



REQUEST FOR QUALIFICATIONS / PROPOSALS

For

Commissioning Services

For the

Oxford Middle School, Oxford, Connecticut

State Project No. 108-0043 N

Issue Date:

November 13, 2018

RFI Deadline:

November 20, 2018 at 12:00 pm EST

Written Responses Due:

December 5, 2018 at 12:00 pm EST

TABLE OF CONTENTS

- I. Instructions to Bidders
- II. Commissioning Services Overview
- III. Project Description
- IV. Proposal Submittal
- V. Selection Process
- VI. Scope of Services
- VII. Exhibits:
 - Exhibit A: Qualifying Experience
 - Exhibit B: Fee Schedule
- VIII. Attachments:
 - Attachment A: Schematic Floor Plans
 - Attachment B: MEP Narrative

The Oxford Middle School Building Committee is pleased to announce this invitation to submit qualification and fee proposals from bidders to provide professional commissioning services for the Oxford Middle School Project for the Town of Oxford Connecticut.

I. INSTRUCTIONS TO BIDDERS

Written proposals are due by **December 5, 2018 at 12:00 pm EST.**

Bidders are required to submit the following documents in response to this solicitation:

1. Four (4) hard copies of the qualifications and fee proposals.
2. One (1) electronic copy of the qualifications and fee proposal.

Proposals are to be delivered in a sealed envelope or package bearing on the outside the wording; "Commissioning Services Proposal for the Oxford Middle School, Attention First Selectman."

Proposals may be mailed or hand-delivered to:

The Office of the First Selectman
Town of Oxford, Connecticut
486 Oxford Road
Oxford, CT 06478

Selection timeline:

RFQ/P Issue Date:	November 13, 2018
Requests for Information Deadline:	November 20, 2018, 12 pm EST
Proposal Due Date:	December 5, 2018, 12 pm EST

Questions concerning this RFP may be directed via email to Karen DePersia at karend@csgroup-llc.com no later than 12:00 pm EST Tuesday, November 20, 2018. Responses, in the form of Addenda, will be posted to the Town of Oxford website and the CT DAS website.

Absolutely no extensions will be granted. The selected commissioning agent will be expected to begin work immediately upon receipt of a letter from the Town directing the commencement of work. All firms submitting a proposal will be notified of the Owner's decision in writing.

The Town may, at its sole discretion, clarify, modify, amend or terminate this solicitation at any time if the Town deems it to be in its best interest to do so. Respondents are responsible for checking the Town or CT DAS website for any addenda to this RFQ/P, and to complete its response in accordance with the latest issued addenda.

Commissioning Services (as hereinafter defined) shall be performed pursuant to the AIA document; AIA A107 – 2007 Standard Form of Agreement Between Owner and Contractor, as negotiated and amended with the successful bidder. Work will only commence on a Contract after a written notice to proceed is issued by the Town of Oxford directing the commencement of such work.

II. COMMISSIONING SERVICES OVERVIEW

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner and operators, and as required by the State of Connecticut General Statutes: Section 16a – 38k. The commissioning process will establish and document the owner’s criteria for system function, performance, and maintainability; and to verify document compliance with these criteria throughout construction, start-up, and the initial period of operation. The Project shall be designed to the Connecticut High Performance Building Standards and the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings. The Project’s commissioning services shall consist of (i) the mandatory requirements of Section 16a-38k-3(a) of the Regulations of Connecticut State Agencies, (ii) the services described in the Compliance Manual, State of Connecticut “Capital Projects High Performance Buildings Guidelines”, State Department of Administrative Services, Division of Construction Services, Office of School Construction Grants, Supplement to the Guidelines, (iii) shall include the enhanced commissioning services as further described in this RFQ/P, and (iv) shall be performed pursuant to the ASHRAE Guideline 0-2005 (collectively, the “Commissioning Services”). It is not the goal of this project to achieve LEED certification.

III. PROJECT DESCRIPTION

This RFQ/P is for commissioning services for the Oxford Middle School for the Town of Oxford, CT. The project includes the new construction of three level, 81,984 square foot building located at 50 Great Oak Road in Oxford, CT. The new school will be located on Town-owned property between two existing public schools which will remain occupied during construction.

The Connecticut State Department of Education has approved total project funding in the amount of \$44,900,000. The GMP for construction is \$37,500,000. The project is currently in design development and scheduled to be complete August 2020.

IV. SUBMITTING A PROPOSAL

In order for a Qualifications Proposal to be responsive to this RFQ/P it must provide all of the following information (Collectively the “Minimum Requirements”) organized as listed below:

1. Cover letter: Describe your firm’s commitment to the project and how you firm will meet or exceed expectations. Identify any factors that distinguish your firm from your competitors. Include a contact name, email, direct telephone, and address in the letter.
2. Certification: Provide satisfactory evidence your company is certified through CCP (Building Commissioning Association), ASHRAE CPMP/BCxP, or ACG.
3. Qualifying Experience; Exhibit A: Provide evidence your company has performed commissioning services for at least five projects of similar size and scope. Complete and include Exhibit A.
4. Project Team: Identify the proposed project team for this project. List all key members of the team and their resumes, include a description of each person’s commissioning experience.
5. References: Provide five references from completed projects of similar size and scope.
6. Fee Proposal; Exhibit B: The Fee Proposal shall be submitted in the form of Exhibit B: Fee Schedule, attached hereto and made a part hereof (the “Fee Proposal Form”).

The fee schedule must be completed in its entirety as presented. An incomplete fee schedule or one that has been modified in any way shall be deemed an unresponsive Proposal, which will result in the Proposal being rejected.

V. SELECTION PROCESS

The administrative review and selection will be based on a two-part process. The selected bidder will have successfully met all of the criteria and be deemed by the Town, at its sole discretion, as the most responsible, responsive, and qualified bidder.

1. Qualification Proposal Review: The selection committee shall review Qualification Proposals for compliance with the Minimum Requirements, format adherence, quality of responses, experience etc. Each category will be scored by individuals on the committee, the results will then be tabulated and ranked.
2. Fee Proposal Review: The selection committee will first verify Exhibit B: Fee Schedule has been completed in its entirety as presented. Qualified fees will then be tabulated and ranked.

The Town reserves the right to waive technical defects in Proposals, to reject any and all Proposals, in whole or in part, to negotiate with bidders and to make awards, in whole or in part, including accepting a Proposal, although not the lowest Proposal, that in its sole and absolute judgment, will be in the best interest of the Town. The Town of Oxford also reserves the right to reject any or all Proposals and re-solicit Proposals through and until the award and execution of the Contract. All bidders submitting Proposals will be notified of the decision.

The Town of Oxford nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the selection, non-selection or rejection of any Proposal.

VI. SCOPE OF SERVICES

The bidder awarded the Contract (the "CxA") is required to provide Commissioning Services during design, construction, approval/acceptance, and post-occupancy, and to be in compliance with Connecticut Standard Guidelines for High Performance Buildings. The CxA will provide the Town with documented assurance that mechanical, electrical, plumbing, fire protection, controls, building envelope, technology, and other systems have been installed in compliance with the contract documents and specified performance guidelines. The Commissioning Services shall include the following:

I. Commissioning Plan:

- A. The CxA shall prepare a detailed commissioning plan for the construction, acceptance, and post-occupancy phases of this Project. This informational document will include, but not be limited to the following:
 1. Outline the commissioning responsibilities of the CxA, the OPM, design team, and construction manager for the Project, and the trade contractors.
 2. The plan will identify the systems and building envelope features to be commissioned.
 3. The plan will explain the method of verification and documentation to be used.
 4. The plan will contain a preliminary schedule for the commissioning of systems.
- B. The CxA will present the plan to the owner, OPM, construction manager, design

team, and trade contractors. Appropriate modifications resulting from team input will be incorporated into the plan and resubmitted for approval as the final plan.

- C. The CxA shall coordinate the commissioning work with the Construction Manager on an ongoing basis to ensure commissioning activities are incorporated into the master schedule.
- D. The CxA shall issue four (4) hard copies and four (4) electronic copies of the final commissioning plan within 14 days following written approval of the above parties.
- E. The CxA shall conduct post-occupancy reviews and meetings with the owner at the following intervals: 2 weeks, three (3) months, and 10 months.

II. Review Submittals:

- A. The CxA shall review mechanical and electrical submittals and shop drawings provided by the Contractors.
- B. This review will be done to determine adherence to the design intent and to familiarize the CxA with the specific equipment that the Contractor will be installing on the Project. This will allow the CxA to tailor its pre-functional test check-off sheets and functional test procedures to the specific equipment.
- C. Any discrepancies with the design documents shall be brought to the attention of the Design Team, the Owner, and the OPM. The resolution of conflicts will be the responsibility of the Owner, OPM and Design Team, with input provided by the CxA.
- D. CxA will also review envelope submittals for roofing, waterproofing, and window/door/wall assemblies, including but not limited to: air barrier; diffusive vapor control; water management; and thermal barrier as necessary to ensure commissioned systems will perform properly.

III. Review of Controls Software:

- A. The CxA shall review the controls contractor's shop drawings, sequence of operations, and control logic. The review will familiarize the CxA with the control logic and specific types of instruments that the contractor will use to meet the design criteria.
- B. The CxA shall also review the lines of software code that the contractor is intending to use in the Direct Digital Control (DDC) system.
- C. The CxA shall also confirm the integration of the DDC system with other systems. (I.e. Fire alarm, security, etc.)

IV. Develop Contractor Commissioning Log Books, Pre-functional Test Check-off Sheets and Verification of Completion Forms:

- A. After review of Contractor submittals and control software, the CxA shall develop pre-functional test check-off sheets and Verification of Completion forms for all equipment to be commissioned.
- B. These forms will be provided during a meeting conducted by the CxA to the Construction Manager in the form of commissioning log books for further distribution to the appropriate contractor(s). The forms will be utilized to document the completion of the installation. (The Construction Manager shall verify the accuracy and completeness of the subcontractors' documentation and notify the CxA when systems are prepared for testing, balancing, and functional testing).

V. On-site Construction Observation and Meeting Attendance:

- A. The CxA shall attend all commissioning meetings and periodic Owner, OPM, Design Team, Construction Manager, and contractors' meetings.
- B. The CxA shall provide a minimum of monthly on-site construction observation visits. As work moves closer to completion, visits may increase to weekly or daily as commissioning testing gets underway. The CxA shall verify access is provided to all equipment to enable service, repair, maintenance, or replacement.
- C. Site visits will acquaint the CxA with construction progress and increase familiarity with systems to be tested and commissioned. The CxA will immediately report any discrepancies between construction and design documents to the OPM and construction manager.
- D. Site visits will be scheduled to provide adequate opportunity to observe heating, ventilation, and air conditioning (HVAC) pipe testing and flushing, duct pressure testing and cleaning, roofing uplift tests, blower door testing, and water penetration testing to ensure proper procedures are followed.
- E. On-site visits will enable the CxA to more accurately schedule the commissioning process to interface with the completion of construction.
- F. Each site visit shall be documented with a written report that will be distributed to the OPM, Owner, Design Team, and the Construction Manager. The report will include a discrepancy/recommendation log, to be updated after each site visit.
- G. Attend Building Committee meetings as requested. (No more than three (3) Building Committee meetings are anticipated).

VI. Development of Functional Test Procedures:

- A. CxA shall develop functional test procedures for systems to be commissioned based on review of design criteria and construction documentation.
- B. Functional test procedures shall provide a detailed procedure of how the system shall be tested and a record sheet for recording test results.
- C. Test procedures shall be as specific and exact as possible to ensure the test can be easily repeated by more than one tester and the same results obtained.
- D. The CxA shall review test procedures with the OPM, Owner, Design Team, Construction Manager, and contractor(s) at a presentation meeting conducted by the CxA. If required, the test procedures will be modified and then approved by the aforementioned parties.
- E. The CxA shall issue the final functional test procedures to the OPM, Owner, Design Team, and the Construction Manager (one (1) hard copy and one (1) electronic copy each).
- F. Functional test procedures shall be provided for all systems including, but not limited to, the following. Failure to include an item in this list shall not alleviate the CxA's obligation to test all systems identified throughout project design.
 - All air handling units and associated heating and cooling coils, economizers, thermostats, etc.
 - All humidifiers
 - All exhaust fans, all return fans
 - All motorized dampers including demand-controlled ventilators
 - All variable air volume (VAV) terminal units and associated reheat coils
 - All lab terminal units (supply and exhaust) and associated reheat coils
 - Chillers and all associated chilled water and condenser water pumps, etc.

- Boiler, boiler combustion air fan, all associated pumps, tanks, condensate pumps, etc.
- All heat exchangers and associated pressure relief valves (PRVs)
- All energy recovery ventilation systems including enthalpy difference requirements between outdoor air and return air.
- Cooling towers, Chilled water system, Refrigeration Systems
- Domestic water heating system
- Computer room air conditioning units and associated split system condensers
- All unit heaters, cabinet heaters, etc.
- Building automation system, including CO2 sensors, and component failure alarms
- Direct Digital Controls and system interlocks, including occupancy sensors
- Lighting and Day Lighting control system
- Fire protection systems and equipment; fire alarm system interfaces with HVAC systems
- Renewable Energy Systems (if required)
- Security Systems
- Telecommunications Systems
- Observation of the Infrared testing for electrical gear and panel boards
- Envelope systems: Roof, Window, Door, Wall

CxA is to determine if construction documents require others to perform infrared scan of building walls and roofs and provide a summary report of results to the OPM, Owner, Contractor, and the Design Team, during a presentation meeting conducted by the CxA, with areas of concern identified for further investigation.

VII. Develop Commissioning Schedule:

- A. The CxA shall develop a commissioning schedule for all required project systems.
- B. The schedule will be coordinated with the construction completion schedule and will identify contractor and manufacturer start-up tests for major equipment.
- C. CxA will present the schedule to the OPM, Owner, Design Team, Construction Manager, and contractor(s) for review and approval.
- D. The CxA shall maintain and update the schedule as needed, and coordinate with balancing.

VIII. Preparation and Testing, Adjusting, and Balancing (TAB) of HVAC/R Systems:

- A. CxA shall determine when balancing may be conducted.
- B. CxA shall review the completed balance report and independently spot check balancing readings to verify compliance with the submitted report. The CxA shall confirm the required rate of outdoor air flow is being delivered to the breathing zone within each space.
- C. CxA will bring any discrepancies to the attention of the Owner, OPM, Design Team, and Construction Manager for review. The CxA shall facilitate discussions with the project team to resolve any discrepancies identified during its review.
- D. A copy of the final balancing report will be included in the final commissioning report.
- E. Any smoke control testing by other agencies having authority will be witnessed and documented by the CxA.
- F. Coordinate and witness start-up of hydronic systems to verify cleaning, flushing and chemical treatment have been completed prior to the start of water balancing.

IX. Perform Functional Test Procedures and Document Results:

- A. The CxA shall commission those systems as outlined in the commissioning plan through the performance of the functional test procedures.
- B. Testing will be scheduled based on the commissioning schedule, the completion of the work, and the system testing and balancing. The CxA will review the test results/reports, including, but not limited to, the efficiency test reports for heating, hot water systems, and cooling systems
- C. During the testing, a weekly report of progress and results will be provided to the Owner, OPM, Design Team, Construction Manager, and the Contractor(s). Additionally, a running discrepancy/recommendation log will be provided and updated weekly. The CxA shall retest after corrections have been made and track all corrections.
- D. If systems do not comply with testing standards, the CxA shall provide recommended solutions for review by the owner, OPM, design team, construction manager, and Contractor(s). The CxA shall facilitate discussions with the group to arrive at a solution.
- E. All test results will be documented and included in the final commissioning report.
- F. Seasonal peak testing will be performed in the appropriate peak season.

X. Review Operation and Maintenance (O&M) Manuals, Warranties, As-built Documentation:

- A. CxA shall review O&M manuals for, but not limited to, completeness, accuracy, and compliance with the construction contract. The CxA shall provide comments and feedback to the Construction Manager within 15 days following receipt of the O & M manuals.
- B. The CxA shall verify completeness from an operational standpoint and include commissioning information.
- C. CxA shall confirm construction documents are updated regularly by the Construction Manager. Deficiencies are to be reported to the CM and OPM and tracked until remedied.
- D. The CxA shall review all HVAC system and electrical equipment warranties to verify client agency's responsibilities are clearly identified.

XI. Provide Operations Staff Systems Training:

- A. The CxA shall coordinate training of the facility's maintenance personnel to include: System configuration, control sequences, special systems, safety, and alarms/trouble codes.
- B. Videoed training will be conducted after the O&M manuals have been distributed to the facility's maintenance personnel.
- C. The CxA shall attend, facilitate and ensure all training specified in the project construction documents is properly carried out by the Contractor(s).

XII. Final Commissioning Report:

- A. The CxA shall provide and present a final commissioning report to include the following:
 - 1. Summary of commissioning process.
 - 2. A final evaluation of system compliance with the design intent, including any discrepancies and recommendations for modifications.
 - 3. All functional test procedures and their final record sheets.
 - 4. Final discrepancy/recommendation log listing final status of each item.
 - 5. Final Testing, Adjusting, and Balancing report.
- B. The CxA shall submit five (5) copies of the final commissioning report within 60 days after

completion of the services itemized in subsections I through XIV above. The final report shall include all information required by the State's HPB Standards 16a - 38k.

- C. CxA will distribute one hard copy and one electronic format copy each to the owner, OPM, Construction Manager.

XIII. Warranty Period Review:

- A. During the warranty period the CxA shall retest any systems that had testing deferred during the initial functional testing and shall conduct seasonal testing that had been deferred due to the lack of peak season conditions. This testing will ensure all system sequences of operations have been verified.
- B. The CxA shall perform a site visit at the 10-month interval of the project warranty to investigate any post-occupancy issues, determine if systems are performing properly, and identify issues requiring correction.
- C. The CxA shall submit and present the warranty period review report to the Owner, OPM, and Construction Manager, outlining the findings of the 10-month warranty reviews and recommendations for corrective action(s). The report shall include all information required by the State's HPB standards 16a – 38k.

XIV. Exhibits:

- Exhibit A: Qualifying Experience
- Exhibit B: Fee Schedule
- Exhibit C: Schematic Plans
- Exhibit D: MEP Basis of Design

End of Section



EXHIBIT A: LIST OF QUALIFYING PROJECTS

Oxford Middle School

Name of Bidder: _____

Date: _____

1. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

2. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

3. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

4. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

5. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____



EXHIBIT A: PAGE 2

Oxford Middle School

Name of Bidder: _____

Date: _____

6. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

7. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

8. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

9. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

10. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

EXHIBIT B: FEE SCHEDULE

Oxford Middle School

Name of Bidder: _____

Date: _____

Commissioning Task	Fee
1. Commissioning Plan	_____
2. Mechanical and Electrical Submittal Review	_____
3. Controls Software Review	_____
4. Pre-functional Test Sheets, Development and Commissioning Log Books	_____
5. On-site Construction Observation / Meetings	_____
6. Perform Functional Test Procedures	_____
7. Develop Commissioning Schedule	_____
8. Preparation for Testing, Adjusting and Balancing Work	_____
9. Perform Functional Test Procedures and Document Results	_____
10. Review Contractor's Operation and Maintenance Manuals (O&M), Warranties, As-built Documentation.	_____
11. Provide Operation Staff Systems Training	_____
12. Final Commissioning Report	_____
13. Warranty Period Review	_____
TOTAL FEE:	_____
Reimbursable expenses (<i>not to exceed 10% of total fee</i>) (<i>Do not include reimbursable expenses in proposed total</i>)	_____

