



Commissioning Consultant Request for Qualifications

Issued April 28, 2022

The Alabama Department of Corrections (ADOC) and their Program Management Team request Statements of Qualifications (SOQ) from qualified Commissioning Consultants to provide required services for the upcoming correctional projects located in Elmore County and Escambia County.

Project Owner:

Alabama Department of Corrections
Office of the Commissioner
301 South Ripley Street
Montgomery, AL 36104

PROJECTS:

Specialized Men's Prison Facility
Elmore County, AL &
Escambia Men's Prison Facility
Escambia County, AL

PMT CONTACT PERSON :

HPM : Ivy Mitchell - imitchell@hpmladership.com

DUE DATE AND TIME

*May 18, 2022
2:00 PM CST*

All SOQs must be submitted pursuant to the instructions below. It is the Offeror's sole responsibility to ensure that the SOQ is delivered in the manner required by this RFQ by the Due Date and Time. Owner has the right to reject any SOQs not properly delivered. The Owner reserves the right to modify the qualification requirements to meet the best interests of the State of Alabama.

GENERAL PROJECT INFORMATION

Hoar Program Management (HPM) in association with CGL (the *Program Management Team* or “PMT”) on behalf of the Alabama Department of Corrections is seeking responses to this formal Request for Qualifications (“RFQ”), from Commissioning Consultants for the Specialized Men’s Prison Facility in Elmore County, AL and the Escambia Men’s Prison Facility in Escambia County, AL.

The following is intended to provide a summary of the Elmore County Prison to be constructed for the Alabama Department of Corrections. The Elmore County Prison will include approximately 4000 beds with the entire facility being an approximate 788,000 net square feet of space. The Elmore County Prison will include the following types of inmate classification housing: reception, restricted, medium, minimum, and medical housing. In addition, the facility will include all support spaces to properly operate a prison including but not limited to, outside/inside administration, medical/dental services, food/laundry services, kennel, and staff/public parking.

This RFQ also includes the following, which is intended to provide a summary of the Escambia County Prison to be constructed for the Alabama Department of Corrections. The Escambia County Prison will include approximately 4000 beds with the entire facility being an approximate 677,000 net square feet of space. The Escambia County Prison will include the following types of inmate classification housing: restricted, close, medium, and minimum. In addition, the facility will include all support spaces to operate a prison including but not limited to outside/inside administration, food/laundry services, warehouse, kennel, and staff/public parking.

EXPECTED SCOPE OF WORK

It is expected that the Commissioning Consultant will be required to provide the following scope:

1. Scope of Consultants Services

The work associated with the Commissioning Consultant will in general entail all the Commissioning services as described but not limited to Attachment A. The Commissioning Consultant shall:

1. Participate in Design Review Meetings for each design package. Includes review of design documentation.
2. Organize and conduct periodic Commissioning Team Meetings;
3. Determine Owner’s project requirements;
4. Develop a Commissioning Plan;
5. Determine Commissioning requirements to include in Construction Documents; and
6. Review Contractor Submittals.

This contract shall be for the full term of the program.

Any consultant submitting on multiple packages shall propose separate personnel for each consulting package (i.e., no duplication of personnel between packages).

The Commissioning Consultant will be expected to work closely as a team member with the Owner, Program Management Team, and Design-Build Team and bring a high degree of cohesion, cooperation, collaboration, coordination and teamwork to the project. The selected Consultant must deliver the project on time and on budget and provide cost-effective capital solutions, innovation, and resource stewardship while executing the program.

2. Codes, Standards, Regulation and Permit

The Consultant shall comply with the current adopted edition of the State Building Code, including ANSI / ASHRAE / IESNA Standard 90.1 – 2013 Energy Standard for Buildings Except low-rise residential, and any local utility regulations. In the case of conflict, the more stringent standard(s) shall apply.

3. Project Schedule

A project schedule established for implementation of the project and developed by the Program Management Team is based on an efficient design and construction program intended to maximize the benefits of sequential design and construction activities. The schedule is included in section labeled "Project Schedule" in this RFQ. The Commissioning Consultant shall provide input needed for development of final design by the successful Design-Builder.

April 28, 2022	Issue RFQ for Commissioning Consultant
May 12, 2002	Last Day for RFI's
May 18, 2022	RFQ Responses Due
May 23, 2022	Approved Supplier Notified
September 1, 2022	Schematic Design Complete
December 1, 2022	Design Development Complete
March 31, 2023	60% Design Complete
July 28, 2023	90% Design Complete
November 6, 2023	100% Design Complete
February 6, 2026	Substantial Completion (Construction Duration 36 weeks)
April 6, 2026	Final Completion (including Move In)

4. Submittal

Each submission will be evaluated solely on the contents of the material as presented in the submission documents. Supplementary material in the form of company brochures, etc., if submitted, will not be forwarded to evaluators.

QUALIFICATION SUBMITTAL

Responding parties are expected to demonstrate their experience and/or qualifications in the following areas:

Section 1: Corporate Information

Contact Details
Company Name
Company Website
Contact Name (Last Name, First Name)
Contact Position / Title
Contact Office Phone
Contact Mobile Phone
Contact Email
General Information

Year Founded
Location of Headquarters
Additional offices in the following Cities
Location of office(s) that will be engaged in the Project
Financial & Legal Information
Annual revenue of past three years in USD
Combined Annual Revenues for 2019
Combined Annual Revenues for 2020
Combined Annual Revenues for 2021
Combined Forecast 2022
Lawsuits within the past 5 years your company was involved in (other party's company name, dispute value/conflict matter)
Arbitration/Mediation settlements with Owners within the past 5 years your company was involved in (other party's company name, dispute value/conflict matter)
Safety
Any job-related fatalities within the last five (5) years.
Has your company had any OSHA or EPA citations during the past five (5) years?
What is your Experience Modification Rate (EMR) for the last (3) years: <i>Contact your workers compensation insurance carrier for your EMR numbers and have them furnish a letter for verifying your rates.</i>
Does your program include safety orientation for new hires?

Section 2: Relevant Corporate Experience

- 2.1 Resume of proposed personnel in firm's organization that have at least five (5) years commissioning experience in projects comparable in quality and type to this project that have been executed by the proposed project personnel. Resume shall address this for each person.
- 2.2 A list of ten (10) projects that have been completed and operational for a minimum of five (5) years where Commissioning was required. Provide the following information for each facility:
 - a. Name and location of the facility.
 - b. Value of the contract and scope of work performed.
 - c. Date of occupancy by the Owner.
 - d. Names and phone numbers of the representatives to contact for the Owner, the Construction Manager or General Contractor and the Architect.
- 2.3 Design Engineering Capability: Commissioning Consultant is expected to have current design engineering capability to provide required Commissioning testing and analysis.
 - a. Submit a list of design engineering staff giving name, discipline, degree and registrations or licenses, years with the company, and title or position.
 - b. Submit a list of technical support personnel that would be used to execute the scope of work.

Responding parties are expected to have familiarity with correctional institution construction as it relates to secure, correctional environments and experience with full project management from project inception through completion of construction. Applicants shall hold all applicable licenses required in the State of Alabama.

Qualified suppliers will be selected based on the experience and competence of the firm as documented through information provided in response to this RFQ.

Minimum Code of Alabama Requirements (current Code of Alabama available at <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm>):

§41-16-82 of the Code of Alabama requires a disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5,000. The form is available online at <https://www.alabamaag.gov/forms>.

§31-13-1, et seq. of the Code of Alabama (Alabama Immigration Law) imposes conditions on the award of state contracts. Firms must agree to fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act.

Architects and engineers should review and adhere to these guidelines as appropriate to their project type.

§41-16-5 of the Code of Alabama imposes conditions on the award of state contracts. Firms must certify that they are not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

Pursuant to Alabama Code Section 14-11-31 as well as 28 C.F.R. Part 115, the Prison Rape Elimination Act ("PREA"), any type of sexual contact with or sexual harassment of an inmate in the custody of the ADOC by one who is responsible for the care, control, or supervision of inmates – with or without the consent of the inmate – is illegal. Under Alabama law, it constitutes a felony – custodial sexual misconduct. See also, ADOC Administrative Regulation 454, Inmate Sexual Assault and Harassment Awareness (Prison Rape Elimination Act (PREA)). The ADOC has a Zero Tolerance Policy toward all forms of custodial sexual misconduct, sexual abuse, and sexual harassment. Any type of conduct – including suspected conduct – that falls within the context of custodial sexual misconduct/sexual abuse, as defined by either the State or Federal laws referenced above, shall be reported immediately to the Warden of the facility to which he or she is assigned, or the Warden's designee.

In Act 2021-546, The Alabama Legislature adopted the following language which requires certain things of the authority: "It is the intent of the Legislature that the authority encourage participation by minority businesses in the construction of prison facilities as provided by the act adding this amendatory language. Accordingly, the authority shall adopt a plan that achieves to the greatest extent possible a level of participation by minority businesses, with a focus on ethnic minority businesses, including prevailing ethnic minority businesses. The authority shall administer training programs and other educational activities to enable eligible minority businesses to compete for participation on an equal basis, and shall focus on developing ethnic minority businesses, including prevailing ethnic minority businesses. The authority shall monitor the results of minority business participation and shall report at least on a quarterly basis the results of minority business participation, with specificity, to the Governor, the president Pro Tempore of the 19 Senate, the Speaker of the House of Representatives, the 20 Senate Minority Leader, and the House Minority Leader."

Response: Interested suppliers shall submit a letter of interest and responses to information requested in the sections above.

SOQ's must be received no later than 2:00 p.m. (Central Time) on Wednesday, May 18, 2022.

Submit one (1) electronic copy (PDF on disc or USB Drive) and five (5) hard copies of all required qualification information to:

Ivy Mitchell, Manager of Program Services
Hoar Program Management

2 Metroplex Drive
Suite 300
Birmingham, Alabama 35209

For questions and additional information, contact Ivy Mitchell by email at imitchell@hpmleadership.com.

Appendices

- 1 Resumes
- 2 Certificates of Insurance

Attachment A

Commissioning Consultant

Scope of Work

April 25, 2022

1.1 Scope of Consultant Services

The required Scope of Commissioning services shall be performed by licensed and accredited professionals. The Commissioning Consultant is expected to perform all necessary services in connection with “Enhanced Commissioning”, Prerequisite “Fundamental Commissioning of Building Energy Systems”, and “Building Enclosure Commissioning”, including preparation of all supportive documents for the Project (Commissioning Plan, etc.).

The scope of services shall include, but not be limited to the following:

1.2.1 Phase 1 - Design Phase

The Commissioning Process activities completed by the Consultant during the Design Phase include:

- Work with the Design Builder to document the Owner’s Project Requirements.
- Work with the PM professionals in documenting the Basis of Design and verify the Basis of design regarding the Owner’s Project Requirements.
- Develop a Commissioning Plan encompassing the Design, Construction Occupancy and Operations Phase. At a minimum, the Commissioning Plan shall include written documentation for the following:
 - Scope of Commissioning;
 - Deliverables;
 - Schedule;
 - Checkout, Startup & Pre-functional Testing;
 - Functional Performance Testing;
 - Test Guidelines; and
 - Training & Turnover.
- Determine the Commissioning requirements and activities to include in each of the Construction Documents and review with the respective design consultant for integration into the project’s construction specifications.
- Review the in-depth design documentation developed by each of the Design Build Teams.
- Perform statistically based quality design review at a minimum of 60%, 90% and 100% of completion of the drawings and specifications of the design packages of each respective Design Build Team.
- Minimal Deliverables from the Design Phase will include:
 - Owner’s Project Requirements;
 - Formal review report of Basis of Design;
 - Design Review – at 60%, 90%, 100% of completion;
 - Commissioning Scoping Meeting Report;
 - Commissioning Specifications for inclusion in the Construction Documents;
 - Commissioning Plan (as outlined above);
 - Meeting Agendas and Meeting Minutes; and

- Timely submission of input to the *Program Management Team* for incorporation into the monthly Owner's Progress Report.

1.2.2 Phase 2 & 3 - Bidding/Preconstruction Phase and Construction Phase

The Commissioning Process activities completed by the Consultant during the Bidding/Preconstruction/Construction Phase include:

- Organize the Commissioning Process components and attend a pre-bid and pre-construction meeting for each work package and conduct a review of the Commissioning Process requirements.
- Assist the PM in responding to requests for information (RFI's) relating to commissioning, which are received during the bidding process.
- Organize and conduct periodic Commissioning Team meetings necessary to plan, develop the scope of, coordinate, schedule activities, resolve issues, and identify opportunities.
- Review submittals of each work package concurrent with the PM professional's review.
- Perform site visits, as necessary, to observe component and system installations, testing and start-up operations.
- Work with and assist each Contractor in completing Construction Checklists and track each Construction Checklist completion.
- Statistically sample completion of each Construction Checklist on a periodic basis to verify that Design Builder's quality process is achieving the Owner's Project Requirements.
- Develop specific test procedures and assist each Design Builder in their review of the procedures.
- Direct the execution of the tests by Design Builder.
- Document the results of each of the Design Builder's tests.
- Document the correction and retesting of noncompliance items by the Design Builder.
- Review the Systems Manual for achieving the Owner's Project Requirements and verification that it is implemented into the construction documents.
- Review, pre-approve, and verify the training provided by the Design Builder.
- Verify delivery of the Systems Manual and any updates.
- Verify operator and occupant training delivery and effectiveness.
- Minimal Deliverables from the Bidding/Preconstruction/Construction Phase will include:
 - Written responses to RFI's;
 - Updates to Schedules;
 - Meeting Agendas and Meeting Minutes;
 - Timely submission of input to the *Program Management Team* for incorporation into the monthly Owner's Progress Report;
 - Review Submittals / Shop Drawings / Product Data / Misc. Submittal Data;
 - Updated Commissioning Plan;
 - Pre-functional checklist;
 - Functional test procedures; and
 - System start-up and initial checkout plan

1.2.3 Phase 4 - Occupancy and Operation Phase

The Commissioning Process activities completed by the Consultant during the Occupancy and Operation Phase include:

- The Consultant must be involved in reviewing the operation of the building with operations and maintenance (O&M) staff and occupants. This separate evaluation shall be done within the 10-month period following substantial completion. A plan for resolving outstanding commissioning-related issues must be included.
- Final Commissioning Plan.
- Alternate Season Testing (if applicable).

1.2.4 Systems To Be Commissioned

The Following systems and assemblies are the focus of the Commissioning Process:

- Mechanical Systems;
- Electrical Systems;
- Plumbing Systems;
- Renewable Energy Systems (if applicable);
- Domestic Hot Water Systems;
- Domestic Chilled Water Systems;
- Lighting and Daylighting Controls

1.2.5 Building Envelope Commissioning

Complete the following commissioning process activities for the building's thermal envelope in accordance with ASHRAE Guideline 0–2005 and the National Institute of Building Sciences (NIBS) Guideline 3–2012, Exterior Enclosure Technical Requirements for the Commissioning Process, as they relate to energy, water, indoor environmental quality, and durability;

- Review contractor submittals;
- Verify inclusion of systems manual requirements in construction documents.
- Verify inclusion of operator and occupant training requirements in construction documents;
- Verify systems manual updates and delivery;
- Verify operator and occupant training delivery and effectiveness;
- Verify seasonal testing;
- Review building operations 10 months after substantial completion; and
- Develop an on-going commissioning plan.

The Consultant is not responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The Consultant may assist with problem-solving or resolving nonconformance or deficiencies, but, ultimately, that responsibility resides with the Program Management Team and Design Build Team.