

Resolution 2012-13: 67
Commissioning Agent Services

By Board Chair Giess

WHEREAS, the Rochester School Facilities Modernization Program Act (“the Act”) established the Rochester Joint Schools Construction Board (“RJSCB”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the Program Manager has recommended to the RJSCB that it engage the services of a commissioning agent as a third party consultant during construction of the Phase 1 projects to ensure contractor adherence to systems as specified by the MEP engineers of record, evaluate system performance, confirm sequence of operation, and monitor system and equipment start-ups (the Commissioning Agent”); and

WHEREAS, the RJSCB issued a Request For Proposals (“RFP”) for Commissioning Agent services on January 9, 2012 (Resolution 2011 – 2012: 62) which included work at each of the projects in Phase 1; and

WHEREAS, the Executive Director received eight proposals in response to the RFP for Commissioning Agent services on January 24, 2012; and

WHEREAS, based on the qualifications presented in the RFP responses, the RJSCB, the Executive Director, and the Program Manager subsequently conducted interviews with four of the candidates on March 8, 2012; and

WHEREAS, following the interviews, the RJSCB directed the Program Manager to revise the scope of work contained in the RFP to more accurately represent the systems to be commissioned and the services to be provided by the Commissioning Agent; and

WHEREAS, the Program Manager revised the scope of work and the RJSCB subsequently issued a new RFP for Commissioning Agent services on October 16, 2012 (Resolution 2012-13: 50) to those four firms that were originally determined to be the best qualified candidates; and

WHEREAS, the Executive Director received four proposals in response to the revised RFP for Commissioning Agent services on October 26, 2012; and

WHEREAS, having received proposals for both of the RFPs and previously conducting interviews with the four firms being considered, the Program Manager recommended that a second round of interviews would not be necessary; and

WHEREAS, the Executive Director and the Program Manager have studied and reviewed the proposals from each of the four firms and determined that three of the firms are the most responsive and qualified to perform Commissioning Agent services for the Phase 1 projects; and

WHEREAS, the Program Manager has recommended that the following awards be made for each of the projects in Phase 1:

Firm	Projects	Contract Amount
LaBella Associates P.C.	School 17, School 58, and Monroe High School	\$245,000
Hunt Engineers, Architects & Land Surveyors, PC	School 28, School 50, and Edison High School	\$194,382
Erdman Anthony	School 5, School 12, Charlotte High School, and Franklin High School	\$130,580

WHEREAS, the M/WBE and Services Procurement Committee reviewed and discussed the recommendations from the Program Manager to award the contracts for Commissioning Agent services at its meeting on November 1, 2012, and after due deliberation, it approved the recommendations;

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby approves the recommendations of the Program Manager that contract awards shall be made to the above named firms and proposal amounts for Commissioning Agent services associated with Phase 1 of the RSMP; and
2. The RJSCB's Chair is hereby authorized in the name and on behalf of the RJSCB, to execute an Agreement with each firm that is consistent with this approval and in an acceptable form to the Chair upon the advice of the RJSCB's general counsel.

Second by Board Member Brown
Approved 5-0 with Member Castro away