

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF CONTRACT WITH CORNERSTONE COMMISSIONING TO SERVE AS THE LIBRARY'S COMMISSIONING AGENT FOR LEED CERTIFICATION OF LIBRARY PROJECT

BACKGROUND:

The library building renovation and expansion project is being designed to a LEED (Leadership in Energy and Environmental Design) silver certification standard. This responds to the City of Ames' goal "to support environmental sustainability," and was a request voiced frequently during public input sessions held prior to the start of the project design. LEED is a certification program of the United States Green Building Council (USGBC) which provides independent, third party verification that a building, home, or community was designed and built using strategies aimed at achieving high performance in key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. USGBC certifies structures at four levels: certified, silver, gold, and platinum. The silver level was chosen for this project in order to balance associated costs with projected return on investment for energy savings and sustainability.

The LEED certification process begins at the design development stage when plans are reviewed by a LEED commissioning agent to ensure compliance with the selected standard. As the construction process proceeds, the commissioning agent visits the site to check systems such as heating, ventilation, air conditioning, air handling, lighting and plumbing.

Costs associated with LEED certification are included in the overall project budget. The application fee is budgeted at \$12,000 and the commissioning is budgeted at \$50,000. The proposal includes costs for two levels of commissioning, fundamental and enhanced. The project architects recommend the enhanced level, which provides more thorough documentation of commissioning requirements, as well as systems manuals and training for staff members who will be responsible for the various components of the sustainable systems.

Proposals ranged from \$49,880 to \$108,000. Requests for proposals were reviewed by the City's Director of Fleet and Facilities and the Library Director. The library's Construction Advisor conducted a review of the proposals of the three finalists. Their recommendation was to award the contact to Cornerstone Commissioning of Boxford, MA, due to the firm's experience and professional qualifications, adherence to the RFP requirements, and cost.

On May 24, 2012, the Library Board of Trustees adopted a resolution approving “contracting with Cornerstone Commissioning of Boxford, MA, to serve as the Library’s Commissioning Agent for LEED Certification for an amount not to exceed \$49,880, subject to receipt of required insurance certificates and compliance with the City of Ames’ Affirmative Action Program.” It was subsequently learned that additional meetings with Cornerstone Commissioning, if required, would cost \$275 each. The Purchasing Department has also received the required certificates of insurance and Affirmative Action documentation has been submitted to the compliance officer.

ALTERNATIVES:

1. The Council can approve a resolution authorizing the City Manager to execute a contract with Cornerstone Commissioning of Boxford, MA, to serve as the Library’s Commissioning Agent for LEED Certification for an amount not to exceed \$49,880.
2. The Council can decide to approve a contract with one of the other companies who submitted a proposal to perform these services.
3. The Council can decide not to pursue LEED certification for this renovation project.

MANAGER’S RECOMMENDED ACTION:

In keeping with the City Council’s goal that all new municipal buildings receive LEED certification, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving a resolution authorizing the City Manager to execute a contract with Cornerstone of Boxford, MA, to serve as the Library’s Commissioning Agent for LEED Certification for an amount not to exceed \$49,880.

GRAND TOTAL EVALUATION FORM
Request for Proposal
2012-204 Commissioning Agent for LEED Certifi
Costs Summary

Overall Scores:

Offerers	Fundamental Comm	Enhanced Comm	Total Cost	Add'l Mtgs	Score	Difference		Subtract from low score
Cornerstone Commissioning,	38,906.00	10,974.00	49,880.00		5			
Sebesta Blomberg,	45,000.00	8,250.00	53,250.00	500.00	3.35	6,094.00	13.54%	0.67
Systems Works,	42,000.00	16,560.00	58,560.00		4.63	3,094.00	7.37%	0.37
Horizon,	50,025.00	10,387.00	60,412.00	400.00	3.89	11,119.00	22.23%	1.11
KFI,	51,000.00	15,500.00	66,500.00		3.81	12,094.00	23.71%	1.19
ME Group,	50,658.00	18,132.00	68,790.00	420.00	3.84	11,752.00	23.20%	1.16
InSite Group,	61,100.00	9,540.00	70,640.00	1,830.00	3.18	22,194.00	36.32%	1.82
KJWW,	81,000.00		81,000.00	3,000.00	2.4	42,094.00	51.97%	2.6
Questions & Solutions,	73,800.00	20,800.00	94,600.00	1,500.00	2.64	34,894.00	47.28%	2.36
Dunham,	43,950.00	56,250.00	100,200.00	1,725.00	4.43	5,044.00	11.48%	0.57
Facility Dynamics,	88,900.00	19,900.00	108,800.00		2.19	49,994.00	56.24%	2.81