

REVISION #1 – JULY 31, 2019

Request For Qualifications

Commissioning
Services

July 29, 2019

Wolf Branch School District 113
Elementary School Administrative Office
125 Huntwood Road
Swansea, Illinois 62226



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Project Overview

▪ INTRODUCTION

Wolf Branch School District 113 (WBSD) is seeking a qualified firm to provide commissioning services during the design and construction (partial rebuild and partial renovation) of Wolf Branch Middle School at 410 Huntwood Road in Swansea, Illinois. Commissioning services will be required to fulfill the construction permitting requirements for an Illinois public school, as well as the requirements to obtain LEED Silver Certification.

▪ PROGRAM OVERVIEW

The existing Middle School suffered mine subsidence and, as a result, a portion of the school was condemned and demolished, including all footings, through funding provided by the Illinois Department of Natural Resources (IDNR). A separate portion of the building that remains was selectively demolished to remove concrete floors, walls and ceilings, and associated MEP systems leaving the central boiler and chiller intact. Prior to demolition, IDNR backfilled the underlying mines with grout to arrest subsidence movements, and have subsequently completed test core analysis and determined that the grouting was successful.

This project includes the rebuilding of the portion of the building that was demolished in 2018 (approximately 44,000 S.F.), which includes a gymnasium, media center, locker rooms, cafeteria/multi-purpose, stage, health classroom, kitchen, storage, and toilet rooms. It also includes the renovation (approximately 14,500 S.F.) of the interior space that was selectively demolished, which will be administration and music (band and choir rooms and all associated support spaces). Beyond this, there will be minor miscellaneous finish upgrades required at the existing classroom wings as well as site upgrades to replace damaged pavement and rebuild bus loops, parking, and access lanes as required for the new design. As part of the new construction, a potential hardened space is being evaluated for storm refuge. Structurally, it is anticipated that the new construction will be a combination of load-bearing CMU and structural steel. Mechanically, the existing school is a combination of unit ventilators at existing classrooms and a four-pipe system with boilers and chillers, which will be extended into the new construction. A separate system is being considered for the kitchen. Electrical, plumbing, fire protection, and communication systems will tie in with the existing systems and be expanded as required.

The State of Illinois Capital Development Board (CDB) has entered into an agreement with WBSD to provide partial reimbursement for the new construction and renovation. As such, CDB will be involved in the project through completion, requiring the Owner (through the design team) to submit paperwork during design and construction to provide updates on project costs, quarterly performance reports, quarterly financial reports, and fulfillment of minority/women-owned business requirements. The remainder of the funding will be through Health and Life Safety amendments through the Illinois State Board of Education (ISBE).

▪ BUDGET OVERVIEW

The construction budget for this project, excluding A/E fees, CM fees, reimbursable expenses, LEED Certification costs, Commissioning costs, Geotech, surveys, etc. is between \$15,000,000 to \$16,500,000. A 15% contingency has been established for design, bidding, and construction.

▪ PROJECT SCHEDULE OVERVIEW

Below are the key dates within the Project Schedule:

Schematic Design	Completed
Design Development	July 9, 2019 to September 10, 2019
Contract Documents	September 11, 2019 to January 13, 2020
Bidding & Award	January 14, 2020 to February 25, 2020
Construction	February 26, 2020 to August 18, 2021

▪ LEED CERTIFICATION

As required by the CDB Construction Grant Agreement and the State of Illinois, this building shall be certified at a minimum level of LEED Silver certification. In order to achieve that certification rating, it is anticipated that the maximum points obtainable via enhanced commissioning requirements will be needed to be met by the Commissioning Authority. This includes meeting the LEED NC-Schools v4.0 or v4.1 requirement for the EA Prerequisite: Fundamental Commissioning and Verification, and the EA Credit: Enhanced Commissioning, Option 1, Path 2, Enhanced and Monitoring-Based Commissioning, and Option 2, Building Enclosure Commissioning.

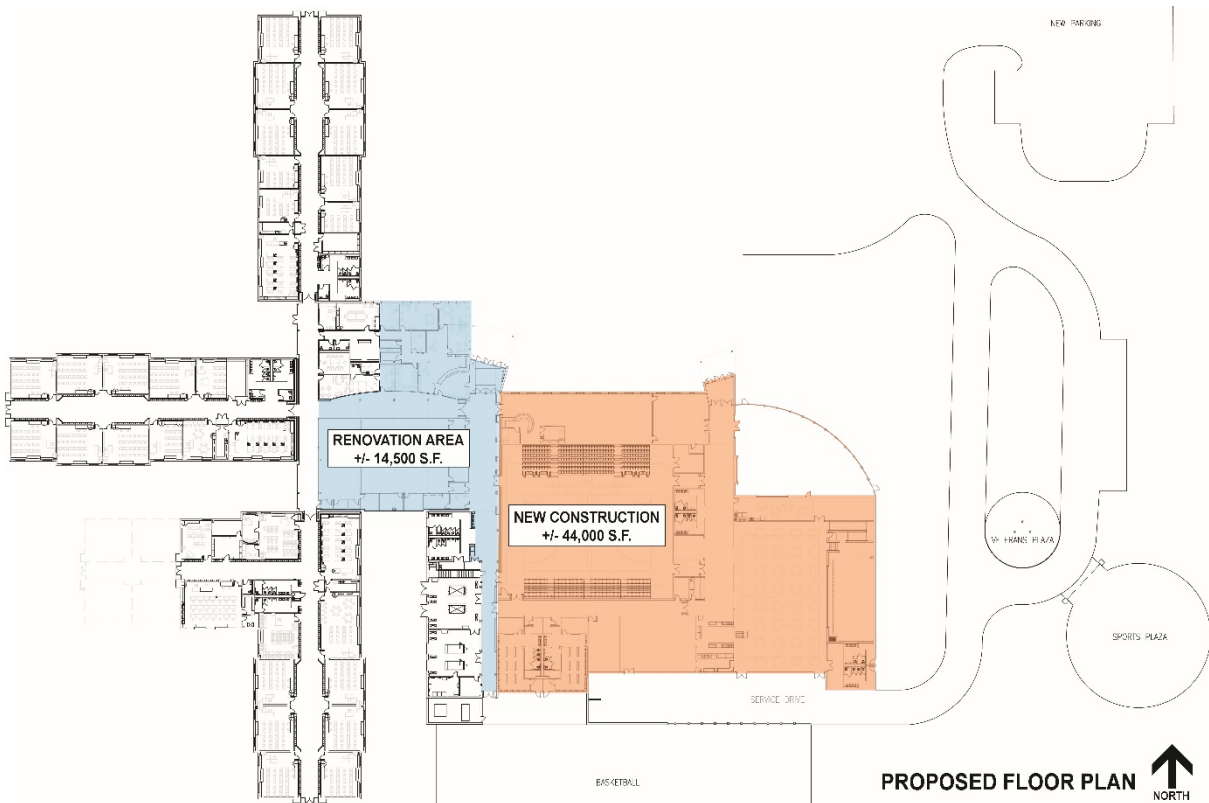
▪ PROJECT TEAM

Wolf Branch School District 113 has assembled a qualified team of educational professionals who have been involved since the initial evaluation after subsidence of the school occurred. The selected commissioning authority, will serve as a valued team member, providing specialized knowledge in achieving project goals.

Client	Wolf Branch School District 113
Architect, Interiors, Landscape	Ittner
MEP/FP Engineers	BRiC Partnership, LLC
Civil Engineer	Millennia Professional Services
Structural Engineer	KPFF Consulting Engineers
Geotechnical Engineer	SCI Engineering, Inc.
Food Service	William S. Ford & Associates
Construction Manager Advisor	Currently negotiating with Holland Construction
Testing & Inspecting	TBD
LEED Consultant	Hellmuth & Bicknese

PROJECT INFORMATION

The following provides information indicating the location and general nature of the project.



Interior photo of existing building area to be renovated looking towards south. Interior partitions, concrete slab, and ceilings were removed. Area will be fully renovated to be administration and music.

A



Interior photo of existing building area to be renovated looking towards north entry. Interior partitions, concrete slab, and ceilings were removed. Area will be fully renovated to be administration and music.

B



Interior photo of existing building area to be renovated looking down main north/south corridor. Concrete slab and ceilings were removed. A temporary partition was installed at opening where a portion of the building was demolished. Area will be fully renovated.

C



Exterior photo of existing building remaining with temporary partition closing off open side of building where a portion of the building was demolished. The footprint of the demolished building was filled in and graded to drain.

D



• **RFQ Submission Requirements**

▪ **SELECTION SCHEDULE**

Below are the key dates:

All times are indicated Central Daylight Savings Time, local to Wolf Branch School District #113.

Commissioning Services RFQ Issued	Monday, July 29, 2019 after 4:00 PM
Commissioning Responses Due	On or before Wednesday, August 7, 2019 4:00 PM
Notify Short Listed Commissioning Firms	On or before Friday, August 9, 2019 by 4:00 PM
Interview Short Listed CMA Firms	The evening of Tuesday, August 13, 2019. (30 minutes for presentation + 15 minutes questions) Interviews will be scheduled in alphabetical order. Interviews will be held at the Wolf Branch Elementary Building, 125 Huntwood Road, Swansea, Illinois
First Interview Time	6:30 PM
Second Interview Time	7:30 PM
Third Interview Time	8:30 PM
Notify of Rankings	A time will be established after the committee decides.
Negotiations with highest ranked firm	Beginning on or about Thursday, August 15.
Contract Award by Board of Education	At the regularly scheduled meeting of the Board of Education on Tuesday, August 20, 2019 beginning at 6:30 PM

▪ **COMMISSIONING QUALIFICATIONS**

1. Must have documented commissioning process experience on at least two building projects with a similar scope of work. The experience must extend from early design phase through at least 10 months of occupancy.
2. Experience as a Commissioning role in an Illinois public school during construction is **required recommended**.
3. Recent experience of the firm and proposed team members in providing similar services of the scope described in this RFQ.
4. ~~Prequalified with the Illinois Capital Development Board is required.~~ **Not required per CDB.**
5. Experience in working with the Illinois Capital Development Board is preferred.
6. May be a qualified employee of the Owner, and independent Consultant, or a disinterested subcontractor of the design team.

▪ COMMISSIONING SCOPE OF SERVICES

The commissioning firm shall work with the Ittner design team, the LEED consultant, and the Construction Manager during the design of the project to establish and properly document the commissioning criteria needed to meet the Illinois commissioning requirements for public school construction, to meet the 2015 International Building Code (IECC and IEBC) requirements, and obtain all points available for the LEED Silver Certification enhanced commissioning requirements. Subsequently, during construction, the commissioning firm shall work with the Ittner design team, the LEED consultant, and the Construction Manager to assure that the Middle School project fulfills all the commissioning requirements established in design and as necessary to meet the requirements of the authorities having jurisdiction, building code, and to achieve LEED Silver Certification. Post-occupancy the commissioning firm shall provide services as needed to fulfill the Project's LEED Silver Certification requirements

▪ SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall consist of the following:

Cover Letter

The cover letter shall introduce the proposed team, naming the key players and highlighting the firm's qualifications for the project.

SECTION 1 - Company History

Include number of years in business, annual revenues, and current work commitments.

SECTION 2 - Project Team

Provide resumes of key proposed project personnel. Indicate number of years each person has been employed by the proposing firm. Resumes should highlight relevant qualifications for this project.

SECTION 3 - Project Experience & References

Provide concise, one or two-page descriptions of comparable projects now in progress or completed within the last 5 years for which the proposing firm provided similar services. These descriptions should demonstrate your firm's experience relevant to the scope of the services listed in this RFQ. Include in the description of each project the following information:

1. Name of the prime firm that provided the services
2. Member(s) of the proposed team for these projects who worked on the referenced project, and their role(s)

3. Brief Description of each project, including owner, size of the building, location of the building, and type and use of the building (i.e., public school, office building, etc.)
4. LEED certification level achieved, and number of points awarded for enhanced commissioning.
5. Owner References (name, title, organization, address, phone number, and email address)

SECTION 4 – Design and Construction Services

Describe and demonstrate your firm’s abilities and experience by providing narratives for each of your following capabilities:

1. Approach to providing the Commissioning services required for LEED silver Certification and International Building Code (IECC and IEBC during the design phase.
2. Approach to providing the Commissioning services required for meeting the Illinois public school building code requirements for commissioning during the design phase.
3. Approach to providing the Commissioning services required during construction in order to meet the permit, building code, and LEED requirements.
4. Document Management, especially as it relates to meeting the requirements for LEED certification.
5. Working with the design team, LEED consultant and Construction Manager and contractors to meet the requirements for achieving Silver Certified LEED points.
6. Working with Governmental Authorities who have jurisdiction over the project.

SECTION 5 - Financial Strength

Indicate the dollar value of the three largest projects in recent years on which your firm provided commissioning services that achieved at least LEED Silver certification. Please note that during negotiations, the owner may require disclosure of financial statements of your company.

SECTION 6 - Litigation History

Provide specific information on the firm’s history, in the last five years, of:

1. Termination for default
2. Litigation by or against your firm
3. Judgments entered for or against your firm

SECTION 7 - Declaration

Provide the information requested below along with a declaration, signed by an authorized individual of the company who has the power to bind the company contractually, stating that reasonable diligence has been used in preparation of the Statement of Qualifications submitted in response to this RFQ and that all information provided in the Statement of Qualifications is true, correct, and complete:

1. Type of organization or company structure
2. Number of years the firm has been in business
3. Contractor license number and category
4. Location of principal office that will be responsible for implementing this contract
5. Certification that the firm is legally permitted to conduct business in Illinois

* Please acknowledge all addendums issued by the Owner for this RFQ, if any.

▪ EVALUATION CRITERIA

The Owner will use the following criteria to evaluate the Commissioning Services firms submitting their qualifications.

1. The Owner intends to award the Commissioning Services Contract to the qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique construction requirements of the Project, as well as the cost and schedule objectives established by the Owner.
2. Your written response to this Statement of Qualifications will be used to evaluate your firm's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. A short list of firms or teams will be selected for follow-up interviews.
3. At each stage of the selection process, the Owner's selection team will consider any number of individual factors weighing on each company or the team's qualifications, including, but not limited to, the following:
 - a) The experience and capabilities of the firm involved, focusing on projects of similar scope and experience with the commissioning process for Illinois Public Schools.
 - b) The experience and capabilities of key personnel on the project team generally and specifically with relation to facilities of similar scope.
 - c) How well the approach or plan of the project team appears to integrate with the Project's specific needs.
 - d) The ability of the project team to interact and work with the Owner, Governmental Authorities having jurisdiction over the project, the Construction Manager and contractors, the USGBC, and the Architect.
 - e) Proven reliability of the firm or team.
 - f) Demonstrated ability to deliver services on schedule and minimize commissioning costs on Project.
 - g) Experience with the LEED Silver Certification's enhanced commissioning requirements and the ability to provide the necessary documentation to meet the requirements.
4. The Owner reserves the right to reject any and all responses and to waive any informality in them.
5. The Owner reserves the right to enter negotiations with the most qualified firm based on the information provided in the Statement of Qualifications. If the Owner and the top-ranked firm are

unable to develop a mutually satisfactory agreement, the Owner will terminate discussions with the top-ranked firm and will begin negotiations with the second-ranked firm. This process will continue until a mutually satisfactory agreement is developed for the scope of work.

6. The Owner's selection of a Commissioning firm and awarding of a Commissioning Services Contract is subject to approval by the Board of Education in accordance with Illinois law.

▪ SUBMITTAL INSTRUCTIONS

Pick up the RFQ - The Request for Qualifications shall be downloaded off the Owner's web site. After your review of the RFQ and you have determined you are interested in responding, please notify the Superintendent of Schools by the following email sharres@wbsd113.org since this will allow your firm to receive notifications if any changes are made to the RFQ or schedule. Failure to register with the Owner may result in your firm not receiving notification of updates to the RFQ, should any be issued. The Owner shall not be responsible for a firm's failure to incorporate any updates that are issued.

Proposals are due – Proposals are due on or before Wednesday, August 7, 2019 at 4:00 PM prevailing time, and delivered to the Office of the Superintendent at the address shown on page 11.

Please submit five (5) hard bound copies of your Qualification Proposal. Proposals must be enclosed in a sealed envelope and must show clearly the phrase **“Request for Qualifications – Commissioning Services – Wolf Branch Middle School”** and Respondent's name. Faxes or digital proposals will not be accepted.

▪ FURTHER QUESTIONS

Any administrative questions regarding the project please contact:

Mr. Scott Harres, Superintendent of Schools
Wolf Branch School District #113
Wolf Branch Elementary School Administration Office
125 Huntwood Road
Swansea, IL 62226
Email: sharres@wbsd113.org
Telephone: 618-277-2100

Any technical questions regarding the project or this RFQ please contact:

Mr. Greg Hielsberg, Project Manager
Ittner Architects
Email: greg@ittnerarchitects.com
Telephone: 618-624-2080 ext. 212

The Owner reserves the right to reject any and all Statements of Qualifications, to amend the Request for Qualifications and the process itself, or to discontinue the selection process at any time. The cost of preparing and submitting to this RFQ are the responsibility of the proposing firm or individual.

Thank you for your interest in Wolf Branch School District #113