Request for Proposal

And Specifications For

Professional Design Services for the

Mike Ilitch School of Business Project (MISB)
September 14, 2016

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for Design Services for the Mike Ilitch School of Business Project (MISB), for Wayne State University, WSU Project # 175-270806.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at http://forms.purchasing.wayne.edu/Building_Design.html beginning September 14, 2016. 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/Time</th>
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</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>September 14, 2016</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>September 23, 2016, 12:00 noon</td>
</tr>
<tr>
<td>Receipt of Bids</td>
<td>September 29, 2016, 2:00 p.m.</td>
</tr>
</tbody>
</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 $7.00. A detailed list of Cash & Coin operated lots can be viewed at http://procurement.wayne.edu/cash_and_credit_cardLots.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) 577-3710. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Valerie Kreher, Senior Buyer

Cc: Anne-Lee Helena Vandenbussche, Project Manager
    Leiann Day, Procurement Analyst

Attachment
REQUEST FOR PROPOSAL

COMMISSIONING SERVICES

Mike Ilitch School of Business Project (MISB);
WSU Project No. 175-270806
September 14, 2016

Wayne State University invites you to submit a proposal for Commissioning Services for the Mike Ilitch School of Business Project project, located at the south-west corner of Woodward and Temple in Detroit, MI. The University is seeking proposals to retain an agent to provide basic (pre-requisite) commissioning and enhanced 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 rfp-team2@wayne.edu with copies to Leiann.day@wayne.edu no later than 5:00 pm September 23, 2016. 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, are due no later than 2:00 pm on September 26, 2016. Proposals received after this time will be rejected. Four copies of the proposal are to be submitted in a sealed envelope or box, addressed to:

Wayne State University
RFP for Commissioning Services for the
Mike Ilitch School of Business Project
Attention: Val Kreher
5700 Cass, Suite 4200
Detroit, MI 48202

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 Description:

The University intends to develop and construct the new Mike Ilitch School of Business (MISB) in downtown Detroit on a 1.311 acre site bordered by Woodward to the east, and Temple on the north. Existing structures have been removed from the site, and the site is currently used as a parking lot.

The University intends to develop the property as the new MISB. The project will include a new four 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 (stone) metal panels, and glass, including both curtain wall and punched openings. The 127,000 square foot facility will provide approximately 25 classroom/case rooms, as well as office space for over 100 staff. In addition, the MISB will include amenities such as a 280 seat auditorium, a two story atrium, and a small café. Outdoor program components will include a courtyard, a vehicle drop off zone, and an on grade utility area to include a generator to partially support the building load.
The University has recently contracted with Smith Group / JJR to provide design services and Christman / L.S. Brinker to provide construction management services for the MISB project. We anticipate the following project schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Begin Design Development</td>
<td>October 2016</td>
</tr>
<tr>
<td>Establish GMP</td>
<td>November 2016</td>
</tr>
<tr>
<td>Construction Document</td>
<td>Up to five bid packs, first to be released as early as November 2016</td>
</tr>
<tr>
<td>Begin Construction</td>
<td>November 2016</td>
</tr>
<tr>
<td>Final Completion / Occupancy</td>
<td>May 2018</td>
</tr>
<tr>
<td>Complete Commissioning Effort</td>
<td>June 2018</td>
</tr>
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**LEED Requirements:** The Mike Ilitch School of Business shall be designed and constructed in accordance with the United States Green Building Council’s 2009 LEED 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/wsudcsim.pdf](http://www.facilities.wayne.edu/dcs/wsudcsim.pdf). In addition, the Commissioning Agent shall:

- Design Phase:
  - Assist WSU in developing prerequisite requirements including development of the “Owner’s Project Requirement” document.
  - 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 meetings and in the MEP 3D BIM coordination meetings, 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.

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.

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:

<table>
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<tr>
<td>Release Date</td>
<td>September 14, 2016</td>
</tr>
<tr>
<td>Questions Due</td>
<td>September 23, 2016 at 5:00 pm</td>
</tr>
<tr>
<td>WSU to Issue Addendum as needed</td>
<td>By September 26, 2016</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>September 29, 2016 at 2:00 pm</td>
</tr>
<tr>
<td>Award</td>
<td>By October 15, 2016</td>
</tr>
</tbody>
</table>

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 writing, 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 Leian.day@wayne.edu no later than 5:00 pm September 23, 2016. Proposal must be received no later than 2:00 pm September 26, 2016.

Attachments to this RFP:

- Attachment 1: Level of Effort Table (Submitted as a part of response)
- Attachment 2: Schematic Design Narratives 2016-0908 rev.pdf from Smith Group / JJR
- Attachment 3: Schematic Design Floor Plans.pdf from Smith Group / JJR
- Attachment 4: Schematic Design Elevations.pdf from by Smith Group / JJR
- Attachment 5: Site Location Map
- Attachment 6: NC LEED Checklist from Smith Group / JJR
- Attachment 7: Schedule A (Affidavits) (Submit as a part of response to RFP)
- Attachment 8: Schedule B (Insurance Requirements)
- Attachment 9: Draft Contract for Professional Services

END OF RFP FOR COMMISSIONING SERVICES