



DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

County Executive
Joseph T. Parisi

1919 Alliant Energy Center Way ♦ Madison, Wisconsin 53713
Phone: (608) 266-4018 ♦ Fax: (608) 267-1533

Commissioner / Director
Gerald J. Mandli

February 5, 2014

ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS

RFP NO. 314004 - ADDENDUM NO. 1

ARCHITECTURAL & ENGINEERING DESIGN SERVICES COMMISSIONING AND RETROCOMMISSIONING CONSTRUCTION PROJECTS OVER (1) ONE MILLION DOLLARS

PROPOSALS DUE: THURSDAY, FEBRUARY 13, 2014, 2:00 PM. DUE TO CHANGE IN INVITATION FOR PROPOSALS LETTER ARE CHANGED BY THIS ADDENDUM.

This Addendum is issued to modify, explain or clarify the original Request for Proposal (RFP) and is hereby made a part of the RFP. **Please acknowledge this Addendum in your Proposal.**

PLEASE MAKE THE FOLLOWING CHANGES:

1. RFP - Invitation for proposals letter

Is being replaced with this Addendum 1

If any additional information about this Addendum is needed, please call Rob Nebel at 608/267-0119 or 608/575-0890, nebel@countyofdane.com

Sincerely,
Rob Nebel
Assistant Public Works Director



DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY & TRANSPORTATION

County Executive
Joseph T. Parisi

1919 Alliant Energy Center Way ♦ Madison, Wisconsin 53713
Voice and TDD Phone: (608) 266-4018 ♦ FAX: (608) 267-1533

Commissioner / Director
Gerald J. Mandli, P.E.

January 31, 2014

INVITATION FOR PROPOSALS

You are invited to submit a proposal for RFP No. 314004 to provide professional Commissioning and Retrocommissioning Consulting Services for Construction Projects Over (1) One Million Dollars. Proposals are due on or before **2:00 p.m., THURSDAY, February 13, 2014**. No proposal bond or performance bond is required for this project.

1. GENERAL INFORMATION

- A. Dane County is inviting proposals for professional Architectural & Engineering Design Services for Commissioning and Retrocommissioning Construction Projects Over (1) One Million Dollars. In order to reduce county operating costs through energy conservation and efficiency and optimization of building system performance, and to promote overall county government sustainability, the County has incorporated a requirement for either retrocommissioning or commissioning, to be initiated at the design stage, into all county remodeling and new building projects that cost over \$1 million.
- B. The county has placed a priority on operating and managing in a more sustainable way. Through previous retrocommissioning projects on existing county facilities, the county has reduced energy consumption by 17% and reduced annual operating costs by \$137,000 on the buildings that were affected. Commissioning and retrocommissioning on county facilities can help the county to avoid unnecessary operating costs at the design and construction stages for new buildings, and remedy inefficiencies in existing buildings, by identifying opportunities to maximize building performance. This policy supports Dane County Board Resolution 103, 12-13, Adopting Sustainability Principles to Guide County Operations, Management, and Policy Making and Dane County Board Resolution 299, 1999-2000, Dane County's Green Building Policy.
- C. Dane County is seeking professional architectural & engineering on any commissioning or retrocommissioning projects over (1) one million dollars for up to a five year term commencing on the date of initial contract execution.

D. To be considered for this project, the consultant must meet or exceed the following criteria:

- Have more than one registered professional engineer as a responsible member of the firm.
- Have been in business for a period of not less than five (5) years.
- Must have been responsible for the design and completion of at least three (3) commissioning or retrocommissioning projects over (1) one millions dollars.

E. Consideration may be given to joint ventures consisting of two or more firms organized for the purpose of furnishing professional services as a single entity, providing the assignment of and provisions for continuity of the various responsibilities within the joint venture are approved by the County, and further providing that either of the individual firms constituting the joint venture meets the eligibility requirements listed above.

COMMISSIONING INFORMATION

The commissioning and retrocommissioning projects are to provide tasks and objectives related to professional commissioning services for the construction of new facilities and renovations of existing facilities with an estimated cost of construction over \$1 million. The projects shall include enhanced commissioning services and shall include working collaboratively with the Owner's primary architect and engineer to optimize design specifications, monitoring the Owner's project requirements and basis of design documents, monitoring the commissioning plan, reviewing construction shop drawings submittals, reviewing O&M manuals, preparing systems manuals, training, operations and warranty review, commissioning and retro commissioning reports, and similar items.

The required A-E services will be to assist the County in designing projects that meet Leadership in Energy and Environmental Design (LEED) standards for building services and utilities of new construction and major renovation projects. The Commissioning Authority (CxA) shall be capable of supporting the LEED Green Building Rating System-Commissioning Process for the design, construction, and post-acceptance phases of multiple, simultaneous LEED projects across the County of Dane. However, the County may not seek formal LEED certification.

ADDITIONAL COMMISSIONING INFORMATION

Work will include CxA of: Building mechanical (HVAC), electrical, and plumbing systems; renewable energy systems (solar, wind) and other, high-technology, renewable-and energy-efficient systems; fabrication and repair facilities; blast & paint facilities; and aviation and fleet support facilities (air traffic control towers, secure communications facilities, data centers, corrosion control facilities, hangars, simulators, classroom training facilities, warehouses, fire stations, vehicle maintenance facilities). Dane County considers the optimization of energy performance and the sustainable development and implementation of all capital improvements projects. However, some projects might require non-LEED commissioning to optimize energy performance without the formal LEED certification process.

Systems to be commissioned during the construction phase shall include:

1. The entire HVAC system including boilers, chillers, pumps, piping, air distribution, and similar items
2. The building automation system for the HVAC system
3. The entire plumbing system including domestic hot water, cold water, waste, vent piping, fixtures, valves, and similar items

4. The entire electrical systems including lighting fixtures, lighting controls, daylighting controls, electrical panels, transformers, motor control centers, electrical motors, and similar items
5. Renewable energy systems including solar hot water heating and photovoltaic electrical power generation and similar systems
6. The building envelope and roofing system as it pertains to HVAC energy conservation
7. The emergency power generator system

CONSULTANT SCOPE OF SERVICES

Overall, Dane County would like to be a leader in building and renovating facilities that are functional, sustainable, highly energy-efficient, that proudly supports the County's Sustainability and Green Building policies. The anticipated consulting services to be provided as part of this work include:

- Manage and carry out all aspects associated with 3rd party LEED accreditation/certification—if requested by the County. This includes all work necessary during design and construction of the commissioning/retrocommissioning projects over (1) one million dollars
- Ensure design recommendations and other features associated with the proposed commissioning/retrocommissioning projects over (1) one million dollars meet the US Green Building Council (USGBC) requirements
- Perform analyses as required to verify design features will meet the level of LEED certification chosen and work with the Dane County team to incorporate necessary LEED features into the design
- Perform payback analyses on LEED-related design alternatives
- Become closely familiar with all aspects of the commissioning/retrocommissioning projects over (1) one million dollars
- Push innovation and "thinking outside the box"
- Ensure that the design of the proposed commissioning/retrocommissioning projects over (1) one million dollars meets or exceeds the LEED standard chosen
- Evaluate design features and suggest changes to the design as necessary
- Frequently meet and interact with the Dane County team throughout the commissioning/retrocommissioning projects over (1) one million dollars.
- Submit key sustainability/LEED recommendations for review/approval, including cost justification
- Attend and present results of the LEED analysis and sustainability features, including the business case/justification, to the appropriate Dane County Committees, Board, and others as assigned (assume at least 2 meetings for each construction or renovation project)
- If requested by the County, perform all other work as needed to achieve LEED accreditation/certification, including the following:
 - LEED application and documentation:
 - Prepare and submit all application paperwork to the USGBC for the LEED accreditation level chosen—Dane County to pay application fee directly
 - Compile and submit all documentation required to obtain the LEED accreditation level chosen
 - Perform all LEED-related administrative work required

- LEED Energy Modeling (LEED Silver):
 - Revise the baseline energy model in accordance with LEED requirements
 - Administer the Energy and Atmosphere Prerequisite 2 and Energy Optimization Credit 1 and address all LEED review comments
- LEED Fundamental Commissioning (LEED Silver):
 - Provide the following services in accordance with Energy and Atmosphere Prerequisite 1:
 - Assist with the development of the Owner’s Project Requirements and Basis of Design
 - Develop commissioning plan
 - Develop commissioning specifications
 - Create electronic equipment tracking system for quality control of major HVAC and electrical equipment—System will use QR codes with full online (web-based) access.
 - Perform construction site visits to verify installation of commissioned systems
 - Perform on-site system performance verification of commissioned systems
 - Prepare a final commissioning report that provides a detailed overview of the commissioning process
- LEED Enhanced Commissioning (LEED Gold/Platinum):
 - Provide the following services in accordance with Energy and Atmosphere Credit 3:
 - Perform design reviews of the design team’s progress drawings to determine compliance with the Owner’s Project Requirements
 - Review contractor submittals concurrently with design team to ensure compliance with Owner’s Project Requirements
 - Verify that proper training of operation and maintenance personnel has taken place.
 - Attend training sessions and provide guidance on training topics
 - Prepare systems manual for future re-commissioning of building systems
 - Perform a post occupancy verification of the system operations and verify any corrections that are required to be made
- LEED Measurement and Verification (LEED Gold/Platinum):
 - Provide measurement and verification services in accordance with Energy and Atmosphere Credit 5
 - Prepare a detailed Measurement and Verification Plan in accordance with the LEED Reference Guide, EA Credit 5—This will include establishing a baseline for energy and water consumption, determining measurement criteria, and formulating a post-installation inspection and quality assurance plan to ensure accurate and frequent auditing of the building energy and water consumption over time.
 - Determine the utility savings under actual operating conditions—Review the operation of the data collection systems at 6 months and 12 months after completion.

- Verify the ongoing performance of energy conservation measures and green building strategies. The results of the M&V process will be included in the final Commissioning Report.
- Establish an online Energy Star account for the building's operations personnel to enter utility data into, and to continue to benchmark against, other similar buildings.

The scope of projects includes measurement & verification services after completion of construction. Measurement & verification services shall meet or exceed the requirements of USGBC LEED-NC design and construction criteria.

The commissioning services shall ensure that building systems are designed, installed, functionally tested, and capable of being operated and maintained to perform within the building design intent.

SUBMITTAL OF WRITTEN PROPOSALS

Proposals should emphasize the firm's experience with LEED accreditation/certification associated with municipal facilities and multi-use maintenance buildings. Additional discussion should be provided regarding your firm's approach for this project and any other challenges that you believe are pertinent to this project's successful completion. The proposal should also contain the "business case", or justification, for going through the LEED accreditation/certification process.

1. **Project Approach.** Demonstrate a complete understanding of the proposal and include a detailed description of your firm's approach to the LEED certification/accreditation work. This would include how the work would be organized and carried out. Include timelines, key milestones, etc.
2. **Key Technical Issues.** Include a discussion of key technical issues, innovations, etc., that may be encountered during the process and how they will be coordinated with Dane County's team. Comment on what you believe will be particularly important to the overall success in achieving greater sustainability in the subject project(s).
3. **Strength of the Project Team.** Show the specialized experience and skills of the individuals to be assigned. Clearly indicate the responsibilities and roles of each individual. Include a chart or table showing the anticipated hours for each individual (with name and title), organized by the areas where each would be involved. Include past team/firm experience and successful LEED projects completed in the past.
4. **Pricing.** Provide an estimated price and detailed breakdown for the services to be provided. Include pricing for achieving LEED silver, gold, and platinum certification/accreditation. Show billable rates and estimated hours for each individual who will be involved. Indicate salary multipliers to be used for the project and clearly indicate additional expenses that are billed outside of salaries.
5. **Business Case.** Provide a business case that justifies why Dane County should include LEED, for the commissioning/retrocommissioning projects over (1) one million dollars and the cost for LEED accreditation/certification, in such projects. Show value added, typical payback, etc., for the engineering and capital costs associated with achieving different LEED certification levels.

FEE

Percentage of construction costs per project.

PRESENTATIONS AND INTERVIEWS

Dane County will select the top 3 or 4 firms to interview and will notify the agencies of the date and time for interviews.

EVALUATION CRITERIA

Proposing consultants will be evaluated on the following criteria:

Project Personnel	20%
Interview Q & A	20%
Relative Experience	20%
Past Project References	10%
Work Plan	10%
Strength / Capabilities	10%
Pricing / Cost Proposal	<u>10%</u>
Total	100%

SPECIAL INSTRUCTIONS

Please be sure to complete one unbound original and four bound copies of the entire proposal package. To return your proposal, please follow these instructions:

1. Place the signed Signature Page on top as page 1.
2. Place the signed Fair Labor Practices Certification after the Signature Page as page 2.
3. Place the Proposal information after Fair Labor Practices Certification.
4. Place the Equal Benefits Compliance Payment Certification after the Proposal information.
5. Clearly label your envelope containing your proposal in the lower left-hand corner as follows:

“Proposal No. 314004
ARCHITECTURAL & ENGINEERING DESIGN SERVICES COMMISSIONING
AND RETROCOMMISSIONING CONSTRUCTION PROJECTS OVER
(1) MILLION DOLLARS
2:00 p.m., Thursday, February 13, 2014

6. Mail to:
Rob Nebel, Assistant Public Works Director
Dane County Department of Public Works, Highway & Transportation
1919 Alliant Energy Center Way
Madison, Wisconsin 53713

If you need any additional information about this Request for Proposals, please call Rob Nebel at 608/267-0119 or 608/575-0890 or send email to neitzel-knox@countyofdane.com.

Sincerely,
Rob Nebel
Assistant Public Works Director
Encl.: Request for Proposals No. 314004 Package