MEMORANDUM

TO: Interested Consultants
FROM: John G. Fields, PE  
        Director
DATE: January 16, 2015
SUBJECT: Clement Residence Hall Renovations
         Code: 41136  Item: 311

East Carolina University is seeking a Building Commissioning Agent (CxA) to evaluate the finished building and all supporting service systems planned for the renovation of Clement Residence Hall on the campus of East Carolina University.

Project information is as follows:

Key features of the renovation project are as follows:

- Re-skinning 1968-era 10 story structure (approximately 100’H x 120’L x 73’D)
- Re-roofing
- Remodel ground floor public spaces
- Renovate all corridors, laundry and bathrooms, lounges and resident rooms
- Remodel and expand main entry
- Fire-proof structural steel and abate remaining asbestos
- Renovate building hydronic heating system

The CxA will initiate the commissioning with a review of the drawings, specifications, and construction documents. In addition, the CxA will be responsible for verifying the building’s performance test results to ensure that building systems are operating within normal limits of the design criteria and meets the owner’s project requirements as well as evaluate building’s envelope to ensure air and water tightness.

The Agent’s scope of work will include, but not limited to, the following commissioning services for an aggressively scheduled project duration (January 1, 2017 to July 31, 2017):

- Commissioning Plan
- Design Review
- Review and approval of the building’s service systems.
- Review and approval of building envelope systems.
- Review equipment and services documentation and coordinate the training needed to bring the buildings to a fully functional state.
- Performance testing of the building’s service support systems to verify design performance.

The selected CxA shall have demonstrated experience in providing commissioning services. The Letter of Interest should include a comprehensive listing of the CxA’s previous experience, including work on university campuses and experience (if any) with The State of North Carolina. In addition, a current list of references with specific points of contact shall be provided. All members of the CxA’s team should be indicated along with their individual experience and qualifications.
Interested firms should submit eight (8) copies of a letter of interest and current SF330 to ECU’s project manager at the following address by February 5, 2015.

Eugene Tashiro, Project Mgr
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system, applicants are expected to make no contact with University staff, faculty or trustees during this this stage of the selection process.

The use of email is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of promoting opportunities for Historically Underutilized Businesses.

Thanks in advance for your interest in working with East Carolina University.