May 14, 2015

Re: Request for Proposals - Building Enclosure Commissioning Services
Seamans Center for the Engineering Arts and Sciences – South Annex Addition
UI# 0452001
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 will include Design, Construction/Acceptance, and Occupancy/Operations Phase commissioning services.

1.0 Background

Construct building addition connected on the south side of the Seamans Center to include fluids teaching and research labs, engineering design studio, expanded student study/collaboration space, relocated student academic support and tutoring suite, relocated and expanded admissions suite, CCAD and IIHR departmental and faculty offices, two general assignment classrooms (128 & 96 cap.), multiple meeting rooms and dry laboratories and associated office and graduate student support space.

Project is seeking LEED v2009 certification.

The Owner’s Project Requirements consists of the 2015 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:

1. Coordinate with the Owner’s Representative and oversee the building enclosure commissioning process during design.
2. A stand-alone Commissioning Plan is not required for this project. BECx responsibilities, procedures, and deliverables are to be included in the Building Enclosure Commissioning Specifications.
3. Perform a quality control design review of the Design Documents, focusing on the continuity, constructability, and sequencing of Control Barriers. Refer to NIBS Guideline 3-2012 for expected standard of care. Include the following, as applicable:
   a. Verification of Air Barrier design per ASHRAE 90.1-2010 §5.4.3.
   b. Verification of compliance with applicable University of Iowa Design Standards and Procedures.
   c. Recommendations for inclusion into individual technical specification sections.
   d. Recommendations for mockup(s) of specific materials, systems and assemblies.
   e. Opportunities for improving the quality and effectiveness of the building enclosure, with an emphasis on the interface between adjacent materials, systems and assemblies.
   f. Opportunities for improving operations and maintenance of the building enclosure systems.
   g. Opportunities for decreasing utility usage and/or increasing indoor environmental quality.
   h. Reviews shall be completed at the following benchmarks:
      i. 50% Construction Documents
      ii. Final Construction Documents
4. Submit review comments on the form provided by the Owner’s Representative. Perform a back-check of each subsequent design submittal to verify the agreed upon commissioning related corrections were implemented.
5. Participate in the following design review meetings:
   i. 50% Construction Documents
   ii. Final Construction Documents
6. Provide Building Enclosure Commissioning Specification. The specification is in lieu of a stand-alone BECx Commissioning Plan. The commissioning specifications shall be transmitted to the Design Professional in electronic form and shall include:
   a. Roles, responsibilities, and deliverables for the complete execution of the building enclosure commissioning program.
b. List of materials, systems and assemblies being commissioned
c. Cross references to applicable and related specification sections
d. Pre-installation meeting requirements
e. Acceptance testing criteria, including testing agent requirements
f. Deferred testing requirements
7. Provide 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.
8. Provide sample Construction Checklists for issue with Bid Documents.
9. Identify Commissioning activities for inclusion into the project schedule.

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:

1. Conduct a kick-off meeting with the Contractor, including installation subcontractors, to discuss Building Enclosure Commissioning scope, plan, coordination and schedule. Prepare and distribute meeting minutes.
2. Coordinate the Commissioning work with Owner's Representative and Contractors to ensure that Commissioning activities are included in the master construction schedule. As a minimum, identify the following:
a. Commissioning Team Meetings
b. Start and completion of each project phase
c. Owner training Section 01 78 23 - Operating and Maintenance Manual
d. Substantial completion
e. Warranty start dates
f. Warranty walkthrough date (two (2) months prior to end of warranty)
3. 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.
4. Develop project specific Construction Checklists. Incorporate manufacturer requirements into the Construction Checklists. Provide Checklists to contractors within two weeks after product submittal approval.
5. Update project Testing Matrix. Provide copies of the specific ASTM testing protocols to Owner. Review Contractor's site-specific testing agent(s) and plan.
6. Review construction and performance testing of mockup(s). The BECxA is not required to witness mockup testing performed outside of the Iowa City area.
7. Conduct pre-installation meetings for materials, systems and assemblies, as identified in the construction documents. Meetings to include review of testing requirements.
8. Perform site visits as needed, but at least monthly, during construction to observe component and system installations. Attend planning and 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.

9. In conjunction with required site visits, conduct on-site BECx meetings to review progress, coordination, and issues resolution. Prepare and distribute meeting minutes.

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

11. Review Request for Information (RFI), Instruction to Contractor (ITC); and Change Orders for impact on building enclosure commissioning and the Owner Project Requirements.

12. 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. Provide digital images of non-compliant conditions. BECxA shall update and issue the Issues Log within two (2) days following a site visit and two (2) days prior to BECx meeting.

13. Verify Owner training schedule and format. Refer to ASHRAE Guideline 0-2013 for expected standard of care.


15. Submit electronic/hard copy of Commissioning Process Progress Report at Substantial Completion. Report to include, at a minimum, the following:
   a. List of incomplete commissioning milestones with anticipated completion dates. Include seasonal and/or deferred testing milestones.
   b. List of systems successfully commissioned to date. List shall not include systems or equipment with outstanding issues.
   c. Updated Commissioning Issues Log. Include anticipated resolution date for open items.
   d. Recommendations for continuous commissioning activities.


17. Transmit to the Contractors one (1) electronic and three (3) hard copies of Building Enclosure Commissioning Documentation to be inserted into the Operation and Maintenance (O&M) Manuals.
   e. The intent of this requirement is to provide a combined O&M and Commissioning Systems Manual for use by the Owner's personnel for Operations and Existing Building Commissioning activities. A separate Commissioning Systems Manual will not be required.
   f. Coordinate format and organization of O&M Manuals with Contractor. Like systems are to be submitted together under a single binder tab or heading. Refer to University of Iowa standard Specification Section 01 78 23 OPERATION AND MAINTENANCE MANUAL.
   g. Commissioning Documentation for a given Control Barrier shall include, as applicable:
      i. Executive summary of system and major components.
      ii. Completed functional test report(s)
      iii. Table of ongoing of detailed, system specific maintenance recommendations. Include recommended maintenance and observation frequency.
18. Transmit to the Owner one (1) electronic copy of Commissioning Documentation listed above.

**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:

1. Schedule and attend seasonal and/or deferred testing of Control Barrier systems. Submit reports to Owner for inclusion into O&M Manuals.
2. Schedule and attend warranty walkthrough two (2) months prior to end of warranty period.

**Systems to be Commissioned and Sampling Rate**

1. Quality control review and observation areas of emphasis:
   a. General:
      i. Transitions between systems
      ii. Transitions in elevations
      iii. Changes in direction, corners
   b. General Systems: Continuity of system, protection from physical damage:
      i. Air barrier:
      ii. Thermal barrier:
      iii. Vapor barrier:
      iv. Moisture barrier:
   c. Specific Architectural Systems:
      i. Connection to existing building
      ii. Roof systems
      iii. Flashing, trim
      iv. Exterior walls
      v. Windows and glazing
      vi. Doors
      vii. Louvers
      viii. Sealants and expansion joints
      ix. Control joints
      x. Curtain walls, window walls, storefronts
      xi. Plaza deck and terraces over occupied spaces
      xii. Below grade waterproofing
      xiii. Slab on grade floors

2. Minimum Testing
   a. Conduct one (1) test at each similar application, adhesion, attachment, penetration, (etc.), condition.
      i. Below Grade Waterproofing Systems, Groundwater Mitigation Systems.
      ii. Above Grade Waterproofing Systems
      iii. Material Adhesion
   b. Conduct air/moisture leakage testing as coordinated and approved by UI CM. Test a minimum of One (1) fenestrations per compass elevation at each of 10%, 50%, and 90% construction completion.
3.0 Schedule

The project is currently in the DD Document phase.

To review the current documents, please send an e-mail request to:

facilities-dcs@uiowa.edu

The e-mail must include the subject line:

0452001 Seamans Center – South Annex Addition BECx Commissioning

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

- 50% Construction Document Review Meetings: June 2015
- Final Construction Document Review Meetings: September 2015
- Begin On-Site Construction: March 2016
- Substantial Completion: June 2018

5.0 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.

6.0 Proposal Requirements

The proposal shall:

1. List the individual who will be the BECxA.
2. Provide an organization chart indicating proposed project team.
3. Identify third party sub-consultants or testing agencies.
4. Describe your 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 three (3) project references and contact information.
8. Be limited to twenty (20) single sided pages. Total page count includes Letter of Proposal, resumes, cover, table of contents, and all supporting materials.
7.0 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.

4. 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.

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

Respondents’ proposals are due no later than 12:00 pm (Noon) CDT on Thursday, May 28, 2015. Combine all requested materials in a single *.pdf file format.

Submit electronically to:

jennifer-l-hoffman@uiowa.edu and robert-tandy@uiowa.edu

Should you have any questions or comments, please contact:

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