

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: John K. McCarthy, Executive Director
DATE: November 12, 2014
RE: Recommendations for Commissioning Consultants

The Massachusetts School Building Authority's (MSBA's) overall objective for its commissioning program is to provide documented confirmation that a construction project funded by the MSBA fulfills the functional and performance requirements of the Owner, MSBA, occupants and operators. The Commissioning Consultant (CxC) verifies that building systems are in accordance with the building's designs, properly installed, thoroughly tested, and capable of being operated and maintained so that they perform individually and collectively as intended and meet the Owner's expectations. The CxC ensures that construction contract documentation contains appropriate provisions to provide the Owner's staff with adequate training and systems documentation, including operating and maintenance manuals, so that the building systems are operating economically and efficiently.

The CxC serves as an objective advocate of the Owner and the MSBA, overseeing and coordinating the commissioning process and presenting recommendations to the Owner, its consultants, and the MSBA regarding the performance of the commissioned building systems. The CxC follows up with the Owner's Project Manager (OPM) and reports to the MSBA indicating whether such recommendations have been implemented. The CxC works in conjunction with the project design and construction team from Schematic Design through the warranty phase.

Through a public procurement process in 2011, the MSBA contracted with 18 firms to provide commissioning services for addition, renovation, and new construction projects that received MSBA funding. The MSBA contracted with 13 full-service commissioning consultants for Core Program projects and five commissioning consultants for roofing and window projects in the Accelerated Repair Program.

Current Program Statistics

No. Work Orders Issued	Work Orders Completed	No. Schools	Bldg. Sq. Ft.	Total Construction Budgets	Commissioning Fees
281	124	365	46,258,871	\$5,369,360,000	\$22,091,490

Recommendations for Commissioning Consultants

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On September 3, 2014, the MSBA issued a Request for Responses (RFR) for upcoming building commissioning service needs at MSBA-funded school construction, renovation, and repair projects across the Commonwealth. Categories for RFR respondents included full building commissioning, partial building or individual system commissioning, and roofing and building envelope commissioning. The MSBA posted the RFR on the MSBA’s website and on COMMBUYS, a web-based market center for the Commonwealth. In addition, the MSBA conducted outreach to commissioning firms that have provided services to the MSBA in the past and to firms that have expressed an interest in providing these services.

The MSBA received 22 responses to the RFR prior to the September 24, 2014 deadline, with each respondent self-selecting the category of services for which they wished to be considered (full building commissioning, partial building or individual system(s) commissioning, and/or roofing and building envelope commissioning).

After completing a phase one review of each submission for responsiveness and completeness, MSBA staff advanced the following 19 Responses to a phase two review and substantive evaluation:

Respondent	Commissioning Categories		
	Full Building	Partial Bldg/ Single System	Roof/ Envelope
Conservation Services Group	✓	✓	✓
Environmental Health & Engineering, Inc.	✓	✓	✓
Fitzmeyer & Tocci Associates, Inc.	✓	✓	✓
Horizon Engineering Associates, LLP	✓	✓	✓
RDK Engineers	✓	✓	✓
Rist-Frost-Shumway Engineering, P.C.	✓	✓	✓
Strategic Building Solutions, LLC	✓	✓	✓
Sustainable Engineering Solutions, LLC	✓	✓	✓
Bard, Rao + Athanas Consulting Engineers, LLC	✓	✓	
BVH Integrated Services, P.C.	✓	✓	
Consulting Engineering Services, LLC	✓	✓	
Symmes Maini & McKee Associates	✓	✓	
WSP USA Corp.	✓		
Building Enclosure Associates, LLC		✓	✓
CBI Consulting Inc.		✓	✓
Gale Associates, Inc.		✓	✓
Russo Barr Associates, Inc.		✓	✓
Simpson Gumpertz & Heger Inc.		✓	✓
Thompson & Lichtner Co., Inc.		✓	✓

A committee of three MSBA staff members reviewed the responses. Evaluation criteria included the following:

- Demonstrated intent to further the development of Minority and Woman-Owned Business Enterprises (“M/WBEs”) – (Supplier Diversity Program)

- Demonstrated intent that 50% or more of the work-hours will be performed in Massachusetts - (Invest in Massachusetts)
- Experience of the Respondent and the personnel identified to provide the services described in the RFR
- Knowledge and understanding of building systems
- Education and licensing of personnel identified to provide the services described in the RFR
- Demonstrated capacity and organizational structure to perform the types of services described in the RFR
- Respondent's proposed overall approach to the RFR

Recommendations: Authorize the Executive Director to enter into negotiations and execute Master Commissioning Services Agreements with the following firms:

Full Building and Partial Building/Single System Commissioning

Bard, Rao + Athanas Consulting Engineers, LLC

BVH Integrated Services, P.C.

Consulting Engineering Services, LLC

Fitzmeyer & Tocci Associates, Inc.

Horizon Engineering Associates, LLP

RDK Engineers

Rist-Frost-Shumway Engineering, P.C.

Strategic Building Solutions, LLC

Symmes Maini & McKee Associates

WSP USA Corp.

Building Envelope Commissioning

Building Enclosure Associates, LLC

CBI Consulting Inc.

Gale Associates, Inc.

Russo Barr Associates, Inc.

Simpson Gumpertz & Heger Inc.

Thompson & Lichtner Co., Inc.

The value of each agreement is expected to 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.