

PENNSYLVANIA TURNPIKE COMMISSION

RETENTION OF ENGINEERING FIRM

Commissioning Services Systemwide

Reference No. 3-232

The Pennsylvania Turnpike Commission (Commission) will retain an Engineering Firm for an Open End Contract to perform commissioning services for mechanical, electrical and plumbing design and construction phases/inspection for a variety of building facility-related projects systemwide.

The firm selected will have experience with similar types of buildings and systems in the Commission inventory such as administrative offices, toll plaza structures, maintenance facilities, sewage treatment plants, tunnels and microwave tower facilities and various mechanical, electrical and plumbing systems associated with these facilities. The following systems and assemblies (as applicable), including all components and controls, will generally be commissioned, however, the Commission reserves the right to select or add other systems and equipment on each specific project:

1. Central building automation system
2. All equipment of the heating, ventilating and air conditioning systems
3. Scheduled or occupancy sensor lighting controls
4. Daylight dimming controls
5. Refrigeration systems
6. Emergency power generators and automatic transfer switching
7. Uninterruptible power supply systems
8. Life safety systems (fire alarm, egress pressurization, fire protection)
9. Electrical
10. Domestic & process water systems
11. Equipment sound controls and testing
12. Data & communication
13. Paging systems
14. Security systems
15. Irrigation
16. Plumbing
17. Vertical transportation
18. Building envelope
19. Other

The contract will be for a maximum cost of \$300,000 or for a thirty-six (36) month period, whichever comes first. The firm will be required to provide sufficient office personnel, managers, engineers, technicians and clerical staff to support all requested services.

The following is a summary of the commissioning process, which the Commission intends to have implemented on a variety of building facility-related projects systemwide. The descriptions are general in nature and are not intended to be all-inclusive for an assigned project under this contract. The Commissioning Provider (CP) may be required to provide the following services to the Commission, and may have the opportunity to suggest changes and improvements to the process after award.

- CP ensures that the design objectives and intent are clearly documented.
- CP performs a focused review of design development.
- CP develops a Commissioning Plan.
- CP conducts a scoping meeting where the commissioning process is reviewed with the commissioning team members.
- CP schedules additional meetings, as necessary, throughout the construction phase, to plan, scope, coordinate, and schedule future activities and resolve problems.
- CP reviews equipment documentation, including detailed start-up procedures, from the Commission Contractors.
- CP works with the Commission Contractors in developing start-up plans, start-up documentation formats and pre-functional checklists.
- CP monitors the checkout and performance verification process.
- CP reviews the Commission Contractors documentation of pre-functional checklists, and performance of startup procedures.
- CP verifies and documents that the checklists and startup are complete. This may include the CP witnessing startup of selected equipment.
- CP develops specific equipment and system functional performance test procedures. Commission Contractors review and execute the procedures under the direction of, and documented by the CP.
- CP reviews the O&M documentation for completeness.
- CP ensures commissioning is completed before project substantial completion.
- CP reviews, pre-approves and coordinates the training provided by the Commission Contractors and verifies that it was completed.
- CP provides construction project inspection services, as necessary, to ensure compliance with specifications and quantities are correct for Commission's Job Order Contracts.

The CP is not responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CP may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the Architect/Engineer of record. The primary role of the CP is to develop and coordinate the execution of a testing plan, observe and document performance, and determine whether systems are functioning in accordance with the Contract Documents. Turnpike Contractors will provide all tools or the use of tools to start checkout, and functionally test equipment and systems, except for specified testing with portable data-loggers, which shall be supplied and installed by the CP.

The following factors are listed in order of importance and will be considered by the Commission during the evaluation of the firms submitting Statements of Interest for this project:

- a. Experience and technical competence of prime consultant and sub-consultants to handle multiple facility related project assignments with short delivery schedules. The Team must clearly demonstrate an ability to meet staffing needs, analyze available data to make decisions, and develop documents to complete the project in a timely and cost effective manner. Membership in the Building Commissioning Association will be considered a plus.
- b. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on Open-end contracts. The consultant should identify similar projects that have been completed by that firm as the prime, the magnitude of the project, and the client including extensive experience in the operation and troubleshooting of HVAC systems, energy management control systems, and security systems.
- c. Firm's QA/QC program and how the firm will ensure the accuracy and completeness of all deliverables.
- d. The specific experience, number of individuals who constitute the firm, and identification of those design professionals on staff who are LEED certified will be considered a plus.
- e. DBE/MBE/WBE certification if applicable or the inclusion of DBE/MBE/WBE certified firms on the project team

Address these items and any necessary further details in a brief yet comprehensive manner in the Statement of Interest.

Questions and inquiries concerning these solicitations should be directed to Mr. Robert Kleimenhagen at (717) 939-9551, Ext. 4202, or by e-mail at rkleimen@paturnpike.com. Direct contractual questions to Mr. Donald S. Klingensmith, P.E., at (717) 939-9551, Extension 5850; or by e-mail at dklingen@paturnpike.com.

GENERAL REQUIREMENTS AND INFORMATION

Firms interested in providing the above work and services are invited to submit three (3) copies of a Statement of Interest with the required information. The Statements of Interest must include the following:

1. One page transmittal letter clearly identifying the project reference number, brief description of the project from the advertisement, the firm's federal identification number, the firm's legal name, contact person or project manager, address of corporate office and project office. (If the firm has multiple offices, the location of the office performing the work must be identified).
2. A three (3)-page statement of interest on the advertised project. Each firm should demonstrate their ability to perform the specific requirements indicated for each project and provide explanation of the technical approach. Provide a description of the number of years your firm(s) has been in business providing commissioning agent services and how long the current management and structure has been in place. Indicate work previously done by individuals who will be associated with this proposal.
3. Provide a list of specific and relevant projects successfully completed by your firm(s) for the previous 5 years. Describe the services provided and size of project(s). Provide the owner's name, contact person, telephone number and address for each project.

4. An organization chart for the Project, identifying key personnel and any sub-consultants and their roles. Any deviation from the sub-consultant's listed in the statement of interest will require written approval from the Commission.
5. Tabulation or listing of workload for the prime consultant and all sub-consultants for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects. Do not graphically represent the firm's workload.
6. A Consultant Qualification Package similar to the one submitted to the Pennsylvania Department of Transportation for the current year or one that is best suited for this project. A copy of the Consultant Qualification Package printed directly from PaDOT's ECMS website is acceptable.

The Consultant Qualification Package should contain, at a minimum, the following information for the prime consultant and all sub-consultants and attached to the back of the statement of interest (subs to follow primes) The Consultant Qualification Packages should be kept as brief as possible. Only include pertinent information as it relates to the following:

- ECMS General Information and Project Experience Forms or Standard Form (SF) 254/255 or 330 Architect-Engineer and Related Services Questionnaire in its entirety, either not more than one (1) year old as of the date of the advertisement.
- Resumes of key personnel expected to be involved in the project. (Limit to three (3) 8 1/2 x 11 pages, per person). Only resumes of key personnel should be included.
- Copy of the firm's registration to do business in the Commonwealth as provided by the Department of State for firms with out-of-state headquarters or corporations not incorporated in Pennsylvania.
- A copy of the Department's DBE/MBE/WBE Certification, if applicable.

A firm that responds to this solicitation as a prime may not be included as a designated sub-consultant to another firm that responds to the same solicitation. Multiple responses under any of the forgoing situations will cause the rejection of all responses of the firm or firms involved. This does not preclude a firm from being set forth as a designated sub-consultant to more than one prime consultant responding to the project advertisement.

The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman-owned firms in contracting opportunities. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, in their Statement of Interest. Proposed DBE/MBE/WBE firms must be certified by the Pennsylvania Department of General Services (www.dgs.state.pa.us) or the Pennsylvania Unified Certification Program (www.paucp.com) at the time of the submission of the Statement of Interest. While DBE/MBE/WBE participation is not a requirement for the RFP, inclusion of DBE/MBE/WBEs will be a factor in the evaluation determination. Small, disadvantaged, minority, and woman-owned firms, and other firms who have not previously performed work for the Commission are encouraged to submit a statement of interest.

Firms interested in performing the above services are invited to submit three (3) copies of a statement of interest and required information to Mr. Donald S. Klingensmith, P.E., Manager of Contracts Administration, at the PA Turnpike Commission Administration Building. Our ground address for overnight/next-day deliveries is 700 South Eisenhower Boulevard, Middletown, PA 17057. Our mailing address for U.S. Mail is P. O. Box 67676, Harrisburg, PA 17106-7676. Please note that use of U.S. Mail, FedEx, UPS, or other delivery method does not guarantee delivery to this address by the time listed below for submission. Firms mailing a Statement of

Interest should allow sufficient delivery time to ensure timely receipt of their Statement of Interest.

The Statement of Interest and required information must be received by 12:00 PM (noon), Local Time, **Tuesday, June 5, 2012**. Any statements of interest received after this date and time will be time-stamped and returned.

Based on an evaluation of acceptable Statements of Interest received in response to this solicitation, one firm will be selected by the Commission from this advertisement. Technical Proposals will not be requested before the selection. Statements of interest will be reviewed, evaluated, and rated by a Technical Evaluation Team (TET) of qualified personnel based on the evaluation criteria listed above. The TET will present the evaluations to the Professional Services Procurement Committee (PSPC). The PSPC will review the TET's evaluation and provide the Commission with the firm(s) determined to be highly recommended for this assignment.

The Commission will select the most highly qualified firm for the assignment or the firm whose Statement of Interest is determined to be most advantageous to the Commission by considering the TET's evaluation and the PSPC's determination as to each firm's rating. In making the PSPC's determination and the Commission's decision, additional selection factors may be considered taking into account the estimated value, scope, complexity and professional nature of the services to be rendered and any other relevant circumstances. Additional selection factors may include, when applicable, the following: geographic location and proximity of the firm, firm's Pennsylvania presence or utilization of Pennsylvania employees for the assignment; equitable distribution of work; diversity inclusion; and any other relevant factors as determined as appropriate by the Commission.

The Commission reserves the right to reject all Statements of Interest, to cancel solicitation requested under this notice, and/or to re-advertise solicitation for the work and services.

William K. Lieberman
Chairman