



SCOPE OF SERVICES

Solicitation Number: CLMP140

Project Name: 2014 Building Commissioning Services Rotation List

PROJECT FOR:

CITY OF AUSTIN, VARIOUS OTHER DEPARTMENTS, THROUGH ITS CONTRACT MANAGEMENT DEPARTMENT

PROJECT TITLE:

2014 BUILDING COMMISSIONING SERVICES ROTATION LIST

OBJECTIVES OF THE PROJECT:

The objective of the 2014 Building Commissioning (Cx) Services Rotation List (RL) shall be to contract with up to three (3) firms to assist the City of Austin (City) personnel to provide quality assurance for building systems through Building Cx procedures conducted by the best qualified consulting services available.

BACKGROUND:

The City currently requires Cx of Energy systems for its buildings including, but not limited to, U.S. Green Building Council's Leadership in Energy and Environmental Design LEED[®] certified projects. Cx Services have been provided through the Mechanical Electrical and Plumbing (M.E.P) RL service agreements. It has been a goal for the City to establish a separate Building Cx Services rotation list because of its specialization.

ANTICIPATED SERVICES:

The anticipated services will generally follow the LEED[®] requirements for Fundamental and Enhanced Cx of Building Energy Systems. Building Energy Systems include: heating, ventilating, air conditioning and refrigeration (HVAC and R) systems (mechanical and passive) and thermal controls, building automation systems, lighting and day-lighting controls, domestic water systems, reclaimed/reuse water, building envelopes and renewable energy systems. Tasks and responsibilities will be defined with reference to the American Society of Heating, Refrigeration and Air-conditioning Engineers, Inc. (ASHRAE) Guideline 0. The following are a few examples of typical building Cx service tasks that may be required of the selected firms:

1. Assist the City in compiling the "Owner's Project Requirements" (OPR) document that reflect the actual needs of the City, the users, occupants, service and operating units.
2. Review and provide recommendations to the City of comparisons between OPR and Designer's "Basis of Design" (BoD) documents.

3. Collaborate with City staff to establish standards for systems to achieve goals for energy efficiency while avoiding over-complication of operations and maintenance.
4. Review and provide recommendations to the City of the design and construction documents for the project compared against the OPR and BoD documents.
5. Review and comment on project designer's Energy Modeling analysis.
6. Develop construction phase Cx specifications to include in project documents that define Cx requirements.
7. Develop a specific Cx plan for individual projects; plan shall be implemented by the City for the completion and acceptance of the building systems.
8. Provide comments on Contractor submittals for compliance with OPR and construction documents.
9. Perform site observations at pertinent stages of construction and provide comments on installations observed.
10. Direct the Cx process for Pre-Functional and Functional Testing of the systems and controls, in order to verify the correct installation and performance of the systems commissioned.
11. In collaboration with City staff, develop training requirements for CIP projects that will ensure City staff will have a comprehensive understanding of commissioned systems in order to operate and maintain the city facilities.
12. Ensure Commissioning training meets City's expectations. Oversee and confirm training procedures, conducted by the contractor, for the City staff assigned to manage, operate and maintain the commissioning facility.
13. Verify and oversee the compilation of a systems requirements manual for staff to optimally operate and maintain the commissioned systems based on information provided by the project contractors.
14. Review Cx building operation's with City staff at 10 months after substantial completion and prepare a plan to resolve any outstanding issues identified.
15. Assist the City to troubleshoot existing problems with M.E.P. systems utilizing Cx procedures and recommend solutions.
16. Prepare and implement a comprehensive Building Cx and operations plan for an existing building that addresses design intent, operational use and systems. Identify repairs and upgrades that are necessary and facilitate work with the Owner to make

these repairs and upgrades -using LEED® Existing Buildings Operations and Maintenance (EBOM) as a guide scope.

17. Provide Commissioning services for quality assurance of the building envelope (BECx) by a qualified professional, to evaluate the performance and durability of enclosure materials, components, systems, and assemblies. Process would comply with LEED v4 requirements and ASHRAE Guideline 0.

PROPOSED SCHEDULE:

The City anticipates contracting with the selected three (3) firms for a period of approximately three (3) years or until the contracting authority is exhausted. Initial project assignments will be based on the order of the evaluation matrix. The City may, however, select a firm that is felt to be the most qualified for a specific project or most able to meet a project’s schedule objectives. Project specific schedules will be agreed upon at the time professional services are defined.

COST ESTIMATE:

The total contracting authority for this rotation list is \$1,500,000.00. It is anticipated that three (3) firms will be selected for this rotation list and each firm will receive an estimated \$500,000.00

Compensation of individual project assignments will vary depending upon the scope of services required. Funding will come from the individual projects for which the services are provided. The City anticipates developing and executing a professional services agreement with each selected firm.

MAJOR AND OTHER SCOPES OF WORK:

Below is a list of the major scopes of work that the City has identified for this project. There must be representation for all major scopes of work listed in the prime’s statement of qualifications. The experience of the firms listed to perform the Major Scopes of Work, whether a sub-consultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience. In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

Major Scopes of Work

Building Commissioning
Building Envelope Commissioning

Other Scopes of Work (Sub-consultant)

None

Notes:

- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from any contracts resulting from the work performed in the design phase.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final. (To be used for the CI RL RFQ only: Construction Inspection firms will not be allowed to perform inspection services on those capital improvement projects in which they performed prior services in either a prime or subconsultant capacity.)
- Construction Inspection and Public Information and Communications are **NOT** a subconsultant opportunity on this rotation list. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.