement Measures (FIMs) for District/College review and approval. Plan will indicate which improvements will be made during this Implementation Phase and which ones will be deferred with a timetable for planned implementation as either a capital improvement or major maintenance project, with the ultimate goal of having the systems perform efficiently to meet the CFR. This may require assistance and support with development of bid packages for corrective repairs and replacements to be performed by others.
- 3.2. Implementing selected FIMs, as defined by the Implementation Plan, and improvements to the systems and operations are undertaken and coordinated through completion.
- 3.3. Testing or re-testing on modified or upgraded systems to verify improvements meet established FIMs. In addition, plans are also to be developed for the future testing of the identified deferred capital and major maintenance improvement projects per 3.1. If testing does not show improvements were successful, further modifications or refinements to the upgrades are to be made to achieve acceptable results.
- 3.4. Executing the Measurement and Verification (M&V) plan and evaluating project success and final energy savings.
- 3.5. Planning for ongoing commissioning verification to ensure improvements operate optimally over time. Certain steps may be repeated at regular intervals to facilitate this effort.

### **4. Close-out and Turnover Phase**

- 4.1. Updating O&M Manuals and As- Built Documentation to include any changes to equipment or operations that were made as part of the EBCx project. If existing manuals are not adequate to support effective O&M of the existing equipment, District will consider including a task in the EBCx scope to improve them.
- 4.2. Developing a Final Report & Update Documentation of the EBCx activities and measures that were implemented for the District/College for use by maintenance and operation personnel.
- 4.3. Providing or updating a Systems Manual as required by the CFR to include at minimum:
  - 4.3.1. Index
  - 4.3.2. CFR
  - 4.3.3. Construction record documents, specifications, submittals
  - 4.3.4. Basis of design
  - 4.3.5. A list of recommended operational record keeping procedures
  - 4.3.6. O & M manuals
  - 4.3.7. Ongoing optimization guidance
  - 4.3.8. Training materials
  - 4.3.9. EBCx report
- 4.4. Establishing a Plan for Operational Sustainability, Ongoing Commissioning and Continuous Improvement providing B&G staff with detailed instructions, systems and tools for strategic operational, monitoring and maintenance tasks that help maintain the commissioning process performance benefits and support continuous improvement. The plan may include recommendations and instructions related to: establishment and monitoring of energy and non-energy facility performance benchmarks, energy tracking, preventive and/or predictive maintenance, BAS trending, training, and procedures for updating CFR and other documentation.
- 4.5. Developing a Training Plan for future training of B&G staff. The District/College B&G personnel are to be part of the Commissioning Team and be involved in all phases of the EBCx process to understand the findings, changes and improvements stemming from the commissioning process. Training should be conducted throughout the commissioning process but will be more focused during this phase on the EBCx process, the associated FIMs implemented, system optimization techniques and strategies for persistence and continuous improvement. Plan is to include a Training Plan for future training based upon the current training needs, estimated future needs (including "refresher" training), and training for continuous improvement of skills.

- 4.6. Holding a Lessons Learned Meeting District/College B&G and other Commissioning Team member to help B&G staff with maintaining the performance benefits for EBCx and increasing their knowledge, expanding their ability to identify and address improvement measures in the buildings in which they work.

## **C. QUALIFICATIONS**

The Consultant shall have demonstrated experience in the design and commissioning of HVAC and building automation systems, fire/life safety systems, lighting/daylighting controls, landscape irrigation controls, emergency power systems, and domestic hot and cold water systems on a minimum of five LEED certified projects (for LEED projects only). Consultant team will have a depth of experience to provide all the necessary expertise and services to professionally and diligently perform through completion the scope of services on a per project basis as directed by the District.

### **1. Team Qualifications and Organization**

- 1.1 Demonstrated experience in: (1) the operation and troubleshooting of HVAC systems (2) operating various direct digital control (DDC) systems, and (3) testing, adjusting and balancing (TAB) of HVAC systems. Minimum of five years' field experience working with these types of systems.
- 1.2 Knowledge and experience in building operations and maintenance, having provided O&M training on at least three relevant projects.
- 1.3 Experience in energy-efficient systems design, and control strategy optimization.
- 1.4 Demonstrated experience writing commissioning specifications, test procedures and commissioning plans.
- 1.5 An assigned Project Leader or Manager, for each project, that is a Professional Engineer in the State of California. Lead field engineers, and field support staff may be non-Engineers who have had technical training, past field experience and skill in Commissioning, especially in the areas of TAB, HVAC operations, DDC systems, networking and electrical system operations, and be LEED AP Certified.

## **D. SOQ SCHEDULE**

The following tentative schedule is subject to change:

- 3/25/16 Release of RFQ
- 4/14/16 Last Day for RFI/RFQ Questions
- 4/18/16 Addendum issued
- 4/21/16 Proposals Due
- 4/28/16 Notice of Award

Submit questions/requests for clarification to:

Mr. Jovan Esprit  
Contra Costa Community College District  
500 Court Street  
Martinez, CA 94553  
925/229-1000, Ext. 1247  
925/370-7512 (fax)  
[jesprit@4cd.edu](mailto:jesprit@4cd.edu)

Please submit all questions in regard to this RFQ in writing, by email or by fax in accordance with the deadline noted above. Resulting addenda will be in the question/answer format posted to the District website.

## **E. SOQ SUBMISSION REQUIREMENTS**

Submittals will include 6 sets, one of which is to be loose bound. The District reserves the right to duplicate any provided materials for internal use. All submittals become the property of the District. Submittals tabs should be no more than pages listed in the tab sections below, excluding cover letter, tabs, and appendices. One side of a single

sheet of paper is considered one page. Blank sheet sides will not be counted. The qualifications submission packages shall be delivered to:

Contra Costa Community College District  
500 Court Street  
Martinez, CA 94553  
Attention: Mr. Jovan Esprit

Faxed submissions will not be accepted.

The entire package shall be sealed. The name and address of the respondent shall appear on the outside of the package and it shall be addressed as indicated above. The outside of the package should also indicate that it contains:

**“SOQ – Consulting Commissioning Services- LMC PE and SU Complex”**

Each respondent is solely responsible for the timely delivery of its package by the deadline prescribed. Contra Costa Community College District will not be responsible for delays regardless of the reason. Failure to meet the submission deadline shall result in disqualification from consideration.

#### **Submission Format**

Qualifications submissions should be in the format prescribed below. The information presented under each heading should conform to the information requested. Each submission package will be reviewed to determine its completeness prior to actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

#### **Cover Letter**

Provide a cover letter with the name of the firm making the submission indicating your interest in working with the District. Include a brief description of why your firm is well suited for, and can meet the District’s needs. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

#### **Tab 1- Business Information (3 pages max.)**

Provide the following information:

- Company name
- Address
- Telephone
- Fax
- Name and Email of main contact
- Federal Tax I.D. Number
- License or Registration Number
- Business Structure (Corporation, Partnership, etc)
- A brief description and history of the firm.
- How many people in total are employed by your company? Please identify full time employees by function (licensed professionals, technical support, admin, etc.)
- Organization chart of company
- Number of current projects and present workload and where possible, projected workload for the period over the next three years.
- Location of office where the bulk of services solicited will be performed.

#### **Tab 2— Project Approach (5 pages max.)**

- This section shall describe the proposed approach for meeting the scope of services required by the District over time, as listed in Section A and B, above. Relevant considerations include the quality and feasibility of Consultant’s approach to meeting these needs, the manner in which Consultant plans to provide adequate staffing (including planning for absences and back-up coverage, training and monitoring, etc.), and equipment or other resources required for multiple concurrent projects (if applicable).

- Describe how Consultant will fulfill the needs of the District included in this RFQ.
- Identify how to meet all other aspects of the scope of services and related requirements listed in Section A and B, above, and list any services that cannot be provided by the Consultant team. List subconsultants commonly used to provide comprehensive Commissioning Authority services and what functional capabilities they provide to the team.
- Provide a brief written summary of the firm’s philosophy related to the LEED Commissioning Services.
- Describe technical approach of the development and implementation of LEED Commissioning Services
- Describe Commissioning Team and its organizational structure (chart). Identify individuals designated as point-of-contact for the Consultant.
- Submit sample bubble diagram for problem/dispute resolution.
- Submit sample mechanical and electrical commissioning checklist and a functional test description for representative major pieces of equipment.

**Tab 3— Project Experience (1 page each)**

Provide information about prior Commissioning Authority and/or LEED services prepared by your firm on at least five (5) prior California Educational Projects completed with construction value between \$1,000,000 and \$25,000,000 in the past five (5) years. Include the following information:

- Description of a project with an emphasis on similar facilities and provide a brief discussion of significant issues and solutions.
- Date of completion and owner reference, contact name and phone number.
- Key individuals of the firm involved and their roles in the project.
- Any sub-consultants that worked with the firm.
- Initial and final construction costs for the project
- Initial fee for the Commissioning/LEED services, and final fee for the Commissioning/LEED services

**Tab 4— Personnel (8 pages max.)**

Provide resumes for key personnel of the firm with more in-depth information for those personnel expected to work on the initial project. Identify and describe the roles of each individual. Note relevant project experience. List professional qualifications for each individual that would be assigned to provide services requested by this initial RFQ for L-630 Physical Education and Student Union Complex, including date and school of any applicable degrees, additional applicable training, and any professional certifications/licensing. In lieu of listing this information, you may submit a resume or curriculum vitae for each such individual if the resume/CV includes all the requested information.

- Principal-in-Charge
- Project LEED Commissioning Principal
- Project LEED Commissioning Manager
- For the individual designated as the Commissioning Authority project leader, provide three references, including name and telephone number. The references should all have worked directly with the individual on similar commissioning/LEED projects.

**Tab 5 – Litigation History (not included in page count)**

Provide five-year summary of company litigation, arbitration, and negotiated/settled history with previous clients. Provide name of parties involved, status and outcome. Failure to provide requested information, to include attorney client privilege, may deem SOQ non-responsive.

**Tab 7 – Statement of Compliance with District Contractual Requirements (not included in page count):**

A sample of the District’s standard contract is attached to this RFP. Each proposal must include a statement of Consultant firm’s commitment and ability to comply with each of the terms of the District’s standard contract. As part of Submittal, Consultant firm must advise District of any objections to any terms in the District’s contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, District will assume the Consultant firm is prepared to sign the District’s contract as-is.

**Tab 8 – Professional Services Hourly Rate Schedule (separate sealed envelop within the Submittal package)**

- Provide an hourly rate schedule for personnel considered billable to projects. Indicate if basic administrative and supply/ancillary costs are billable.
- Is travel time to the site expected to be billable? If so, how will travel time invoices be calculated? Generally, proposals that do not include such travel time or expenses are preferred unless the services requested require travel as part of the service.
- Provide a schedule of rates for major sub consultants, if applicable, to include all markups.

**Tab 9 – Appendix/Exhibits (Not included in page count)**

- Provide a construction commissioning plan example. The plan, as a minimum, should include sample representative structure, schedule, and coordination planning for the commissioning process. Include staffing and schedule recommendations for the commissioning process from schematic design through final design, through the construction process, closeout documentation, post occupancy and warranty period.
- Submit sample of metrics/reporting formats and systems. Describe Consultant team interface and support of the District, Design Professional, and General Contractor teams. Describe reporting strategy to inform District of the status of the commissioning process.

**F. SELECTION CRITERIA**

A Selection Committee will evaluate all Qualifications submitted. Based upon the information presented in the Qualifications Submission, the District’s Selection Committee will choose the most highly qualified firms. District may elect to conduct interviews with several selected firms. The Selection Committee will identify the firm/team that can provide the greatest overall benefit to the College for the initial L-636 project. The highest ranked firms/teams may be invited to develop a detailed scope of services, schedule, and fee proposal for the list of future projects Districtwide.

Each respondent will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

1. Statement of Qualifications (SOQ)
  - a. Project Approach (30 points)
  - b. Project Experience - Relevant (30 points)
  - c. Firm & Personnel Qualifications - Relevant (30 points)
  - d. References/client satisfaction (10 points)

**G. GENERAL PROVISIONS**

**1. Additional Services**

The District may elect at any time, to amend any contract awarded hereunder to require the selected firm to provide additional services. In this case, the selected firm and the District will agree mutually on the scope and fees associated with any additional services.

**2. Addenda**

The District may modify this RFQ or any of its deadline dates set forth in the RFQ prior to the date fixed for submission of qualifications by issuance of an Addendum.

**3. Withdrawal of RFP**

The proposer may withdraw its RFQ by submitting a written or facsimile request signed by the proposer’s authorized representative, prior to the time and date specified for proposal submission. A withdrawal or modification offered in any other manner will not be accepted.

**4. Right of Cancellation**

The District reserves the right to cancel this RFQ at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFQ. The District may reject any or all submittals and may waive any immaterial deviation from the RFQ. The District's waiver of an immaterial defect shall in no way modify the RFQ documents or excuse the proposer from compliance with other provisions of the RFQ.

#### **5. Disposition of Submittals**

Submittals become the property of the District and may be returned only at the District's option and at the proposer's expense. Information, excluding proposer's financial information, contained therein shall become public documents subject to the Public Records Act

#### **6. Non Discrimination**

The District does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability or sexual orientation in any of its policies, procedures or practices.

#### **7. Evaluation of Statements of Qualifications**

The District's evaluation is solely for the purpose of determining which consultants are deemed best qualified. Statements of Qualification will be reviewed and a determination made by the District based upon the submitted information and any other information available to the District. The District may request a Consultant to submit additional information pertinent to the Submittal. The District also reserves the right to investigate other available sources in addition to any documents or information submitted by the Consultant. If the Consultant disagrees with the determination regarding their status, a written request for hearing is required within 14 days from the date of receipt of notice from the District. Written requests are to be submitted to Jovan Esprit at the address listed herein.

#### **8. Restrictions on Lobbying and Contacts**

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the Citizens' Oversight Committee. **Any such contact shall be grounds for the disqualification of the proposer.**

### **SECTION VI - ENCLOSURES**

1. Standard District Agreement