June 13, 2013

Re: Request for Proposals- Design Phase Commissioning Services
Hawkeye Tennis and Recreation Complex – Indoor Turf Addition
No.: 0385101
University of Iowa

The University of Iowa, located in Iowa City, Iowa, intends to retain the services of a qualified Design Professional to provide Design Phase Commissioning (Cx) Services for the above design-build project. The successful firm shall have experience with the design-build delivery process. Construction and Operation/Occupancy Phase services will be requested once the final systems and equipment have been selected. Qualified Commissioning Agents (CxA) are invited to submit a proposal based on the scope of services described below.

1.0 Background

This project will design and construct (design-build bridging delivery method) an indoor turf addition onto the existing Hawkeye Tennis and Recreation Complex.

This project will construct a multi-use facility for marching band, recreation services and athletics. The location is the west campus recreation area. Selected delivery method is design-build. A design-build bridging consultant will be retained to provide the design-build documents. The building will include an indoor turf area with approximate dimensions of 200’ x 400’, large enough to accommodate a regulation football field with end zones and a 20’ wide border.

Offices for each user group, classroom, lobby and concession area, storage areas and rest rooms will also be included in the project. An outdoor football/soccer, band practice field will also be included.

Additionally, a new outdoor field will be available for practice and is adjacent to the new indoor turf area. Band practice will also be available within the new turf building as needed. The indoor turf area will be joint use and will provide Athletics and Recreational Services additional space for use by their programs.

The project will be seeking LEED Silver.

Design-Build Budget: $11,850,000

2.0 Scope of Work

The primary role of the successful Design Professional is to develop and coordinate the Design Phase execution of a quality assurance plan in accordance with the Owner’s Project Requirement Manual.
The Design Professional is to include MEPT and Building Envelope Commissioning Services in this proposal. Refer to ASHRAE Guideline 0-2005 and NIBS Guideline 3-3012 for acceptable standard of care.

**Systems to be Commissioned and Sampling Rate**

A. GENERAL: The list below is intended to provide a guide for determining the types of systems and equipment to be commissioned. The final commissioning schedule will be determined by the University based on the selected systems and equipment.

B. MECHANICAL SYSTEMS
   1. Air Distribution Systems, including major equipment and terminal units, and associated controls and dampers. Conduct 100% check of major equipment (AHUs, DOAU, Heat Recovery Units, Heat Pumps, etc.) and 25% or Ten (10) units, whichever is greater, of like terminal units.
   2. Exhaust Systems, including equipment and dampers. Conduct check of 25% or One (1) unit, whichever is greater, of like systems.
   3. Humidity Control System. Conduct 100% check of central equipment.
   4. Hydronic Equipment (pumps, exchangers, boilers, chillers, condensers, well fields, etc.) and associated controls and metering. Conduct 100% check of plant equipment, controls, and interlocks.
   5. Full integration with existing systems.

C. ELECTRICAL SYSTEMS
   1. Emergency Power Systems (Generator, ATS, UPS, etc.) and associated controls, distribution, and metering. Conduct 100% check of equipment, controls, and interlocks.
   2. Power Metering and Reporting Systems. Conduct 100% check of reporting points. (If required for LEED Certification)
   3. Lighting Controls. Conduct 100% check of Field Lighting Control System. Conduct 100% check of central equipment and 25% or Three (3), whichever is greater, of like room systems.
   4. Full integration with existing systems.

D. PLUMBING SYSTEMS
   1. Pumps (booster, sump, ejector, etc.) and associated controls.
   2. Full integration with existing systems.

E. BUILDING ENVELOPE SYSTEMS
   1. Below Grade Waterproofing Systems and/or Groundwater Mitigation Systems. Conduct one (1) test at each similar application, adhesion, attachment, penetration, (etc.), condition. Identify and test per applicable ASTM Standard.
   2. Windows. Conduct air/moisture leakage testing as coordinated and approved by UI CM. Test a minimum of three windows per compass elevation. Identify and test per applicable ASTM Standard.
   3. Roof Systems. Conduct air/moisture leakage testing as coordinated and approved by UI CM. Conduct one (1) test at each similar application, adhesion, attachment, wall attachment, penetration, (etc.), condition.

F. BUILDING CONTROLS
   1. Conduct a 25% sample of like terminal equipment, including analog sensor calibration, point-to-point and mapping to workstation graphics, proper control of operating sequences and alarm management functions.
   2. Conduct a 100% check of major equipment and monitoring points, including analog sensor calibration, point-to-point and mapping to workstation graphics, proper control of operating sequences and alarm management functions.
   3. Conduct a 100% check of each unique system or equipment control sequence.
   4. Control Points: Verify that the control system was checked and that it is commanding, reporting and controlling as specified in the construction documents. Verification must include verification of each control point.
5. Sensors: Verify that all sensors have been calibrated so that the value reported in the control system represents the actual local value.
6. Actuators: Visually verify that all actuators have been adjusted to fully close and open dampers and valves.
7. Verify all graphic control screens are provided as required and accurately depict the equipment, system and associated floor plans. Verify proper operation of links between graphic screens.
8. Utilizing setpoint override and adjustment at the Operator Work Station (OWS), verify the remaining 75% of like terminal equipment performs as required.
9. Review trend information of all major control setpoints to ensure stable and accurate control.

G. SYSTEMS TO BE COMMISSIONED BY UI PERSONNEL
1. The Design-Builder shall provide assistance and participate in the commissioning of the following systems:
   a) Access Controls
   b) Fire Protection and Fire Alarm

Design Phase

Commissioning during the Design Phase is intended to ensure that the Owner’s Project Requirements are documented and captured within the Construction Documents. The CxA shall complete the following:

1. Coordinate with the UI Project Manager and supervise the commissioning process during design.
2. Perform a quality control design review of the design–build documents, focusing on the types of equipment and systems listed above. Refer to ASHRAE Guideline 0-2005, Annex N and addendum, for expected standard of care. Include the following, as applicable:
   a. Opportunities for making the building easier to commission;
   b. Opportunities for making building Operations and Maintenance (O&M) easier (ie: Equipment Accessibility, System Control, etc.);
   c. Opportunities for decreasing utility usage and/or increasing indoor environmental quality;
   d. Constructability of proposed systems.
   e. Moisture and thermal integrity of building envelope systems.
   f. Verify compliance with OPR;
   g. Reviews should be completed at the following benchmarks:
      i. 50% Design-Build Documents;
      ii. 95% Design-Build Documents;
      iii. 100% Design-Build Documents.
3. Review Basis of Design (or Design Build equivalent) document. Perform a back-check of each subsequent design submittal to verify the agreed upon commissioning related corrections were implemented.
4. Track all comments in a Commissioning Issues Log. The log must be sufficiently detailed so as to provide clarity and point of future reference for the comment.
5. Conduct a Design Phase Commissioning Kickoff Meeting.
6. Conduct Design Phase Cx Coordination Meetings as required by the University (minimum of three (3) meetings).
7. Identify Commissioning activities to be integrated in to the initial project schedule.

3.0 Schedule
To review the Owner’s Project Requirements Manual, please send an e-mail request to: emily-s-smith@uiowa.edu

The e-mail must include the subject line: 0385101 HTRC Commissioning Services

The final project schedule will be established upon award of the Design-Build Contract. The project anticipates the following schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Design-Build Award</td>
<td>July 2013</td>
</tr>
<tr>
<td>50% Construction Document Review Meetings</td>
<td>September 2013</td>
</tr>
<tr>
<td>95% Construction Document Review Meetings</td>
<td>November 2013</td>
</tr>
<tr>
<td>Begin On-Site Construction</td>
<td>September 2013</td>
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<tr>
<td>Substantial Completion</td>
<td>12-14 Months from Award</td>
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5.0 Statement of Qualifications

It is the Owner’s intent that the person designated as the commissioning authority (CxA), and the key staff members, exhibit the following:

1. Acted as the principal commissioning authority for at least five projects. Preference will be given to firms with design-build delivery experience.
2. A bachelor’s degree in Engineering is strongly preferred, and P.E. license is desired. Other technical training, past commissioning, and field experience will also be considered.
3. Hold ASHRAE CPMP Certification, NEBB BSC Accreditation, or BCxA CCP Certification.
4. Exhibit extensive experience in the operation and troubleshooting of HVAC systems and energy management control systems.
5. Exhibit extensive field experience. A minimum of five full years in this type of work is required.
6. Exhibit extensive knowledge in testing and balancing of both air and water systems. NEBB, AABC or TABB certification preferred.
7. Exhibit experience in energy-efficient equipment design and optimization.
8. Exhibit direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
9. Exhibit excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.

6.0 Proposal Requirements

The Proposer shall:

Provide a written proposal on the University of Iowa Letter of Proposal form found on the University’s Facilities Management/Consultants web site.

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

1. List the individual who will be the CxA.
2. Provide an organization chart for the proposed project team.
3. Provide resumes for key staff members. The resumes shall include specific information about their expertise. Briefly describe relevant experience of each party’s involvement in design-build project delivery.
4. Describe proposed approach to managing the project.
5. Limit submittal to twenty (20) pages.
7.0 Proposal Evaluation and Award

1. The Owner will consider and evaluate the following proposal components:
   a. Design Professional experience and qualifications, with an emphasis on design-build delivery.
   b. CxA qualifications.
   c. Other key 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 (noon) CDT on June 27, 2013 and are to be submitted in a single *.pdf file format to the e-mail addresses listed below.

Please submit all RFP questions via email.

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