Request for Proposal for
Building Commissioning Services
for Gateway Theater Complex

Wayne State University
Procurement & Strategic Sourcing

December 7, 2018
Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for Commissioning Services for the Gateway Theater Complex Project, for Wayne State University, WSU Project #189 – 178578.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at http://forms.purchasing.wayne.edu/Building_Design.htm beginning December 7, 2018. When visiting the Web Site, click on the "Construction" link in green.

The balance of the Calendar of Events is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue RFP</td>
<td>December 7, 2018</td>
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<tr>
<td>Pre Bid meeting</td>
<td>December 13, 2018</td>
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<tr>
<td></td>
<td>5700 Cass Ave, Conference Room 4400</td>
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<tr>
<td></td>
<td>Detroit MI 48202</td>
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<td></td>
<td>2:30 pm</td>
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<tr>
<td>Deadline for Questions</td>
<td>December 19, 2019</td>
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<tr>
<td></td>
<td>at 5:00 pm</td>
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<tr>
<td>Receipt of Bids</td>
<td>January 7, 2019</td>
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<tr>
<td></td>
<td>at 2:00 pm</td>
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</table>

For your convenience a map of the University and appropriate parking lots can be downloaded and printed from: http://campusmap.wayne.edu. Guest parking in any of the University student and guest lots is $8.00. A detailed list of Cash & Coin operated lots can be viewed at http://procurement.wayne.edu/cash_and_credit_card_lots.php. Cash lots dispense change in quarters.

Due to time constraints, Vendors are encouraged to avoid parking at meters on the street.

Should you have any questions or concerns about this invitation, please contact me at (313) 577-3720. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Valerie Kreher, Senior Buyer

Cc: Ekta Kamalia
   Leiann Day, Procurement Analyst

Attachment
Wayne State University invites you to submit a proposal for Commissioning Services for the Gateway Theater Complex Project, located along the Cass Corridor at Hancock in Detroit, MI. The University is seeking proposals to retain an agent to provide basic (pre-requisite) commissioning, enhanced commissioning as well as Envelope Commissioning services for LEED EA credits and certification process.

All inquiries regarding this Request for Proposal and these projects shall be made in writing, submitted by e-mail to rfpteam2@wayne.edu with copies to Leiann.day@wayne.edu no later than 5:00 pm December 19, 2018. Inquiries directed to other University personnel or project partners may result in disqualification. The University will evaluate all inquiries and will determine whether an addendum is required, and issue responses as deemed necessary.

Proposals clearly marked with the project name and vendor name, are due no later than 2:00 pm on January 7, 2019. Proposals received after this time will be rejected.

Electronic proposals for this project will be received at the office of the Procurement & Strategic Sourcing by electronic submission on January 7, 2019, until 2:00 p.m. (local time). The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning December 7, 2018

Please refer to the “Proposal Requirements” outlined in this RFP. Only complete proposals will be considered. The University intends to negotiate with the firm that provides the most responsive proposal and reserves the right to request additional information at any time during the selection process.

Project Background:

Wayne State University's (WSU) College of Fine, Performing and Communication Arts (CFPCA) plays a major role in enlivening and enriching the Midtown community, by inviting the public to campus for a variety of cultural and artistic experiences and by taking engagement activities to the community. The most visible and publically accessible of these cultural offerings is the Hilberry Theatre. Located along the Cass Corridor at Hancock, the Hilberry Theater is a vibrant part of the Midtown Cultural Center. Since 1963, the Classical Roman Ionic style theater with a seating capacity of 532 has housed more than 5,600 performances to a total audience of over 2,250,000.

The team has developed a number of goals for the project. We wish to keep culture alive in Detroit, invigorate Midtown, provide 21st century education, foster the entrepreneurial environment, and build on the history of Hilberry Theatre.

The conceptual design built on these goals is based upon three guiding principles:

• Use the performance complex to serve theatre, dance, and music programs well into the future with flexible, appropriate space for a 21st century education
**Project Description:**

The design team and WSU completed programming and schematic design. The team is now underway with design development. The construction process can be divided into three phases. **Phase 1** will be the relocation of the existing historic Mackenzie House from Cass Avenue to the corner of Second Avenue and Forest Street on the same block. **Phase 2** will be the construction of a 106,000 square foot theater complex consisting of new 500-seat theatre; 200-seat black box theatre; and facilities for a scene shop, prop shop, costume shop, and storage spaces to serve all theatres with space to accommodate modern production techniques and equipment. **Phase 3** will be the renovation of the existing Hilberry Theatre into Gretchen Valade Jazz Center to accommodate jazz acoustics and performances while maintaining sufficient flexibility for other musical performances, dance recitals, and other university functions. The University is seeking LEED Certification for Phase 2.

**Phase 2** of the project will include a new single story building with a partial basement and roof penthouse for mechanical and electrical. The building is being designed to include concrete foundations supporting a structural steel frame, with a single ply roof membrane. Elevations are envisioned to be clad in masonry, metal panel, and glass, including both curtain wall and punched openings. Outdoor program components will include outdoor seating, a vehicle drop off zone, loading dock, and an on grade utility area to include a generator to support the building load. This project is anticipated to attempt LEED certification under version 4.

**Phase 3** of the project will consist of an interior renovation of the existing Hilberry Theatre. The interiors will be reconfigured to support a jazz performance space. This will include new seating, reconfigured restrooms, and accessibility improvements. The base mechanical/electrical systems will remain in place and restored/repaired. This section of the project is not attempting LEED certification and only university required commissioning service are required.

The University has contracted with Hamilton Anderson Associates to provide design services and Walbridge to provided construction management services for the Gateway Theater Complex project. We anticipate the following project schedule:

<table>
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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Complete Design Development</td>
<td>January 2019</td>
</tr>
<tr>
<td>Establish GMP</td>
<td>February 2019</td>
</tr>
<tr>
<td>Construction Document</td>
<td>Up to seven bid packs, first to be released as early as February 2019</td>
</tr>
<tr>
<td>Begin Construction</td>
<td>April 2019</td>
</tr>
<tr>
<td>Phase 2 Final Completion / Occupancy</td>
<td>November 2020</td>
</tr>
<tr>
<td>Complete Commissioning Effort</td>
<td>October 2020</td>
</tr>
<tr>
<td>Phase 3 Final Completion / Occupancy</td>
<td>September 2021</td>
</tr>
<tr>
<td>Complete Commissioning Effort</td>
<td>August 2021</td>
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**LEED Requirements:** The Gateway Theater Complex shall be designed and constructed in accordance with the United States Green Building Council’s LEED v4 standards for new Construction and Major Renovations. The University intends to pursue, as minimum, “LEED Silver” for this project, but the project team has a goal to deliver a “LEED Gold” project. The design will maximize sustainable site opportunities, incorporate methodologies to
optimize energy performance, maximize indoor environmental air quality, and integrate low-emitting materials and other systems/concepts which support resource management and efficient building systems. The Commissioning Agent firm will be required to assist the project team in this effort during all phases of this project including enhanced commissioning requirements.

The Design Consultant will be required to develop a preliminary commissioning plan generally describing the major tasks required. The Design Consultant and Construction Manager will be required to work with the Commissioning Agent to implement the project commissioning plan. The Commissioning Agent will work with the project team to provide design review input during the development of the design and construction documents as requested. Commissioning activities will include developing specifications to support commissioning efforts, appropriate reviews, tests, and inspections of constructed work at the critical points of the design and construction process to ensure, to the fullest extent possible, that a fully functional and trouble free project is delivered to the University at project completion.

The University is seeking proposals to retain a Commissioning Agent to provide basic (pre-requisite) commissioning and enhanced commissioning services for the Enhanced Commissioning for LEED EA credit and certification process.

**Commissioning Agent’s Deliverables and Services:** The Commissioning Agent selected for these projects will provide services in accordance with ASHRAE Guideline 2013, The Commissioning Process. The Commissioning Agent shall perform all work in accordance with the Wayne State University Construction Design Standards. [http://www.facilities.wayne.edu/dcs/wsudcsms.pdf](http://www.facilities.wayne.edu/dcs/wsudcsms.pdf). In addition, the Commissioning Agent shall:

**Design Phase:**
- Assist WSU in developing prerequisite requirements including development of the “Owner’s Project Requirement” and “Basis of Design” documents.
- Develop and maintain an on-going commissioning plan
- Provide envelope commissioning
- Verify inclusion of manual requirements and operator and occupant training requirements in construction documents.
- Assist the project team in evaluating and incorporating into the documents as energy conservation opportunities, indoor air quality enhancements, staff training, and operation and maintenance procedures.
- Develop commissioning specifications to be incorporated into bid documents, defining roles and responsibilities for the project team throughout the commissioning process.
- Review all phases of design and construction documents for compliance with design criteria, commissioning requirements, construction coordination and installation concerns, performance aspects, and facilitation of O&M, including training and documentation.
- Manage the commissioning process for the project team and make recommendations to the owner regarding functional performance of the commissioned building system.

**Construction Phase:**
- Participate in MEP coordination meeting, to be chaired by the Construction Manager.
- Chair and document regular commissioning meetings during the course of the work.
- Develop a commissioning plan for the duration of the project, including the development of pre-functional and functional checklists.
- Review equipment submittals for compliance with commissioning issues.
- Verify the scheduling and procedures used for system start-up.
- Perform commissioning services in accordance with a written commissioning plan that is updated as the project progresses.
- Review systems installation for commissioning related issues throughout the construction period and participate in the review and start up of all new equipment.
- Provide constructive input for the resolution of system deficiencies.
- Verify that training for the operating staff is conducted in accordance with project documents.

**Documentation:**
- Document all commissioning activities and findings as they occur.
- Document the functional testing program to objectively verify that the building systems perform interactively in accordance with the project documents. Written, repeatable test procedures prepared specifically for this project will be used to test components and systems in all modes of operating conditions specified for testing. Document tests to describe the individual systematic test procedures, the expected systems response or acceptance criteria for each procedure, and include the actual response or findings, and any pertinent discussions.
- Work with project team to provide documentation required for LEED certification.
- Distribute reports as they are generated.

Close Out:
- Provide a final report documenting systems performance.
- Provide documents required to support enhanced commission effort for LEED.
- Prior to expiration of the construction contract warranty, assist the owner in assessing systems performance and addressing related issues.
- Verify system manual updates and delivery
- Verify operator and occupant training and effectiveness
- Verify seasonal testing
- Review the building operations 10 months after substantial completion

Proposal Requirements: Firms responding to this RFP must submit complete responses to the information requested in this section.

1. Firm Overview:
   A. Provide general background information of your firm including name, address, principal contact information, and number of years in business.
   B. Provide your team’s qualifications, experience and ability to successfully manage this project.
   C. Name key personnel to be directly involved and discuss their experience on similar projects. Identify the kind of commissioning certifications of team members.

2. Experience:
   A. List three projects for which your firm has provided or is providing Commissioning services that are most closely related to this project. This should include projects that contain similar types of research laboratory space. Note the level of involvement for each of the individuals proposed to be directly involved with these projects.
   B. Provide information regarding your firm’s experience in executing LEED certified projects. Note certified projects and the level achieved.

3. Services:
   A. Provide an outline of the proposed services your firm would offer for this project. Describe specific responsibilities to be provided with respect to the design phase, construction phase, documentation and close out.
   B. Outline responsibilities related to the obtaining LEED certification, (silver minimum.)
   C. Describe how your firm would document the commissioning process through all phases of the project.
   D. Identify frequency of meetings, site visits, and anticipated time on the job site, with respect to the design phase, construction phase, and documentation and close out.

4. Proposed Fee Structure:
   A. Indicate proposed fees (lump sum) for commissioning agent service. Use the attached “Level of Effort Tables” to indicate on-site hours, billing rates for all personnel involved, and estimated hours of each for each phase of the project. Note: Provide the Level of Effort Table requests a breakdown for basic services and enhanced services as defined by this RFP.
   B. Break out fee into 2 tasks: university baseline commissioning and LEED enhanced commissioning for Phase 2.

5. Include with your response completed Schedules A.1, A.2 and A.3 included in Attachment 7.

6. Acknowledge in your proposal that insurance requirements described in Attachment 8 can be provided.

RFP Schedule:
Expenses for developing and presenting proposals shall be the entire responsibility of the Commissioning Agent and shall not be chargeable to the University. All supporting documentation submitted with this proposal will become the property of the University unless otherwise requested in wiring, at the time of submission, and agreed to, in writing by the University.

**Reminder:** Questions relating to this proposal are due via e-mail to rfpteam2@wayne.edu with copies to Leiann.day@wayne.edu no later than 5:00 pm December 19, 2018. Proposal must be received no later than 2:00 pm January 7, 2019.

Attachments to this RFP:

Attachment 1: Level of Effort Table (Submitted as a part of response)
Attachment 2: Design Development Narratives from HAA / HGA
Attachment 3: 50% Design Development Drawings.pdf from HAA / HGA.

Attachment 4: NC LEED Checklist from HAA
Attachment 5: Schedule A (Affidavits) (Submit as a part of response to RFP)
Attachment 6: Schedule B (Insurance Requirements)
Attachment 7: Draft Contract for Professional Services

END OF RFP FOR COMMISSIONING SERVICES
ACKNOWLEDGEMENTS

By virtue of submittal of a Proposal, VENDOR acknowledges and agrees that:

- All of the requirements in the Scope of Work of this RFP have been read, understood and accepted.
- The University’s General Requirements and Guidelines have been read, understood and accepted.
- Compliance with the Requirements and/or Specifications, General Requirements and Guidelines, and any applicable Supplemental Terms and Conditions will be assumed acceptable to the VENDOR if not otherwise noted in the submittal in an Exhibit I, Restricted Services.
- The Supplier is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal or State of Michigan department or agency.
- Wayne State University is a constitutionally autonomous public university within Michigan's system of public colleges and universities, and as such, is subject to the State of Michigan Freedom of Information Act 442 of 1976. Any Responses Proposals, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act, and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.
- Any contract between the UNIVERSITY and VENDOR resulting from the RFP will be made using the University’s Standard Service Provider Agreement. The Agreement will incorporate this RFP and its terms and conditions and Vendor’s Response Proposal by reference. Should the Vendor have additional terms to incorporate into the Agreement, they will be incorporated into the Agreement as an Appendix.
- All of the Terms and Conditions of this RFP and Vendor’s Response Proposal become part of any ensuing agreement, regardless of whether the ensuing agreement specifically references the RFP and Vendor’s Response Proposal.
- The individual signing below has authority to make these commitments on behalf of Supplier.
- This proposal remains in effect for [120] days.

VENDOR, through the signature of its agent below, hereby offers to provide the requested products/services at the prices specified, and under the terms and conditions stated and incorporated into this RFP.

PROPOSAL CERTIFICATION

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of this Proposal states that the Proposal contained herein is complete and is in strict compliance with the requirements of the subject Request for Proposal dated December 7, 2018, except as noted in Exhibit 1, the "Restricted Services/Exceptions to RFP" section of the Proposal. If there are no modifications, deviations or exceptions, indicate “None” in the box below:
**NON-COLLUSION AFFIDAVIT**

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Proposal, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Proposal, has directly or indirectly entered into any agreement or arrangement with any other VENDORS, or with any official of the UNIVERSITY or any employee thereof, or any person, firm or corporation under contract with the UNIVERSITY whereby the VENDOR, in order to induce acceptance of the foregoing Proposal by said UNIVERSITY, has paid or given or is to pay or give to any other VENDOR or to any of the aforementioned persons anything of value whatever, and that the VENDOR has not, directly or indirectly entered into any arrangement or agreement with any other VENDOR or VENDORS which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Proposal.

The VENDOR hereby certifies that neither it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer, potential proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other proposers or potential proposers, or to obtain through any unlawful act an advantage over other proposers or the college.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the proposer without consultation with other proposers or potential proposers or foreknowledge of the prices to be submitted in response to this solicitation by other proposers or potential proposers on the part of the proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

**CONFLICT OF INTEREST**

The undersigned proposer and each person signing on behalf of the proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the UNIVERSITY, nor any employee, or person, whose salary is payable in whole or in part by the UNIVERSITY, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein.

Any notice required under the Agreement shall be personally delivered or mailed by first class or certified mail, with proper postage, prepaid, to the Subject VENDOR at the following address:

Company Name: _________________________________________________________

Address:   _________________________________________________________

Telephone:  (________________) ___________________________________