Scott County, Iowa Administration - Purchasing Division
600 West Fourth Street, Davenport, IA 52801-1030

REQUEST FOR PROPOSAL

Scott County Requisition No.19602

Submission Due Date: Friday, October 21, 2022	No Later Than: 2:00 PM

Qty	Description
	Scott County, Iowa is requesting proposals from qualified firms to provide **smoke control system special inspections and commissioning services for the Youth Justice and Rehabilitation Center (YJRC) project**. Firms wishing to receive consideration shall follow the procedure established in this request for proposal. All communication regarding this Request for Proposals (RFP) shall be submitted though www.publicpurchase.com
	See additional documentation (5 pages) for details, including project information, timeline, project scope, etc.

Submitted by:

Name/Title

Company

Date

Phone

Email

*Scott County reserves the right to accept the bid from the lowest responsible bidder.

Scott County may in its sole discretion make an equitable adjustment in the pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace that is by circumstances that satisfy all of the following: 1) The volatility is due to causes wholly beyond the successful bidder's control. 2)The volatility affects he marketplace or industry, not just the particular successful bidder source of supply. 3) The effect on pricing or availability of supply is substantial. 4) The volatility so affects the successful bidder that continued performance of the contact would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Budget & Administrative Services.

RELEASED:
(SCOTT COUNTY USE ONLY)
DATE: 9/30/2022
TIME 09:00 AM

"By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

REQUEST FOR PROPOSALS - 19602
SMOKE CONTROL SPECIAL INSPECTIONS / COMMISSIONING SERVICES
YOUTH JUSTICE AND REHABILITATION CENTER

Scott County Iowa is requesting proposals from qualified firms to provide smoke control system special inspections and commissioning services for the Scott County Iowa, New Youth Justice and Rehabilitation Center (YJRC) project. Firms wishing to receive consideration shall follow the procedure established in this request for proposals.

CONTACT INFORMATION:

All communication regarding this Request for Proposals (RFP) shall be submitted though www.publicpurchase.com
Scott County does not require a subscription plan to this service. If the proposer chooses to purchase a subscription to receive other lead information that cost will be the sole responsibility of the proposer.

PROJECT INFORMATION:

Description:	Scott County New Youth Justice and Rehabilitation Center (YJRC)
Location:	4715 Tremont Ave., Davenport, IA, 52807
Approximate Area:	48,000 Sq. Ft.
Total Constr. Budget:	$22,570,000
Design Firm:	Wold Architects and Engineers
Construction Delivery:	Public Bid - Single Prime Contract
General Contractor:	Bruce Builders
Mechanical Contractor:	TBD
BAS Contractor:	TBD
TAB Contractor:	TBD, Subcontractor of Mechanical Contractor

TIMELINE:

September 30, 2022:	Issue Commissioning RFP
October 13, 2022:	Clarification deadline for questions from applicants (2:00 p.m. via public purchase)
October 17, 2022:	Answers to question distributed to RFP holders
October 21, 2022:	RFP due (2:00 p.m. via public purchase)
November 11, 2022:	Anticipated award date
October 17, 2022:	Construction start date
April 14, 2024:	Construction substantial completion
April 2024:	Completion of cooling systems testing
May 2024:	Completion of heating systems testing

PROJECT SCOPE

The Owner is committed to commissioning this facility and providing special inspections to ensure that all HVAC, smoke control systems and other systems identified are complete and functioning properly upon occupancy per the design intent and current and applicable State statutes and standards. The selected firm shall include time to review the system design with the architect and engineer to ensure a full understanding of the design intent. The primary role of the proposer will be to provide site inspection, special inspections and testing services to ensure that the construction team has fully completed the requirements of the contract documents and the systems operate to meet the intent of the design. The smoke control system special inspections shall be in accordance with the requirements of Section 909 of the 2015 IBC and conducted under the same terms as in Section 1704. The proposer will observe construction, develop and coordinate the execution of a commissioning plan, special inspections testing plan, lead commissioning team meetings, and document the testing results. The Special Inspections and Commissioning Report shall be certified by a Professional Engineer licensed by the State of Iowa. Special Inspections and Commissioning services shall include at a minimum the following:

<u>Construction Administration Phase:</u>

1. Provide special inspections and commissioning milestone date information to be coordinated into the overall construction schedule. Coordinate with the prime mechanical contractor to develop the schedule. Coordinate with the General Contractor to incorporate into the overall construction schedule
2. Provide a written Special Inspections and Commissioning Plan document to clearly identify the roles and responsibilities of all special inspections/commissioning team members, specific milestone dates that are coordinated into the overall project schedule, and an outline of the scope of all required field testing. The field testing scope shall be as identified in the Building Acceptance Phase of this proposal request.
3. Perform periodic construction site visits concurrent with the installation of the mechanical systems through substantial completion. Provide construction observation reports to identify equipment and system installation deficiencies related to the ability to complete systems testing for the project and for compliance with the plans and specifications. A minimum of twelve construction site visits will be required, but will not be limited, as the special inspections/commissioning team shall be on site as required to observe the construction process.
4. Review submittals (shop drawings) for testability of ventilation equipment, temperature controls, smoke control system and other water and air flow control devices.
5. Verify all smoke control equipment and systems meet the requirements of Section 909 of the 2015 IBC, including but not limited to the items listed in sections 909.10 through 909.18 related to fans, ducts, dampers, power sources, detection systems, wiring, activation, controls, smoke control panel, smoke barriers, etc. Provide documented checklists for each item listed in the code sections and include in the final report.
6. Coordinate and conduct regular special inspections/commissioning team meetings to clearly develop an understanding of the roles and expectations of all construction team members. Identifying deviations from the construction schedule as it relates to completing site testing and developing a plan as necessary to get the project on schedule shall be a primary focus of the meeting. Meetings shall occur weekly during construction leading up

to substantial completion and continue at a minimum bi-weekly until all project issues are closed out.

7. Coordinate and direct the system inspection activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, and frequently updated timelines and schedules and technical expertise.
8. Provide project-specific pre-functional tests and checklists. Checklists shall be distributed to the Building Automation Contractor early in the construction process to set the expectation for testing. Gather and review the current control sequences to include the approved control submittals and subsequent construction changes. Coordinate with the contractors and the design engineer to resolve any discrepancies.
9. Develop and implement equipment specific start-up test procedures to validate major equipment start-up by contractors. Verify checklists and witness start-up of equipment.
10. Witness the hydronic system flushing procedures performed by the contractor and provide a report of all activities to demonstrate compliance with the specification requirements.
11. Coordinate and lead a test and balance kick-off meeting to include the Test and Balance Contractor, Temperature Controls Contractor, and the Mechanical Contractors prior to the commencement of preliminary system balancing to establish quality expectations.

<u>Building Acceptance Phase:</u>

1. Perform HVAC system functional performance testing through the front end controls interface. It is the intent of the functional performance testing to verify that the system components are wired and mapped correctly in the automation system and that the controlled components act as commanded through their full range of motion. Coordinate with the Building Automation System contractor for access to building automation system necessary to perform testing. Provide staff as necessary to witness functional tests on devices concurrent with responses on the front-end interface. The extent of the functional performance testing is defined by specification section 23 09 93 "BAS Sequence of Operations" and the Smoke Control Plan on Drawing M5.20. Testing shall include:
   a. 100% point to point verification of all HVAC component operations
2. Perform HVAC system sequence testing through the front end controls interface. Provide field pressure testing of the smoke control barriers. It is the intent of the sequence testing to verify that the system components are controlled to accomplish the intent of the control sequences as written in specification section 23 09 93 "BAS Sequence of Operations" and the Smoke Control Plan on Drawing M5.20. Coordinate with the Building Automation System Contractor for access to building automation system necessary to perform testing. Provide staff as necessary to witness sequence tests on devices concurrent with responses on the front-end interface. The extent of sequence testing is defined by specification section 23 09 93 "BAS Sequence of Operations" and the Smoke Control Plan on Drawing M5.20. Testing shall include:
   a. 100% verification of system sequences of control
   b. 100% alarm verification
   c. 100% graphic representation accuracy
   d. Test the pressure difference across smoke barriers to ensure the minimum pressure difference of 0.05" w.g. per Section 909 of the 2015 IBC.

e. Test the pressure difference across smoke barriers to ensure the maximum pressure difference does not exceed the door opening and closing forces per Sections 909 and 1010 of the 2015 IBC.
f. Smoke control panel manual and automatic sequence of operations testing and system response times. Include activation testing of the sprinkler system flow switches and building fire alarm system.

3. At the conclusion of each scheduled testing session, provide a corrective action report to the construction team. The corrective action report shall be a running log of all corrective action items to document deficiencies and to track correction progress.
4. Perform follow-up inspections as necessary to verify that correction action items are complete. Requests for additional fees for testing will not be accepted.
5. Conduct regular Special Inspections/Commissioning Team meetings through conclusion of all testing to review the corrective action report and set schedule expectations on the contractor. Special Inspections/Commissioning meetings after substantial completion are anticipated to be bi-weekly and to continue until smoke control system testing, heating system testing, and cooling system testing is complete.
6. All testing and final closeout of all deficiencies shall be completed by the deadlines listed in the Timeline section.
7. Coordinate and oversee the work of the Test and Balance contractor. Review the Test & Balance report for accuracy and spot check report values in the field. Verification of ventilation air flows shall include verification that air flow stations are calibrated and reading within expected tolerance range.

<u>Building Turnover/ Occupancy Phase:</u>

1. Review the operations and maintenance manuals for accuracy and completeness. Provide comments to Owner and project team.
2. Review as-built manuals for accuracy and completeness. Provide comments to Owner and project team.
3. Develop and submit final special inspections/commissioning report including a summary of the special inspections and commissioning scope, a copy of all generated documentation and associated correspondence, and a copy of all field-testing results. The final special inspections/commissioning report shall be delivered no later than one year after substantial completion. The final special inspections/commissioning report shall be certified by a Professional Engineer licensed by the State of Iowa.
4. Document that all training of Owner personnel has been provided as required by the bid documents.
5. Attend the 11-month walk-thru sessions for both projects as directed by the project team, and provide comments to the Owner and project team.

<u>Systems To Be Special Inspected/Commissioned:</u>

1. It is the intent that the full extent of the building automation system be tested. Refer to specification section 23 09 93 “Sequence of Operations”. At a minimum, the following pieces of equipment and systems shall be commissioned:
   a. Air handling systems, including air distribution and exhaust systems.

b. Smoke control system
c. Heating plant and hot water distribution systems.
d. Chilled water plant and distribution systems.
e. DX cooling systems
f. Data room cooling systems
g. Electric heating systems
h. Domestic hot water systems
i. Emergency generator.
j. Variable frequency drives
k. Lighting control system

SUBMISSION AND SELECTION:

All proposals shall include the following information:

1. Provide a fixed fee proposal for the requested work scope.
2. Scope of work shall be as listed above. If any proposed work is different, please provide a written clarification of differences.
3. Proposed special inspections and commissioning team members and team organization to identify roles and responsibilities.

Proposals shall be emailed by date and time as stated in the Timeline requirements section of this RFP. Questions regarding the submission and evaluation of the proposals may be directed to the contacts listed on page 1. As may be necessary to complete the selection process, the Owner requires that the proposals be honored for 3 months after the RFP due date and the fees be priced for the schedule of the project.

Proposals will be ranked using the following criteria.

1. Any deviations from the set scope
2. Adequacy of the proposed team
3. Fee proposal

RIGHTS RESERVED BY THE OWNER:

1. The Owner reserves the right to waive any irregularities in any proposal, and to select the proposal evaluated to be the most advantageous to the Owner. Further, the Owner reserves the right to disqualify any proposal, or to reject all proposals if it is deemed to be in its best interests.
2. The Owner reserves the right to request additional information that may be required for complete evaluation of the proposals.
3. The Owner reserves the right to request interviews of shortlisted firms as may be necessary for a final selection.
4. The Owner shall not be liable for any expenses incurred by the proposers including but not limited to expenses associated with the preparation of the proposals.