

# REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

***Comment From BECxC:  
This is the type of RFQ that might be issued from  
a government or educational institution.***

***Building Enclosure Commissioning Services for .....***  
RFQ No.:

## **SECTION 1 – GENERAL INFORMATION & REQUIREMENTS**

- 1.1 **GENERAL INFORMATION:** The ..... (“Institution”) are soliciting statements of qualifications (“Qualifications”) for selection of a firm to provide ***Building Enclosure Commissioning Services for .....***(“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications.
- 1.1.1 This Request for Qualifications (“RFQ”) is the first step in a two-step process for selecting an ***Building Enclosure Commissioning Services*** firm. The RFQ provides the information necessary to prepare and submit Qualifications for consideration and initial ranking by the Owner. Based on the initial ranking, the Owner may select up to five (5) of the top ranked qualified respondents to attend Interviews in the final step of the process.
- 1.1.2 In the final step of the process, Interviews, the “most” qualified respondents will be requested to attend an interview with the Owner to confirm the Qualification submittal and answer additional questions. The Owner will then rank the remaining respondents in order to determine a “most” qualified respondent.
- 1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the .....after the solicitation is completed.
- 1.2.1 The Owner strictly complies with all statutes, court decisions, and opinions of the ..... with respect to disclosure of RFQ information.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Technical Services Agreement copy of which is attached to this RFQ.
- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner ..... It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due as part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications.

- 1.4.1 Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

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1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 DEADLINE AND LOCATION: The Owner will receive Qualifications at the time and location described below.

*Date* local time

*Owner*

The .....

1.5.2 Submit *[6]* identical copies of the Qualifications. An original signature must be included on the “Respondent’s Statement of Qualifications and Ability to Undertake the Project” document submitted with each copy.

1.5.3 Submit one (1) original and one (1) copy of any special requirements for types of businesses in a sealed package **as separate attachments to the Qualifications as described in Section 1.13.4.**

1.5.4 Late received Qualifications will be returned to the respondent unopened.

1.5.5 The Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

1.5.6 Properly submitted Qualifications will not be returned to respondents.

1.5.7 Qualifications materials must be enclosed in a sealed Enclosure (box or container) addressed to the Point-of-Contact person; the package must clearly identify the submittal deadline, the RFQ number, and the name and return address of the respondent.

1.6 POINT-OF-CONTACT: The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the Point-of-Contact person.

*[INSERT NAME AND TITLE]*

Owner

Phone: *[INSERT PHONE NUMBER]*

Fax: *[INSERT FAX NUMBER]*

e-mail: *[INSERT E-MAIL ADDRESS]*

1.7 EVALUATION OF QUALIFICATIONS: The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. The top five or fewer ranked respondents may be selected by the Owner to participate in step two of the selection process.

1.7.1 Qualifications shall not include any information regarding respondent’s fees, pricing, or other compensation.

1.8 OWNER’S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to

divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent’s participation in this RFQ shall be at the sole risk and responsibility of the respondent.
- 1.11 PRE-SUBMITTAL CONFERENCE: A pre-submittal conference will be held at the time and location described below.

**Date** local time

- 1.12 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Qualification.
- 1.13 SPECIAL SUBMITTAL REQUIREMENTS: It may be the policy of some agencies and institutions, to promote and encourage contracting and subcontracting opportunities for selected types of businesses. Such requirements might be located in a section like this...
- 1.14 CERTAIN PROPOSALS AND CONTRACTS PROHIBITED:
- 1.15 SALES AND USE TAXES:
- 1.16 CERTIFICATION OF FRANCHISE TAX STATUS:
- 1.17 REQUIRED NOTICES OF WORKERS' COMPENSATION INSURANCE COVERAGE:
- 1.18 PREVAILING WAGE RATE DETERMINATION:
- 1.19 STATE REGISTRATION OF FIRMS:

## **SECTION 2 – EXECUTIVE SUMMARY**

### **2.1 HISTORICAL BACKGROUND:**

Project history .....

### **2.2 MISSION STATEMENT:**

The institution .....

### **2.3 PROJECT SCOPE:**

## **BUILDING ENCLOSURE COMMISSIONING (BECX) SCOPE OF SERVICES**

### **PRE-DESIGN PHASE:**

- Assist the Owner in development of the Owner's Project Requirements (OPR).
- Perform a review of Basis of Design for compliance with the OPR
- Develop project specific Building Enclosure Commissioning (BECx) plan for inclusion in overall facility Commissioning plan.
- Develop Continuity Facility Review (CFR) plan

### **DESIGN PHASE:**

- Perform design review of documents at minimum of three (3) intervals during the design phase.
- Attend a minimum of three (3) design review meetings with the Owner and Architect
- Provide project specific BECx specification, including outline of testing to be performed
- Maintain and update OPR as design evolves and OPR changes as needed.

### **CONSTRUCTION PHASE**

- Develop a project specific construction phase building enclosure commissioning plan.
- Perform one review of the architectural drawings and specifications related to the building enclosure systems, and the detailing between the components. Provide written report. (Delete if BECx completed these tasks during the design phase)
- Observe the building enclosure systems during construction of the off-site performance mock-up. Observe comprehensive testing of the mock-up, and assist in diagnosing issues that may arise during the testing.
- Review contractor submittals, shop drawings, test reports, samples, and mock-ups relevant to the building enclosure systems. Provide sixty (60) hours of review time for submittals.
- Develop construction checklists for use on site.
- Prepare, coordinate and attend the preconstruction building enclosure commissioning meeting on site.
- Review the contractor Shop and Field Quality Assurance and Control Plans.

- Perform on-site construction observation as scheduled with (Insert weekly site visit schedule for ? Weeks)
- Observe and document field performance testing as required in the contract documents and BECx specification. Testing to be performed by others.
- Conduct building enclosure commissioning construction phase meetings, every two (2) weeks during enclosure construction. Provide XXX (x) meetings.
- Prepare a final Project Building Enclosure Commissioning Close-Out and Maintenance Manual, for inclusion in Cx Systems Manual.

**OCCUPANCY PHASE:**

- Perform training of Owner facility staff to maintain the building enclosure.
- Provide a review of the building enclosure immediately prior to the expiration of the one year warranty period.

2.4 PROJECT PLANNING SCHEDULE: Key Project planning schedule milestones are:

- |  |                       |
|--|-----------------------|
| ▪ Owner receives Request For Qualifications    | Refer to Section 1.6  |
| ▪ Owner conducts Pre-Submittal Conference      | Refer to Section 1.12 |
| ▪ Owner interviews Respondents (if applicable) | <b>DATE</b>           |
| ▪ Owner executes Agreement                     | <b>DATE</b>           |
| ▪ Notice to Proceed                            | <b>DATE</b>           |

**SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and subject to rejection.

3.1 CRITERIA ONE: RESPONDENT’S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

- 3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Building Enclosure Commissioning firm and Project Team’s unique qualifications as they pertain to this particular project.
- 3.1.2 Provide a statement on the availability and commitment of the Prime Firm and its principal(s) and assigned professionals to undertake the project.
- 3.1.3 Provide a brief history of the Prime Firm and qualifications for each professional proposed for the project.
- 3.1.4 Provide a graphic representation of the project team.

3.2 CRITERIA TWO: PRIME FIRM’S ABILITY TO PROVIDE SERVICES

- 3.2.1 Provide the following information for the Prime Firm:

- Legal name of the company as registered with the State of .....
  - Address of the office that will be providing services
  - Number of years in business
  - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
  - Number of Employees by skill group
  - Annual revenue totals for the past ten (10) years
- 3.2.2 Provide the three (3) most recent audited financial statements documenting your firm's financial stability.
- 3.2.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.2.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 3.2.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.6 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.
- 3.2.7 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional services.
- 3.3 CRITERIA THREE: PROJECT TEAM'S ABILITY TO PROVIDE BUILDING ENCLOSURE COMMISSIONING
- 3.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each professional that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project for design and construction.
- 3.3.2 Provide resumes giving the experience and expertise of the professionals that will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city of residence.
- 3.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criteria 3.4 and 3.5, and describe their roles in those projects.
- 3.3.4 Describe the basis for the selection of the proposed sub-consultants included in the team and the role each will play for this project.
- 3.3.5 Describe the Prime Firm's process in working with consultants and integrating them into the design process.

3.4 CRITERIA FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

3.4.1 List a minimum of five (5) projects for which you have provided services that are most related to this project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final Construction Cost
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Consultants
- Estimated cost of professional consulting services.
- Estimated cost of testing services.
- Project duration.

References (for each project listed above, identify the following):

- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
- Contractor's name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number
- Length of business relationship with the Owner.

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ/P process.

3.5 CRITERIA FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

3.5.1 Describe the Prime Firm's Building Enclosure Cx philosophy, methodology, and its process.

3.5.2 Describe the Prime Firm's Cxs program explaining the process used to develop the Owner's Project Requirements, method used and how the firm maintains quality control during the Design Phase and the development of Construction Documents and quality assurance during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criteria 3.4 and 3.5.

3.5.3 Describe your firm's experience working with (*insert specific project delivery method, for example: the Construction Manager-at-Risk*) project delivery method. Discuss your method of working with the contractor as a team member to deliver a Guaranteed



Maximum Price and to maintain the GMP throughout the design and construction process.

3.5.4 Describe your firm's service support philosophy, how is it carried out, and how success in keeping this philosophy is measured.

3.5.5 Describe the types of records, reports, monitoring systems, and information management systems, which your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) projects listed in response to Criteria 3.4 and 3.5.

3.6 CRITERIA SIX: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

3.6.1 What do you perceive are the critical issues for this project?

3.6.2 For any combination of three (3) projects listed in response to Criteria 3.4 and 3.5, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

3.7 CRITERIA SEVEN: EXECUTION OF OFFER

**SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS**