Professional Commissioning Services
New Residence Hall & College of Education Capital Projects

Solicitation Closes: 5:00pm EST. Monday, November 21, 2022

Direct all inquiries concerning this RFQ to:

Jon Parsons
Assoc. Vice Chancellor Facilities Management
jparson2@uncfsu.edu

and
Justin Foy
Design & Construction Advisor
justin@riethjones.com

In accordance with our qualifications-based selection system, Proposers are expected to make no contact with FSU employees or members of the FSU Board of Trustees during the selection process. All questions should be directed to Mr. Jon Parsons or Mr. Justin Foy.
Introduction

Fayetteville State University ("FSU" or the "University") is requesting qualifications to procure Commissioning Authority (CxA) services for a New Residence Hall and a New College of Education building (the "Projects") on the University’s campus in Fayetteville, North Carolina. The University is committed to Commissioning to make certain that all systems are well designed and functioning properly at occupancy and to ensure staff have adequate system documentation and training.

Institution

Fayetteville State University is a constituent institution of The University of North Carolina and the second-oldest public institution of higher education in the state, having been founded in 1867. FSU is a historically Black university offering degrees at the baccalaureate, master’s and doctoral levels. With more than 6,500 students, Fayetteville State University is among the most diverse institutions in the nation. To learn more about FSU, visit https://www.uncfsu.edu.

FY22-FY23 State Budget Investments in FSU

North Carolina’s State budget was signed into law on November 19, 2021 and FSU is pleased to announce that it makes significant investment in the University and its students. FSU will receive more than $164 million to support the institution’s high-quality, affordable academic programs that enhance the quality of life and drive economic development in the Sandhills and Cape Fear regions and across North Carolina.

"Today, I am both overjoyed and humbled for FSU. This support that we will be receiving has been a long time coming. For the first time in over 35 years the North Carolina state budget puts Fayetteville State University in a position to make a quantum leap in educating our future leaders. This unprecedented support will assure our success for generations to come," said FSU Chancellor Darrell T. Allison.

NC Promise Tuition Program

Beginning in the Fall 2022 semester, FSU will become one of four UNC System member institutions participating in the NC Promise Tuition Program. NC Promise will help grow FSU’s enrollment and strengthen its retention rate, while also making the cost of tuition more affordable for in-state students who only pay $500 per semester (a total of $1,000 per year). The $11.5 million recurring state appropriation is a part of the state’s commitment to strengthen FSU’s footprint in the Sandhills and Cape Fear regions and state.

By removing the financial barriers to higher education, the low-tuition program addresses affordability options for prospective students and creates greater access for a student population that comes from majority rural or low-income counties. This plan allows FSU to increase the overall enrollment and academic standing of admitted students, while retaining the university’s diversity and commitment to its mission.

Other Initiatives at FSU

Fayetteville State University is proud to be the premier destination for educating military-connected students and adult learners. FSU is perfectly positioned in the Sandhills region to change the landscape on how we think about workforce readiness in today’s ever-changing job market and in higher education. Key initiatives since 2021 have been to increase the number of paid internships, provide increased support and services for military-connected students and adult learners, and improve enrollment, retention, and graduation rates.
New Capital and Major Repair & Renovation Projects

In addition to the $11.5 million NC Promise recurring state appropriation, the new state budget identifies nearly $152 million in new capital investment and repair & renovation project funding over the next four years. The six large projects that will launch with designer solicitations this Spring 2022 are summarized below, in the expected order of release.

- **New Residence Hall**
  - $40,000,000 budget
    - FY2022: $4M
    - FY2023: $10M
    - FY2024 & FY2025: $26M
  - 368 beds: mix of single and double suites
  - Site: East Campus, on the site of the soon-to-be demolished Vance Hall
  - JPA + KWK are the selected designers.

- **New College of Education**
  - $63,000,000 budget
    - FY22: $6.3M
    - FY23: $13.75M
    - FY24 & FY25: $42.95M
  - 100,000 SF – tentative space program
    - College of Education – 50,000 SF
    - Cross Creek Early College High School – 17,500 SF
    - Cumberland International Early College High School – 17,500 SF
    - Early Childhood Development Center – 15,000 SF
  - Site: on East Campus, just north of the Nursing Building. The One Card Office building will be demolished.
  - JPA + Moody Nolan is the selected designers
  - The CMR solicitation has closed, but the CMR firm has yet to be selected.

  - $19,500,000 budget: $10,000,000 Rosenthal + $9,500,000 Chick
    - FY2022: $1.95M
    - FY23, FY24, FY25: $17.55M
  - 61,030 SF total: 26,353 SF Rosenthal + 34,077 SF Chick
    - The two-story Rosenthal Building currently houses FSU’s Performing and Fine Arts Department. It opened in 1966.
    - The two-story Chick Building currently houses FSU University College. It opened in 1968. The current plan for a renovated Chick building is to relocate the ITTS Division staff there when the renovation is complete.
  - FSU intends to select a single design team for these two major renovation projects in two adjacent buildings on the West Campus. The projects will be run concurrently in order to minimize the disruption in this crowded sector of campus just north of the main campus entrance on Murchison Road.

- **Campus-wide Utility Infrastructure Renewal**
  - $9,950,000 budget
    - FY22: $995k
    - FY23 & FY24: $8.955M
  - Estimated project breakdown by utility type
    - Medium voltage electrical: $8.2M
    - Stormwater: $1M
- Natural gas: $400k
- Water & Sewer: $400k
  - FSU intends to select an engineer-led team for this multi-phase campus-wide project.
- New Parking Deck
  - $10,000,000 budget – all funds available in FY2022
  - 500 spaces
  - Site (tentative): West Campus, on the site of parking lot H and Williams Hall. If this site chose, Williams Hall would be demolished.
  - FSU is considering a design/build approach on this project.

FSU is also in the process of updating its Campus Master Plan (CMP). That effort is underway and expected to conclude in late 2022.

Project Description

FSU’s New Residence Hall (NRH) will provide 368 beds in a mix of singles and double occupancy units to accommodate first and second-year students as well as other upper division students that do not wish to live in an apartment. The building design includes contemporary and attractive elements that sets the new facility apart from FSU’s older residence halls. The four-story 87,930sf building will be clad in masonry veneer and fiber cement panels.

FSU’s New College of Education Building (CoE) is a four-story, 100,000sf building that will house the College of Education, the Department of Early Childhood Learning Center (ECLC), Cross Creek Early College High School (CCECHS) and Cumberland International Early College High School (CIECHS)

General Overview of Commissioning Services

- Direct and lead the commissioning work as the CxA, from Schematic Design through Occupancy/Operation for the CoE project. The NRH project is already in the CD phase of the project.
- Facilitate Owner’s Project Requirements (OPR) workshop to review the Basis of Design (BoD) to verify that all issues in OPR are addressed in the BoD
- Be an active participant in the Building Information Modeling (BIM) process (if applicable based on the selected design team’s approach).
- Organize and lead commissioning activities with the commissioning team.
- Witness delivery and pre-installation check activities for major equipment.
- Develop functional performance tests for commissioned systems that are executed during both the heating and cooling seasons.
- Conduct a controls integration meeting with design engineers to discuss integration issues between equipment, systems and disciplines to confirm integration issues and responsibilities are clearly described in the specifications.
- Analyze and interpret the results of commissioning procedures and tests to verify performance and indicate when re-testing is necessary.
- Maintain an issues and resolution log.
- Oversee and document the owner training for commissioned systems.
- Perform monitoring-based commissioning for a 12-month period from substantial completion.
- Complete a summary commissioning report and systems manual.
- Complete a 10-month near end warranty review and lessons learned workshop.

Proposed Project Schedule
The tentative Project Schedule is as follows:

NRH
- Advanced Planning: Complete
- Schematic Design/Design Development Combined: Complete
- Construction Documents: January 2023
- Construction: June 2023

CoE
- Programming Phase: November 2022
- Schematic Design Phase: December 2022-February 2023
- Design Development Phase: March 2023 – June 2023
- Construction Document Phase: July 2023 – November 2023
- Construction Phase: April 2024-August 2025

**CxA Expectations**

The CxA will be a critical member of the team from Schematic Design through the Warranty phase. The primary role of the CxA during the Design Development and Construction Document phases is to create detailed commissioning specifications and a commissioning plan to ensure that the completed projects meet the University’s objectives. During Construction, the CxA creates and coordinates the execution of a testing plan which outlines the observation and documentation of each system’s performance to ensure that systems are functioning in accordance with the University’s objectives and the contract documents.

The Commissioning work is intended to provide the University with a planned, executed, and formalized approach to the start-up, testing, training, and turnover of the systems identified with this RFQ. The Commissioning Agent will be the planner and facilitator of the Commissioning process and is expected to provide the services outlined below. The CxA is not responsible for design or construction scheduling, cost estimating, or construction management.

**Scope of Work:**

The CxA shall be responsible for carrying out the following general tasks within each phase:

**Schematic Design Phase**
- Assist in the development of Owner Project Requirements documentation (OPR) and review for clarity and completeness.
- Develop initial Commissioning Plan.
- Attend kick-off meeting with the design team and University.
- Track commissioning process issues.

**Design Development Phase**
- Make any necessary corrections and/or updates to the Commissioning Plan.
- Perform focused reviews of the design, drawings and specifications at 50% and 90% DD of the design development phase (2 reviews total).
- Coordinate a controls integration meeting with the electrical and mechanical engineers to discuss integration issues between equipment, systems and disciplines to ensure that issues and responsibilities are clearly defined in the specifications.
- Develop full commissioning specifications for all commissioned systems to be included within the specifications of the architect and engineers. The commissioning specifications should include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements; including formats; alerts to coordination.
issues, deficiency resolution; construction checklist and startup requirements; the functional
testing process; specification functional test requirements, including testing conditions and
acceptance criteria for each system being commissioned.
• Track commissioning process issues.

Construction Document Phase
• Make any necessary corrections and/or updates to the Commissioning Plan.
• Perform focused reviews of the design, drawings and specifications at 50% and 90% CD of the
contract document phase (2 reviews total).

Construction Phase
• Assemble Commissioning team, hold a scope meeting and identify responsibilities.
• Coordinate and direct the commissioning activities in a reasonable and sequential manner using
consistent protocols and forms, clear communications, updated timelines and schedules and
technical proficiency.
• Coordinate the commissioning work and ensure that commissioning activities are being
scheduled into the contractor’s master schedule.
• Revise as needed the construction phase commissioning plan developed during design.
• Attend construction coordination/collision detection meetings for BIM coordination (if applicable).
• Plan and conduct commissioning meetings as needed and distribute minutes.
• Request and review additional information required to perform commissioning tasks, including
O&M materials, start-up and checkout. Prior to startup, gather and review the current control
sequences and interlocks and work with contractors and design engineers to write detailed testing
procedures.
• Review normal Contractor submittals applicable to systems being commissioned for compliance
with commissioning needs, concurrent with the A/E reviews. Review requests for information
and change orders for impact on commissioning.
• Write and distribute construction checklists for commissioned systems.
• Develop an enhanced start-up and initial systems checkout plan with contractors for selected
equipment.
• Perform site visits to observe component and system installations. Prepare reports for each visit.
Attend selected planning and job-site meetings to obtain information on construction progress.
Review construction meeting minutes for revisions/substitutions relating to the commissioning
process. Assist in resolving any discrepancies.
• Witness HVAC&R piping pressure test and flushing and ductwork testing and cleaning and
include testing documentation in the Commissioning Record.
• Document systems startup by reviewing start-up reports and by site observation.
• Verify air and water systems balancing by spot testing and by reviewing completed reports and
by site observation.
• Analyze functional performance trend logs and monitoring data to verify performance.
• Coordinate witness and document manual functional performance tests performed by installing
contractors. Coordinate retesting as necessary until Satisfactory performance is achieved. The
functional testing shall include operating the system and components through each of the written
sequences of operation, and other significant modes and sequences, including startup, shutdown,
unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm
when impacted and interlocks with other systems or equipment. Sensors and actuators shall be
calibrated during construction check listing by the installing contractors and spot-checked by the
commissioning provider during functional testing.
• Tests on respective HVAC&R equipment shall be executed, if possible, during both the heating and cooling season. Functional testing shall be done using conventional manual methods, control system trend logs, and read-outs or standalone data loggers, to provide a high level of confidence in proper system function, as deemed appropriate by the commissioning authority and the University.

• Maintain a master issue log and a separate record of functional testing. Report all issues as they occur directly to the University. Provide written progress reports and test results with recommended actions.

• Review equipment warranties to ensure that the University’s responsibilities are clearly defined.

• Oversee and approve the training of operating personnel.

• Review as-built drawings and O&M manuals of commissioned systems for completeness.

• Compile a Commissioning Record, which shall include:
  o A brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
    ▪ Equipment meeting the equipment specifications,
    ▪ Equipment installation,
    ▪ Functional performance and efficiency,
    ▪ Equipment documentation, and
    ▪ Operator training.
  o All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
  o Include the issue log, Commissioning plan, progress reports, submittal and O&M manual reviews, training record, test schedules, construction checklists, start-up reports, functional tests, trend logs analysis and as-built drawings.

Warranty Period

• Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.

• Return to the site 10 months into the 12-month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning.

Systems to be Commissioned

• Heating and Ventilating Systems (Air and Hydronic), including 100% of VAV boxes.

• Pumping systems including Variable Speed Drives

• Temperature Control Systems

• Electrical Controls, Equipment, and Components; including Variable Speed Drives associated with mechanical systems above

• Make-up Air Units

• Domestic Water Systems:
  o Domestic Water: Tempering Valves
  o Domestic Water: Re-circulating System and Balancing

• Fire Protection:
  o Sprinkler Heads of proper type and rating.
- Electrical Systems:
  - Fire Alarm System as it interfaces with kitchen and mechanical equipment.
  - Lighting Control Systems
- Natural Gas:
  - Natural Gas Service, Regulator Meter, etc.
- Architectural Systems
  - Building Exterior Envelope

Response Format

Submissions for this RFQ must be submitted in the format outlined below:

**Executive Summary**
Summarize strong points and describe how your experience will benefit this project.

**Management Summary**
Briefly describe your proposed approach to managing the project efficiently, including distribution of tasks, travel, and duration of which staff will be on-site during what periods of time. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment.

**Staffing**
List the individual(s) who will be the Commissioning Authority for the design phase and for the construction phase of the contract (if different). Describe his or her relevant qualifications and experience. Provide resumes for key staff and sub-consultants. The resumes shall include specific information about expertise in commissioning tasks and experience in:
- Similar projects
- traditional test and balance
- O&M experience
- control strategy optimization
- project and construction management
- system design (specify)
- troubleshooting
- monitoring-based commissioning
- etc.

**Methods**
Describe pertinent methods for project coordination, cost control, scheduling, verification of constructability and construction administration.

**Interface With Contractor**
Describe your preferred method for interface with contractor(s). Give examples of recently completed projects of at least the scale of this project, and pre-construction estimate, contractor's initial pricing, change orders and contractor references for each project.

**Additional Information and Comments**
Include any other information that is believed to be pertinent, but not specifically requested.

Submission Process & Timeline
Responses to this RFQ are due at 5:00 PM EST on Monday, November 21, 2022. All response should be delivered electronically in PDF format via email to Jon Parsons at jparson2@uncfsu.edu and Justin Foy at justin@riethones.com. Hard copies are not required for this solicitation.

Responses must be prepared in conformance with the guidelines described under “Response Format” section. Responses must be received by the deadline. Responses received after the deadline will not be considered.

Upon review of the RFQ and Exhibit(s), respondents may have questions to request clarifications to prepare a qualified response. All questions must be submitted via email to Jon Parsons at jparson2@uncfsu.edu and Justin Foy at justin@riethones.com by 2:00PM EST on Thursday, November 10, 2022. All questions and responses, as well as any additional items deemed necessary by the University, will be posted in the form of an addendum to the RFQ through the Interactive Purchasing System (IPS) website. No information, instruction or advice provided orally or informally by any University personnel or its advisors, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding.

The University has assembled a Selection Committee of relevant FSU’s stakeholders to review and evaluate the RFQ submissions. The University’s advisory team – led by Rieth Jones Advisors – will assist with the procurement and evaluation processes. The selected design team will also weigh in on the submissions received. The University intends to select a Commissioning Agent based on the RFQ responses. Interviews will happen only if FSU deems them necessary based on the responses received.

All responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, the University agrees to keep confidential any confidential proprietary information included in a response, provided that (1) the respondent identifies the confidential proprietary portions of the response, (2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary, and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

Conditions & Reservations

FSU expects to select one firm but reserves the right to request substitutions of consultants. FSU reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses or to accept any RFQ response deemed to be in the best interest of the FSU in its sole and exclusive discretion. FSU reserves the right to waive technicalities and informalities. FSU reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit FSU to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of FSU unless the University and your firm execute a contract.

Disclaimers
This RFQ constitutes only an invitation to present qualifications. The rights reserved by FSU shall be exercised in its sole and absolute discretion, include without limitation the right to:

- Require additional information from one or more Respondents to supplement or clarify the qualifications submitted including, but not limited to, conducting interviews with Respondents if the University, at its sole discretion, deems such interviews to be helpful.
- Conduct investigations with respect to the qualifications and experience of each Respondent.
- Eliminate any Respondent that submits an incomplete or inadequate RFQ response or fails to satisfy the requirements of this RFQ.
- Supplement, amend, or otherwise modify this RFQ, prior to the submission deadline.
- Issue one or more amendments to this RFQ extending the submission deadline.
- Receive questions concerning this RFQ from Respondents and to provide such questions, and the University’s responses, via the Interactive Purchasing System.
- Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the University.
- Take any action affecting the RFQ process, or the Project that would be in the best interest of the University.
- Make public documents associated with the Project, including documents submitted to the University by Respondents.