January 24, 2017

Re: Request for Proposals- Building Enclosure Commissioning Services – Construction Phase

0329501 – College of Pharmacy Building - Construct New Facility
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 work for this project is for Construction/Acceptance and Occupancy/Operations Phase.

1.0 Background

A new Pharmacy building will be constructed on the site of the existing Quadrangle Residence Hall. The new building will contain laboratory, classroom and communal spaces as well as three alternates; fit out of UIP manufacturing area, expansion of the basement and a roof plaza.

Project is seeking LEED v3 certification, with Enhanced Commissioning and Innovation and Design credit for Building Envelope Commissioning.

The Owner’s Project Requirement (OPR) for this project consists of the 2015 University of Iowa Design Standards and Procedures and the 100% DESIGN DEVELOPMENT NARRATIVES & SUPPORTING DOCUMENTATION: VOLUME 1 dated October 19, 2015.

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 intent of the Bid Documents.

Additionally, the successful BECxA will actively assist the Contractor, Installer, and Design Professional in developing solutions to non-conforming work, or unforeseen design conflicts. Final resolution and contract documentation will remain the responsibility of the Contractor and Design Professional. Refer to ASTM E2813 for acceptable standard of care.

Provide services to perform Building Envelope Commissioning as listed in the Contract Documents. This includes, but is not limited to Specification Section(s):

| 00 74 13 | Project Requirements |
| 01 33 23 | Submittals |
| 01 81 13.01 | LEED Scorecard |
| 01 83 16 | Exterior Enclosure Performance Requirements |
In addition, the Building Enclosure Commissioning Agent (BECxA) shall complete the following tasks during the Construction, Acceptance, and Occupancy/Operations Phases of the project.

**Construction Phase**

Commissioning during the Construction Phase shall verify that the project achieves the objectives of the Owner’s Project Requirements for air, thermal, vapor, and moisture control barriers, hereafter called the Control Barriers, as expressed by the contract documents. The BECxA shall complete the following tasks:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>Conduct a kick-off meeting with the Contractor, including installation subcontractors, to discuss commissioning scope, coordination and schedule as identified in the commissioning specifications. The kick-off meeting shall be conducted prior to the installation of any building envelop commissioned component. Prepare and distribute meeting minutes.</td>
<td>Meeting Minutes</td>
</tr>
<tr>
<td>Review Contractor Construction Schedule. Verify that schedule indicates the logical system, equipment, and component installation, inspections, testing and commissioning sequence required to maximize schedule efficiency. Notify the Owner’s Representative if the schedule does not appear to accommodate the allotted number of site visits indicated below.</td>
<td>Review Comments</td>
</tr>
<tr>
<td>Review applicable Contractor submittals concurrent with the Design Team reviews. Review is to focus on the performance, durability, sequencing, compatibility and constructability of the materials, systems, and assemblies, with regard to the project Control Barriers.</td>
<td>Review Comments</td>
</tr>
<tr>
<td>Develop project specific BECx Construction Checklists and Inspection Checklists for use in installation verification, testing documentation and installation compliance. Provide checklists to contractors within one (1) week after submittal approval.</td>
<td>Project specific Construction Checklists</td>
</tr>
<tr>
<td>Update and maintain project Testing Matrix. Provide copies of the specific ASTM testing protocols to Owner. Review Contractor’s site-specific testing agent(s) and plan.</td>
<td>Updated Matrix</td>
</tr>
<tr>
<td>Document and review construction and performance testing of mockup(s) as they relate to the Building Envelope.</td>
<td>Jobsite Observation Report</td>
</tr>
<tr>
<td>Participate in pre-installation meetings for materials, systems and assemblies, as identified in the construction documents. Meetings to include review of testing requirements.</td>
<td>Review Meeting Minutes from Contractor</td>
</tr>
<tr>
<td>Provide 52 site visits during construction to observe component and system installations. Attend job-site meetings to obtain information on construction progress as requested by Owner. Review construction meeting minutes for revisions and substitutions relating to the Owner’s Project Requirements. Assist in resolving any discrepancies identified during regular site inspections. Begin site visits at onset of building foundation installation.</td>
<td>Jobsite Observation Report</td>
</tr>
</tbody>
</table>
Upon completion of waterproofing installation and reviews, the remainder of the site visits shall be conducted in a consecutive weekly, once per week, format. This format shall initiate at the onset of the installation of above grade building envelope commissioned components or assemblies. Additional site visits deemed necessary shall be executed only upon approval by the Owner’s Representative.

In conjunction with required site visits, conduct on-site BECx meetings to review progress, coordination, and issues resolution. BECx shall prepare and distribute meeting minutes. This ensures active participation. These meetings shall be conducted monthly during the installation of above grade building envelope commissioned components or assemblies.

Conduct, interpret, and document tests performed by BECx. Review, interpret, and document results of test performed by others.

Maintain Commissioning Issues Log containing any items that do not meet the OPR or Contract Documents. The log must be detailed enough to provide clarity and point of future reference for the comment. BECxA shall update and issue the Issues Log within two (2) days following a site visit and two (2) days prior to BECx meeting.

Acceptance Phase (Prior to Substantial Completion)
Commissioning during the acceptance phase shall demonstrate the performance of the systems installed during the construction phase meet the requirements of the Contract Documents. The acceptance phase must occur prior to Substantial Completion. The BECxA shall complete the following:

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<th>Deliverable</th>
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<tbody>
<tr>
<td>Transmit to the Contractors one (1) electronic and two (2) hard copies of Commissioning Documentation to be inserted into the Operation and Maintenance (O&amp;M) Manuals. The intent is to provide a combined O&amp;M and Commissioning Systems Manual for use by the Owner’s personnel in Operations and Existing Building Commissioning activities. A separate Commissioning Systems Manual will not be required. Documentation shall include: a. completed testing forms b. ongoing optimization guidelines and detailed, equipment specific maintenance recommendations. c. updated Design Summary from the design professionals.</td>
<td>Updated documents and copy of transmittal to Owner</td>
</tr>
<tr>
<td>Transmit to the Owner one (1) electronic copy of Commissioning Documentation listed above.</td>
<td>Updated documents</td>
</tr>
</tbody>
</table>

Occupancy / Operations Phase
Commissioning during the Occupancy / Operations Phase is intended to assist the facility operating staff in identifying any defects in the installed equipment or system operation. The BECxA shall complete the following:

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<tr>
<td>Conduct seasonal and/or deferred systems testing.</td>
<td>Completed functional test reports</td>
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</table>
Submit electronic copy of Summary Commissioning Report. Refer to LEED reference manual for required report contents. Report shall not contain material previously submitted, such as meeting minutes, closed issues items, etcetera.

Participate in Lessons Learned meeting.

Schedule and attend warranty walkthrough two (2) months (10 months after Substantial Completion) prior to end of warranty period.

### 3.0 Schedule
Compliance with the Bid Documents dated December 7, 2016 prepared by OPN Architects. If there any discrepancies bid the most stringent and notify the Owner’s Representative.

To review the current documents:
   - Planroom >
   - Select a Plan Room: University of Iowa Plan Room >
   - Log In (Register if do not have User Name / Password
   - Locate Pharmacy project number (0329501)

The project is currently under bid (Bid date: January 26, 2017). The tentative Substantial Completion date for Part A is June 28, 2019, and Part B is July 31, 2020.

### 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 list of anticipated enclosure tests. The proposal shall include the cost of the BECx, or their sub-consultant, to conduct the testing.
8. Provide pricing information in the following format:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Fee Amount</th>
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<tbody>
<tr>
<td>Construction &amp; Acceptance – Part A</td>
<td>$</td>
</tr>
</tbody>
</table>
Construction & Acceptance – Part B | $
Mock Up Testing | $
Enclosure Testing Costs | $
Occupancy Phase | $
Reimbursables (if any) | $

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 website. Note that hard copies of the agreement will not be required with the RFP.

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

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 February 7, 2017.

Submit electronically to:

Kirsta-scranton@uiowa.edu and facilities-dcs@uiowa.edu

Should you have any questions or comments, please contact:

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