

**Durham Public Schools**  
**Request for Qualifications (RFQ) for Commission Agent Services for**  
**Indoor Air Quality Assessments & Corrective Action**

**RFQ #179-2021-600-COMM\_AIRQUAL**

**February 12<sup>th</sup>, 2021**

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## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

This is a request for a Statement of Qualifications from professional Commissioning Agents. The overall purpose of this work is to improve the indoor air quality within Durham Public Schools (DPS). This will be achieved by assessing through measurement and verification procedures, the current conditions and equipment functionality and condition, developing a plan and budget for corrective work and self-performing and/or overseeing sub-contracted work for approved projects.

Responses to this Request for Statement of Qualifications will be received at the time and location designated within and shall include the information requested hereafter. Responses received after this time will not be considered. Successful firms will be selected on an as needed basis during the specified time above. The need for interviews is not anticipated at this time, however DPS may request one if deemed necessary on a project by project basis.

It is the intent of this solicitation process to fully comply with G.S. 143-64.31 for the procurement of professional services, to announce all requirements for said services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, DPS shall terminate negotiations with that firm and initiate negotiations with the next best qualified firm. Selection of a firm shall include the use of good faith efforts by DPS to notify minority firms of the opportunity to submit qualifications for consideration by DPS. DPS reserves the right to waive technicalities and informalities and, at its sole discretion, to reject any and all responses to the RFQ.

## **BACKGROUND**

DPS is a public K12 school district in Durham County North Carolina that serves over 32,000 students. DPS operates 50 schools covering 5.8 million square feet under roof. Within DPS, there are 31 elementary schools, 9 middle schools, 2 secondary schools (6-12,) 7 high schools, and 1 alternative school.

DPS is looking to make immediate improvements to significantly improve the indoor air quality of our schools. With limited funds, DPS would like to target specific opportunities that will have the greatest positive impact at the most schools possible. In addition, the resulting comprehensive report that will serve as the roadmap for the prioritization of capital investments with immediate priority given to indoor air quality (IAQ).

## PROJECT SCOPE

The project will be divided into 2 phases:

**Phase 1** will consist of replacing all air filters throughout the district and cleaning all coils and unit ventilators. DPS will provide a detailed list of filters and systems. Air flow readings must be taken before and after cleanings & filter replacements and be accompanied by pictures.

**Timeline for Phase 1:** 2-4 months from notice to proceed.

**Phase 2** will consist of the following 6 steps:

1. Detailed assessment of HVAC systems in all DPS facilities to include:
  - a. Current Indoor Air Quality, tested through on-site air quality testing
  - b. Outside air flow; documenting design vs. actual
  - c. Outside air control; availability and functionality of controls and dampers
  - d. Air handler functionality and remaining design life (obsolescence)
  - e. Applicability of localized filtration systems within central systems
  - f. Applicability of system-wide air purification through ionization or germicidal UV.
  - g. Assess current controls systems age and functionality with major equipment

The assessment report should note, with pictures, current conditions, deficiencies and specific recommendations for deficiency remediation. These will be used as the bases for steps 2 and 3 below.

2. Detailed estimates of recommended repair and replacement costs within five-year increments to 25 years, if feasible.
3. Retro-commission of current control systems to ensure accuracy, consistency and functionality.
4. Self-perform and/or subcontract outdoor air damper repair deficiencies as noted in the assessment.
5. Provide preventative maintenance plan and training as needed to DPS staff to maintain equipment
6. Implement integration of low-cost, effective instrumentation to assist DPS staff with routine filter changes and system tuning.

**Timeline for Phase 2:** 3 months from notice to proceed to run concurrently with phase 1.

The majority of systems to be assessed will fall into the following categories, though there are a small number of systems that are unique:

- Central plant with large AHU (floor or roof mounted) and two-pipe or four-pipe distribution systems
- Split systems – mid-size floor or roof mounted AHU's (evaporator coils) with exterior condensing units
- VRF independent
- Unit Ventilators
- Mobile Classrooms

The selected Commissioning Agent project team will provide the turnkey professional services necessary for the project's completion. The project team may include consultants for any other specialty deemed programmatically necessary.

## Desired Qualifications

1. Acted as the principal Commissioning agent on educational facilities.
2. Extensive experience in the operation and troubleshooting of HVAC systems, energy management and control systems.
3. Extensive field experience is required. A minimum of five (5) full years in this type of work is required.

4. Knowledgeable in building operation and maintenance and O&M training.
5. Knowledgeable in test and balance of both air and water systems.
6. Experienced in energy-efficient equipment design and control strategy optimization.
7. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
8. Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
9. Experienced in writing commissioning specifications and test procedures.
10. P.E. certification and accreditation by a recognized commissioning agency is required. Other technical training and field experience will be considered a plus.
11. Membership with the National Environmental Balancing Bureau and other professional organizations is preferred.
12. Ability to assign qualified personnel for dedicated support to DPS during the analysis, implementation, measurement, and verification phases of the work; individual contact for life of the project is preferred.

## **INSTRUCTIONS FOR SUBMISSION – MINIMUM REQUIREMENTS**

*Submittals shall contain all elements outlined in this section. Submittals shall be prepared simply and economically and shall provide concise answers to the requested information in the order and format prescribed. Failure to do so may be cause for disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response.*

### **Statement of Qualifications**

#### **1. Letter of Interest:**

This one-page document should be prepared and signed by the representative of the firm authorized to sign contracts. The letter should allow personal expression as to:

- a. why your firm is best suited to perform commissioning and assessment services for DPS
- b. what specific qualities/attributes your firm offers to ensure superior performance
- c. other information you feel best presents your firm's expertise in response to this project.

#### **2. Submittal Content:**

The submittal should include the following information as a minimum, organized as outlined below:

- a. Firm's legal name.
- b. Firm's address, phone number, email address, website URL.
- c. Firm's professional license number.
- d. Contact information for communication in follow up to this submittal.
- e. Brief history of the business including:
  - i. Years of service under present business name
  - ii. Prior business names under which like services were offered (if any)
  - iii. Business location (office from which work will be performed)
  - iv. Jurisdictions your organization is legally qualified to offer and practice professional design services
  - v. Firm's HUB / MWBE status/type.
- f. Project Experience: in a table format, provide a summary listing of all similar projects completed within the past 5 years. Include the following for each project:
  - i. Project Name
  - ii. Facility name and location
  - iii. Size

- iv. Scope
- v. Expected cost of services
- vi. Actual cost of services
- vii. Current owner contact information
- viii. Year completed
- ix. Written references from project owner
- x. HUB / MWBE Participation (see Attachment A).
- g. Client references: provide (5) references for recent work of similar size and complexity. Include current contact information for each (can be incorporated with item above).
- h. Staff resumes: identify key personnel within your firm who will likely be assigned to our projects. Include Principal, Project Engineer, Project Manager, field staff, and construction administrators.
- i. Litigation: identify any work that resulted in litigation and briefly summarize outcomes. Include judgments, claims, arbitration, mediation, or lawsuits pending or outstanding within the past five years (your organization as either as plaintiff or defendant).
- j. Disclose any history or condition that would put the firm in a conflict of interest for the design and construction portions of the work.
- k. Project Completions: list any projects your organization has failed to complete any part of its contractual obligation for professional services.
- l. Submit a declaration under penalty of perjury by an authorized corporate officer or principal, stating that reasonable diligence has been used in preparation of the Statement of Qualifications submitted in response to the RFQ and that all information provided is true, correct and complete.

**3. Supplemental Information:**

It is unnecessary to provide supplemental information on the first submittal. However, if the respondent so chooses, additional information may be provided in the form of project profiles, firm brochures, or similar material. Please keep to a minimum.

**4. Additional Requirements:**

- a. Interested firms should familiarize themselves with DPS Board Policies. These policies can be viewed on the DPS website at [www.dpsnc.net](http://www.dpsnc.net).
- b. Any firm responding to this RFQ must be a current registered engineering firm in good standing in North Carolina. Sub-consultants must also hold a current license in good standing with the appropriate North Carolina governing agency for each discipline.
- c. The selected firm will be required to provide certification documenting compliance with the Lunsford Act / Criminal Background Check and requirements as outlined in the G.S. Chapter 14 for personnel who will be on school sites as part of the performance of their work.
- d. The selected firm is required to comply with all applicable laws when providing services for DPS, including E-Verify and requirements of the Affordable Care Act.
- e. The selected firm will be required to provide certification documenting compliance with the Iran Divestment Act pursuant to G.S. 147 Article 6E by documenting they are not listed on the Final Divestment List created by the North Carolina State Treasurer.
- f. DPS requires the following minimum insurance for these projects:

<b>Insurance Description</b>	<b>Minimum Required Coverage</b>
Workers' Compensation	Statutory
Public Liability	Combined Limit

Bodily Injury: Each Person	\$ 1,000,000.00
Bodily Injury: Each Accident	\$ 1,000,000.00
Property Damage: Each Accident	\$ 1,000,000.00
Automobile Liability & Property Damage	Combined Limit
Bodily Injury: Each Person	\$ 1,000,000.00
Bodily Injury: Each Accident	\$ 1,000,000.00
Property Damage: Each Accident	\$ 1,000,000.00
Professional Liability	\$ 1,000,000.00

## Submittal Questions

1. Firms shall submit any questions by 3:00 pm on Monday February 22<sup>nd</sup> , 2021.
2. Questions will include a reference to the applicable RFQ section and page number.
3. Questions received prior to the submission deadline date, Durham Public School's response, and any additional terms deemed necessary by DPS will be posted in the form of an addendum by 5:00 pm on Wednesday February 24<sup>th</sup>, 2021.
4. No information, instruction, or advice provided orally or informally by any DPS personnel, whether made in response to a question or otherwise regarding this RFQ, shall be considered authoritative or binding. Firms shall be entitled to rely only on written material contained in an addendum to this RFQ.
5. Address any questions via email to:

**Penny Jefferson, Business Manager, Construction and Capital Planning**  
[Penny\\_Jefferson@dpsnc.net](mailto:Penny_Jefferson@dpsnc.net)

**-AND-**

**Evelyn Gallegos, Purchasing Agent/School Auditor, Financial Services**  
[Evelyn\\_Gallegos@dpsnc.net](mailto:Evelyn_Gallegos@dpsnc.net)

## Selection and Award Process

Statements of qualification may be evaluated by a selection committee. The committee may include administrators, school staff, Board of Education, and community members. A short list of firms deemed to be the most highly qualified for the proposed project(s) will be identified by the selection committee. Shortlisted firms may be invited to participate in an oral presentation and interview to determine which team is the best qualified to work with the district and community in completing the project(s). The district may request additional information from firms on the short list prior to interviews. If deemed beneficial some members of the selection committee may visit completed projects prior to the final selection recommendation and approval.

The recommendation of the selection committee will be subject to a successful contract negotiation and approval by the Board of Education. If an agreement cannot be reached the district reserves the right to negotiate with other qualified firms.

## Selection Criteria

Finalists for contract consideration by the district will be selected on the basis of qualifications and demonstrated competence as evidenced by the information presented in the qualifications submittal. Evaluation of qualifications may include, but not limited to the following:

1. The Proposer's understanding of the educational environment related to the project and qualifications to complete the services required.
2. The Proposer's previous experience, qualifications and competence on educational facility projects of similar size and scope.
3. Past performance on similar projects, and as indicated from reference contracts.
4. Experience and qualifications of personnel assigned to the project.
5. Methodology used to achieve technical, management and project control.
6. Ability to communicate with the selection committee both in written format and verbally.
7. The Proposer's availability to complete the project within the district's schedule.

## Submission Schedule and Deadlines

1. Submittals are to be received no later than **3:00 p.m., Monday March 1<sup>st</sup>, 2021.**
2. A PDF of the submittal should be emailed to:  
Penny Jefferson: [Penny\\_Jefferson@dpsnc.net](mailto:Penny_Jefferson@dpsnc.net)  
-AND-  
Evelyn Gallegos: [Evelyn\\_Gallegos@dpsnc.net](mailto:Evelyn_Gallegos@dpsnc.net) by the submission deadline.
3. Alternatively, submissions can be made by mail or dropped off in person to:  
Evelyn Gallegos - Purchasing Agent  
Durham Public Schools  
511 Cleveland St.  
Durham, NC. 27701
4. The following schedule is anticipated to select firms for these projects:

RFQ Issued/Advertised:	February 12 <sup>th</sup> , 2021
RFQ Questions Due:	February 22 <sup>nd</sup> , 2021
RFQ Answers to Questions Posted:	February 24 <sup>th</sup> , 2021
RFQ Package Due:	March 1 <sup>st</sup> , 2021

## **Contact Policy**

Until a contract resulting from this RFQ process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, or with any elected or appointed official or officer of DPS, or any employee, agent or other representative of the DPS unless required by law.

## **ATTACHMENT A**

### ***Durham Public Schools***

#### ***Participation of Minority Businesses***

#### **Durham Public Schools Board of Education Policy Number 9125 (partial, full policy available online)**

The board affirms the State's commitment to encouraging the participation of minority businesses in the school system's building construction contracts. A minority business is defined in accordance with [G.S. 143-128.2](#) and is one in which (1) at least 51 percent is owned by minority persons or socially and economically disadvantaged individuals, and (2) the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it. Minority persons include African-Americans, those of Hispanic descent, Asian Americans, American Indians, and females.

After notice and public hearing, the board hereby adopts an aspirational verifiable percentage goal of 10 percent for participation by minority businesses in the total value of work for each building project costing \$300,000 or more paid entirely from local or other non-state funds. In addition, the board adopts the state's aspirational verifiable goal of 10 percent participation by minority businesses in the total value of work for each building project costing \$100,000 or more funded in whole or in part with state funds.

All bidders on school construction and renovation projects subject to Section A of this policy who intend to subcontract any part of the project must (1) identify the minority businesses to be used on the project and (2) provide affidavits indicating that a good faith effort has been made in preparing the bid to meet the board's verifiable goal for participation by minority businesses. Upon being named the apparent lowest responsible, responsive bidder, a bidder shall provide additional evidence of its good faith efforts as required by law.

The level of minority participation in bidders' bids will not affect the contract award decision; however, the failure to provide documentation of a good faith effort to meet the board's goal may result in the bid being rejected as non-responsive.

Before recommending the award of a contract, the superintendent shall direct designated school officials to evaluate bidders' documents in accordance with applicable law and regulations to determine whether bidder good faith requirements are satisfied.

The board will award public building contracts without regard to race, religion, color, creed, national origin, sex, age, or disability. Nothing in this policy should be construed to require the board or contractors to award contracts or subcontracts to minority business contractors or minority business subcontractors who do not submit the lowest responsible, responsive bid or bids.



**LEGAL NOTICE**

REQUEST FOR QUALIFICATIONS: Durham Public Schools has issued an RFQ for Request for Qualifications (RFQ) for Commission Agent Services for Indoor Air Quality Assessments & Corrective Action. Submittal due date/time: March 1<sup>st</sup>, 2021 by 3:00 p.m. eastern time. For Legal Notice and RFQ information, go to <http://www.dpsnc.net> and select Resources/Construction & Capital Planning. Issue date 2-12-21.