September 26, 2016

Re: Request for Proposals- Building Enclosure Commissioning Services
0303801 – Psychological and Brain Sciences Building
University of Iowa

The University of Iowa, located in Iowa City, Iowa, intends to retain the services of a qualified Building Enclosure Commissioning Agent (BECxA) to provide Building Enclosure Commissioning (BECx) Services for the above project. BECxA firms are invited to submit a proposal based on the scope of services described below.

The scope of services will be divided into two commissioning phases, Design Phase and Construction/Acceptance Phase. BECxA selection will be based on the firm’s Design Phase and Construction/Acceptance Phase qualifications.

The BECxA’s proposal shall include the firm’s qualifications and a fee proposal. The fee proposal shall be for Design Phase services only.

The Owner reserves the right to negotiate Construction/Acceptance and Occupancy/Operations Phase Commissioning services with the successful firm once the design is complete and the appropriate Construction/Acceptance Phase scope of services is established.

1.0 Background

This project will construct a new 35,000 nsf/66,500 gsf facility to relocate the Department of Psychological and Brain Sciences and raze the southeast wing of Seashore Hall. This six-level addition will be located to the east of and connected to Spence Laboratories. The addition includes the department office suite, two classrooms, student learning commons, multiple human research lab suites (non-wet lab), faculty offices, conference rooms, graduate student/post-doc workspace and a dock to serve Spence Laboratories and the new building. Fit out of the fourth floor is being carried forward as two bid alternates.

Project is not seeking LEED certification.

The Owner’s Project Requirement (OPR) for this project consists of the 2016 University of Iowa Design Standards and Procedures.

2.0 Scope of Work

The primary role of the successful BECxA is to develop and coordinate the execution of a quality assurance plan pertaining to the materials, systems, and assemblies that provide shelter
and environmental separation between environmentally distinct spaces (both internal and external), observe and document performance, and determine whether systems are functioning in accordance with the Owner’s Project Requirements and the Bid Documents. Additionally, the successful BECxA will assist in identifying solutions to non-conforming work. Final resolution will remain the responsibility of the Contractor and Design Professional. Refer to ASTM E2813 for acceptable standard of care.

**Commissioning Tasks**

The Building Enclosure Commissioning Agent (BECxA) shall complete the following tasks during the Design, Construction, Acceptance, and Occupancy/Operations Phases of the project.

**Design Phase**

Commissioning during the Design Phase shall ensure that the Owner’s Project Requirements for air, thermal, vapor, and moisture control barriers, hereafter called the Control Barriers, are documented and captured within the Bid Documents. The BECxA shall complete the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
</tr>
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<tbody>
<tr>
<td>1. Coordinate with the Owner’s Representative and oversee the commissioning process during design.</td>
<td></td>
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<tr>
<td>2. Perform a quality control design review of the Design Documents, focusing on the continuity, constructability, and sequencing of Control Barriers. Refer to ASTM E2813 for expected standard of care. Include the following, as applicable:</td>
<td>Complete Owner provided REVIEW COMMENT form</td>
</tr>
<tr>
<td>a. Verify compliance with the OPR.</td>
<td></td>
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<tr>
<td>b. Verify complete and detailed Air, Vapor, Thermal, and Moisture Barriers</td>
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</tr>
<tr>
<td>c. Recommendations regarding mockup(s) of specific materials, systems and assemblies. Recommendations shall include testing requirements.</td>
<td></td>
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<tr>
<td>d. Opportunities for making building operations and maintenance easier</td>
<td></td>
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<tr>
<td>3. Perform quality reviews at the following benchmarks:</td>
<td></td>
</tr>
<tr>
<td>a. Design Development Documents</td>
<td></td>
</tr>
<tr>
<td>b. Final Construction Documents</td>
<td></td>
</tr>
<tr>
<td>4. Participate in the following design review meetings. The primary function of the CxA is to note deviations and conflicts between the OPR, UI Design Standards and Procedures, and industry best practices.</td>
<td>Updated REVIEW COMMENT form</td>
</tr>
<tr>
<td>a. Design Development Documents</td>
<td>Phone or In Person</td>
</tr>
<tr>
<td>b. Final Construction Documents</td>
<td>In Person</td>
</tr>
</tbody>
</table>
5. Edit University of Iowa Standard Specification Section 01 91 13 COMMISSIONING or provide Section 01 91 19 BUILDING COMMISSIONING section. The commissioning specifications shall be transmitted to the Design Professional in electronic form and shall include review of the following:
   a. List of systems and assemblies included in the commissioning scope of work. Include sampling rates.
   b. Cross references to all applicable and related specification sections
   c. References for inclusion into individual equipment and systems specification sections
   d. Pre-installation meeting requirements
   e. Acceptance testing criteria, including testing agent requirements
   f. Deferred testing requirements


7. Develop a project specific Testing Matrix for inclusion into the Design Documents. Matrix to include the following:
   a. required types and sampling rates of testing for mockup(s) and installed materials, systems and assemblies.
   b. ASTM, AAMA, or other standardized test protocol for each test
   c. who is to perform each test
   d. when each test will be performed
   e. criteria for test acceptance
   f. how tests are to be documented and who is to receive documentation
   g. estimate of cost for proposed testing scope

8. Identify Commissioning activities for inclusion into the project schedule.

**Systems to be Commissioned and Sampling Rate**

1. General Systems: Continuity and compatibility of systems, protection from physical and UV damage
   a. Air barrier:
   b. Thermal barrier:
   c. Vapor barrier:
   d. Moisture barrier:
2. Specific Architectural Systems including, but not limited to:
a. Roof systems  
b. Flashing, trim, and roof penetrations  
c. Exterior walls  
d. Windows and glazing  
e. Doors, including overhead and specialty doors  
f. Louvers  
g. Sealants and expansion joints  
h. Control joints  
i. Curtain walls, window walls, storefronts  
j. Plaza decks  
k. Below grade waterproofing  

3.0 Schedule

The project is currently in the DD Document phase.

To review the current documents:

1. Please send an e-mail request to: facilities-dcs@uiowa.edu
2. E-mail must include the subject line: RFP BECx Response - 0303801 – Psychological and Brain Sciences Building
3. To allow for processing, e-mail must include the phone number and physical address of the firm making the request.

The project anticipates the following schedule (Dates subject to change):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Construction Document Review Meetings</td>
<td>March/April 2017</td>
</tr>
<tr>
<td>Begin On-Site Construction</td>
<td>June 2017</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>February/March 2019</td>
</tr>
</tbody>
</table>

4.0 Statement of Qualifications

It is the Owner's intent that the person designated as the Building Enclosure Commissioning Authority (BECxA), and the key staff members, exhibit the following:

1. Acted as the principal Commissioning Authority for at least five projects.
2. Exhibit extensive field experience. A minimum of five full years in this type of work is required.
3. Exhibit excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.

5.0 Proposal Requirements

Include the following:

1. List the individual who will be the lead BECx Authority, with overall responsibility for the project.
2. Provide an organization chart indicating proposed project team.
3. Identify third party sub-consultants or testing agencies.
4. Describe the proposed approach to managing the project.
5. Provide resumes for key staff members.
6. Briefly describe relevant experience of the proposed team in the following areas. List each person’s direct involvement in:
   a. Similar Projects.
   b. Enclosure Testing
7. Provide a minimum of three (3) project references, with contact information, completed by the proposed BECx Authority.
8. Provide pricing information in the following format:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Phase Only</td>
<td>$</td>
</tr>
<tr>
<td>Reimbursables</td>
<td>$</td>
</tr>
</tbody>
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9. Limit submittal to twenty (20) single sided pages. Total page count includes Letter of Proposal, resumes, cover, table of contents, and all supporting materials.

After selection, the successful firm shall provide a written proposal on the University of Iowa Letter of Proposal form found on the University’s Facilities Management/Consultants web site. Note that hard copies of the agreement will not be required with the RFP.

http://www.facilities.uiowa.edu/pdc/consultants/agreement-form.html

6.0 Proposal Evaluation and Award

1. The Owner will consider and evaluate the following proposal components:
   a. Firm experience, qualifications, and ability to react to changing workloads
   b. BECxA Core Competencies as referenced in ASTM E2813, Section 4.2.
   c. Key support personnel experience and qualifications.
   d. Project approach.
   e. Design Professional location.
   f. Proposal quality.
   g. Proposed fee.
2. The Owner reserves the right to negotiate and accept any proposal, or to reject all proposals, and to offer to accept any proposal subject to the deletion of any item or group of items of work from the scope of work.
3. The Proposer shall be prepared to attend an interview as part of the evaluation process. The Proposer shall bear all costs associated with preparing the RFP and subsequent interviews.

Respondents’ proposals are due no later than 12:00 pm (Noon) on Monday, October 10, 2016.

Submit electronically to:

jennifer-l-hoffman@uiowa.edu and Emily-s-smith@uiowa.edu

Should you have any questions or comments, please contact:
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