



**HERNANDO  
SCHOOL DISTRICT**

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**REQUEST FOR QUALIFICATIONS  
# 9009-3100-2201  
For Continuing Commissioning Services**

Hernando County School District  
Brooksville, Florida

**REQUEST FOR QUALIFICATIONS  
FOR  
CONTINUING ENGINEERING SERVICES**

**TABLE OF CONTENTS**

**ANNOUNCEMENT**

**I. GENERAL INFORMATION**

- A. Description**
- B. Minimum Qualifications**
- C. Scope of Services**
- D. Selection Process**

**II. SUBMITTAL REQUIREMENTS**

- A. Submittal Information**
- B. Schedule for RFQ Process**
- C. General Information**
- D. Documents**

**III. EVALUATION CRITERIA**

- A. Firm Qualifications and Capabilities**
- B. Staff Qualifications**
- C. Prior Experience and Performance**
- D. Project Approach**
- E. Work Location**

**APPENDICES**

- Appendix A: Submittal Evaluation Form (to be completed by Jury Panel)**
- Appendix B: Sample Standard Form of Agreement Between Owner and Consultant (AIA C103-2015) Incorporated by reference**  
**Sample HCSD Standard Addendum to Agreements**  
**Consultant's Insurance Requirements**
- Appendix C: Commissioning Discipline Declaration**
- Appendix D: Scope of Services**

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## ANNOUNCEMENT

### REQUEST FOR QUALIFICATIONS FOR Continuing Commissioning Services Hernando County School Board

RFQ 9009-3100-2201

The Hernando County School Board (“HCSB”), Brooksville, Florida, invites qualified firms to submit a letter of interest and supporting documentation relating to professional CONTINUING COMMISSIONING SERVICES for miscellaneous projects to be awarded on an ongoing basis. Qualifications are requested for services as follows: **Building Envelope, Electrical & Lighting Controls, Fire Alarm, Fire Sprinkler, Generator, HVAC & Building Controls and Plumbing Systems.** Awarded firms will execute an AIA Standard Form of Agreement between Owner and Consultant (AIA C103-2015) for continuing services. Projects assigned under this Agreement will be limited to those for professional services for which the fee for each individual study under the contract does not exceed \$500,000 in accordance with F.S. 287.055.

Submittals must be received before **10:00 AM on Friday, September 16th, 2022** at the Facilities & Construction Department, Hernando County School Board, 8016 Mobley Road, Brooksville, Florida 34601 (352-797-7050). **Late submittals will not be considered.** It is the responsibility of the Respondent to allow sufficient time for submittals to transit through the US Postal Service and the HCSB distribution system to guarantee delivery prior to the deadline.

Submittal Requirements and information related to this RFQ are available on the Public Purchase website, including the Sample Architect-Engineer Agreement for Continuing Services and the associated Terms and Conditions. Interested respondents are **required** to register, free of charge, by visiting: [www.publicpurchase.com](http://www.publicpurchase.com).

**REQUEST FOR QUALIFICATIONS  
CONTINUING COMMISSIONING SERVICES  
HERNANDO COUNTY SCHOOL DISTRICT**

**I. GENERAL INFORMATION**

**A. DESCRIPTION**

1. Hernando County School Board (HCSB) seeks qualifications from Professional Consultants **duly qualified as professional commissioning firms with prior related public K-12 experience to provide commissioning services throughout the District, as required and directed by the District, on various projects.**
2. Existing continuing service agreements for commissioning shall be terminated upon approval of new agreements pursuant to this solicitation. Firms currently under contract must reapply to be considered for these services.
3. Submittals will be evaluated by the Professional Services Advisory Committee (PASC) and judged according to the criteria described herein. Qualified Firms will be awarded a Continuing Service Agreement. The initial term of the Agreement will be two (2) years with the option for one (1) renewal for a two (2) year period, contingent upon mutual agreement.
4. Individual projects will be awarded on an as-needed basis and executed under the AIA Standard Form of Agreement between Owner and Consultant (AIA C103-2015) and the associated Terms and Conditions, Insurance Requirements, sample forms included in Appendix B.
5. Selected firms will provide Commissioning services on an on-call basis for projects throughout Hernando County. The individual projects assigned under this Agreement will be limited to those for consulting services for which the fee does not exceed \$500,000 in accordance with Florida Statute 287.055 (2) g.

**B. MINIMUM QUALIFICATIONS**

Respondents must meet minimum qualifications in order to receive consideration. Respondents shall, at a minimum:

1. Be properly licensed in the State of Florida to provide professional commissioning services.
2. Have been in business operating within the State of Florida for a minimum of three (3) consecutive years under the current name and providing the services advertised under this RFQ.
3. Have successfully completed at least five (5) projects acting as the commissioning consultant for projects ranging up to \$4 million in value.
4. May not be disqualified by Florida Statute 287.133 (2) (a), which states as follows:  
*“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”*

## C. SCOPE OF SERVICES

The scope of services for assigned projects may include, but are not limited to, those described in the attached **Appendix D “Scope of Services”** and as further defined by AIA Standard Agreement between the Owner and Consultant. Services to be provided under the agreement are restricted to the awarded discipline(s) only. The number of phases and associated deliverables will be determined according to individual project needs. A minimum of three firms are anticipated to be selected for each of the following commissioning disciplines/categories:

**Building Envelope**  
**Electrical & Lighting Controls**  
**Fire Alarms**  
**Fire Sprinklers**  
**Generators**  
**HVAC & Building Controls**  
**Plumbing Systems**

## D. SELECTION PROCESS

1. The selection of consultants will be conducted in two stages in accordance with the Florida Statutes, 287.055, as follows:
  - a. Submittals will be screened and scored. Firms will be ranked within each discipline as indicated on the Commissioning Discipline Declaration form provided in **Appendix C**. The firm will receive one overall score which will be used for ranking within each discipline they select. Firms ranked the highest (within each discipline) will be awarded continuing service agreements (AIA C103-2015). It is anticipated that no fewer than three (3) firms will be selected within each discipline to enter into an agreement, however HCSD reserves the right to limit or increase the total number of awardees in any discipline.
  - b. At such time as an awarded firm is being considered for an individual Project Assignment, firms will be invited to discuss their qualifications either in person or by telephone.
2. Award of an agreement does not guarantee that any number or any particular type of project will be assigned to the awarded firm. The Owner reserves the right in its sole discretion to select the projects, if any, to be assigned.

## II. SUBMITTAL REQUIREMENTS

### A. SUBMITTAL INFORMATION

Due Date & Time: **Friday, September 16th, 2022 at 10:00 AM**

Copies: **Three (3) bound hard copies and one (1) .pdf copy on portable media**

Address: **Submit to: Facilities & Construction Dept., 8016 Mobley Rd, Brooksville, FL 34601**

Comments: **Late submittals will not be considered. It is the responsibility of the Respondent to allow sufficient time for submittals to transit through the US Postal Service and the HCSB distribution system to guarantee delivery prior to the deadline.**

Contact:

**Brian Ragan, Facilities & Construction Department  
Hernando County School District  
Ragan\_b@hcsb.k12.fl.us  
352-797-7050**

## B. SCHEDULE FOR RFQ PROCESS

The schedule is as follows:

Advertisement	August 15 – September 6, 2022
Final Date for Respondent Questions	September 6, 2022
Due Date for HCSB Responses	September 9, 2022
Submittals Due	<b>September 16, 2022 at 10:00 AM</b>
Selection Posted	September 23, 2022
Agreements Distributed to Awardees	TBD, approximately September 26, 2022
School Board Award of Contracts	TBD tentative October Board Meeting

The above schedule is tentative. Revisions will be issued in a timely manner. Information related to this RFQ, including the schedule, will be distributed via the HCSB Public Purchase web page.

Respondents are required to register on [www.publicpurchase.com](http://www.publicpurchase.com) to receive information related to this RFQ.

## C. GENERAL INFORMATION

1. Changes and Clarifications:  
Changes and clarifications to this RFQ will be issued by addenda. Addenda will be distributed via [www.publicpurchase.com](http://www.publicpurchase.com).

Respondents may enter questions at any time prior to the date listed in paragraph II.B. All questions must be entered into [www.publicpurchase.com](http://www.publicpurchase.com) and HCSB will respond accordingly.

**It is the respondent's responsibility to log in and check for updated information.**

2. Conditions of this RFQ:  
All respondents accept the following conditions:
  - a. All submittals shall become the property of HCSB and will not be returned.
  - b. Late submittals will not be evaluated.
  - c. HCSB is governed by the Public Records Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets, as defined by F.S, and financial statements may be exempt from disclosure. Any such confidential materials shall be segregated and clearly marked as Confidential. Blanket requests will not be honored.
  - d. HCSB reserves the right to reject any or all proposals if deemed unresponsive to this RFQ or for failure to disclose requested information.
  - e. HCSB shall not be liable for costs incurred by respondents in the preparation of submittals or for costs related to any element of the selection and contract negotiation process.
  - f. By responding to this RFQ, the respondents acknowledge that they have carefully reviewed the entire RFQ, including appendices and addenda, and furthermore specifically agrees that the Architect-Engineers Agreement and the associated Terms and Conditions are expressly acceptable without reservation.
  - g. HCSB reserves the right, without invalidating the respondent's submittal, to request clarification of the information provided.



#### D. DOCUMENTS

Submittals must comply with the following requirements 1-5. HCSB retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the District.

1. Three (3) hard copies and one (1) .pdf version on portable media. The .pdf version is to be submitted as a single bound document, including the cover letter.
2. Each submittal is to be accompanied by a Letter of Interest addressed to the Facilities Operations Department.
3. The submittal is to be no more than 25 double-sided 8 ½” x 11” sized pages in portrait orientation, minimum font size 10 point, permanently bound with spiral or plastic binder. Page count excludes Appendix C, covers, cover page, backings, cover letter or any tabs.
4. Submittal shall be formatted and tabbed in the exact form and numeric sequence stated herein.
5. Response to all items shall be complete.
6. Submittal to include a completed and signed Appendix C “Commissioning Discipline Declaration” attached to the Letter of Interest. **Submittals that do not have this form completed will not be scored.**

#### III. EVALUATION CRITERIA

Submittals will be evaluated and scored according to the Evaluation Form provided in Appendix A.

It is the intent of HCSB to select firms who have prior experience with educational projects. Respondents will be judged not only on prior experience but also on their ability to address issues critical to the success of a project, as outlined in this RFQ document. The following must be submitted (in order by Tab) and are elements that will be used to evaluate each respondent’s qualifications.

##### TAB 01 – FIRM QUALIFICATIONS AND CAPABILITIES

Provide a brief overview of the firm’s qualifications and experience related to educational projects or projects performed in a similar environment.

Describe the organization and size of the firm. Establish the lines of authority and communication. Organizational chart may be included.

Provide a copy of the current Annual corporate commissioning certification from a nationally recognized commissioning organization (i.e., BCA, ACG, ASHRAE).

Describe the firm’s in-house capabilities, specifically with regard to experience acting as **Commissioning Consultant**.

Establish whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act.

##### TAB 02 – STAFF QUALIFICATIONS

Identify the Principals, project management staff, and other key staff.

Provide a brief overview of the individual staff qualifications and relevant experience related to educational commissioning projects or projects performed in a similar environment.

Present unique qualifications, certifications or knowledge that staff may offer, for example familiarity and/or certification with a recognized green building rating organization, expertise in modeling

software, commissioning certifications, etc.

Highlight unique projects or similar projects where key staff has participated as the commissioning agent whether under the firm's employ or other employ. If not completed as an employee of the submitting firm please indicate so.

### **TAB 03 – PRIOR EXPERIENCE AND PERFORMANCE**

Present relevant projects, including information related to the complexity, project cost and schedule, specifically focusing on projects with occupied campuses or in similar environments.

Demonstrate success on past projects. Testimonials and similar documentation may be provided.

Provide the names and current contact information for a minimum of three (3) Owner references for completed or ongoing projects, preferably public K-12 educational projects.

### **TAB 04 – PROJECT APPROACH**

Describe the firm's policies and procedures with regard to project implementation:

Present a plan for setting forth the program for implementing and carrying out the required services to include project planning, performing assessment/investigative work, project status reporting and phased reporting services.

Procedure for investigating existing conditions for pre-commissioning

Ability to review design documents for future maintenance coordination, energy efficiency, owners objective for the project, including the work of sub- consultants, so as to avoid delays to the project.

Describe the firm's policies and procedures with regard to Communication and Reporting:

Describe the firm's policies and procedures with regard to Communication and Reporting: Ability to produce detailed meeting minutes and field reports. **Provide examples including a sample pages from a commissioning report from a similar project (i.e. A K-12 school).**

Describe how the proposed organizational structure will insure orderly communications, distribution of information, effective coordination of activities and accountability

Describe the firm's policies and procedures for project close-out and communicating deficiencies and findings to the owner, engineer and contractor. Describe follow-up procedures through final completion

### **TAB 05 – WORK LOCATION**

Describe where the firm's office(s) are located and where reports and project documents will be produced.

Describe how the proximity of the firm's office may affect construction administration tasks and coordination with the HCSB project manager. Indicate any principals or employees who are residents of Hernando County or any Hernando County presence the firm may have.

Appendix A

HERNANDO COUNTY SCHOOL DISTRICT  
SUBMITTAL EVALUATION FORM  
CONTINUING COMMISSIONING SERVICES

QUALIFICATION BASED SELECTION

Evaluator #: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
RFQ # 9009-3100-2201 \_\_\_\_\_

SCORE:

Weight<sup>2</sup> x Rating<sup>3</sup> = Score

1. FIRM QUALIFICATIONS AND CAPABILITIES<sup>1</sup>

- Experience with educational or similar projects 15 x \_\_\_\_\_ = \_\_\_\_\_
- Organizational structure & established lines of communication 15 x \_\_\_\_\_ = \_\_\_\_\_
- Documented experience as a Commissioning Consultant 15 x \_\_\_\_\_ = \_\_\_\_\_

2. STAFF QUALIFICATIONS<sup>1</sup>

- Qualifications and relevant individual experience. 10 x \_\_\_\_\_ = \_\_\_\_\_
- Unique knowledge & abilities of staff. 15 x \_\_\_\_\_ = \_\_\_\_\_
- Staff experience with similar commissioning projects. 10 x \_\_\_\_\_ = \_\_\_\_\_

3. PRIOR EXPERIENCE AND PERFORMANCE<sup>1</sup>

- Three examples of successful projects. 15 x \_\_\_\_\_ = \_\_\_\_\_
- Demonstrated success on past projects. 10 x \_\_\_\_\_ = \_\_\_\_\_
- Owner References. 10 x \_\_\_\_\_ = \_\_\_\_\_

4. PROJECT APPROACH<sup>1</sup>

- Plan for project implementation. 10 x \_\_\_\_\_ = \_\_\_\_\_
- Method for pre-commissioning. 10 x \_\_\_\_\_ = \_\_\_\_\_
- Communication and Reporting proficiency. 10 x \_\_\_\_\_ = \_\_\_\_\_
- Ability to review documents for energy savings and maintenance 10 x \_\_\_\_\_ = \_\_\_\_\_
- Approach to project closeout 10 x \_\_\_\_\_ = \_\_\_\_\_

5. WORK LOCATION<sup>1</sup>

- Proximity of firm & availability to Hernando County 10 x \_\_\_\_\_ = \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_<sup>4</sup>

NOTES:

1. **Criteria:** Evaluator will review all information presented, including unique characteristics and abilities, in order to rate the firm's qualifications in each category.
2. **Weights:** Weights are assigned to establish the relative importance of the listed criteria.
3. **Ratings:** Evaluator will assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score:** Includes the sum of all criteria.

**Appendix B  
Contract Documents**

**Incorporated by reference is Standard Form of Agreement Between Owner and  
Consultant (AIA C103-2015)**

**Sample HCSD Standard Addendum to Agreements (attached)**

**Hernando County School District Consultant's Insurance Requirements (attached)**

**Appendix C**

**Commissioning Discipline Declaration**

**Name of Firm** \_\_\_\_\_

**License No.** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**On behalf of the above named firm I hereby request the Jury Panel to consider the firm for the commissioning disciplines indicated below.**

- \_\_\_\_\_ **Building Envelope**
- \_\_\_\_\_ **Electrical & Lighting Controls**
- \_\_\_\_\_ **Fire Alarm**
- \_\_\_\_\_ **Fire Sprinkler**
- \_\_\_\_\_ **Generator**
- \_\_\_\_\_ **HVAC & Building Controls**
- \_\_\_\_\_ **Plumbing Systems**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Signature**

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## **APPENDIX D SCOPE OF SERVICES**

The Consultant shall provide the Hernando County School District with building systems commissioning and retro-commissioning for new, replacement and renovation projects as well as retro-commissioning for existing facilities in the selected and assigned discipline. Anticipated services may include, but are not limited to, the following:

### **COMMISSIONING SERVICES**

Commissioning Services shall be provided in four (4) phases: Design, Construction, Acceptance, and Post-Acceptance, in accordance with a recognized industry standard for the item(s) being commissioned.

#### **Design Phase:**

During the Design Phase, the Consultant shall perform the following Scope of Services:

1. Review the design documents (drawings and specifications) as they are prepared to verify inclusion of material covering the contractor's responsibilities for commissioning; provide comments and suggestions for designer and owners consideration.
2. Review the ability for maintenance to be properly provided for the equipment.
3. Provide comments regarding potential optimization strategies for the HVAC and Building Automation Systems (BAS) to potentially increase energy efficiency without sacrificing comfort. (HVAC discipline only)
4. Provide design review comments in a format for the architectural/engineering (A/E) team to be able to provide a response.
5. Perform a back check of the Design Review Comments in the Conformed Drawing Set.
6. Follow up meetings, as required.
7. Create or update the Commissioning Specifications for the project.
8. Assist in updating the Owner's Project Requirements.
9. Provide a Commissioning Plan specific to the project.

#### **Construction Phase:**

During the Construction Phase, the Consultant shall perform the following Scope of Services:

1. Organize and lead the commissioning team.
2. Review shop drawings and equipment submittals, concurrent with the A/E, for

information affecting the commissioning process.

3. Update the commissioning plan to reflect equipment and controls data from the submittals, and provide commissioning schedule information that the contractor can integrate into the project schedule.

4. Schedule and lead commissioning meetings.

5. Establish and maintain a system for tracking issues needing resolution.

6. Review the project schedule periodically to verify commissioning activities are properly incorporated; provide feedback to the Designer and Owner as needed. Coordinate with Contractor and Owner to ensure commissioning activities are incorporated into the project schedule.

7. Perform on-site observations during construction.

8. Develop component verification checklists for the equipment being commissioned.

9. Monitor correct component and equipment installation; including controls point-to-point checkouts. Document all observations.

10. Witness equipment and system start-ups as deemed necessary. Ensure complete documentation of same.

11. Develop Functional Performance Tests specific to the project.

#### **Acceptance Phase:**

During the Acceptance Phase, the Consultant shall perform the following Scope of Services:

1. Conduct functional performance testing of sub-systems, systems, and interactions between systems, leading to acceptance of the completed work. Document results of all tests witnessed.

2. Review the Graphical User Interface with the testing process to verify that the Facilities interface to the system is correct (as applicable). Review operation of systems software, controls, etc. for proper functionality and compatibility.

#### **Post-Acceptance Phase:**

During the Post-Acceptance Phase, the Consultant shall perform the following Scope of Services:

1. Conduct functional performance testing of sub-systems, systems, and interactions between systems that could not be carried out prior to acceptance due to unsuitable weather conditions.

2. Verify that ALL controls operate the systems as required by the Contract Documents.



3. Prepare and submit a Final Commissioning Report.
4. Prepare a Systems Manual in accordance with ASHRAE Guideline 1.4-2019 for applicable systems.
5. Provide follow-up for quality performance during the guarantee period. Return to the site with staff at 10-11 months into the warranty period and review the current operating conditions and any outstanding issues.

### **RETRO-COMMISSIONING SERVICES:**

Retro-Commissioning methodology is in general conformance with ASHRAE Guideline 0.2-2015. The scope of the Retro-Commissioning (RCx) includes HVAC Systems and related temperature controls or may include other systems as assigned by the Owner.

1. Review existing building and equipment information provided by the Owner, including as-built construction documents, control drawings and equipment submittals for the systems to be retro-commissioned under this contract; to assist in gaining a better understanding of the existing installations and systems operations in the field. In addition, review utility usage, trend logs and test and balance reports if readily available.

2. Conduct a Project “Kick-off” meeting with Owner’s personnel. During the meeting, define roles and responsibilities, the scope of work, schedule and current facility requirements. The meeting should include developing and communicating the objectives of this RCx project and also include the following:

2.1. Perform a preliminary walk-thru of the building.

2.2. Conduct interviews with operation and maintenance personnel responsible for the respective systems.

2.3. Discuss the financial metrics for the analysis.

3. Conduct a review of the existing systems while concentrating on improving the operation of the existing facilities. This includes a review of the BAS with particular attention to the systems in the project scope for HVAC assignments.

4. Review of potential utility incentives that could be utilized by any of the Facility Improvement Measures.

5. Conduct an assessment of current operation practices. The operations assessment shall look at control strategies, sequences of operation, set points, and schedules. The operations assessment shall also look at whether these practices properly integrate with the needs of the current building occupancy and usage. Consultant must have a complete understanding of the required sequence of operations for the school/site and its unique operations.

6. Create Tactical Functional Performance Tests, as needed, for the different systems.

7. Utilize the controls programming, not just the graphics, to review the operation of

the system and look for items that can potentially be optimized.

8. Perform calibration checks for sensors as well as performance of valve and damper actuators. Sensors that are utilized to control the logic are deemed as a required calibration check. Other sensors shall be sampled.

9. Available BAS data, relevant to the systems in the project scope, shall be analyzed.

10. Perform on-site Retro-Commissioning to the systems in the scope.

11. Provide Testing Services via a qualified (AABC or NEBB) Test and Balance subcontractor for applicable disciplines.

12. Generate a report of the findings and potential Facility Improvement Measures.

13. Develop a Draft RCx Report and submit for review by the Owner.

14. Conduct a review meeting to discuss any questions and/or comments related to the report.

15. Submit a final RCx Report; one (1) electronic copy.

16. Implementation of items may be handled under a separate project.