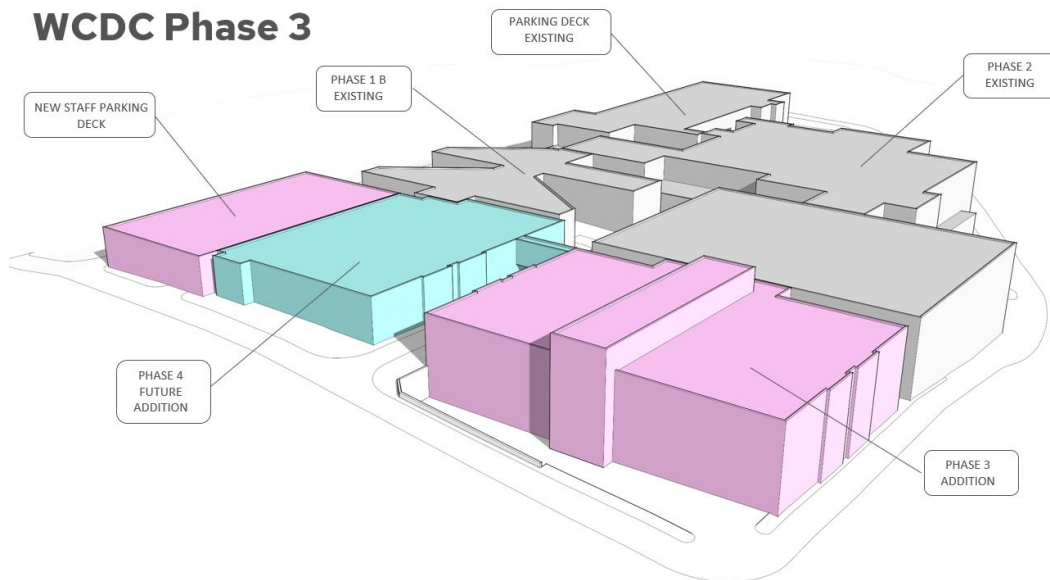




**BUILDING COMMISSIONING SERVICES FOR WAKE COUNTY PROJECTS:
WAKE COUNTY DETENTION CENTER PHASE 3 EXPANSION AND
NEW WAKE COUNTY GSA FACILITY**

REQUEST FOR QUALIFICATIONS – RFQ #26-062

May 22, 2026



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FOR
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I. Project

Wake County Detention Center Phase 3 Expansion and Wake County New GSA Facility

II. Project Summary

Wake County Detention Center Phase 3 Expansion:

Wake County Detention Center is located at 3301 Hammond Road in Raleigh, North Carolina. The last facility expansion was in 2012 with the completion of the Wake County Detention Center Phase 2 Expansion. Wake County Government is planning for the construction of a Phase 3 Expansion to the facility to meet the need for current and projected additional detention housing capacity.

Phase 3 is anticipated to be approximately 220,000 square feet. This new phase is proposed to provide 10 new housing units on three separate levels, creating a 600 “wet cell” beds, with some housing units containing sub dayrooms. This phase will also provide some additional program spaces. Phase 3 will also include construction of a new central plant to provide chilled water and heating water to the Phase 3 building area and a secondary connection to the existing facility central plant for added redundancy and resiliency. The existing detention facility will provide kitchen, laundry, and medical services for the new housing – these functions are not included in the facility expansion.

Wake County New GSA Facility:

Wake County Government is planning the construction of a new General Services Administration (GSA) facility and redevelopment of the Wake County Office Park on Carya Drive in east Raleigh. The project will redevelop the Office Park by demolishing multiple aging existing buildings onsite and constructing new facilities that more effectively utilize the County-owned site and resources.

The project will be phased and includes the demolition of multiple existing buildings and construction of a facility. This facility will house the relocated General Services Center from its current location in downtown Raleigh and Library Administration Building from its current location onsite.

The new GSA and LAB combined facility will be placed at the northeast portion of the site near Civic Blvd to align new fleet maintenance and loading dock functions with adjacent areas of light industrial properties. The two-story facility will house administrative offices and meeting rooms, warehouses, shop spaces, training spaces, locker rooms, loading dock, vehicle storage, and support spaces in approximately 265,000 SF of enclosed floor space.

III. Request

Wake County Government requests qualifications from commissioning firms for providing building systems and envelope commissioning services required to satisfactorily complete the design, construction, post occupancy and warranty period of the two projects. Anticipated systems to be commissioned include the following:

- Building envelope, leak, air infiltration, and infrared thermography testing.
- Chilled water system (chiller, pumps, variable frequency drives (VFD) piping, valves,
- Hot water system (boilers, pumps, piping, valves).
- Air handling units (supply fans, return fans, coils, valves, variable frequency drives (VFD), duct dampers, filters.
- Air distribution system.
- Hydronic Piping System (including tanks and air separators)
- Packaged air conditioning or split system heat pump units (supply fans, return fans, coils valves, VFD, duct, dampers, compressors, condensers).
- Gas furnaces.
- Terminal boxes.
- Exhaust Fans.
- Roof Hoods.
- Fan Coil Units.
- Refrigeration Systems
- Chemical Treatment.
- Monitor Test and Balancing.
- Building Management and Controls System.
- Domestic Water System (water heaters, pumps, valves, hot and cold water piping).
- Gas Piping.
- Storm water collection/drainage systems (including roof drain system)
- Sump pumps.
- Power Distribution System.
- Lighting Controls and occupancy sensors.
- Utility Switchgear and Transformer.
- Electrical Distribution Panel board.
- Grounding System.
- Low voltage systems.
- Emergency Generator
- Automatic Transfer Switch
- Fire alarm system.
- Security System.
- Audio/Video Systems
- Fire Protection Systems.

Additionally, the following specialty systems are expected to be included in the building commissioning scope for the Wake County Detention Center Phase 3 Expansion and/or New Wake County GSA Facility Projects:

- Special Inspection of Smoke Control Systems for I-3 Occupancy under North Carolina Building Code Section 909 Requirements
- Water Management Systems for Detention Facilities
- Fluid Distribution Systems and other Specialty Systems for Vehicle Maintenance Repair Facilities

IV. Firm Qualifications

The commissioning firm and proposed staff to be assigned responsibilities must be highly qualified and experienced in all phases of commissioning in similar public facilities and acted as a principal Commissioning Provider for at least three (3) years with a minimum of three (3) projects of minimum size 100,000 sf. In addition, the commissioning firm must have a minimum of five (5) full years of extensive experience in building envelope testing, infrared thermography, the operation and trouble-shooting of HVAC, Electrical, Plumbing, and Building Controls Systems, be knowledgeable in building operation and maintenance including O&M training and testing and balancing of air and water systems.

The firm and staff must have proven capability to effectively and efficiently manage projects of similar complexity and have excellent verbal, writing and communication skills. Membership with the Building Commissioning Association will be considered a plus. Staff maintaining a bachelor's degree in mechanical or electrical engineering is strongly preferred, however, other technical training, past commissioning, and field experience will be considered.

V. Scope of Work

A. Design Phase

1. Conduct Cx scoping/kickoff meeting with Owner and design team to review the commissioning process.
2. Facilitate development and documentation of the Owner's Project Requirements (OPR).
3. Review the Basis of Design (BoD) document for compliance with the OPR.
4. Develop a Cx Plan.
5. Review Design Development, Construction Document submittals and perform final backcheck of 100% Construction Documents.
6. Prepare Cx specifications for inclusion into the CD specifications.

B. Construction Phase

1. Develop the construction phase commissioning plan including scope and schedule.
2. Plan and conduct commissioning meetings as needed and distribute minutes.
3. Obtain and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up, control sequence, and checkout procedures.
4. Obtain, review, and approve Contractor submittals applicable to systems being

commissioned for compliance with commissioning needs (concurrent with the A/E reviews to prevent project delays).

5. Review and respond to requests for information and change orders for impact on commissioning and owner's objectives.
6. Review coordination drawings to ensure that trades are making a reasonable effort to coordinate.
7. Write and distribute construction checklists for commissioned equipment.
8. Develop an enhanced start-up and initial systems checkout plan with contractors for selected equipment.
9. Witness and document mechanical systems piping pressure testing and duct works pressure testing.
10. Document systems startup by reviewing start-up reports and by selected site observation.
11. Approve air and water systems balancing by spot testing, and by reviewing completed reports and by selected site observation.
12. Coordinate the special inspection process for Smoke Control systems. This includes, but is not limited to – assisting contractor in incorporating into schedule, defining roles and responsibilities, developing Special Inspection Plan, review smoke control submittals and shop drawings for compliance with design requirements, prepare testing procedures, coordinate, witness, and document special inspections, backcheck deficiencies, and provide a report per 909.18.8.3 of the North Carolina Building Code to be reviewed and signed by the responsible registered design professional.
13. Coordinate, witness and document manual functional performance tests performed by installing contractors, analyze functional performance trend logs and monitoring data to verify performance.
14. Review equipment warranties to ensure that the Owner's interests are protected, and responsibilities of the parties are clearly defined.

C. Post Construction Phase

1. Finalize the Cx services in a single comprehensive record with commissioning records to the following:
 - a. Executive summary Report.
 - b. Listing of non-compliance items with recommendations for correction.
 - c. Commissioning team directory
 - d. Cx Plan
 - e. Owner's Project Requirements
 - f. Basis of Design
 - g. Cx Issues Logs
 - h. Cx Specifications
 - i. Meeting minutes
2. Develop and provide systems manual in electronic format, including single line diagrams,

as-built sequence of operations, control drawings, and original set points.

D. Warranty Period

1. Conduct opposite season/deferred testing for systems that could not be fully tested during the season in which final testing was performed.
2. Perform a single calendar site visit ten months after substantial completion with the Owner’s O & M staff, and facility occupants, and provide a written plan with recommendations for resolution of outstanding commissioning related issues.

VI. Project Budget

The Wake County Detention Center Phase 3 Expansion total Project Budget is approximately \$200M.

The Wake County New GSA Facility Project total Project Budget is approximately \$110M.

VII. Project Schedule

The milestone project schedules are copied below:

Wake County Detention Center Phase 3 Expansion

Design Development: Summer 2026
Construction Documents: Fall 2026
Permitting Approvals & Bidding: Spring 2027
GMP Issuance & Construction NTP: Summer 2027
Building Systems Completion: Fall 2029
Opening: Early 2030

Wake County New GSA Facility Project

Design Development: Winter 2026
Construction Documents: Summer 2027
Permitting Approvals & Bidding: Summer 2027
GMP Issuance & Construction NTP: Fall 2027
Building Systems Completion: Early 2029
Opening: Fall 2029

VIII. Proposal Submission Requirements

All responses shall be submitted on 8½” x 11” paper, side bound portrait format with Table of Contents and reference tabs for key sections. The total submittal shall not exceed either twenty (20) double-sided or forty (40) single-sided pages with text, consecutively numbered (front/back covers, cover letter, Table of Contents and Tab pages are excluded from these totals). All materials not clearly labeled “Trade Secret” shall become property of Wake County and will be considered public documents (Reference section XIII – Confidentiality of Documents”). The printed font shall be no less than 10pt. with minor exceptions for

margin text. Please also provide a single electronic copy (PDF preferred) of the response in addition to the hard copies. Submittals must include responses to each of the following:

A. Letter of Interest

Letter of interest including information about the commissioning firm such as history/background, years of service, number of employees, number of locations, certifications, professional memberships, and other relevant information which the consultant believes to be of importance.

B. Project Organization and Staffing of Commissioning Team

Provide the following:

1. Organization chart listing all assigned staff including job titles.
2. Detailed resumes of all assigned staff with list of completed projects and years of experience.
3. Description of responsibilities to be fulfilled by each assigned staff member.

C. Experience

Provide summary of at least four (4) representative projects for which the commissioning firm was responsible. Each of the project summaries shall include the following;

1. Description of facility or project, actual project cost, and year completed,
2. Description of services provided,
3. List of staff assigned to the project,
4. Degree of involvement (prime or associate),
5. Principal and associate staff involved along with their assigned responsibilities, and
6. References including names, addresses (including e-mail addresses) and telephone numbers.

D. Questionnaire

Provide the following:

1. Describe your experience providing commissioning services on a project where the Construction Management at Risk Delivery method was employed.
2. Describe the team's approach to maintenance considerations in the commissioning process during the design and construction phases of a project.
3. Describe in steps which will be taken by your firm to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.
4. How do you handle discrepancies that arise during the functional testing phase?
5. What tools or software do you use to document commissioning activities and track issues?
6. Describe your firm's experience with commissioning smoke control systems.
7. Describe your firm's experience with commissioning Fluid Distribution Systems and other Specialty Systems for Vehicle Maintenance Repair Facilities

8. Explain how your firm will support project close out in a manner that quickly results in a quality start-up and 100% compliance with equipment operational parameters?

E. Consultant Professional Fees, Litigation, and Workload

1. Submit an hourly billing rate schedule for all personnel by job title who will work with the County in providing professional services for this project. Provide firm’s unit costs schedule.
2. List any pending or settled lawsuits, mediation, or arbitration cases in which the firm was involved during the past ten (10) years.
3. List current and proposed projects including man-hour estimates, scheduled completion dates, and assigned team members. Provide workload chart indicating monthly commitments of team members for next twelve months.

IX. Selection of Building Commissioning Firm

A. Process

Procedures similar to those followed by Wake County in the selection of design consultants will be followed. This will ensure that the commissioning firm is selected in a fair and uniform manner and have appropriate qualifications and experience.

A selection committee will be comprised of Wake County Facilities Design & Construction and General Service Administration staff. Upon receipt of proposals from respondents, Selection Committee members will review the proposals in detail and identify (“short list”) those firms that appear to be most qualified to provide services for the Project. Separate presentations and interview sessions will then be scheduled with the “short-listed” firms to permit the Selection Committee to further evaluate each firm’s qualifications and proposal. The Facilities Design & Construction office will then negotiate terms, conditions, and fees of an agreement with each selected firm. In the event negotiations of specific contract terms and conditions prove unsuccessful with a selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

B. Submittal Timeline

The key activities and milestone dates for the selection process are listed below

<u>Activity</u>	<u>Milestone Date</u>
Announce Request for Qualifications and Proposal	May 22, 2026
Deadline for Respondent Questions	June 4, 2026
Proposal Submission Deadline	June 18, 2026
Selection Committee meeting to determine short list	July 2026
Selection Committee presentation/interviews sessions	July 2026
Announce Firm Selections	July 2026

X. Evaluation Criteria

- A. The following criteria will be the basis on which firms will be selected for further consideration:
1. Core business strength,
 2. Organizational chart and expertise/qualifications of staff,
 3. Appropriate experience and past performance of firm on similar projects,
 4. Qualifications and experience of Commissioning team proposed for the project,
 5. Current workload,
 6. Proposed approach to project of this type,
 7. Proximity to and familiarity with the area where the project is located.
 8. Proposed fee estimate and hourly billing rates,
 9. Record of successfully completed projects without major legal or technical problems,
 10. Other factors that may be appropriate for the Project.

XI. Submission of Proposals

Five (5) complete hard copy packages and one (1) thumb drive containing an electronic copy must be received at the following address by **2:00 PM on Thursday, June 18, 2026.**

Attention: County of Wake
Facilities Design and Construction
Attention: Sarah Kahr Richter
Facilities Project Manager

Hand Delivery, UPS, & FedEx Address:
336 Fayetteville Street, Suite 1109
Raleigh, NC 27601
Waverly F. Akins Wake County Office Building

XII. Professional Services Agreement

Professional services required to complete the proposed projects will be authorized through the County's standard form of Agreement for Professional Services.

XIII. General Comments

- A. Any cost incurred by respondents in preparing or submitting a Request for Qualifications and Proposal for the Project shall be the respondents' sole responsibility.

- B. All responses, inquiries or correspondence relating to this Request for Qualifications and Proposal will become the property of Wake County when received (subject to Section XIV – Confidentiality).
- C. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and Proposal and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications and Proposal.
- D. The Selection Committee intends to select a minimum of two firms to provide commissioning services for Wake County Facilities Design & Construction and GSA projects.
- E. Please refer to the following website location for a copy of the Request for Qualifications and Proposal and any other related information. If a question of general concern is asked by any firm, an addendum will be issued to include a copy of the written response.

<http://www.wakegov.com/finance/business/rfp/Pages/bids.aspx>

- F. Below is a list of electronic files that can be accessed on the following ftp web site:

[Energy Design and Management Guidelines, October 2022](#)

- G. Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Qualifications and Proposal should be directed to the Project Manager at the following addresses:

Sarah Kahr Richter
Facilities Project Manager
County of Wake
Facilities Design & Construction
P.O. Box 550
Raleigh, NC 27602
TEL (919) 856-6363
Sarah.KahrRichter@wake.gov

XIV Confidentiality Of Documents

In general, documents that are submitted as part of the response to this Request for Qualifications and Proposal will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the County determines that a document that the building commissioning firm has designated “confidential” or “trade secret” is not entitled to protection from public disclosure, the County will provide notice of that determination to the contact person designated by the firm, in any reasonable manner that the County can provide such notice, at least five business days prior to its public disclosure of the document. If the firm does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the firm does not initiate judicial proceedings to protect the confidentiality of the document, the County will not have any obligation to withhold the document from public disclosure.

By submitting to the County a document that the engineering consultant firm designates as “confidential” or “trade secret”, the firm agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the firm will indemnify and hold harmless the County and each organization’s affected officials and employees from all costs, including attorney’s fees incurred by or assessed against any defendant, of defending against such action. The firm also agrees that at the County’s request the firm will intervene in any such action and assume all responsibility for defending against it, and that the firm’s failure to do so will relieve the County of all further obligations to protect the confidentiality of the document.