



**OFFICE OF THE WILL COUNTY EXECUTIVE**  
**LAWRENCE M. WALSH**

Rita Weiss  
Purchasing Director

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February 4, 2016

To Whom It May Concern:

You are invited to submit your credentials in response to this Request for Qualifications (RFQ) for:

**Professional Building Commissioning Services for the New Will County Courthouse**

Respondents must be licensed to do business in the State of Illinois; and, demonstrate verifiable qualifications and experiences involving professional building commissioning services for new commercial / institutional facilities, each comprised of a minimum of six (6) stories and three hundred thousand (300,000) square feet.

Responses to this RFQ will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 3:00 p.m., "as so indicated by the time stamp clock of Will County", Friday, February 19, 2016.**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Rita Weiss, Purchasing Director, at [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com).

We welcome your response to this solicitation.

Sincerely,

*Rita Weiss*

Rita Weiss  
Purchasing Director

**ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS (RFQ):  
PROFESSIONAL BUILDING COMMISSIONING SERVICES  
FOR THE NEW WILL COUNTY COURTHOUSE IN JOLIET, ILLINOIS**

SEALED RESPONSES TO THIS REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL BUILDING COMMISSIONING SERVICES FOR THE NEW WILL COUNTY COURTHOUSE IN JOLIET, ILLINOIS FROM FIRMS LICENSED TO DO BUSINESS IN THE STATE OF ILLINOIS; AND, THOSE HAVING VERIFIABLE QUALIFICATIONS AND EXPERIENCE WITH PROFESSIONAL COMMISSIONING SERVICES FOR COMMERCIAL / INSTITUTIONAL BUILDINGS EACH CONSISTING OF AT LEAST SIX (6) STORIES AND A MINIMUM OF THREE HUNDRED THOUSAND (300,000) SQUARE FEET, WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 3:00 P.M., FRIDAY, FEB. 19, 2016.

THE TERMS AND CONDITIONS OF THE RFQ ARE AVAILABLE AT [www.demandstar.com](http://www.demandstar.com) OR [www.willcountyillinois.com](http://www.willcountyillinois.com) OR FROM THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, AND [purchasing@willcountyillinois.com](mailto:purchasing@willcountyillinois.com).

THE TENDERING OF A RESPONSE TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE STATED TERMS AND CONDITIONS. THE RESPONDENT ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY OR ALL RESPONSES AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY RFQ RESPONSE RECEIVED IN WHOLE OR IN PART, AS SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

## INSTRUCTIONS TO RESPONDENTS

### **GENERAL REQUIREMENTS:**

You are invited to submit your statement of qualifications to this Request for Qualifications (RFQ) for Professional Building Commissioning Services for the new Will County Courthouse in Joliet, Illinois. Respondents to this RFQ must be licensed to do business in the State of Illinois; and, demonstrate verifiable qualifications and experience with the successful completion of building commissioning for commercial / institutional projects, each consisting of at least six (6) stories and a minimum of three hundred thousand (300,000) square feet.

### **RESPONSES:**

Sealed statements of qualifications will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Friday, Feb. 19, 2016, at 3:00 PM "as so indicated by the time stamp clock of Will County"**. **STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualifications must be made in accordance with the instructions contained herein. All terms and conditions as attached hereto shall be included in the contract for the work to be performed.

Statements of qualifications shall be submitted to the County of Will in a sealed package marked with the respondent's name and address and the notation:

**SEALED RFQ: 2016-55 RFQ FOR PROFESSIONAL BUILDING COMMISSIONING SERVICES FOR THE NEW WILL COUNTY COURTHOUSE**

**RESPONSES DUE: Friday, February 19, 2016 - 3:00 P.M.**

Sealed statements of qualifications shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

### **SIGNATURE OF AUTHORIZED PERSONNEL:**

The signature on statement of qualifications documents shall be that of an authorized representative of the firm, an officer or agent of the business entity who is empowered to bind the firm in a contract shall sign the statements of qualifications and any clarifications thereto.

Each respondent, by producing and signing a statement of qualifications, represents that he/she has read and understands the solicitation documents. **Any statement of qualifications not containing said signed documents shall be non-conforming and shall be rejected.**

**PROCEDURES:**

1. The Statement of Qualifications must be prepared as indicated in the “Submittal Requirements” section. One (1) original, Two (2) copies and Ten (10) digital copies as a searchable PDF on a USB smart drive must be included in the sealed response package.
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued by the County of Will.
3. Each respondent shall carefully examine all documents and all addenda thereto; and, shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a respondent find discrepancies, ambiguities or omissions in documents; or, be in doubt as to meaning, shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. If necessary, the County of Will shall issue a written addendum to all respondents. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Rita Weiss in writing at: [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com). After responses are received by the County, the respondent will make no allowance for oversight.

**REJECTION OF RESPONSES:**

The respondent acknowledges the right of the County of Will to reject any or all statements of qualifications, to waive any non-material informality or irregularity in any statements of qualifications received, and to accept the statements of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

**CONTRACT COMMENCEMENT:**

The contract is expected to commence on or after April 21, 2016.

**NON-DISCRIMINATION:**

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

**PREVAILING WAGE ACT:**

This contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

**DEFAULT:**

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of its costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

**HOLD HARMLESS CLAUSE:**

The respondent will save and hold harmless the County of Will from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFQ.

**TAX EXEMPTION:**

The County of Will is exempt from Federal, State and Municipal Taxes.

**RESPONSE EVALUATIONS:**

The respondent acknowledges the right of the County of Will to reject any statements of qualifications not in compliance with the RFQ and the right to reject all statements of qualifications and the right to waive any non-material informalities or irregularities for any statements of qualifications received; and, to accept the most responsible, responsive statements of qualifications after all responses have been examined and evaluated.

Rankings of the top three (3) respondents deemed most qualified and experienced based upon their respective statements of qualifications are expected to be presented during the March 1, 2016 meeting of the Will County Board's Capital Improvements Committee. The respondent deemed most qualified and experienced by the Evaluation Committee shall be assigned the highest ranking, [the number, one (1)]; and, the remaining respondents shall be ranked accordingly in ascending numeric order.

Also, on March 1, 2016, the Will County Board's Capital Improvements Committee is expected to authorize the Will County Executive's Office to begin contract negotiations with the highest ranked respondent. If contract negotiations with the highest ranked respondent reach a stalemate, the Will County Executive shall be authorized to begin contract negotiations with the second highest ranked respondent, following the identical process through the third highest ranked respondent, if required.

**TERMINATION:**

Will County may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the successful respondent, of such termination. At the end of said thirty (30) days notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, the County of Will shall pay all undisputed debts, obligations and liabilities theretofore accrued and owed to the successful respondent by the County of Will.

In the event the County of Will should default under or violate the contract, the successful respondent shall serve written notice upon the County of Will, which notice shall be in writing and shall specify the particular violation or default. The County of Will shall have 60 days to cure any such default. Should the County of Will fail to cure such default within 60 days, the successful respondent may terminate the contract upon 30 days written notice.

The Parties acknowledge that in the event the successful respondent materially breaches its contract with the County of Will it would be difficult to calculate damages incurred by the County. As such, should the successful respondent materially breach the contract without just cause, the successful respondent may be held responsible for liquidated damages. This clause shall survive termination of the contract.

### **COMPLIANCE WITH APPLICABLE LAW:**

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

### **CHOICE OF LAW**

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

### **VENUE**

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

### **ILLINOIS FREEDOM OF INFORMATION ACT**

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

### **SUBMITTAL REQUIREMENTS:**

Each of the following items shall be submitted by the time mentioned herein in order for the response to be considered. At a minimum, the Statement of Qualifications should include:

1. A cover letter, signed by a principal, describing a brief history of firm, type of organizational structure (corporation, partnership, sole proprietor, etc.), number of employees, technical disciplines, etc. and other information relevant to this project.
2. A simple organizational chart identifying key members of the firm that will be assigned to this Will County project.
3. The availability of principals of the firm to work on the project during each phase.
4. Resumes of senior leadership proposed for this project.
5. Resumes of key personnel proposed for this project.
6. Exceptions to requirements outlined in the Scope of Services of this RFQ.
7. Names of major sub-consultants planned to be used on this project, indicating name, specialty, address and summary of experience.
8. One (1) copy of the firm's audited financial statements for the last three (3) years which may be included in a separate sealed envelope or on digital copy as a searchable PDF on a USB smart drive and marked accordingly.
9. Proof and limits of professional and general liability insurance carried by the firm.
10. A minimum of three (3), but no more than five (5) commercial / institutional projects completed by your firm within the past ten (10) years, including current contact information for the owner.
11. Information relative to budgeted and actual cost, projected and actual project schedule, and actual project completion history, of three (3) to five (5) completed commercial / institutional projects by your firm during the past ten (10) years.
12. A list of county or other municipal references including client name, address, telephone number and persons to contact for the above names projects from both the project management and financial perspectives.
13. Information pertaining to recently completed projects involving LEED Certification, including level of Certification, staff accreditations, etc.
14. Appropriate visual representations of related project experience.
15. A list of all litigation, court proceedings, mediation or alternative resolution proceedings involving the firm/staff members regarding past or present project performance.
16. One (1) original, Two (2) copies and Ten (10) digital copies as a searchable PDF on a USB smart drive must be included in the sealed response package, appropriately marked.
17. Completion of signed Prime Contractor Certification.
18. Completion of signed RFQ Form.
19. Completion of signed Receipt of Addenda Form (if addenda are issued).

**REQUEST FOR QUALIFICATIONS (RFQ) FOR:  
PROFESSIONAL BUILDING COMMISSIONING SERVICES  
FOR THE NEW WILL COUNTY COURTHOUSE IN JOLIET, ILLINOIS**

**OVERVIEW:**

The existing Will County Courthouse was constructed in 1969 to serve a population of approximately 250,000 local residents as both the county courthouse and center for county government. During the past four decades, sustained economic growth and an increasing residential population have placed an extraordinary demand for services on this facility. Over the years, incremental relocation of multiple county departments to other locations and modifications to the building's existing floor plans have helped alleviate the need for additional space. Despite this concerted effort, the existing Will County Courthouse is no longer viable as a secure and efficient venue for the proceedings of the Illinois 12th Judicial Circuit Court.

With this determination, extensive planning, programming and conceptual design have been underway resulting in project parameters for the new Will County Courthouse. Located one block west of the existing courthouse on county-owned real estate, the new building will be bounded by Jefferson Street to the north, Joliet Street to the west, Washington Boulevard to the south and Ottawa Street to the east. Included within the scope of this project, the existing four (4) story building at 50 W. Jefferson Street will be vacated and demolished to accommodate the new Will County Courthouse.

Preliminary plans call for an eight (8) to ten (10) story, 375,000 square foot building consisting of a minimum of thirty (30) courtrooms, offices for the Will County Clerk of the Circuit Court, sufficient administrative space and standard judicial building features. In addition to architectural appeal, the design team's focus on enhanced security, operational efficiency and sustainability will be in the forefront during each phase of the project. The total budget for this project is between \$125 and \$150 million, inclusive of all project costs.

A teaming commitment between the Owner Will County (WC), Commissioning Agent (CA), Construction Manager (CM), and Architect / Engineer (A/E) is required during all project phases. The objective of commissioning is to provide documented confirmation that the new Courthouse meets or surpasses the functional and performance requirements of WC, occupants, and operators.

To reach this goal, it is necessary for the commissioning process to establish and document the Owner's criteria for systems function, performance, and maintainability; and to also verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation. In addition, complete operation and maintenance (O&M) manuals, as well as training on system operation, should be provided to the building operators to ensure the building continues to operate as intended.

The CA shall be involved throughout the project from program completion through the warranty phase. The primary role of the CA during design development is to articulate detailed commissioning specifications and review the design to ensure it meets the established performance parameters. During construction, the CA develops and coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that the systems are functioning in accordance with design intent requirements and the contract documents. The CA is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem-solving or resolving non-conformance issues or deficiencies.

## **Project Schedule**

The approximate timeline for this project is outlined as follows:

### **Pre-Construction Phase**

|                          |           |
|--------------------------|-----------|
| Schematic Design         | 4 Months  |
| Design Development       | 12 Months |
| Construction Documents   | 6 Months  |
| Construction Procurement | 2 Months  |

### **Construction Phase**

|              |           |
|--------------|-----------|
| Construction | 24 Months |
|--------------|-----------|

### **Post-Construction Phase**

|                                   |               |
|-----------------------------------|---------------|
| Project Close-out/Owner Occupancy | 3 Months      |
| Warranty Period                   | 12 Months     |
| Anticipated Completion Date       | December 2019 |

## **Scope of Services**

### **Pre-Design Phase**

1. Assemble commissioning team, hold a scoping meeting and identify responsibilities.
2. Develop a draft design-phase commissioning plan.
3. Attend commissioning meetings as needed with project manager and design team.
4. Review the design intent documentation for clarity and completeness, including language on the following features: mechanical, electrical, plumbing, architectural, structural, lighting, energy consumption, commissioning, indoor environmental quality, environmental sustainability, exteriors, landscaping, interiors, and other building systems, as required by WC.

### **Design Phase**

1. Coordinate the commissioning requirements during design.
2. Develop or update the design phase commissioning plan.
3. Perform focused reviews of the design, drawings and specifications at various stages of development (during schematic design, design development and contract document phases), as described in Exhibit 1.
4. Assist and review the development and updating of the Design Record documentation by the A/E and CM.
5. Develop a draft construction phase commissioning plan using a WC-approved outline. Develop full commissioning specifications for all commissioned equipment.
6. Integrate the commissioning specifications into the overall project specifications. The commissioning specifications will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements, including formats; alerts to coordination issues, deficiency resolution; construction checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.
7. Coordinate a controls integration meeting where the electrical and mechanical engineers, WC and the CA discuss integration issues between equipment, systems and disciplines to ensure that integration issues and responsibilities are clearly described in the specifications.

## **Bid Phase**

1. Attend pre-bid and related meetings to answer commissioning related questions.

## **Construction Phase**

1. Coordinate and direct the commissioning 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.
2. Coordinate the commissioning work with WC, A/E CM and trade contractors to ensure that commissioning activities are being incorporated into the master schedule.
3. Revise, as necessary, the construction phase commissioning plan developed during design, including scope and schedule.
4. Plan and conduct commissioning meetings as needed. Publish and distribute minutes.
5. Request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up and checkout procedures. Before startup, gather and review the current control sequences and interlocks and work with the A/E, CM equipment manufacturers and contractors until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
6. Review all relevant submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E and CM reviews.
7. Review Requests for Information (RFI) and Change Orders (CO) for impact on commissioning objectives.
8. Review design and shop drawings to ensure a reasonable coordination effort.
9. Write and distribute construction checklists for commissioned equipment.
10. Develop an enhanced start-up and initial systems checkout plan with trade contractors for selected equipment.
11. Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.
12. Perform the following pre-functional tasks:
  - a. Witness HVAC piping pressure test and flushing, sufficient to be confident that proper procedures were followed. Include testing documentation in the Commissioning Record.
  - b. Witness any ductwork testing and cleaning sufficient to be confident that proper procedures were followed. Include documentation in the Commissioning Record.
  - c. Document construction checklist completion by reviewing completed construction checklists and by selected site observation.
  - d. Document systems startup by reviewing start-up reports and by selected site observation.
  - e. Approve air and water systems balancing by spot testing, reviewing completed reports and on-site observation.
13. With necessary assistance and review from installing contractors, write the functional performance test procedures for equipment and systems. This will include manual functional testing, energy management control system trending and may include stand-alone datalogger monitoring.

14. Coordinate, witness and document manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved. The functional testing shall include operating the system and components through each of the written sequences of operation, and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during construction check listing by the installing contractors, and spot-checked by the commissioning provider during functional testing. Analyze functional performance trend logs and monitoring data to verify performance.
  - a. Tests on respective HVAC equipment shall be executed, if possible, during both the heating and cooling season. However, some overwriting of control values to simulate conditions shall be allowed. Functional testing shall be done using conventional manual methods, control system trend logs, and read-outs or stand-alone dataloggers, to provide a high level of confidence in proper system function, as deemed appropriate by the CA and WC.
15. Prepare test plans for, assist with execution of, and document tests of commissioned equipment overseen by regulatory authorities and ensure that such tests meet the testing rigor desired by WC.
16. Maintain a master issues log and a separate record of functional testing. Report all issues as they occur directly to WC, A/E and CM. Provide written progress reports and test results with recommended actions directly to WC.
17. Review equipment warranties to ensure that WC's responsibilities are clearly defined. Oversee and review the training of WC's operating personnel.
  - a. Oversee the videotaping of this training.
  - b. Review the creation of a classroom "owner's manual" that is to be kept in the classroom.
  - c. Review the preparation of the O&M manuals for commissioned equipment.
18. Compile a Commissioning Record, which shall include:
  - a. A brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
    - i. Equipment meeting the equipment specifications,
    - ii. Equipment installation,
    - iii. Functional performance and efficiency,
    - iv. Equipment documentation, and
    - v. Operator training.
  - b. All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
  - c. Also included in the Commissioning Record shall be the issues log, commissioning plan, progress reports, submittal and O&M manual reviews, training record, test schedules, construction checklists, start-up reports, functional tests, and trend log analysis.

19. Compile a Systems Manual that consists of the following: Owner's Project Requirements; Design Narrative and Basis of Design; Performance Metrics, if completed during design; space and use descriptions, single line drawings and schematics for major systems; control drawings, sequences of control; and a table of all set points with implications of changing them; schedules, instructions for operation of each piece of equipment for emergencies, seasonal adjustment, startup and shutdown, instructions for energy savings operations and descriptions of the energy savings strategies in the facility, recommendations for recommissioning frequency by equipment type, energy tracking recommendations, and recommended standard trend logs with a brief description of what to look for in them (all by the CA).

### **Warranty Period**

1. Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.
2. Return to the site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract.

### **3. Systems To Be Commissioned**

1. Central building automation system
2. All equipment of the heating, ventilating and air conditioning systems
3. Scheduled or occupancy sensor lighting controls
4. Daylight dimming controls
5. Refrigeration systems
6. Emergency power generators and automatic transfer switching
7. Uninterruptible power supply systems
8. Life safety systems (fire alarm, egress pressurization, fire protection)
9. Electrical
10. Domestic and process water pumping and mixing systems
11. Equipment sound control systems and testing
12. Data and communication
13. Paging systems
14. Security system
15. Irrigation
16. Plumbing
17. Vertical transportation
18. Building envelope

## **Desired Qualifications of Commissioning Personnel**

Acted as the principal Commissioning Agent for at least three (3) projects over 300,000 sf.

Extensive experience in the operation and troubleshooting of HVAC systems, energy management control systems.

Extensive field experience is required. A minimum of five (5) full years in this type of work is required.

Knowledgeable in building operation and maintenance and O&M training.

Knowledgeable in test and balance of both air and water systems.

Experienced in energy-efficient equipment design and control strategy optimization.

Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone datalogging equipment.

Excellent verbal and written communication skills. Highly organized and able to work with both management and trade contractors.

Experienced in writing commissioning specifications.

A bachelor's degree in mechanical or electrical engineering is strongly preferred, and P.E. certification is desired, however, other technical training, past commissioning, and field experience will be considered.

Membership with the Building Commissioning Association will be considered a plus.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. A member of the prime firm will be the designated CA who will be a member of the team that will coordinate the commissioning activities from the technical perspective. This party may not necessarily be the team's overall project or contract manager. The CA must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope.

### **Evaluation Criteria**

WC shall review all proposals and rank the most qualified firms. The selection and ranking shall be based on the following criteria (not necessarily listed in order of importance):

Proposed approach to the project.

Past experience in performing similar projects.

Expertise of the team in performing the services required by the project.

The Will County Board will then authorize contract negotiations between the Will County Executive and the highest ranked Consultant on the tasks, staffing and schedule. Negotiations may be formally terminated if they fail to result in a contract within a reasonable time period. Negotiations will then ensue with the second ranked Consultant, and if necessary, the third ranked Consultant. If the second and third round of negotiations fails to result in a contract within a reasonable time period, the solicitation may be formally terminated.

### **Change In Personnel**

If the CA's personnel or sub-consultants change for this project, WC must review and approve the replacement personnel, in advance. All proposed replacement personnel shall have, at minimum, qualifications and experience equivalent to their predecessors.

**TENTATIVE DATES / SELECTION PROCESS / ESTIMATED MILESTONES:**

Feb 4, 2016 Distribution of RFQ to potential respondents  
Feb 11, 2016 Deadline for receipt of written questions, submit to [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)  
Feb 16, 2016 Issuance of addenda responding to written questions  
Feb 19, 2016 One (1) original, two (2) copies, and ten (10) digital copies as a searchable PDF of all submitted materials on USB smart drive by 3:00 PM on Friday, February 19, 2016 to:

Will County Purchasing Department  
302 North Chicago Street  
Joliet, IL 60432

Feb 26, 2016 Evaluation and Ranking Process Completed  
Mar 01, 2016 Evaluation Committee results presented to the Will County Capital Improvements Committee. Committee authorizes contract negotiations.  
Apr 21, 2016 Contract Award Resolution for Will County Board review and approval.

The firm receiving the highest ranking by the Evaluation Committee will be notified and asked to begin contract negotiations following approval by the Capital Improvements Committee. If, after discussion and negotiation the parties do not agree on mutually acceptable terms, the County of Will may terminate negotiations with the selected firm and, in its sole discretion, enter into negotiations with the next ranked firm, withhold the award, elect not to proceed, or re-solicit new proposals.

**PRIME CONTRACTOR CERTIFICATION:**

The undersigned hereby certifies that \_\_\_\_\_

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

**33E-3. Bid-rigging.** A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

**33E-4 Bid rotating.** A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

**RFQ FORM**

**SUBMIT TO:**

**Date Released: Feb. 4, 2016**  
**Due: Feb. 19, 2016 3:00 P.M.**

WILL COUNTY  
PURCHASING DEPARTMENT  
302 N. CHICAGO STREET  
JOLIET, IL 60432

**#2016-55**  
**RFQ: CA for**  
**New WILL COUNTY**  
**COURTHOUSE**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOC. SEC # or FEIN: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

|                      |   |
|----------------------|---|
| Agency Name and      | WILL COUNTY BOARD   |
| Delivery Address:    | 302 N. CHICAGO STREET, JOLIET, IL 60432   |
| For Additional       | RITA WEISS,   |
| information contact: | PURCHASING DIRECTOR, <a href="mailto:rweiss@willcountyllinois.com">rweiss@willcountyllinois.com</a> |

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Representative of Company

Date Released: Feb. 4, 2016  
Due: Feb. 19, 2016 3:00 P.M.

**Receipt of Addenda Form:**  
WILL COUNTY  
PURCHASING DEPARTMENT  
302 N. CHICAGO STREET  
JOLIET, IL 60432

#2016-55  
RFQ: CA for  
New WILL COUNTY  
COURTHOUSE

COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
SOC. SEC. or F.E.I.N. # \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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**LATE RESPONSES CANNOT BE  
ACCEPTED!**

|  |                             |
|--|-----------------------------|
| <b><u>Respondents Return Address:</u></b>  |                             |
|  |                             |
| <b><u>RFQ #:</u></b>   | 2016-55 RFQ for CA Services |
| <b><u>DUE DATE:</u></b>  | 02/19/2016                  |
| <b><u>DUE:</u></b>   | 3:00 P.M.                   |
| <b>DATED MATERIAL-DELIVER IMMEDIATELY</b>  |                             |
| <b>WILL COUNTY PURCHASING DEPARTMENT<br/>302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR<br/>JOLIET, IL 60432</b> |                             |

PLEASE  
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO  
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE  
TO HELP ENSURE PROPER DELIVERY!

**LATE RESPONSES CANNOT BE  
ACCEPTED!**