



Regional One Health Request for Proposal Commissioning Agent Services

Regional One Health Campus Modernization Project

Issued By: Covalus | AllWorld
Issue Date: May 29, 2026

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1. Overview

a. Project Overview

Regional One Health (“ROH” and “Owner”) is a leading regional medical system in Memphis, Tennessee. ROH is seeking a qualified third-party **Commissioning Agent (CxA)** for its Campus Modernization Project. This project includes a new multiphase medical campus and a stand-alone Central Utility Plant (CUP) that will be designed, built, owned, and operated by a separate third-party developer/contractor working concurrently with the main campus construction.

The selected Commissioning Agent will be required to coordinate commissioning activities across both the main campus project and the separate CUP project to ensure seamless integration of all utilities and systems.

b. Project Background & Objectives

The objective of commissioning is to provide documented confirmation that all systems fulfill the functional and performance requirements of the project for the building owner, occupants, and operators. This includes verifying proper integration between the main campus buildings and the separately contracted Central Utility Plant.

The Commissioning Agent (CxA) shall be involved from the design phase through the warranty phase. The CxA's primary role is to develop detailed commissioning specifications, review designs, coordinate testing, and verify performance of all systems, with particular emphasis on coordination between the two separate contractors.

The CxA is not responsible for design or general construction management but shall assist with issue resolution and coordination as needed.

c. Project Team

Program Management: Covalus|Allworld

Project Architect: HDR

- Partner designers

Architectural

- Self + Tucker
- Brg3s
- Meticulous
- Cornerstone

Mechanical, Electrical & Plumbing Engineering

- Salas O'Brien (lead)
- Innovative Engineering Services
- Haltom Engineering

Structural Engineering

- Magnusson Klemencic Associate

Civil Engineering

- Kimley-Horn

- Additional Design Consultants
 - Geotechnical Engineering – ENGEO
 - Materials Testing – TBD
 - Equipment Planning - TBD

Construction Management: Memphis Healthcare Builders, a joint venture of Turner Construction Company, Flintco Construction, Nickson General Contractors, and Fifer & Associates

Critical Note: The CUP will be designed and constructed concurrently but by a separate contractor from the main campus. Strong coordination by the CxA between these two parallel efforts is essential.

2. RFP Schedule

- a. **Issue RFP:** May 29, 2026
- b. **RFP Clarification Questions Due:** June 12, 2026
- c. **RFP Clarification Responses Issued:** June 19, 2026
- d. **RFP Submission Due Date:** June 26, 2026
- e. **Owner Review / Shortlist Interviews:** July 2026
- f. **Approx. Notice of Award:** August 2026

3. Submission Requirements and Project Contact

a. Questions

- i. Questions should be emailed only to the contacts below no later than June 12, 2026. Submit proposals electronically no later than June 19, 2026 to:
<https://covalus.egnyte.com/fl/TGKFD33Bg7Md> Limit file size to 10 MB. Notify the contacts below after submission to confirm receipt.

Kurt Fallon – kfallon@covalus.com
 Bill Burross – bburross@allworldmail.com

b. Proposals

- i. Proposals are limited to fifteen (15) single-sided 8.5x11 pages (excluding cover letter, resumes, and sample work products). Proposers should specifically address their experience and approach to coordinating commissioning between two separate prime contractors on a large medical campus project with a dedicated Central Utility Plant.

4. Selection Process

Selection will be based on (in no specific order):

- a. Proposed approach to the project, with strong emphasis on cross-contract coordination
- b. Past experience on similar hospital/CUP projects
- c. Expertise of the proposed team
- d. Fee proposal

5. Limitation of Responsibility

The Program Manager and Client shall not be under any obligation to any of the respondents as a result of this qualifications process. Upon review of the qualifications, the Program Manager, subject to approval by the Client, shall elect to shortlist any respondent without reason and/or reject any or all responses. The qualifications statements and all material submitted by the respondents shall become the property of the Program Manager and Client and will not be returned.

6. Exhibits

- a. **Exhibit A** – Detailed Scope of Work
- b. **Exhibit B** – Focused Design Review Scope
- c. **Exhibit C** – Firm Qualifications/Experience
 - i. Firm Experience Form
 - ii. Task Experience for Similar Projects
- d. **Exhibit D** – Project Programmatic Information
- e. **Exhibit E** – Cost Breakdown
- f. **Exhibit F** - Preliminary Construction Schedule

Exhibit A – Detailed Scope of Work

The Commissioning Agent (CxA) shall perform the following tasks with **strong emphasis on coordination** between the main campus contractor and the separate CUP third-party developer/contractor.

Key Requirement: The CxA must proactively manage scheduling, interface points, testing, and issue resolution across both concurrent projects.

Pre-Design Phase

1. Assemble the commissioning team, hold a scope meeting and identify responsibilities.
2. Develop a draft design-phase commissioning plan.
3. Attend commissioning meetings as needed with the project team.
4. If not already completed, develop and review the design intent documentation for clarity and completeness, including language on the following: mechanical, electrical, plumbing, lighting, energy consumption, commissioning, indoor environmental quality, environmental sustainability, functionality for project and budget. This will be accomplished by the Commissioning Provider meeting with the project team to understand existing operations at other owner sites and conducting meetings with the project team to understand the design intent requirements and specific performance requirements.

Design Phase

1. Coordinate the commissioning work during design.
2. Develop or update the design phase commissioning plan.
3. Perform focused reviews of the design, drawings, and specifications at various stages of development (during schematic design, design development, and contract document phases), as described in Exhibit E.
4. Assist and review the development and updating of the Design Record documentation by design team members (Design Intent, Design Narrative, Design Basis).
5. Develop a draft construction phase commissioning plan for approval by the Project Team.
6. Develop full commissioning specifications for all commissioned equipment. Coordinate with the architect and engineers and integrate the commissioning specifications into the overall project specification package. One or more of the following documents can be used as a guide for content, rigor, and format: 1) *Model Commissioning Plan and Guide Specifications*, USDOE/FEMP, 2) *The HVAC Commissioning Process*, ASHRAE Guideline 1.s-2007. The commissioning specification will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements, including formats; alerts to coordination issues, deficiency resolution; construction checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.
7. Coordinate a controls integration meeting where the electrical and mechanical engineers, owner's representative, and the Commissioning Provider discuss integration issues between equipment, systems, and disciplines to ensure that integration issues and responsibilities are clearly described in the specifications.

Bid Phase

1. Attend pre-bid meetings to answer commissioning related questions.

Construction Phase

1. Coordinate and direct the commissioning activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules, and technical expertise.
2. Coordinate the commissioning work with the CM/GC, to ensure that commissioning activities are incorporated into the master schedule.
3. Revise, as necessary, the construction phase commissioning plan developed during the design phase, including scope and schedule.
4. Plan and conduct commissioning meetings as needed and distribute minutes.
5. Request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up, and checkout procedures. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
6. Review normal Contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E reviews.
7. Review requests for information and change orders for impact on commissioning and the project team's objectives.
8. Review coordination drawings to ensure that trades are making a reasonable effort to coordinate.
9. Write and distribute construction checklists for commissioned equipment.
10. Develop an enhanced start-up and initial systems checkout plan with contractors for selected equipment.
11. Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.
12. Perform the following pre-functional tasks:
 - a. Witness HVAC piping pressure test and flushing, sufficient to be confident that proper procedures were followed. Include testing documentation in the Commissioning Record.
 - b. Witness any ductwork testing and cleaning sufficient to be confident that proper procedures were followed. Include documentation in the Commissioning Record.
 - c. Document construction checklist completion by reviewing completed construction checklists and by selected site observation.
 - d. Document systems start up by reviewing start-up reports and by selected site observation.
 - e. Approve air and water systems balancing by spot testing and by reviewing completed reports and by selected site observation.
13. With necessary assistance and review from installing contractors, write the functional performance test procedures for equipment and systems. This will include manual functional testing, energy management control system trending and may include stand-alone datalogger monitoring.
14. Coordinate witness and document manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved. The functional testing shall include operating the system and components through each of the written sequences of operation, and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted, and interlocks with other systems or equipment. Sensors and

actuators shall be calibrated during construction check listing by the installing contractors and spot-checked by the commissioning provider during functional testing. Analyze functional performance trend logs and monitoring data to verify performance.

- a. Tests on respective HVAC equipment shall be executed during both the heating and cooling seasons. However, some overwriting of control values to simulate conditions shall be allowed. Functional testing shall be done using conventional manual methods, control system trend logs, and read-outs or stand-alone dataloggers, to provide a high level of confidence in proper system function, as deemed appropriate by the commissioning provider and the Owner.
15. Prepare test plans for, assist with the execution of, and document tests of commissioned equipment overseen by regulatory authorities and ensure that such tests meet the testing rigor desired by the Project Team.
16. Maintain a master issues log and a separate record of functional testing. Report all issues as they occur directly to the Owner's Representative. Provide written progress reports directly to the Owner's Representative and test results with recommended actions.
17. Review equipment warranties to ensure that the Owner's responsibilities are clearly defined.
18. Oversee and review the training of the Owner's operating personnel.
 - a. Oversee the videotaping of this training.
 - b. Review the creation of a classroom "owner's manual" to be kept in the classroom.
 - c. Review the preparation of the O&M manuals for commissioned equipment.
19. Compile a Commissioning Record, which shall include:
 - a. A summary report that includes a list of participants and roles, a brief building description, an overview of the commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation, and training meeting the contract documents in the following areas:
 - i. Equipment meeting the equipment specifications,
 - ii. Equipment installation,
 - iii. Functional performance and efficiency,
 - iv. Equipment documentation, and
 - v. Operator training.
 - b. All outstanding non-compliance items shall be specifically listed. Recommendations for improvement of equipment or operations, future actions, commissioning process changes, etc., shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc., where the deficiency is documented.
 - c. Also included in the Commissioning Record shall be the issues log, commissioning plan, progress reports, submittal and O&M manual reviews, training record, test schedules, construction checklists, start-up reports, functional tests, and trend log analysis.
20. Compile a Systems Manual that consists of the following: Owner's Project Requirements (by owner); Design Narrative and Basis of Design (by designer); Performance Metrics, if completed during design; space and use descriptions, single line drawings, and schematics for major systems (by designer); control drawings, sequences of control (by contractor); and a table of all setpoints and implications when changing them, schedules, instructions for operation of each piece of equipment for emergencies, seasonal adjustment, startup and shutdown, instructions for energy savings operations and descriptions of the energy savings strategies in the facility, recommendations for recommissioning frequency by equipment type, energy tracking recommendations, and recommended standard trend logs with a brief description of what to look for in them (all by commissioning provider).

Warranty Period

1. Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.
2. Return to the site ten (10) months into the 12-month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also, interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

Systems to Be Commissioned

The following systems and assemblies will be commissioned:

1. Central building automation system
2. All equipment of the heating, ventilating and air conditioning systems
3. Scheduled or occupancy sensor lighting controls
4. Daylight dimming controls
5. Refrigeration systems
6. Emergency power generators and automatic transfer switching
7. Uninterruptible power supply systems
8. Life safety systems (fire alarm, egress pressurization, fire protection)
9. Laboratory, clean room, hoods and pressurization
10. Electrical
11. Domestic and process water pumping and mixing systems
12. Equipment sound control systems and testing
13. Plumbing
14. Vertical transport
15. Pharmacy Hoods
16. Medical gas
17. Exhaust hoods
18. Process instrumentation and controls

Exhibit B: Focused Design Review Scope

Design Area	Review Description	Schematic Design	Design Development	Contract Documents #1	Contract Documents #2
Design Narrative & Basis of Design	Ensure clarity, completeness, and alignment with Owner's Project Requirements	X	X	X	X
Commissioning Facilitation	Accessibility, test ports, monitoring points, isolation valves, etc.		X	X	X
Energy Efficiency	Efficiency of system types, components, and layout		X	X	X
Control Strategies	Review of HVAC, lighting, emergency power, and CUP integration sequences		X	X	X
Operations & Maintenance	Equipment accessibility and system maintainability		X	X	X
Indoor Environmental Quality	Thermal, visual, acoustical, and air quality comfort		X	X	X
Commissioning Specifications	Verify adequate specification of commissioning requirements			X	X
CUP Interface Points	Review of utility delivery points (within 5 ft of building), metering, and controls		X	X	X
Mechanical Systems	Mechanical concepts and CUP integration		X	X	X
Electrical Systems	Electrical concepts, backup power, and integration with CUP		X	X	X
Life Cycle Cost	Evaluation of major systems including CUP		X	X	X

Exhibit C: Commissioning Firm Qualifications / Experience

It is the desire for the person(s) designated as the site Commissioning Providers to satisfy as many of the following requirements as possible and to submit statements of these qualifications with your response:

- ☐ Acted as the principal Commissioning Provider for at least three (3) hospital projects over 100,000 sf.
- ☐ Extensive experience in the operation and troubleshooting of HVAC systems, and energy management control systems.
- ☐ Extensive field experience is required. A minimum of five (5) full years in this type of work is required.
- ☐ Knowledgeable in building operation and maintenance and O&M training.
- ☐ Knowledgeable in test and balance of both air and water systems.
- ☐ Experienced in energy-efficient equipment design and control strategy optimization.
- ☐ Direct experience monitoring and analyzing system operation using energy management control system trending and stand-alone data-logging equipment.
- ☐ Excellent verbal and written communication skills. Highly organized and able to work with both management and trade contractors.
- ☐ Experienced in writing commissioning specifications.
- ☐ Membership with the Building Commissioning Association will be considered a plus.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. A member of the prime firm will be the designated Commissioning Provider who is the member of the team that will coordinate the commissioning activities from the technical perspective. This party may not necessarily be the team's overall project or contract manager. The Commissioning Provider must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope. If the Commissioning Provider or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor qualifications shall be included and clearly designated in the response to this RFP/RFQ.

Commissioning Firm Experience Form *(Fill out a separate form for the prime firm and each major sub-consultant)*

Company Name: _____

Contact Person: _____ **Title:** _____

Address: _____

City/State/Zip: _____

Telephone: _____ **Email:** _____

Description of Business:

- Years offering Commissioning Services: _____ years
- Average number of commissioning projects per year: _____
- Percentage of business devoted to commissioning: _____ %
- Number of registered engineers on project team who have directed commissioning projects

Commissioning Task Experience for Similar Projects *(Use the table format below or attach separate sheets)* (especially projects with separate CUP contractors)

Project Name & Location	Building Size / Type	Owner Contact	Role of Firm	Systems Commissioned	Key Tasks Performed (Design Review, Specs, Functional Testing, etc.)

Note: Highlight experience coordinating between multiple prime contractors or on projects with separate Central Utility Plants.

REGIONAL ONE HEALTH - CAMPUS REDEVELOPMENT PROJECT HOSPITAL

BUILDING SUMMARY

Hospital Components

	Proposed Rooms	Projected Sq. Ft.
Public Services		10,600
Emergency Services	64	43,500
Imaging & Diagnostic Services	17	22,200
Medical Services	4	6,200
Interventional Services	22	66,400
Inpatient Services	348	264,200
Laboratory Services		18,020
Pharmacy Services		8,000
Support Services		59,500
Administrative Services		3,400
Medical Staff Services		5,900

Hospital - Department Gross Area

Building Common Area - Circulation, Shafts, Ext. Walls	16.2%	101,500
Building Common Area - Engineering	2.7%	12,400
Building Common Area - CUP	0.0%	0

Hospital - Building Gross Area

	455	621,820
<i>Gross Building Area Per Bed</i>		<i>1,970</i>
<i>Total Net Building Area</i>		<i>359,600</i>

PARKING DEMAND SUMMARY

Function

	Proposed Spaces	Projected Sq. Ft.
Inpatient Visitor Parking	220	77,000
Outpatient Visitor Parking	130	45,500
Physician Parking	160	56,000
Resident & Student Parking	120	42,000
Staff Parking	450	157,500

Total **1,080** **378,000**

REGIONAL ONE HEALTH - CAMPUS REDEVELOPMENT PROJECT HOSPITAL

Public Services Department	Proposed Rooms	Projected Sq. Ft.
Main Lobby Common Areas		5,300
Central Admitting & Registration		1,900
Guest Services		900
Religious Services		300
Volunteer Services		500
Retail - Coffee Shop		600
Retail - Gift Shop		1,100
Public Services Subtotal		10,600

Emergency Services Department	Proposed Rooms	Projected Sq. Ft.
Emergency Department (Medicine, Trauma, Burn)	48	34,200
Emergency Department (Ob)	4	2,300
Clinical Decision Unit	12	5,600
Emergency Medical Education		1,400
Emergency Services Subtotal	64	43,500
<i>Department Gross Area / Room</i>		<i>680</i>

Imaging & Diagnostic Services Department	Proposed Rooms	Projected Sq. Ft.
Medical Imaging	12	17,000
Emergency Imaging	5	5,200
Imaging & Diagnostic Services Subtotal	17	22,200
<i>Department Gross Area / Room</i>		<i>1,310</i>

Medical Services Department	Proposed Rooms	Projected Sq. Ft.
Respiratory Care		2,400
Wound Care, Hbot	3	3,400
Employee Health Services	1	400
Medical Services Subtotal	4	6,200

Interventional Services Department	Proposed Rooms	Projected Sq. Ft.
Same Day Surgery Prep/ Recovery	12	8,700
Post Anesthesia Care Unit	36	9,400
Interventional Suite	21	45,900
Minor Procedure Suite	1	1,100
Anesthesiology Offices		
Interventional Administration		1,300
Interventional Services Subtotal	70	66,400
<i>Department Gross Area / OR</i>		<i>2,190</i>

REGIONAL ONE HEALTH - CAMPUS REDEVELOPMENT PROJECT HOSPITAL

Inpatient Services Department	Proposed Rooms	Projected Sq. Ft.
Critical Care - General	48	42,600
Critical Care - Burn	22	21,800
Burn Rehabilitation Satellite		1,900
Intermediate Care - General	48	39,400
Acute Care - General	90	68,400
Maternity Suite (LDR Rooms)	10	15,700
Acute Care - Ob/Gyn	20	16,500
Nursery - Well Baby	10	1,400
Nursery - Neonatal Intensive Care	45	20,000
Post-Acute Rehabilitation	21	18,900
Acute Care - Correctional Unit	22	12,300
Dialysis Satellite	4	2,300
Remote Patient Monitoring		1,300
Discharge Lounge	8	1,700
Inpatient Services Subtotal	348	264,200
<i>Total (excluding Discharge, Dialysis, LDR & Nursery)</i>	<i>316</i>	<i>765</i>

REGIONAL ONE HEALTH - CAMPUS REDEVELOPMENT PROJECT HOSPITAL

Laboratory Services

Department or Lab Section

Projected Sq. Ft.

Laboratory Staff Facilities	935
Pathology Administrative Offices	1,530
Pathology Common Support	935
Anatomical Path. - Autopsy	
Anatomical Path. - Morgue	680
Anatomical Path. - Cytology	1,275
Anatomical Path. - Histology	1,615
Blood Bank - Immunohematology	1,190
Core Lab - Accessioning	1,445
Core Lab - Automated Processing	2,720
Core Lab - Mannual & Specials	2,550
Microbiology Lab	1,870
Toxicology Lab	1,275

Laboratory Services Subtotal

18,020

Pharmacy Services

Department

Projected Sq. Ft.

Pharmacy Administration	2,000
Central Pharmacy	6,000

Pharmacy Services Subtotal

8,000

REGIONAL ONE HEALTH - CAMPUS REDEVELOPMENT PROJECT HOSPITAL

Support Services Department	Projected Sq. Ft.
Central Sterile Processing	12,500
Dietary - Servery & Cafeteria	5,500
Dietary - Kitchen	7,100
Dietary - Administration	1,100
Materials - Purchasing	900
Materials - Supply Management	15,600
Materials - Waste Management	800
Environmental Services	1,600
Linen Services	1,100
Safety & Security	700
Building Operations	1,000
Grounds Maintenance	900
Maintenance & Engineering	2,200
Clinical Engineering	1,300
Patient Care Equipment	1,000
Patient Transportation	1,300
Information Systems - Administration	900
Information Systems - Data Center	
Information Systems - Equip. Repair	
Information Systems - Training Center	
Information Systems - Telecomm.	
Support Staff Facilities	3,600
Support Services Subtotal	59,500

REGIONAL ONE HEALTH - CAMPUS REDEVELOPMENT PROJECT HOSPITAL

Administrative Services

Department	Projected Sq. Ft.
Executive Administration	800
Case Management	400
Admin Shared Facilities	2,200
Administrative Services Subtotal	3,400

Medical Staff Services

Department	Projected Sq. Ft.
Patient Care Services	1,100
Hospitalist Facilities	600
Medical Services Administration	300
Medical Staff Facilities	1,700
Medical On-Call Facilities	2,200
Medical Staff Services Subtotal	5,900

Building Common Area - Engineering

Department	Projected Sq. Ft.
Building Engineering Services	12,400
Building Common Area - Engineering Subtotal	12,400

Exhibit E: Cost Breakdown Form

Fixed Lump Sum Fee Proposal

Phase	Tasks Description	Lump Sum Fee (\$)
Design Phase	Commissioning Plan, Design Reviews, Specifications, Meetings	
Bid Phase	Pre-bid meetings and support	
Construction Phase	Checklists, Testing, Coordination with Hospital and CUP Contractors, Documentation	
Warranty Phase	Seasonal testing, 12-month review	
Total Fixed Fee		\$

Hourly Rates for Additional Services (if required)

Position	Hourly Rate (\$)
Principal / Lead CxA	
Senior Commissioning Agent	
Commissioning Technician	
Controls Specialist	
Other:	

Note: All fees must include travel, meetings, and coordination between the hospital and CUP contractors.

Exhibit F: Tentative Project Schedule

***TBD* - For planning purposes – assume 60 months from start of SD to Substantial Completion**