

Durham Public Schools
Request for Statement of Qualifications (RFQ) for
Professional Commissioning Services

RFQ # 179-2021-607-PROF_COMM_SUR

April 20, 2021

REQUEST FOR STATEMENT OF QUALIFICATIONS

This is an invitation and request for Statement of Qualifications (RFQ) for professional commissioning services on an as needed basis for projects at various Durham Public Schools (DPS) facilities. Requested services may include customary surveying services and related sub consultant services. This RFQ is for projects that may come available between April 2021 through March 2022.

The objective of commissioning is to provide documented confirmation that a facility Mechanical, Plumbing and Electrical systems, including controls, are complete and fulfill the functional and performance requirements of the building owner, occupants, and operators prior to occupancy. To reach this goal, it is necessary for the commissioning process to aid in documenting the owner's criteria for system function, performance, and maintainability; as well as, to verify and document compliance with these criteria. In addition, review operation and maintenance (O&M) manuals for completeness, as well as coordinating and reviewing training on system operation that will be provided to the building operators to ensure the building continues to operate as intended.

Some projects may require enhanced commissioning whereby the Commissioning Agent (CxA) will be involved throughout the project from the design through the warranty phase. The primary role of the CxA during the overall design phase is to develop detailed commissioning specifications for the Mechanical, Plumbing, Electrical and controls systems for inclusion in bid documents and review designs to ensure they meet the Owner's objectives. During construction, the CxA develops and coordinates the execution of a testing plan, which includes observing and documenting the system's performance to ensure that systems are functioning in accordance with the Owner's objectives and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem-solving or resolving non-conformance issues or deficiencies.

The following systems and assemblies may be commissioned:

1. Central building automation system, including linkages to remote monitoring, point to point control sites, and verify sequence of operation.
2. Boilers, pumps, piping, calibrate water control valves and associated equipment.
3. Chillers, pumps, piping, cooling towers and associated equipment.
4. Air handling units.
5. Air distribution and Exhaust systems
6. Terminal Units
7. Unit Ventilators and Unit Heaters
8. Heat Exchangers
9. Computer Room A/C Units
10. Lighting Controls, emergency power and fire/smoke alarms
11. Service water heaters and booster pumps

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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 control systems.
3. Extensive field experience is required. A minimum of five (5) full years in this type of work is required.
4. Experience with WELL, LEED certifications, and net-zero design.
5. Knowledgeable in building operation and maintenance and O&M training.
6. Knowledgeable in test and balance of both air and water systems.
7. Experienced in energy-efficient equipment design and control strategy optimization.
8. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
9. Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
10. Experienced in writing commissioning specifications and test procedures.
11. P.E. certification and accreditation by a recognized commissioning agency is required. Other technical training and field experience will be considered a plus.
12. Membership with the National Environmental Balancing Bureau and other professional organizations.

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 surveying 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.

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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 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.

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 commissioning 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. Cost at bid
 - vi. Completed construction cost
 - vii. Current owner contact information
 - viii. Year completed
 - ix. Written references from project owner
 - x. MBE 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.

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- 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.
- b. 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.
- c. 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.
- d. 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.
- e. DPS requires the following minimum insurance for these projects:

Insurance Description	Minimum Required Coverage
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

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Submittal Questions

1. Firms shall submit any questions by 3:00 pm on Tuesday, April 27, 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 Friday, April 30, 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@dpsnc.net.

Selection and Award Process

Statements of qualification will 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.

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Schedule and Deadlines

1. Digital submissions are preferable. Only **PDF** submissions will be accepted and they must be sent to: Penny_Jefferson@dpsnc.net **AND** Evelyn_Gallegos@dpsnc.net The subject line must include the RFQ number to ensure proper routing. If your submission is digital, you do not need to send a hard copy.
2. If you submit via hardcopy, submittals shall be neatly packaged and sealed with the address of both the provider and recipient affixed to the exterior face. The physical size of all submission materials shall be limited to an 8 ½ by 11 format, bound securely. All submission materials will remain in the possession of DPS and held in confidence. Hard copies should be sent to: Penny Jefferson, 2011 Hamlin Road, Durham, NC 27704 with the RFQ number clearly labeled on the envelope.
3. Submittals are to be received no later than **3:00 p.m., Wednesday, May 5, 2021**
4. The following schedule is anticipated to select firms for these projects:

RFQ Issued/Advertised:	April 20, 2021
RFQ Questions Due:	April 27, 2021, 3:00 PM
RFQ Questions Answered:	April 30, 2021, 5:00 PM
RFQ Submission Deadline:	May 5, 2021, 3:00 PM

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.

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ATTACHMENT A

Durham Public Schools

Minority Business Enterprise Participation in Construction and Purchase Contracts

Durham Public Schools Board of Education Policy Number 6070

It is the policy of the Board to provide minorities equal opportunity to participate in all aspects of the school system's contracting and purchasing programs, including but not limited to participation in procurement contracts for materials, supplies and equipment, and contracts for the construction, renovation or repair of school facilities and equipment.

It is further the policy of the Board to prohibit discrimination against any person or business enterprise on the basis of race, color, ethnic origin, sex, handicapping condition, or religion and to conduct its contracting and purchasing programs so as to prevent such discrimination.

It is the policy of the Board in concert with other local, state and federal agencies and with the assistance of minority groups and agencies, actively to seek and identify qualified minority business enterprises (MBEs) and to offer them the opportunity to participate and to encourage them to participate, in the school system's contracting and purchasing programs. Under this policy, the Board adopts the definition of MBEs contained in G.S. 143-128.2.

It is not the policy of this Board to provide information or other opportunities to minority business enterprises that will not be available to all other business enterprises. It is the intent of this policy to establish procedures designed to assure MBEs access to information and opportunities available to other business enterprises.

It is not the intent of this policy to establish procedures that will increase the cost of the school system's construction and purchasing programs. It is the intent of this policy to widen opportunities for participation, to increase competition, and to reduce costs.

The Board will award public building contracts without regard to race, religion, color, creed, national origin, sex, age, or handicapping condition, as defined in G.S. 168A-3.

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LEGAL NOTICE

REQUEST FOR QUALIFICATIONS: Durham Public Schools has issued an RFQ for Commissioning Agent Services. Submittal due date/time: May 5, 2021 at 3:00 p.m. For Legal Notice and RFQ information, go to <http://www.dpsnc.net> and select Resources/Construction & Capital Planning. Issue date 4-20-21.