

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: Katherine Craven, Executive Director
DATE: June 3, 2009
RE: Recommendation for Commissioning Consultants

The MSBA believes that the implementation of a thorough commissioning plan is as critical to a successful project as the initial selection of the Owner's Project Manager and the Designer. As such, pursuant to 963 CMR 2.13 (6), the MSBA has committed to paying 100% of the cost to provide commissioning consultants for all MSBA-funded school projects. The MSBA will assign a Commissioning Consultant to each project as early as the schematic design phase to review design and construction documents to ensure that all funded projects include the detailed commissioning specifications necessary for the delivery of a building with properly functioning systems. During construction, the Commissioning Consultant will coordinate the execution of a testing plan, which includes observing and documenting the performance of all systems for compliance with the commissioning specifications.

As defined by the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), commissioning is a process that "focuses on verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the Owner's Project Requirements." Drawing on recognized industry resources, protocol and standards, the MSBA is developing written guidelines, protocol and standards for a commissioning program that addresses a variety of project types and helps determine the level and focus of specific project commissioning efforts that are appropriate to a project's size, complexity, and its educational mission.

Through a public Request for Response (RFR) process, the MSBA sought consulting services to assist in the development of commissioning program guidelines, protocol and standards. In addition, the MSBA will contract directly with qualified commissioning firms to provide commissioning services for projects funded by the MSBA. A Request for Responses to Provide Building Commissioning Services (MSBA-RFR-Commissioning-2009) was posted on CommPASS and the MSBA website on April 8, 2009 and in the Central Register on April 15, 2009. A briefing session was held on April 23, 2009 at the MSBA offices. Responses were due on May 1, 2009.

The MSBA received 17 responses from the following entities:

- Andelman & Lelek
- ARAMARK Management Services Limited Partnership
- B2Q Associates, Inc.
- Consulting Engineering Services, LLC
- Environmental Health and Engineering
- Farnsworth Group, Inc
- Foreman Building Commissioning, LP
- Horizon Engineering Associates, LLP
- RDK Engineering
- RFS Engineering
- Sebesta Blomberg & Associates
- SSR Facilities Commissioning
- Strategic Building Solutions
- Thomas-Young Associates
- Turner Construction
- R.G. Vanderweil Engineers, LLP
- WSP Flack + Kurtz

A committee of five MSBA staff members reviewed the responses and each of the candidates was interviewed on May 7 and May 8. Evaluation criteria included the following:

- Qualifications and experience of the Respondent and the personnel identified to provide the services described in this RFR;
- Demonstrated capacity, facilities and organizational structure to perform the types of services described in this RFR;
- Adequacy of Respondent's resources to support the successful performance of the services sought in this RFR;
- Respondent's proposed overall approach to this RFR;
- Reasonableness of the proposed fees and expenses;
- An understanding of the MSBA's needs and objectives, and a familiarity with and understanding of M.G.L. c. 70B, Chapter 208 of the Acts of 2004, the MSBA's regulations (963 CMR 2.00 et seq.), the Green School Guidelines (MA-CHPS);
- Status as a minority or woman-owned business.

Recommendation: Authorize the Executive Director to enter into negotiations and Master Services Agreements with the following eleven firms:

- ARAMARK Management Services Limited Partnership
- Consulting Engineering Services, LLC
- Environmental Health and Engineering
- Foreman Building Commissioning, LP
- Horizon Engineering Associates, LLP
- RDK Engineering
- RFS Engineering
- Sebesta Blomberg & Associates
- Strategic Building Solutions
- Turner Construction
- WSP Flack + Kurtz

Although the final cost of these agreements will not be known until the MSBA determines the precise quantity of commissioning services that may be needed, the value of each agreement likely will exceed \$250,000. Pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount.