

REQUEST FOR QUALIFICATIONS FOR COMMISSIONING SERVICES

The Board of Education of the New Albany-Plain Local School District, Ohio (the “Owner”) is soliciting qualifications statements for commissioning services (“Commissioning Services”) in connection with the Owner’s capital facilities improvement project (“Project”) as described below.

I. Project Description

Phase I of the Project shall consist of the Construction of a New Elementary School, Early Learning Center Bus Lane Expansion, High School Tech Hub, Middle School Football Stadium Improvements, New Transportation Facility, Swickard Woods Boulevard Improvements, and Relocation of the High School Baseball and Softball Fields.

Phase II of the Project shall consist of the Middle School/High School Expanded Cafeteria Space, Grades 6-12 Fine Arts Hub, and High School Science Hub.

The Owner additionally intends to perform the following improvement but has not yet decided which Phase each of the improvements will be performed which the Owner may decide in its sole discretion: Annex Demolition, Expansion of the Administrative Offices, Site Improvements at the Primary School, Maintenance Storage Facilities, McCoy Storage for School Theater, High School Stadium Improvements, Multipurpose Practice Fields, High School Gymnasium & Locker Rooms Renovations, High School, Middle School & Intermediate School Wellness & Athletic Storage, Middle School Locker Room Renovations, and such additional improvements as deemed necessary by the Owner.

The Owner has selected Schorr Architects, Inc. as its professional design firm and Ruscilli Construction Co., Inc. as its construction manager-at-risk.

Additional information regarding the Project requirements, including the Owner’s Master Plan, may be found on the Owner’s website at <https://www.napls.us/our-district/treasurer/solicitation-notice>

II. Scope of Commissioning Services

The Commissioning Services shall minimally include, but is not limited to, ensuring that the building’s design intent is fully realized by reviewing, verifying and documenting that the specified components and systems have been designed, installed, calibrated, started up properly and then functionally tested to verify and

document proper operation through all modes and conditions. Functional testing of the systems includes actual seasonal systems tests. The commissioning agent will review the Owner's requirements for clarity and completeness and provide comments to the Owner, develop and incorporate commissioning requirements and specifications into the construction documents, develop, coordinate and implement a commissioning plan, verify installation and performance of the systems to be commissioned, and complete a summary commissioning report. The Commissioning Services begin in the design stages and extends through project completion, closeout, and warranty reviews. The Owner may require the commissioning agent to provide such additional Commissioning Services as are deemed necessary by the Owner, including enhanced commissioning.

III. Evaluation Criteria for Selection

Responding firms are requested to keep their statements of qualifications to no more than ten (10) pages. Statements of qualifications should separately describe the firm's capabilities to provide the Commissioning Services, and the statements of qualifications should include: a cover letter that provides the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person; company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals, and general firm history; the firm's ability and experience for providing fundamental and enhanced commissioning; the technical training, education and experience of the firm's owners and key personnel who will be assigned to perform services on the Project; the technical training, education and experience of the firm's current staff; relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants; availability of staff; the firm's equipment and facilities; the location, availability and accessibility of facilities and equipment to support staff activities on the Project; specification writing credentials and experience; experience with the design-build, construction manager-at-risk, general contracting and/or multiple prime contractor delivery methods; services that the firm typically performs in-house versus services that the firm typically performs through a consultant; the firm's record keeping, reporting, monitoring and other information management systems, including the scheduling and cost control systems; any previous work performed in connection with the Owner or any other political subdivisions; the firm's experience with the governmental and quasi-governmental entities with jurisdiction over the Project and their requirements; and other similar information.

IV. Questions and Inquiries

Questions regarding interpretation of the content of this Request for Qualifications must be directed by e-mail to:

Rebecca Jenkins, CFO/Treasurer
New Albany-Plain Local School District
Email: jenkins.5@napls.us

The subject line of the e-mail should clearly read “Request for Qualifications for Commissioning Services”. No phone calls.

Answers to any questions shall be in writing and shall be posted on the Owner’s webpage at:

<https://www.napls.us/our-district/treasurer/solicitation-notice>

The Owner will also endeavor to notify firms who are on record with the Owner as having received a copy of this Request for Qualifications when an update has been posted to the Owner’s webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm’s contact person of record.

Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on the Owner’s webpage relating to this Request for Qualifications, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this Request for Qualifications and any addenda thereto resulting from the firm’s failure to register with and provide accurate contact information to the Owner and/or a firm’s failure to check the Owner’s webpage. Interpretations, corrections and changes of the Request for Qualifications which are made in any manner other than a written addendum will not be binding.

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner’s staff or representatives of the Owner except as set forth in this Part IV.

V. Submittal Instructions

Firms interested in being considered should submit one electronic copy of the firm’s statement of qualifications by e-mail to:

Rebecca Jenkins, CFO/Treasurer
New Albany-Plain Local School District
Email: jenkins.5@napls.us

The subject line of the e-mail should clearly read “Statement of Qualifications for Commissioning Services”.

Statements of qualifications must be submitted not later than 3:00 P.M., Eastern Time, on January 24, 2025. Statements of qualifications submitted after this date and time will not be accepted.

VI. Selection Process.

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner also reserves the right to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project in any manner the Owner deems appropriate.