



**Pre-Submittal Meeting Notes
Request for Qualifications (RFQ)
for
COMMISSIONING SERVICES
(Mechanical, Electrical, Photo-Voltaic and LEED)**

Date of Issue: 11/15/2019

A Pre-Submittal Meeting was held at 1:00pm on Thursday, November 7th at the City of Durham General Services Department. The Meeting Attendees List is attached.

- Todd Tingler, General Services Project Manager, opened the Meeting by thanking those in attendance and reviewing general Project information.
- Eric Miller with the City of Durham Equity & Inclusion Department reviewed the stated women and minority business goals, and the EI documents required to be submitted with the Proposal. Each Firm submitting a Proposal **MUST** complete and submit the UBE Participation Documentation and the Employee Breakdown documents. In lieu of the Employee Breakdown, contractors may submit a copy of the current EEO-1 form (corporate basis). If your firm chooses to include minority/women business participation, the Letter of Intent to Perform as a Sub-consultant document is also required with the proposal. **Proposals that do not contain the appropriate, completed Professional Services Forms may be deemed non-responsive and ineligible for consideration.** Questions concerning these Forms may be submitted to Mr. Tingler or Mr. Miller.
- The RFQ is for a single Proposal for Cx services on two separate Projects: Fire and EMS Station 18 and the Public Works Operations Center Campus Renovation. The Proposal is limited to 30 single-sided pages OR 15 double-sided pages for EACH Project. The City prefers double-sided pages to conserve paper – thus 30 pages max. Brevity in your Proposal is appreciated.
- The City of Durham Insurance Requirements cover a wide range of project types. Builder's Risk is construction/contractor related and does not apply to professional services. The required insurance will be established following Firm selection.
- Please submit two (2) hardcopies (one unbound), and one electronic copy of your Proposal.
- The Commissioning Firm may submit additional projects to best outline their abilities, but four is the minimum number.
- The City is not hiring a building envelope consultant for either Project.

Fire and EMS Station 18 (budget: \$4.5-\$5 million)

The City is constructing a new fire and EMS station at 6919 Herndon Road utilizing a prototype design developed for the just completed Fire and EMS Station 17. Station 17 is currently under USGBC review with anticipated LEED Gold Certification. Following are responses to questions raised during the pre-submittal meeting and e-mails received.

- Commissioning of the new Fire and EMS Station 18 will be **LEED Fundamental + LEED Enhanced**. This change was made after the RFQ was issued. Full documentation will be submitted to USGBC with the goal of LEED Gold Certification.
- The Commissioning Firm will be under separate contract with the City, and the administrator for documenting LEED Credits and establishing the Cx process in conjunction with the Design/Builder.
- The Building's systems to be commissioned are: building envelope, mechanical, electrical, plumbing and the photo-voltaic system.
- The Project's tentative schedule is thus:
 - D/B contract award: 12/15/19
 - Site investigation and pre-design: 12/16/19-2/15/20
 - Begin Cx process
 - Schematic Design: 3/1/20-5/15/20
 - Cx review and coordination with D/B
 - Construction Documents: 6/15/20-9/1/20
 - Continue Cx review and coordination
 - Bidding/Review/Negotiation: 9/1/20-11/1/20
 - Construction Amendment/NTP: 12/20
 - Construction: 1/15/21-11/1/21

The Commissioning Agent will review the documents throughout the design process.

Fundamental Commissioning: HVAC, lighting and daylighting, domestic hot water, and renewable energy; the Owner's Project Requirements (OPR) and Basis of Design (BOD), incorporation of commissioning specifications, implementation of a Cx Plan, verification of the installation and performance of the building systems, and delivery of a Cx Report.

Enhanced Commissioning to include: design review prior to 50% CDs, review of contractor submittals, development of a systems manual, verification of training for building operating personnel, and review of building operations within ten months of substantial completion.

There will be ample time allotted in the pre-design and design stages for Cx review of materials, specifications, schedule and drawings.

- Building envelope commissioning will be basic LEED Fundamental. We will NOT be doing LEED Enhanced with the various field tests. Construction observation and inspection will be coordinated with the City and Architect.
- The Project will utilize USGBC LEED Version 4

- The Design-Build “Team” is Monteith Construction Corp w/Davis Kane Architects
- The Commissioning Firm will work with the D/B Team to establish the LEED Points to attempt (60-79) for Gold Certification.
- Monteith Construction Corp. has retained the following consultants: Davis Kane-Architects, Atlantec: MEP&Fire engineering, Lynch Mykins: structural engineering, Stewart: Civil/Landscape, Solar/Voltaic design/installation: not yet selected.
- Monteith Construction Corp. will be tasked with documenting LEED information day-to-day as required, working with the Commissioning Firm.
- Monteith Construction Corp. and their Mechanical Sub-Contractor will perform all Testing Adjusting & Balancing of the mechanical system with the Commissioning Firm’s oversight.
- Monteith Construction Corp. and their Electrical Designer will prepare the energy model with the Commissioning Firm’s oversight.
- The mechanical equipment used on F&EMS Station 17 is a combination of packaged rooftop units, mini-split units and gas-fired radiant heat. These systems may or may not be used on F&EMS Station 18 as the building has not yet been designed.

PWOC Campus Renovation (budget: \$6 million)

The City is renovating the Public Works Operations Center Campus at 1100 Martin Luther King PKWY. The Project includes renovation of 5 existing buildings, and the construction of 5 new buildings as well as site work, circulation, parking and photo-voltaic systems. Response to questions follow.

- The City is NOT pursuing LEED or enhanced commissioning on the Project. Due to the nature of the work involved, commissioning services will be limited to mechanical, electrical, plumbing and S/V systems. This Project is just beginning schematic design, and final scope will be developed with the Architect and CMAR.
- The five new buildings consist of a vehicle wash building, a salt brine production building, two covered storage buildings and a fabric-covered storage building.

End of Minutes