



Legislation Details (With Text)

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Title: Request to Approve a Resolution Authorizing the Town Manager to Award a Contract for Commissioning Agent Services for the 203 Project.

PURPOSE: The purpose of this item is for the Town Council to consider authorizing the Town Manager to award a contract to Affiliated Engineers Inc. (AEI) of Chapel Hill for Commissioning Agent Services for the 203 Project.

Indexes:

Code sections:

Attachments: 1. Attachment A - Resolution for Commissioning Agent, 2. Attachment B - Commissioning Agent Firms Evaluation Table, 3. Attachment C - Los Alamos National Laboratory Sustainable Design Guide Ch 9, 4. Attachment D - Town of Carrboro RFQ for CxA

Date	Ver.	Action By	Action	Result
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TITLE:

Request to Approve a Resolution Authorizing the Town Manager to Award a Contract for Commissioning Agent Services for the 203 Project.

PURPOSE: The purpose of this item is for the Town Council to consider authorizing the Town Manager to award a contract to Affiliated Engineers Inc. (AEI) of Chapel Hill for Commissioning Agent Services for the 203 Project.

DEPARTMENT: Public Works

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INFORMATION: The 203 Project Ordinance dated February 11, 2020 includes a budget for professional services in the amount of \$3,549,095.00. Commissioning is a professional service that ensures building performance. For more information on building commissioning and its value to the owner, please reference Attachment C: *Los Alamos National Laboratory Sustainable Design Guide, Chapter 9: Commissioning the Building.*

Town Staff issued a Request for Qualifications (RFQ) for Commissioning Agent Services on January 10, 2021, please see Attachment D for RFQ. Outreach to minority/women-owned businesses included advertisement on the state Historically Underutilized Business (HUB) website and the Triangle Tribune, a minority business publication. Additionally, the advertisement was posted on the Town’s website, advertised in the News and

Observer and posted to the State Procurement Portal website.

Eleven Letters of Interest (LOIs) were received. An evaluation committee was formed including staff from Public Works, Finance, Planning as well as Orange County. The LOIs were scored from 0 to 100 based on the evaluation criteria outlined in the RFQ. The top 3 firms were subsequently interviewed by the committee and further evaluated by the committee using pre-established questions. Please see Attachment B: Commissioning Agent Firms Evaluation Table, for the list of firms and their final ranking.

AEI was unanimously chosen by the committee based on their team's qualifications, track record of successful projects, proximity to the project, approach to commissioning and ability to perform all commissioning services in-house. None of the firms who submitted a LOI are certified as a minority or women owned business enterprise (MWBE).

FISCAL & STAFF IMPACT: The anticipated cost for AEI to provide commissioning agent services is \$175,000 which is under the budget of \$200,000 originally estimated for commissioning services. Per Attachment C, commissioning typically lowers operating costs by 8 - 20%. It is expected that staff time required for Project Management will be decreased due to the commissioning agent's involvement in the project.

RECOMMENDATION: Staff recommends that the Council consider adopting the resolution (Attachment A) authorizing the Town Manager to award and negotiate a contract for commissioning agent services with AEI for the 203 Project.