



Agenda Action Form Overview

Execution of Contract with FST Technical Services in the amount of \$182,173.00 for Fundamental and Enhanced Commissioning Services for the New Durham City/County EOC, Backup 911, & DCSO Backup Call Center

Background/Justification

On October 27, 2008, Durham County BOCC adopted the High-Performance Building Policy for County projects. The Durham County High Performance Building Policy requires that new construction over 10,000sf receive a “Gold” level LEED (Leadership in Energy and Environmental Design) Certification and that renovation projects receive a “Certified” level certification. The project team is targeting a “Gold” level certification for this project.

Commissioning is a prerequisite for LEED certification. The USGBC recognizes commissioning as a Best Practice “to support the design, construction, and eventual operation of a project that meets the owner’s project requirements for energy, water, indoor environmental quality, and durability.” LEED divides the commissioning process into two parts. Fundamental Commissioning is required for LEED certification and focuses on installation and verification of mechanical and electrical systems during construction. Enhanced Commissioning, which offers optional credits that contribute to achieving the County’s LEED Gold certification level for new buildings, extends beyond the fundamental process to cover a broader scope of commissioning services and requires commissioning through 10 months post-occupancy. Commissioning services are an integral part of the project and begin during the design phase.

Policy Impact

Fundamental and Enhanced Commissioning is a prerequisite for LEED certification as referenced above and is performed in tandem with the design and construction of the facility. Commissioning has been performed on all of Durham County’s major construction projects to achieve compliance with the Durham County High Performance Building Policy.

Procurement Background

Commissioning agents are selected based on qualifications based RFQ processes as outlined in NC G.S. 143-64.31. This statute requires that State and all public subdivisions and Local Governments units thereof, except in cases of special emergency involving the health and safety of the people or their property, announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee, other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm.

A Request for Qualifications (RFQ) for Fundamental and Enhanced Commissioning services was advertised on March 23, 2025. Seven (7) responses were received on May 1, 2025 and were evaluated by a selection committee represented by County & City Engineering, General



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Services, and Emergency Management. FST Technical Services was rated as the most qualified firm for the project.

Type of purchase

- ☐ Goods
- ☐ Services
- ☒ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$90,000$

Services: Bids required if $\geq \$30,000$, BOCC approval if $> \$40,000$

Construction/Repair work: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$500,000$

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☒ Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☒ No ☐

If no, why? Qualification based RFQ process as required by G.S. 143-64.31

Fiscal Impact

Funding for this service is available in the New Durham County EOC Capital Project Account.

Recommendation

The County Manager recommends that the Board authorize the County Manager to execute a contract with FST Technical Services to provide Fundamental and Enhanced Commissioning Services for the New Durham City/County EOC, Backup 911, & DCSO Backup Call Center, in the amount of \$173,498.00 plus contingency of five percent (5%) in the amount of \$8,675.00, for a total not-to-exceed amount of \$182,793.00.