

PROJECT FACT SHEET
PROFESSIONAL SERVICES – BUILDING SYSTEMS COMMISSIONING

The University of Central Florida has a need for several firms to provide building systems commissioning (Cx) professional services for new construction, expansion, renovation, utility operations, maintenance, improvement and controls implementation projects costing less than \$4,000,000, or studies for which the fee for professional services is less than \$500,000.

The University of Central Florida wishes to enter into an open-ended contract with multiple companies for a period of one year, with an option to renew for four additional one-year periods. The University has the right to amend the terms of the contract at each annual renewal.

All firms applying must be licensed as Engineers in the State of Florida by the Florida Department of Business and Professional Regulation at the time of application and, if a Corporation, registered to operate in the State of Florida by the Department of State, Division of Corporations. All firms applying must also be a certified commissioning authority (ACG), employ certified building commissioning professionals (ASHRAE) and / or provide other commissioning certification as approved by the University at the time of application.

All projects will require the commissioning documentation to be provided through a cloud-based, easily accessible, updateable and real-time software platform specifically designed to assist personnel in the design and construction fields.

Typical services may include:

- LEED Fundamental Commissioning
- LEED Enhanced Commissioning
- Electrical Systems Commissioning
- HVAC Systems Commissioning
- Building Envelope Commissioning
- Plumbing Systems Commissioning
- Building Automation Systems Commissioning
- Retro-Commissioning
- Re-Commissioning
- Continuous Commissioning
- District Energy Systems (Electrical & Thermal) Commissioning

- Renewable Systems Commissioning
- Utility Infrastructure Commissioning
- Building Systems Troubleshooting
- Facility Assessment
- Indoor Air Quality Investigations
- Energy Audits
- ASHRAE Building Energy Quotient (BEQ) Benchmarking

These projects will take place in research, academic, office, public assembly, stadium, and industrial utility generation environments, often requiring commissioning activities to take place during weekends, after hours, or through multiple shifts to minimize impact to the campus operations.

Projects being implemented may border or be within occupied areas, and projects will in many cases need to be phased to allow partial occupancy during construction. ALL projects will need to ensure the safety of students, faculty, and staff. Projects may be located on University of Central Florida or UCF-affiliated properties.

NOTE: The Selection Committee may reject all proposals and stop the selection process at any time. The University also reserves the right to cancel the project at any time.

INSTRUCTIONS:

Carefully review the Contract posted with this advertisement at <https://www.fp.ucf.edu/resources/contract-documents/>. Submitting a proposal for this project constitutes complete agreement with, and acceptance of, the terms and conditions contained within these documents. **NO changes will be accepted.**

Professionals desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/74529>, comprising:

- A. a letter of interest;
- B. a copy of the Firm's or commissioning agent(s) current Professional Registration Certificates from the appropriate governing board. An applicant must be properly registered at the time of application to practice its profession in the State of Florida. If the applicant is a corporation, it must be chartered by the Florida Department of State to operate in Florida.
- C. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
- D. a completed Professional Qualifications Supplement (PQS); and

E. narratives to address items listed in the Selection Criteria, as listed below.

Please note that only ONE (1) file can be uploaded for the entire project submission.

Pages must be numbered consecutively. Proposals must not exceed 40 pages (excluding Front/Back Cover and Tabs). Points will be deducted for proposals exceeding the 40-page limit.

Detailed submissions instructions can be downloaded from the link shown above.

Applications that do not comply with all instructions may be disqualified.

Application materials will not be returned.

No oral communications shall be binding as a change to the Advertisement or Project Fact Sheet. Interpretation of the wording of this Project Fact Sheet shall be solely that of UCF and that interpretation shall be final. UCF may respond to questions deemed by the University to be material in nature.

It shall remain the responsibility of the firms participating in this solicitation to check the website regarding any addendums and Notice of Change.

The plans and specifications for the Florida Board of Education projects are subject to reuse, in accordance with the provisions of Section 287.055, Florida Statutes.

As required by University of Central Florida Regulation 7.102.22, a contractor may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past thirty-six (36) months. The selected contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or contractor in excess of \$15,000.00 in connection with this project for a period of thirty-six (36) months from the date of their being placed on the convicted vendor list.

SELECTION CRITERIA

Proposals are to be organized using numerical divisions shown below. Firms will be evaluated on the following:

1. Information provided on the Professional Qualifications Supplement (PQS).
2. **Past Performance.** Provide information on five (5) projects, including those on college campuses, that are similar in size, complexity, and scope to what may be performed under this contract with UCF. All commissioning shall generally follow the processes outlined in the AABC Commissioning Group (ACG) Commissioning Guideline and ASHRAE Standard 202, Commissioning Process for Buildings and Systems. Clearly articulate within each of the 5 projects information regarding:
 - a) similarity in size and complexity;
 - b) similarity in function;

- c) initially scheduled project completion dates and actual project completion dates;
- d) original budget and final budget;
- e) owner's contact information;
- f) date commissioning completed;
- g) names of proposed team members who worked on each project and roles that the proposed team members played; and
- h) two images of project.

3. Ability to Take on Additional Work.

- a) Describe your current workload and staffing.
- b) Describe how you will handle multiple current projects.

4. Experience and Ability. Describe your firm's experience and ability:

- a) working with Florida energy and building codes, LEED v4.1 (Campus, BD&C, O&M and O&M Recertification), ASHRAE 189.1, 62.1 and 90.1;
- b) developing operational and systems manuals
- c) energy modeling
- d) with hydraulic modeling
- e) with Arch flash coordination
- f) administering projects as the CxA using either the AABC Commissioning Group (ACG) Commissioning Guideline or the ASHRAE Standard 202, Commissioning Process for Buildings and Systems
- g) working with public, higher education clients.

5. Personnel. Provide bios for the project.

- a) executive/principal
- b) senior commissioning agent
- c) CxA/project manager
- d) CxA/assistant
- e) CxA/specialist
- f) field engineers
- g) field technicians
- h) mechanics; and
- i) any consultants, and any other personnel that you believe are critical to the success of the work to be performed. Firm's engineers should be licensed in the state of Florida.

6. References. Provide contact information for professional references for five (5) direct clients.

7. Location. Provide the address of your main office and any regional/local offices you have. Provide details of what services and personnel you have at each location.

8. Safety and Security. Describe your policies, planning, and practices related to safety and

security. **Note:** Criminal background checks, and E-verification must be provided by the continuing service professional for all employees and consultants. Picture ID cards will be worn at all times workers are on the job.

9. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control. Describe all procedures that you have in place to ensure that the commissioning process is fully documented, scheduled and meets all UCF requirements. Describe your approach for resolving project issues caused by lack of adequate scope detail, design errors, or design omissions.

10. **SDVOSB and MWBE.** Describe how your firm employs and uses Service Disabled Veteran-Owned Small Business (SDVOSB) and Minority and Women-Owned Business Enterprise (MWBE) and whether your firm is certified and by what agency.

11. Conflict Avoidance and Resolution.

- a) Describe your firm's practices to avoid and resolve conflict.
- b) Describe three (3) occasions when conflict occurred on a project related to your project scope or services, how the issue was resolved, if you took financial accountability for the issue, and what policies/procedures you put in place.

12. Job-Specific Questions

- a) Describe your firm's approach to working in higher-education commissioning technical and complex, high-performance buildings.
- b) Describe your firm's top (3) challenges when commissioning high-performance, energy efficient buildings.
- c) Describe how you support clients on hot-swap or emergent projects where the building cannot be shut down, and has other imposed stakeholder constraints (budget, schedule, scope, etc.).
- d) Provide three examples where either the AABC Commissioning Group (ACG) Commissioning Guideline or the ASHRAE Standard 202, Commissioning Process for Buildings and Systems commissioning process was not followed and/or where activities did not go as intended on a project:
 - a. How did your firm overcome the issues? (approach, strategy, education, etc.
 - b. What were your lessons learned?
 - c. What was the final outcome? (describe impacts to project.)

GENERAL INFORMATION

1. All applicants will be notified of the results of the short-listing in writing. Finalists will be informed of interview dates and times, and finalists will be provided with additional information, if applicable.
2. The Selection Committee will make a recommendation to the University President. All finalists will be notified in writing of the President's action. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.

EXHIBIT A
PROFESSIONAL SERVICES – BUILDING SYSTEMS COMMISSIONING

Typical Building Commissioning Services:

- Develop Owner Project Requirements (OPR).
- Participate in design workshops and/or coordination meetings.
- Define the commissioning scope, schedule and budget.
- Review the Basis of Design (BoD), energy models, life cycle cost analyses (LCCA), and measurement and verification (M&V) plans.
- Provide mechanical, electrical, plumbing (MEP) and building envelope design reviews of systems to be commissioned.
- Write and submit to A/E commissioning specifications.
- Review or define requirements for University O&M personnel and end users training.
- Develop and implement Commissioning Plan.
- Review questions from bidders and provide written responses.
- Incorporate commissioning activities in the overall construction schedules.
- Review submittals and provide written comments.
- Attend jobsite meetings.
- Lead and direct commissioning activities.
- Review RFIs and provide written comments.
- Perform site visits and provide field reports.
- Prepare and write project-specific equipment checklists and functional performance tests.
- Review start-up reports and all other reports applicable to the systems to be commissioned.
- Review the Testing, Adjusting and Balancing (TAB) plan and report.
- Confirm functional test readiness.
- Coordinate, execute and document functional testing.
- Maintain a commissioning issues log.

- Review contractor as-built documents, warranties and O&M manuals.
- Provide a preliminary commissioning report.
- Provide letters of approval per UCF Standards for Substantial and Final Completions.
- Verify training of the University O&M personnel and end users.
- Provide a system manual.
- Perform off-season or deferred functional testing.
- Develop and begin implementation of the Ongoing Commissioning Program.
- Reinspect/review performance before end of warranty period.
- Complete final commissioning report.

ALL services rendered will need to ensure the safety of students, faculty, staff, and others. Projects may be located on the University of Central Florida main campus or branch campuses.

Employees working on UCF campuses must wear a uniform shirt from your company and have a picture ID affixed on the front of the shirt.

When an individual Project arises, the professional will be provided a detailed description of the Project scope and asked to provide to the designated UCF Project Manager a cost proposal for completing the work. The cost of the work will include all costs related to completing the work. Upon approval of the cost, the UCF Project Manager will submit a requisition to the University Purchasing Division, which, in turn, will issue a Purchase Order for the work. Professionals cannot start work on Projects until a Purchase Order or Notice to Proceed is issued.