

**33227**

**ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
JUNE 1, 2017**

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

**PREQUALIFIED COMMISSIONING AGENTS COMMISSIONING SERVICES AND COMMISSIONING  
SYSTEMS FOR NEW CONSTRUCTION**

**SSRCx**

**MALCOLM X COLLEGE AND SCHOOL OF HEALTH SCIENCES  
(AMENDMENT TO BOARD REPORT # 31882, ADOPTED JUNE 6, 2013)  
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to amend the existing 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 June 10, 2013 through March 31, 2018, with an additional cost of \$75,000 for a total cost not to exceed \$830,375.

**VENDOR:** SSRCx  
3333 Warrenville Road, Suite 200  
Lisle, Illinois 60532

**USER:** Malcolm X College

**TERM:**

The term of the agreement with SSRCx will commence upon Board approval and end after the new Malcolm X College is fully commissioned or March 31, 2018.

**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 continue to 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. Functional Performance testing has required the Commissioning Agent to make multiple site visits for observation and confirmation.

**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. Functional Performance Testing of each of the Air Handling Units, Cooling Towers and perimeter hot water system is critical to ongoing operation of the College, and several Air handling units have yet to satisfy all of the approximately 300 tests performed on each unit.

**DELIVERABLES:**

SSCRx will continue to: 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:**

Specifications were prepared by District Procurement staff and a Request for Qualifications (RFQ) #MWJ1306 was publically 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, was the most qualified to provide the services for the Malcolm X project based on its level of experience in commissioning hospitals and higher education facilities.

SSRCx, was selected based upon the high degree of professional skill necessary for these services and is therefore, pursuant to State law, exempt from the District’s competitive bidding requirements.

**MBE/WBE COMPLIANCE:**

The Office of Contract Compliance has reviewed the amendment for the subsequent commissioning assignment to SSRCx and has determined the firm is in compliance with the Board Approved Plan (a WBE waiver was approved during the original term):

<u>Vendor</u>	<u>MBE/WBE Subcontractor</u>	<u>MBE/ WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
SSRCx Facilities Commissioning 3333 Warrenville Road Lisle, IL 60532	Design Verification International 332 S. Michigan Chicago, IL 60605	MBE	25	Direct	Cook County

**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:** \$75,000

**Charge to:** Office of Administrative and Procurement Services

**Sources of funds:** Capital Funds

**FY17:** 530000-92015-3005031-70000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**