



# General Services Department

Robert M. Brown  
*Project Manager*

## REQUEST FOR QUALIFICATIONS ADVERTISEMENT

TITLE: ENHANCED COMMISSIONING OF SYSTEMS AND ENVELOPE FOR A NEW  
BUNCOMBE COUNTY EMS STATION

DATE ISSUED: **FEBRUARY 26, 2024**

DUE DATE: **MARCH 14, 2024**

TIME: **2:00 PM**

LOCATION: BUNCOMBE COUNTY GENERAL SERVICES DEPARTMENT  
40 MCCORMICK PLACE  
ASHEVILLE, NC 28801

TELEPHONE: (828)250-4233

### REQUEST FOR QUALIFICATIONS

Pursuant to the General Statutes of North Carolina, statements of qualification will be received for the following:

COMMISSIONING SERVICES FOR ENHANCED COMMISSIONING OF SYSTEMS AND ENVELOPE FOR A NEW BUNCOMBE COUNTY EMS STATION.

Buncombe County is seeking Statements of Qualifications from qualified firms interested in providing systems and envelope enhanced commissioning for a 3 bay EMS station currently in the design phase. Statements of qualification will be accepted until **MARCH 14, 2024, AT 2:00 PM** for the above named items, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in systems and envelop commissioning for EMS facilities is encouraged. Buncombe County encourages submittals from minority businesses by providing certified minorities an equal opportunity to participate in all aspects of the RFQ process. One digital copy in .pdf format of said statements of qualifications must be submitted in person or by email to [generalservices@buncombecounty.org](mailto:generalservices@buncombecounty.org), [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org), and [robert.brown@buncombecounty.org](mailto:robert.brown@buncombecounty.org). Questions about the project may be asked by contacting the General Services Department project manager at (828) 250-4784 or by email at [robert.brown@buncombecounty.org](mailto:robert.brown@buncombecounty.org).

Request for Qualifications Authorized by:  
Mike Mace  
Director, General Services





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### A. Purpose:

Buncombe County is seeking qualified candidates interested in providing Enhanced Commissioning of Systems and Envelope for a new Buncombe County EMS Station currently being designed. The facility is approximately 12,214 GSF and includes (3) Bays for Emergency Vehicles, Support Areas, Office Areas, and Living Areas for Staff. The facility is to be constructed in Swannanoa, N.C.

### B. Services Required Summary:

The contracted Commissioning Provider (CxP) will provide commissioning services for [Buncombe County] OWNER to provide [LEED v4 BD+C New Construction] Fundamental and Verification Commissioning (Energy and Atmosphere Prerequisite) services for the facility. Also, the (CxP) shall provide [LEED v4 BD+C New Construction] Enhanced Commissioning [Energy and Atmosphere credit, Option 1, Path 1 (3 points)] services and Enhanced and Monitoring-Based Commissioning [Energy and Atmosphere credit, Option 1, Path 2 (4 points)] services for the facility. Finally, Envelope Commissioning [Energy and Atmosphere credit, Option 2 (2 points)] (BECx) services shall be provided for the facility.

#### Fundamental Commissioning and Verification Services

In summary, Fundamental Commissioning services will include:

#### 1) Design Phase:

- a. Commissioning Provider CxP will be contracted after the completion of the design development phase to lead, review, and oversee the commissioning process in accordance with ASHRAE Guideline 0-2005 and ASHRAE Guideline 1.1-2007. The CxP will work directly under the direction of the OWNER.
- b. The CxP will review the Owner's Project Requirements (OPR) and the Basis of Design (BOD) as developed by the design team. The CxP will submit comments to the Owner and A/E for consideration.
- c. The CxP will participate in [LEED®] progress meetings (conference calls) to review the project status and provide status updates on the commissioning process. (2 Meetings)
- d. The CxP will prepare a design commissioning outline describing the commissioning process, team structure with a summary of roles and responsibilities, preliminary time requirements for each project phase and identification of the types of equipment and systems to be commissioned.





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- e. The CxP will review the contract documents prepared by the A/E and comment as relevant to the commissioning process and to ensure project coordination for the MEP systems and exterior enclosure design. To meet the [LEED®] requirements, the design review shall be performed during the mid-design phase to ensure the project team has time to make any necessary changes. The review
  - f. will include a back check of the 90% design documents to verify comments have been responded to. (2 Review Totals)
  - g. The CxP will assist the A/E in preparing the specifications for commissioning. The actual preparation of the contract documents is the sole responsibility of the A/E.
- 2) Construction Phase:
- a. The CxP will prepare and submit the Cx plan for Owner and A/E review and approval.
  - b. The CxP will schedule and conduct a Cx kickoff meeting with the Cx team. (1 Virtual Meeting)
  - c. The CxP will participate in [LEED®] progress meetings (conference calls) to review the project status and provide status updates on the commissioning process. (2 Meetings)
  - d. The CxP will schedule and conduct scheduled commissioning meetings with the commissioning team to review the commissioning plan and progress. The CxP will generate and distribute meeting minutes to the team. (4 Virtual Meetings Total)
  - e. The CxP will schedule and conduct project site observations of the installation to assess compliance with the contract documents. Any observed deficiencies will be brought to the attention of the Owner, A/E, and contractor via an agreed upon issue tracking system. (2 Site Visits Total)
  - f. The CxP will coordinate the sequencing and timing of commissioning activities into the overall project schedule with the Owner, A/E, and contractor.
  - g. The CxP will review and update the project schedule with the commissioning team to ensure all required commissioning activities, sequences and durations are incorporated.
  - h. The CxP will develop and maintain a construction issue tracking system to make sure all issues raised during commissioning are documented, addressed, followed up and tracked until a resolution is reached.





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- i. The CxP will prepare and issue Pre-Functional Checklists (PFC's) for the contractor to complete. The PFC's shall serve as documentation that the installation was performed in accordance with the contract documents. The Contractor shall be responsible for executing the PFC's. The PFC's shall be completed prior to the commencement of functional performance testing.
  - j. The CxP will finalize building systems and equipment Functional Performance Tests (FPTs). The updated tests will contain specific information required to demonstrate correct operation under all modes of operation with applicable pass/fail criteria.
- 3) Acceptance Phase:
- a. The CxP shall conduct Functional Performance Testing (FPTs), designed, and developed during earlier project phases by the Contractor and the CxP, for equipment and systems.
  - b. The CxP will record the results of the FPTs. All deficiencies or non-conformance issues shall be noted as Action Items, and the cost for the CxP to retest shall be paid by the Contractor responsible for the deficiency.
  - c. Owner shall pay the CxP directly and back charge the responsible Contractor.
  - d. The CxP will prepare and maintain a Current Facilities Requirements and Operations and Maintenance Plan that consist of information necessary to operate the building efficiently.
  - e. The CFR and O+M Plan will include a Sequence of Operations, Occupancy Schedule, Equipment Schedules, System Setpoints, Lighting Levels, Minimum Outside Air Requirements, System Narratives and Preventative Maintenance.
  - f. The CxP will prepare and submit a summary Cx report to the Owner.
  - g. [The CxP will prepare and submit all required LEED® documentation to LEED® online for Fundamental Commissioning.]

### Enhanced Commissioning and Verification Services

In summary, Fundamental Commissioning services will include:

1. Design Phase:
  - a. The CxP will be independent from the project design and construction team and report findings directly to the OWNER.
  - b. The CxP will verify the inclusion of system manual requirements in the construction documents.
  - c. The CxP will verify the inclusion of operator and occupant training requirements in the construction documents.





2. Construction Phase:
  - a. The CxP will review and comment on equipment and system submittals related to the systems being commissioned. The CxP will consult with the A/E and contractor regarding compliance with the design intent. The Owner and A/E have final approval authority over all submittals
3. Acceptance Phase:
  - a. The CxP will verify operator (O&M) and occupant training delivery and effectiveness. The contractor will provide O&M literature and training personnel in accordance with the contract documents.
  - b. The CxP will review and evaluate the O&M manuals for completeness.
  - c. The CxP will receive and review the System Manual as submitted by the contractor to verify the System Manual and all other design and construction records have been updated and include all modifications made during the Construction Phase. The CxP will verify that the System Manual achieves the OPR. The CxP will insert system descriptions as provided by the design professional(s) in the System Manual.
  - d. The CxP will develop an on-going commissioning plan.
  - e. [The CxP will prepare and submit all required LEED® documentation to LEED® online for Enhanced Commissioning.]
4. Post-Acceptance Phase:
  - a. The CxP will review the building systems operation with the O&M staff 8-10 months after the final acceptance of the project. If there are any system issues, the CxP will work with the O&M staff to develop a plan for resolution of the system issues as a part of Additional Services.

## Enhanced and Monitoring-Based Commissioning and Verification Services

In addition to the Enhanced Commissioning and Verification Services described above, the Contracted CxP will develop monitoring-based procedures and identify points to be measured and evaluated to assess performance of energy-and-water consuming systems.

Include the procedures and measurement points in the commissioning plan. Address the following:

- roles and responsibilities;
- measurement requirements (meters, points, metering systems, data access);
- the points to be tracked, with frequency and duration for trend monitoring;





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- the limits of acceptable values for tracked points and metered values (where appropriate, predictive algorithms may be used to compare ideal values with actual values);
- the elements used to evaluate performance, including conflict between systems, out-of-sequence operation of systems components, and energy and water usage profiles;
- an action plan for identifying and correcting operational errors and deficiencies;
- training to prevent errors;
- planning for repairs needed to maintain performance; and
- the frequency of analyses in the first year of occupancy (at least quarterly).

Update the systems manual with any modifications or new settings and give the reason for any modifications from the original design.

### Envelope Commissioning

In summary, Envelope Commissioning services will include:

Fulfill the requirements [in EA Prerequisite Fundamental Commissioning and Verification] as they apply to the building's thermal envelope in addition to mechanical and electrical systems and assemblies.

Complete the following commissioning process activities for the building's thermal envelope in accordance with ASHRAE Guideline 0–2005 and the National Institute of Building Sciences (NIBS) Guideline 3–2012, Exterior Enclosure Technical Requirements for the Commissioning Process, as they relate to energy, water, indoor environmental quality, and durability.

In summary, Envelope Commissioning (BECx) services will include:

1. Design Phase
  - a. CxP will verify inclusion of systems manual requirements in construction documents.
  - b. CxP will verify inclusion of operator and occupant training requirements in construction documents.
2. Construction Phase
  - a. CxP will review contractor submittals.
3. Acceptance Phase
  - a. CxP will verify systems manual updates and delivery.
  - b. CxP will verify operator and occupant training delivery and effectiveness.
  - c. CxP will develop an on-going commissioning plan.





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#### 4. Post-Acceptance Phase

- a. CxP will verify seasonal testing.
- b. CxP will review building operations 10 months after substantial completion.

#### C. Submission Requirements:

- Letter of Interest – A letter of interest must be submitted giving the qualifications of the proposed project team and shall include the firm(s) history.
- Relevant Project Examples as indicated below:
  - Please provide a list of up to four current or completed projects your firm has performed enhanced systems commissioning services equivalent to the services required in this RFQ. .
  - Please provide a list of up to four current or completed projects your firm or your consultant performed envelope commissioning services equivalent to the services required in this RFQ. .

Note: If both services named above were completed for the same project, the same project example may be used for both categories.

- Provide an organizational chart and resumes which will address the following:
  - Name the firms principal(s), project manager /primary contact person , and other individuals to be assigned to the project, providing for each the number of years of service with the company, specific competency/ experience. Provide their total number of years of commissioning experience, and educational background inclusive of professional licenses and certifications.
  - For sub-consultants, please list the names and addresses of each company, as well as the name of any individuals to be assigned to the project and provide their resumes.
- Provide a list of at least 3 past or current client references with their associated phone number and their email address.
- Deadline – One digital copy in .pdf format of the submission must be received by the Buncombe County General Services Department by **March 14, 2024, AT 2:00 PM**. Email the submissions to [generalservices@buncombecounty.org](mailto:generalservices@buncombecounty.org), [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org), and [robert.brown@buncombecounty.org](mailto:robert.brown@buncombecounty.org)





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D. Qualifications:

- Interviews are not anticipated.
- Applicants will be evaluated in conjunction with the anticipated needs of the County and information provided by the applicants as well as information obtained from references, persons, or other sources identified by the applicant or otherwise known by the County.

E. Contact Information:

Questions about the project may be asked by contacting the General Services Department project manager at (828) 250-4784 or by email at

[robert.brown@buncombecounty.org](mailto:robert.brown@buncombecounty.org)

