Re: Request for Proposals- Testing, Adjusting, and Balancing Services
Hardin Library for Health Sciences – Upgrade Building Systems (UI# 0498601)
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 ABBC, NEBB, or TABB accredited.

2. Project Manager: This person shall:
   a. Have a minimum of five (5) years of related field and management experience
   b. Be ABBC, NEBB, or TABB 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 (CDT) on Monday, April 20, 2015. Combine all requested materials in a single *.pdf file format.
2. Submit electronically to both of the following:
   a. facilities-dcs@uiowa.edu
   b. erin-marsh@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:

**Erin Marsh**
Construction Manager
University of Iowa
FM - Planning, Design & Construction
200 University Services Building
Iowa City, Iowa 52242-1922
erin-marsh@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:

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<tr>
<th>Section</th>
<th>Description</th>
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<tr>
<td>01 91 13</td>
<td>General Commissioning Requirements</td>
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<tr>
<td>23 05 93</td>
<td>Testing, Adjusting, and Balancing for HVAC</td>
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B. The Consultant shall provide schedule activities and durations for its scope of work to be included in the Constructor’s master schedule. Consultant shall coordinate services so as not to impede the Constructor’s master schedule.

C. The Consultant shall actively participate as a critical member of the commissioning team. That team will be led by the Owner’s Commissioning Agent.
D. 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).

E. Consultants shall provide their own ladders, lifts, equipment, and personal protective equipment (PPE) as required for safe work.

F. Support off-season testing of systems that require return trips after the building is initially commissioned.

G. 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.

H. Attendance at bi-weekly progress meetings and a Commissioning kick-off meeting will be required upon Owner’s request.

I. The Consultant shall request electronic copies of submittals for this project.

J. 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).

K. 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.

L. 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. Final TAB Report

**Listing of Project Information**

A. Project Description
   1. This project upgrades Hardin Library for Health Sciences building HVAC and lighting systems. The project implements Energy Conservation Measures and Facility Improvement Measures as identified in the final report from the Hardin Library for Health Sciences - Retro-commissioning Study, dated 04/02/14. Energy Conservation Measures include 1) removing hydronic bypass piping, 2) replacing steam traps, 3) upgrading 2nd floor lighting, 4) adding occupancy sensor on 2nd floor and 5) reprogramming the Building Automation System to implement energy saving strategies. Facility Improvement Measures include 1) updating building pressure controls and 2) adding condensate meter.

B. Project Construction Budget
   1. $369,000.00

C. Design Firm
   1. Sebesta, Inc.

D. Documents
   1. Bid documents dated 01/12/2014
   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: RFP: 0498601-Hardin Library for Health Sciences-Upgrade Building Systems

E. Schedule:
   1. The project has been awarded to Prime Mechanical, Inc. The tentative Substantial Completion date is 08/12/2015.