



Request for Quotes

Commissioning – Ollie Court

Proposals Due

Monday, December 18, 2023 at 5:00 p.m.

Solicitation Coordinator

Matt Salazar

PH: (541)682-2528

Email: msalazar@homesforgood.org



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411



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BASIC OVERVIEW

RFQ Release Date	12/8/2023
Submission Due Date & Time	12/18/2023 – 5:00 pm
Submission Methods	Submit via email to msalazar@homesforgood.org
Anticipated Contract Term	January, 2024 – October, 2025 2-year contract with 1 option to renew
Maximum Number of Contracts Awarded	1
Agency Contact	Matt Salazar msalazar@homesforgood.org (541) 682-2528
Questions Regarding the RFQ	12/15/2023 – 12:00 pm msalazar@homesforgood.org (541) 682-2528



HOMES FOR GOOD OVERVIEW

WHO WE ARE...

Homes for Good is Lane County's housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help, into a home.

WHAT WE DO...

- ❖ Rental Assistance Vouchers
- ❖ Help veterans, seniors and people with disabilities find and secure affordable housing
- ❖ Match low-income residents with public and assisted housing units
- ❖ Partner with other community organizations and non-profits to build, finance and develop affordable housing
- ❖ Connect residents with self-sufficiency programs and wellness supports
- ❖ Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable
- ❖ Raise awareness about the need for low-income and affordable housing in Lane County
- ❖ Own and operate housing for low-income individuals and families

AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state and nation.

DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices, greater opportunities in contracting and equitable services available to the people we serve. We want to establish Equity as part of our DNA as an organization.



Scope of Work

Homes for Good Housing Agency is seeking proposals from qualified professional Commissioning Provider (CxP) to provide Code minimum Commissioning services for the Early Learning Center of the Ollie Court project in Eugene, OR. Project will be permitted under the 2022 OSSC, 2021 OEESC and ASHRAE 90.1, 2022.

The ELC consists of 13,000 GSF of space and includes 6 classrooms, commons room, administration offices, warming kitchen and building systems support spaces. The ELC portion of the South Building will be served by a nominal 32-ton heat recovery VRF system. The system will include one dual module outdoor condensing unit (VHP) mounted on the roof, two branch controller (BC) boxes, 12 ducted fan coil units, and one ceiling cassette fan coil, for a total of 13 zones. The system will be controlled using the manufactures control system consisting of a central control manager, and individual zone sensors. Tenant billing software package will be provided. A small portion of the first floor, at the West end, is part of the apartment complex common area, but will also be served by (two ducted fan coil zones) from this VRF system. Ventilation and exhaust for the ELC will be provided via a DOAS unit (heat recovery only, no tempering) mounted on the roof and ducted to the first floor. The ventilation air will be ducted to each ducted fan coil. The DOAS unit does not serve the West end apartment complex common area, which will instead be served by a separate local ERV. Cooling for the ELC electrical room will be provided via a dedicated split system air conditioning unit, with local programmable thermostat, with the outdoor unit located on the SW third floor roof.

Project Team

Architect: PIVOT Architecture
Mechanical: Comfort Flow Heating
Electrical: New Way Electric
Plumbing: Brothers Plumbing
Building Envelope: QEC (Qualified Enclosure Consultants)
CMGC: Chambers Construction

Project Schedule

Design Phase Services to be complete January 26, 2024
Commissioning Specifications to be complete February 2, 2024
Construction Document Review to be complete February 9, 2024
Construction scheduled to start in Early July of 2024 with substantial completion in July 2025

Commissioning services will include the following:

1.0 Design Phase Services

1.1 Design Phase Commissioning Plan

Plan will include an outline of the responsibilities of the CxP, Owner, Design Team, and Contractor during the design phase; identification of systems to be commissioned; and scheduling requirements for commissioning activities.

1.3 Commissioning Specifications

Develop commissioning specifications and appropriate subsections to be included with the construction documents. Coordinate with the Design Team, review project specifications and



provide recommended additions that will clarify the commissioning process.

1.2 Construction Document Review

Review of preliminary construction documents at 95% completion. Owner to provide one copy of all preliminary documents to the CxP for review. Participate with owner and architect in a design review meeting when design documents and narratives are provided. CxP will provide written review comments per the owner provided schedule.

2.0 Construction Phase Services

The construction period is herein defined as the period when the Contractor begins work until the receipt of written notification from the Owner, Contractor, and Design Team that commissioning issues have been resolved.

2.01 Construction Phase Commissioning Plan

Prepare commissioning plan which details the commissioning process. The plan will include a description of commissioning activities, identification of systems to be commissioned, responsibilities of commissioning team members, and scheduling requirements for commissioning activities. The CxP will meet with the commissioning team early in the project to review the commissioning plan and coordinate construction phase commissioning activities.

2.02 Submittal Review

Review the Contractor's mechanical and electrical submittals for systems being commissioned. Written review comments will be provided to the Owner and Design Team.

2.03 Project Meetings

The CxP will attend the following project meetings:

- A. Commissioning Process Meeting.
- B. Commissioning coordination meeting to review commissioning requirements related to execution of construction checks and scheduling of work with Contractor.
- C. Attend one meeting to assist Contractor in executing Construction Checks and Equipment Start-up.

2.04 Construction Checks & Equipment Start-up

Develop construction checklists/start-up plans for systems being commissioned.

- A. Construction checks shall provide a detailed checkout of completeness of installation prior to initial start-up.
- B. Start-up plan shall describe minimum requirements for start-up.
- C. Construction checks and equipment start-up shall be performed by the Contractor.
- D. The CxP and/or an Owner's representative will participate with check out of major equipment and selected other equipment; CxP will maintain a commissioning issues log detailing issues identified during inspections and corrective action required to correct deficiencies; recheck items on the issues log using a sampling process to verify that corrections are complete. Rechecks will be performed once.

2.05 Review Control Verification Reports

CxP will review reports prepared by the Contractor detailing the results of contractor verification tests and inspections. Review reports for building automatic system.



2.06 Review Testing & Balancing Reports

Review reports prepared by the TAB contractor and provide written comments to the Design Team.

2.07 Prepare Operator Training Plan

The CxP along with Owner's Representatives will review training requirements and prepare a training plan for the Contractor. The CxP will ensure that training was completed and that minimum training requirements were achieved on all systems.

2.08 Functional Testing

Develop functional test plans for systems being commissioned:

- A. Functional test plans shall provide a detailed description of the test procedures and sampling methods used to verify proper system operation and provide a record of functional test results.
- B. Conduct functional testing in accordance with functional test plans.
- C. Maintain a commissioning issues log detailing issues identified during testing and corrective action required to correct deficiencies.
- D. When contractor confirms all issues log items have been corrected, retest items on the issues log using a sampling procedure to verify that corrections are complete and functioning as intended. Notify contractor retesting will be performed once.

2.09 Troubleshooting

Perform troubleshooting inspections and tests as required to resolve problematic issues and clearly determine method of resolution and responsibility for correction. Meet with Owner and design team as required to resolve issues and develop recommendations for corrections.

2.10 Review O&M Manuals:

After the design team review, review the Contractor's O&M manuals. Verify completeness from an operational perspective. Provide written comments to the Owner and Design Team.

2.11 Coordinate Operator Training

Coordinate training of maintenance personnel in the operation and maintenance of systems included in the commissioning project including new IT and A/V systems. The CxP will verify that training is completed and that minimum training requirements were achieved.

2.12 Closeout Meetings

Attend one meeting to review and coordinate resolution of commissioning issues.

2.13 Final Commissioning Report

Provide a final commissioning report including:

- A. A narrative summarizing the results of commissioning process
- B. Design review comments
- C. Submittal review comments
- D. Site inspection reports
- E. Fully executed construction check/start-up plans
- F. Fully executed functional test plans documenting result of functional testing
- G. Fully executed operating training documentation
- H. Closeout documentation review



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- ❖ Homes for Good, at its sole discretion, reserves the right to award this contract to more than one firm if it is determined a demand exists.
- ❖ General Conditions and Specifications of work apply to all work done on this contract.
- ❖ All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.
- ❖ All questions should be directed to the Solicitation Coordinator.

Bids shall be sent in the format provided (no fax), by **December 18, 2023 at 5:00 pm** and can be sent by email to the solicitation coordinator at msalazar@homesforgood.org.

Fee Proposal

In the Fee Proposal, provide costs for commissioning services.



Award of Contract

This contract will be awarded to the qualified bidder offering the best value for this Agency. Best Value include but is not limited to the lowest price submitted by a qualified bidder, ability of the bidder's company to supply trained, licensed, and experienced personnel, references, appropriate equipment for performing the required work, employees available.

Qualified bidders may be contacted for an informal interview for more detailed information and confirmation of quoted information. Homes for Good reserves the right to not award any firm if it is in the best interest of this Agency to do so or based upon the results of credit and referenced checks, review of the quality of work of the bidding Contractor.

Homes for Good reserves the right to reject any, and all bids not in compliance with the described public bid requirements and may reject for good cause or waive any informality in bids received whenever such rejection or waiver is in the public interest to do so. The Agency complies with State and Federal laws and regulations relating to discrimination and employment, including the Americans with Disability Act (ADA 1990).

This Agency may review any of the following prior to selection of the Contractor:

- ❖ A job cost breakdown, work force availability, work history
- ❖ Number of anticipated work hours per week/month
- ❖ Previous contract performance with this Agency
- ❖ Site review/inspection of Contractor's current work
- ❖ An evaluation of references and other non-Agency work history
- ❖ Applicable experience



Expectations & Requirements

Qualifications

A minimum of three (3) references must be supplied, along with information regarding the owners and work force available, and longevity and history of business. The Agency may verify and visit the three (3) referenced sites. The Agency may choose to not award a contract based upon these reference checks or other pertinent information. If this occurs, then the next lowest bidder may be considered. Please use Appendix C: References to provide the requested information.

Additional Work

During the awarded contract period, Homes for Good may request additional work and the Contractor will be asked to provide a cost for that work. This Agency may or may not authorize such additional work to the awarded contractor and reserves the right to use another Contractor.

Insurance Coverage Requirements

At signing of contract, the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract. Contractors shall not cancel, materially change, or not renew insurance coverages during the period of this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full warrant/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the Contractor's operation under a contract with Homes for Good.

General Contractor's General Liability

- ❖ **Workers' Compensation:** In accordance with State Law, the general Contractor, its subcontractor, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.
- ❖ **Automobile Liability:** For owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- ❖ **Commercial General Liability & Professional Liability:** The minimum limit of liability shall be \$1,000,000 per occurrence written, with a combined single limit for bodily injury and property damage.

The General Contractor's General Liability policy shall name the Agency as Additional Insured for this project, with an attached Endorsement Page, showing the additional insured as:

[Homes for Good Housing Agency
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Eugene, OR 97401]



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Payment

Agency will review Contractor's invoice and within ten (10) days of receipt notify Contractor in writing if there is a disagreement or dispute. If there are no such disputes, Agency shall pay the invoice amount in full within (30) days of invoice send date.