**REQUEST FOR QUALIFICATIONS**

Commissioning Agent Selection

RFQ-24-B-LC Middle Creek High School HVAC Upgrades

**INSTRUCTIONS:**

Professional Commissioning Services Providers wishing to submit for consideration should follow the guidelines established herein. A Statement of Qualifications along with supporting documentation should be submitted electronically to Daniel Budronis, by **11:00 AM, Friday, February 23rd, 2024, at** [**dbudronis@wcpss.net**](mailto:dbudronis@wcpss.net). Statements of Qualifications received after that time will not be considered. Please limit your submittal to no more than seven pages.

1. **Professional Services Required**

The Commissioning Authority (CxA) will be contractually obligated to the Owner (WCPSS) and will become a member of the project team. The CxA will provide third-party services to the Owner and will have no affiliation or conflict of interest with other members of the project team. Owner Project Requirements (OPR) will be provided to selected firms for use in negotiating fee proposals.

To qualify for consideration, firms must meet the following qualifications:

1. The project CxA team must have a principal-in-charge that is a Professional

Engineer in the State of North Carolina.

2. The firm must currently hold one or more of the following certifications:

a. AEE – Certified Building Commissioning Firm (CBCF)

b. ACG – Certified Membership

c. BCA – Certified Commissioning Firm (CCF)

d. NEBB - Building Systems Commissioning Certification

3. Acted in the role of principal CxA for at least (4) four projects over 300,000 SF.

Include one sample document, for each of the below, from a past relevant project. Confidential information can be blanked out. Sample documents do not count towards the seven-page limit.

* Final Commissioning Report Executive Summary
* Commissioning issues log and resolution.

1. **Submission Timeline**

Submit qualifications by **11:00 AM, Friday, February 23rd, 2024.** Contract negotiations will begin following selections. Actual contract dates will be determined by the project schedules.

1. **Selection Criteria & Format of Proposal**

The qualifications presented will be used for ranking and selection. Limit your submittal to seven pages. Provide your submittal electronically.

1. **Insurance**

The selected firm must carry a minimum of $1,000,000 of professional liability insurance and additional business insurance as required by contract.