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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 9, 2017**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**PREQUALIFIED COMMISSIONING AGENTS
COMMISSIONING SERVICES
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
(EXTENSION OPTION)
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes (1) the Chair to extend the approval of the pre-qualified Commissioning Agent Companies listed below for a one (1) year period with 1 (one) additional one (1) year options to renew remaining; and 2) the Chair to extend the agreement with SSRCx to provide commissioning services for the new Malcolm X College which includes review and comment on system designs for Leadership in Energy and Environmental Design (LEED) GOLD certification, review and testing of installed systems, producing operations manuals, and warranty closeout for the period from April 1 2017 through March 31, 2018, with no additional cost for a total cost not to exceed \$755,375.

PRE-QUALIFIED VENDORS:

SSRCx, Inc.
1755 S. Naperville Rd., Suite 100
Wheaton, IL 60189

Cyclone Energy Group
1819 S. Michigan Ave., Suite 907
Chicago, IL 60616

Farnsworth Group
200 W College Avenue Suite 301
Normal, IL 61761

Primera Engineers, Ltd.
100 S. Wacker Drive, Suite 700
Chicago, IL 60606

Globetrotters Engineering Corp.
300 South Wacker Drive, Suite 400
Chicago, Illinois 60606

USER: Malcolm X College, District Wide

TERM:

The term of the agreement extension will commence upon April 1, 2017 and end March 31, 2018 with one (1) additional option year remaining.

SCOPE OF SERVICES:

Commissioning is the process of planning, documenting, scheduling, testing, adjusting, verifying, and training, to provide a facility that operates as a fully functional system per an Owner's Project Requirements. The goal of the Commissioning Process is to enhance the quality of the delivered project by focusing the design and construction team on the Owner's goals for a functional and energy efficient building. The Commissioning process is a requirement of LEED Certified projects.

City Colleges of Chicago intends to use the pool of pre-qualified vendors to provide commissioning services for various projects within the District.

SSRCx will provide the following commissioning services for Malcolm X College:

- Review design documents with Architect of Record as enhanced commissioning services for LEED GOLD certification.
- Review systems construction drawings at 50, 95, and 100 percent of completion for comment.
- Witness installation of mechanical systems.
- Test all mechanical systems for proper operation in accordance with design intent.
- Create an issues log for owner with resolutions to all installation or operational problems.
- Create energy modeling report for LEED certification.
- Assist with preparation of warranty and training manuals.
- Conduct a warranty inspection along with the chief engineer 10 months after substantial completion to research and document warranty issues that need attention.
- Perform other tasks as required.

The Office of Administrative and Procurement Services has negotiated the fee based on industry standards for comparable assignments. As some items to be commissioned are not yet known because the design is not complete, the cost of the services includes an owner's contingency amount of \$60,000 to be used toward the commissioning of systems unknown at the time of negotiations.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Commissioning of new construction is an enhanced requirement for LEED GOLD certification. Commissioning also provides assurances to the owner that the systems installed will operate as designed. Having a qualified pool of commissioning agents will allow CCC to go directly to an agent for services.

DELIVERABLES:

SSRCx will: 1) assist in providing an energy model for the design of the new Malcolm X College as part of the design documents; 2) report regularly to CCC on all issues related to the design and construction of the new campus; 3) create a running issues and resolutions log; 4) document all warranties; 5) develop a training manual for college operations; 6) Deliver a final report to CCC; and 7) perform other Commissioning related duties as directed.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report 31882 the Board authorized the execution of agreement with the firms listed above. Specifications were prepared by District Procurement staff and a Request for Qualifications (RFQ) #MWJ1306 was publicly advertised on May 10, 2013. Twenty (20) vendors were contacted. On May 20, 2013, the following nine (9) firms responded to this RFQ; 1) SSRCx; 2) Cyclone Energy Group; 3) Farnsworth Group, Inc.; 4) Primera Engineers, Ltd.; 5) Globetrotters Engineering Corporation; 6) Henneman Engineering, Inc.; 7) KJWW Engineering Consultants; 8) Stanley Consultants, Inc.; and 9) Compliance Team, Inc.

All responses were reviewed, evaluated and ranked by a selection committee staff which included the Offices of Administrative and Procurement Services, Operations and Malcolm X College.

Firms were evaluated based upon the following criteria:

- Prior performance of firm and its consultants
- Appropriate staff size and disciplines
- Percentage of firm devoted to commissioning
- Approach to commissioning
- Energy modeling experience
- MBE/WBE Compliance

Based on the evaluation scoring of the written proposals, the committee has determined that SSRCx, Cyclone Energy Group, Farnsworth Group, Primera Engineers, Ltd. and Globetrotters Engineering Corporation were the most qualified to provide the services based on their level of experience in commissioning in higher education facilities.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the agreement for the approved pool of Commissioning Services firms and has determined the vendors will comply with the Board Approved Plan on subsequent assignments by using the following utilization plans:

PREQUALIFIED POOL OF VENDORS:

<u>Vendor Approved for Pool</u>	<u>M/WBE Subcontractor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
Globetrotters Engineering 300 S. Wacker Dr. Chicago, IL 60606	Globetrotters Engineering 300 S. Wacker Chicago, IL 60606	MBE	70	Direct	City of Chicago
	SPANN Tech 311 S. Wacker Dr. Chicago, IL 60606	WBE	10	Direct	City of Chicago
SSRCx Facilities Commissioning 3333 Warrenville Road Lisle, IL 60532	Design Verification International 332 S. Michigan Ave. Chicago, IL 60605	MBE	25	Direct	Cook County
Primera Engineers, Ltd. 100 S. Wacker Dr. Chicago, IL 60606	Primera Engineers, Ltd. 100 S. Wacker Dr. Chicago, IL 60606	MBE	90	Direct	City of Chicago
	Shelton Solutions, Inc. 7643 S. Indiana Ave. Chicago, IL 60619	WBE	10	Direct	City of Chicago
Farnsworth Group 200 W College Ave. Normal, IL 61761	Salus, Inc. 1146 Waukegan Rd. Waukegan, IL	MBE	25	Direct	City of Chicago
	Yagla Engineering Services 3255 Hillcrest Road Geneva, IL 60134	WBE	7	Direct	City of Chicago
Cyclone Energy Group 1819 S. Michigan Ave. Chicago, IL 60616	Sigma Engineering 27 East Monroe St. Chicago, IL 60603	MBE	25	Direct	City of Chicago
	HJ Kessler Associates, Inc. 3660 N. Lake Shore Dr. Chicago, IL 60613	WBE	7	Direct	City of Chicago

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total: \$755,375

Charge to: Office of Administrative and Procurement Services

Sources of Funds: Capital Fund

FY17: 530000-92015-3005031-70000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

February 9, 2017 – Office of Administrative and Procurement Services