REQUEST FOR PROPOSAL

Testing, Adjusting and Balancing Services
College of Pharmacy Building-Construct New Facility
Project #0329501

Addendum #1

Issued: Friday, January 27, 2017

Item #1: Price Information Format

Add line 7. to page 1, letter C. Proposal Requirements:

7. Provide pricing information in the following format:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UIP Lower and Mezzanine Levels</td>
<td>$</td>
</tr>
<tr>
<td>All other Test, Adjust and Balancing scope</td>
<td>$</td>
</tr>
</tbody>
</table>

This project is being bid as two separate contracts to one TAB Agent and will be awarded based on best value for both line items combined.

End of Addendum #1
January 5, 2017

Re: Request for Proposals- Testing, Adjusting, and Balancing Services  
College of Pharmacy – Construction New Facility (UI# 0329501)  
University of Iowa

The University of Iowa, located in Iowa City, Iowa, seeks a qualified firm to provide Testing, Adjusting, and Balancing Professional Services (TAB) in accordance with the contract documents. Qualified Testing, Adjusting, and Balancing firms, hereafter referred to as Consultant, are invited to submit a proposal based on the scope of services described below.

A. Statement of qualifications. It is the Owner’s intent that the Consultant and the key staff members, exhibit the following:

1. Consultant:  
   a. Have a minimum of ten (10) years of related consulting and management experience.  
   b. Be AABC or NEBB accredited.

2. Project Manager:  
   This person shall:  
   a. Have a minimum of five (5) years of related field and management experience  
   b. Be AABC or NEBB accredited.

3. Field Technician:  
   This person shall:  
   a. Have at least five (5) years of related field experience.

B. Proposal Submission

1. Respondents’ proposals are due no later than 2:00 pm on February 15, 2017.  
   Combine all requested materials in a single *.pdf file format.

2. Submit electronically to both of the following:  
   a. facilities-dcs@uiowa.edu  
   b. daniel-cassidy@uiowa.edu

C. Proposal Requirements. The Consultant shall:

1. Provide a written proposal on the University of Iowa Letter of Proposal form found on the University's Facilities Management/Consultants web site at http://www.facilities.uiowa.edu/pdc/consultants/agreement-form.html. Please note that a wet signature is not required as part of this submittal.

2. Provide an organizational chart indicating proposed Project Manager, Field Technician(s) and other team members.

3. Provide resumes for key staff members.
4. Briefly describe each proposed team member’s relevant experience and direct involvement in similar projects.
5. Describe proposed approach to managing this project.

D. Proposal Evaluation and Award
1. The Owner will consider and evaluate the following proposal components:
   a. Consultant experience and qualifications.
   b. Project Manager and Technician qualifications and accreditations.
   c. Key support personnel experience and qualifications.
   d. Project approach.
   e. Consultant 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 Consultant shall be prepared to attend an interview as part of the evaluation process. The Consultant shall bear all costs associated with preparing the RFP and subsequent interviews.
4. Award will be made via the University of Iowa Special Services Agreement located at [http://www.facilities.uiowa.edu/pdc/consultants/agreement-form.html](http://www.facilities.uiowa.edu/pdc/consultants/agreement-form.html)

Should you have questions or comments, please contact:

**Daniel Cassidy**  
Construction Manager  
University of Iowa  
FM - Planning, Design & Construction  
200 University Services Building  
Iowa City, Iowa 52242-1922  
daniel-cassidy@uiowa.edu

**Description of Services**

A. Provide services to perform Testing, Adjusting, and Balancing (TAB) for HVAC Professional Services in accordance with Bid Documents, including Specification Sections listed, but not limited to:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 74 13</td>
<td>Project Requirements</td>
</tr>
<tr>
<td>01 91 13</td>
<td>General Commissioning Requirements</td>
</tr>
<tr>
<td>23 05 93</td>
<td>Testing, Adjusting, and Balancing for HVAC</td>
</tr>
<tr>
<td>23 09 00</td>
<td>Controls (Base Bid)</td>
</tr>
<tr>
<td>23 09 00.01</td>
<td>Building Management System Controls (Alternate #1)</td>
</tr>
</tbody>
</table>

B. Additional services to be provided are:
   1. It is the TAB agency’s responsibility to post all changes, RFI, ITC, etc. that affect this scope of work to the contract documents. Keep a posted set at all times for
use by field and office staff. These documents will be distributed electronically via Build UI.

   a. A minimum of 10% of all fume hoods installed in the 0329501 project will be tested with the full battery of tests prescribed in the latest ASHRAE 110 standard.
   b. Tracer gas shall be provided by the Consultant. Nitrous Oxide (N\textsubscript{2}O) is an acceptable substitute for Sulfur Hexafluoride (SF\textsubscript{6}) as a tracer gas.
   c. The balancing contractor shall perform and document the Face Velocity tests on all fume hoods.

3. Stairwell Pressurization Testing
   a. The TAB Agency will provide a section in the final balancing report specifically related to stairwell pressurization and smoke evacuation system performance.

4. The Consultant should expect to perform final air and hydronic system balancing on the UIP Lower and Mezzanine levels earlier than the rest of the facility. The UIP Production space must be made ready ahead of the building Substantial Completion in order for the production space to be certified for use by the regulatory agencies having jurisdiction.
   a. The Consultant should plan on balancing the UIP Production area sometime during November – December 2018.
   b. All daily field reports, observation of system deficiencies and final balancing reports should clearly delineate the UIP production space separate from the rest of the facility.

C. Work not included: None

D. For intent of this submittal, it is estimated that work under this project will be performed six (6) days per week, Monday through Saturday.

E. E. Attendance at progress and commissioning meetings will be required.

F. The Consultant shall actively participate as a critical member of the commissioning team. That team will be led by the Owner’s Commissioning Agent. Attendance of up to twenty-four (24) commissioning meetings will be required.

G. The Consultant shall actively participate in the contractor’s schedule meeting to provide schedule activities and durations for its scope of work to be included in the Constructor’s milestone schedule. Consultant shall coordinate services so as not to impede the Constructor’s milestone schedule.

H. Any deficiencies noted during testing and inspections shall be verbally reported to the Constructor’s appointed representative before leaving the site. Document all deficiencies in the Consultant’s daily report(s).

I. Consultants shall provide their own ladders, lifts, equipment, and personal protective equipment (PPE) as required for safe work. Consultants will provide their own electronic devices and software for accessing the Building Automation System.
J. Support off-season testing of systems that require return trips after the building is initially commissioned.

K. Within 90 days of completing TAB, perform additional testing, adjusting, and balancing to verify that balanced conditions are being maintained throughout and to correct unusual conditions.

L. The Consultant shall use Submittal Exchange to access submittals and deposit daily field logs, observation and final balancing reports for this project.

M. The University will provide an on-line, secure project communications web site for use by the Owner’s Representative, Design Professional and Contractor as the major method of communicating and storing contract change document information. This web site will be used to communicate request for information (RFI), and instructions to contractor (ITC).

N. Conflicting Requirements:
   1. If compliance with two or more standards is specified and standards establish different of conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement; refer uncertainties and requirements that are different, but apparently equal, to Owner’s Representative for a decision before proceeding.
   2. Minimum quantity or quality levels: Quantity or quality level shown or specified shall be minimum provided or performed; actual installation may comply exactly with minimum quantity or quality specified or it may exceed minimum or maximum, as appropriate, for context of requirements.

O. Limits of authority:
   1. The Consultant may not waive or alter Contract requirements or approve or accept any portion of Work unless specifically authorized by Owner or Design Professional.

Listing of Deliverables

A. Documentation: Submit the following reports to the Owner, Design Professional, Commissioning Agent, and Constructor.
   1. Written Testing, Adjusting and Balancing Plan coordinated to support job progress via joint review and periodic update with the Commissioning Team.
   2. Current calibration certificates for all equipment used to perform work.
   3. Copy of daily field report(s) documenting the work progress and location and description of any deficiencies or issues encountered while performing work.
   4. Deficiency log maintained and updated weekly to allow for tracking of open deficiency items.
   5. Draft TAB report for DP review (electronic copy)
   6. Final TAB Report (3 hard copies and electronic copy)

Listing of Project Information

A. Project Description
1. The new Pharmacy building will be located directly on the site of the existing Quadrangle Residence Hall. The original (north tower) building will be razed and the existing 1996 south addition (south tower) will include deferred maintenance of up to $1.1 million as a part of this project. The new building will contain wet and dry laboratory, faculty, staff and departmental offices, classroom and communal spaces as well as three alternates; fit out of UIP sterile manufacturing area, expansion of the basement and additional window replacement in the south tower.

UIP equipment will be furnished and installed by the equipment manufacturer (0329502) with coordination and provision for rigging and equipment utility connections from the 0329501 contractor.

B. Project Construction Budget
   1. $64,670,111.00

C. Design Firm
   1. OPN Architects

D. Documents
   2. To review the current documents, please send an e-mail request to:
      a. facilities@dcs@uiowa.edu
      b. The e-mail must include the subject line: 0329501 – CoP TAB RFP document review request

E. Schedule:
   1. The project is currently under bid. The tentative Substantial Completion date for Part A is June 28, 2019, and Part B is July 31, 2020.