

**LEGAL NOTICE**  
**Town of Branford**  
**Request for Proposals**

The Town of Branford (the "Town"), intends to contract for the services of a Commissioning Authority to provide services in connection with the design and construction of the Town's New Fire Headquarters facility to be located at 45 North Main Street.

Firms interested in being considered for a contract to provide the required services should reply with a Proposal no later than 4:00 pm local time on Wednesday, June 2, 2010. Proposals received after this deadline will not be considered.

As more particularly described in the Request for Proposals, respondents should include information regarding the firm's history; education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in connection with Commissioning fire stations and similar facilities; availability of staff AND references.

Firms desiring a Request for Proposals (RFP) may obtain such document on the Town of Branford website at [www.branford-ct.gov](http://www.branford-ct.gov) or from Anna DelRosso, Purchasing Clerk, P.O. Box 150, 1019 Main Street, Branford, CT 06405.

Anna DelRosso  
Purchasing Clerk

# **Request for Proposal**

## **Commissioning Services for Branford Fire Headquarters**

### **1. BACKGROUND:**

The Town of Branford, Fire Headquarters Building Committee (“Building Committee”), seeks the assistance of a qualified professional Commissioning Authority (CxA) to provide both Preconstruction and Construction services for a new 34,000 SF, Fire Headquarters Building to be located on North Main Street in Branford to meet the Fire Department space needs. The building will be a LEED Silver Building utilizing photovoltaic solar panels for electricity and a geothermal HVAC system. The building is under final design, currently developing Construction Documents with Silver/Petrucci & Associates as our architects and Turner Construction as our Construction Managers. Firms responding must have demonstrated relevant experience similar to this project.

A set of drawings is available for review on the Town’s website [www.branford-ct.gov/Engineering.htm](http://www.branford-ct.gov/Engineering.htm) . File **A1** is a table of contents which will assist in identifying the files and navigating through the drawings.

### **2. BASIC INTENT OF THE PROJECT**

The CxA will serve as the Owner’s representative to develop, manage, coordinate and witness commissioning of the building systems (hereafter referred to collectively as “Systems”) of the project, which will include participation in LEED documentation and specific LEED credit fulfillment, HVAC systems, lighting, lighting controls, power (service, inverter), security, fire alarm, tel/data, telephone, intercom, plumbing systems and equipment, fire protection and building automation (BMS/DDC) systems, and will require the CxA to designate a qualified individual as the point person for the duration of the project – from construction document review and construction in 2010, to completion and commissioning in 2011/2012, and into post-occupancy commissioning during the warranty period.

### **3. COMMISSIONING AUTHORITY SCOPE OF WORK (RESPONSIBILITIES)**

Scope of Work:

1. CxA will ensure that the design objectives and intent are clearly documented.
2. CxA will develop a Commissioning Plan.
3. CxA will conduct a scoping meeting where the commissioning process is reviewed with the commissioning team members. CxA will schedule additional meetings, as necessary, throughout construction, to plan, scope, coordinate, and schedule future activities and resolve problems.
4. Equipment documentation is submitted to the CxA during normal submittals, including detailed start-up procedures.

5. CxA will complete all required LEED documentation for Energy and Atmosphere (EA) prerequisite 1; Fundamental Commissioning of building energy systems and EA credit 3; Enhanced Commissioning.
6. CxA works with the subcontractors in developing start-up plans and start-up documentation formats. The subcontractors will be provided pre functional checklists to be completed during the startup process.
7. Subcontractors, under their own direction, execute and document the pre-functional checklists and perform startup and initial checkout. The CxA documents that the checklists and startup were completed according to the approved plans. This may include the CxA witnessing startup of selected equipment.
8. CxA develops specific equipment and system functional performance test procedures. The subcontractors review and execute the procedures under the direction of, and documented by the CxA.
9. The CxA reviews the O&M documentation for completeness.
10. Commissioning is completed before Substantial Completion.

#### **4. QUALIFICATION CRITERIA:**

The Commissioning Authority will, at a minimum, meet the following qualifications:

1. Three years' experience as principal CxA for at least three comparable projects;
2. Experience in the design and commissioning of the Systems for buildings designed to LEED standards;
3. Five years' experience in the operation and troubleshooting of the Systems noted
4. Knowledge and experience in building operations and maintenance, and have provided O&M training on multiple projects;
5. Experience in energy-efficient systems design and control strategy optimization; specific experience with projects designed with water source heat pump systems, photovoltaic electrical systems & solar thermal system installation.
6. Experience in writing commissioning specifications, test procedures and commissioning plans.
7. Firm(s) shall maintain a fully staffed, Connecticut based office and they shall be properly insured and licensed to practice engineering in the State of Connecticut. The project leader must be a Professional Engineer licensed in the State of Connecticut. Lead field and support staff may be non-professional engineers who have experience, skill and technical training in commissioning work for the Systems
8. The project leader must be a LEED AP.
9. The CxA must be an independent contractor, and may not be associated with the architects or engineers of record, nor associated with a construction or construction management firm.

10. Members of the project team must have any and all certifications / licenses required by:
  - the State of Connecticut Building Standard Guidelines for High Performance Buildings as published November 2007 by the Office of Policy and Management

**5. PROPOSAL FORMAT:** Please include the following information:

1. Letter of Interest –Include a brief history of the firm. Indicate the firm’s interest in the project.
2. Detailed information of the projects used to meet the Qualification Criteria listed above, including: a description of the project, scope of services provided, year completed, construction cost and key staff assigned to the project with resumes. Also include the name, title and contact information of the owner’s representative and the construction management firm and its project manager for each project.
3. Fee Estimate – A detailed estimate based on the scope provided and including hourly rates and reimbursable expenses.
4. Describe the firm’s professional and technical approach to the commissioning of this project:
  - Provide a sample commissioning plan for this project, which will describe the structure, schedule and coordination planning, and staffing and schedule recommendations for the commissioning process – from construction to closeout documentation, to post-construction occupancy and warranty period.
  - Submit a sample Systems commissioning checklist, and a functional test description for representative major pieces of equipment.
  - Describe how your project leader and team will interface with and support the Owner, architect / engineer, and construction manager.
  - Describe your status reporting and communication process.
  - Provide a sample of your work from a past project.
5. Current & Future Workload – Please provide information indicating your firm’s current workload and ability to perform the required services. Indicate if there have been any layoffs in the past 6 months.
6. Litigation History – Include a statement detailing whether your firm is currently in litigation or has been involved in litigation in the past five (5) years. If there is litigation history, please explain each occurrence and the circumstances with the outcome.
7. A total of eight (8) copies of the Request for Proposals are due to be submitted no later than 4:00 PM, June 2, 2010, and should be addressed to the attention

of Anna DelRosso, Purchasing Clerk, 1019 Main Street, P.O. Box 150, Branford, CT 06405. Proposals are to be submitted in a sealed envelope clearly marked “**PROPOSAL FOR COMMISSION AUTHORITY SERVICES FOR NEW TOWN OF BRANFORD FIRE HEADQUARTERS**” and shall be signed by a Principal of the firm authorized to bind his / her firm accordingly. Janice Plaziak, Town Engineer is the contact for this project (203)315-0606. The Building Committee and / or Board of Selectmen may reject any and all Requests for Proposals, if in his / her opinion, it is in the best interest of the Town to do so. Equal opportunity employers are encouraged to submit a Proposal.

**END OF REQUEST FOR PROPOSAL**

**Town of Branford  
General Requirements for Bidding  
and  
Instructions to Bidders**

**NOTICE**

Information provided in these specifications is to be used only for the purpose of preparing a proposal. It is further expected that each bidder will read these specifications with care, for failure to meet every one or a combination of specified conditions may invalidate the proposal.

The Town reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed to be in the best interest of the Town of Branford.

Bidders are requested to submit quotations on the basis of these specifications. Alternate quotations will receive consideration providing such alternatives are clearly explained.

The information contained herein is believed to be accurate and is based upon the latest available information but is not to be considered in any way as a warranty.

Revised 5/07

Standard Form

**SECTION I - General Terms and Conditions**

**A. Compliance with Laws**

The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state and local governments, which may in any way affect the preparation or the performance of the contract.

**B. Timetable**

Price quoted must be valid for 90 days. Delivery and installation completion dates must be included in the bid proposal.

**C. Consideration of Proposals**

The Board of Selectmen, or a majority of them, reserve the right to select or reject alternate proposals; to waive informality in proposals; and to reject any and all bids, or accept such bid as shall in its judgement be to the best interest of the Town of Branford.

**D. Bid Bond *Not Required***

1. A certified check or bank draft made payable to the "Treasurer, Town of Branford" in an amount of five percent (5%) of the base bid, is required with each proposal.
2. Checks or drafts will be returned as soon as possible after the bid opening.

**E. Performance Bond**

Successful bidders may be required to furnish a Performance and Payment Bond in the amount of 100% of the contract sum.

**F. Protection of Work and Property**

Successful bidders shall be responsible for protection of their equipment and materials against theft, damage or deterioration on the site.

**G. Competency of Bidders**

1. Bidders shall have had proven experience in the field of work.
2. Bidders shall submit with their bid a listing of recent work performed within the State of Connecticut of the size equal to or greater than the work being bid.

**H. Alternates**

1. Any alternates to specified materials or workmanship must be separately listed and described in detail.
2. Alternates will be considered in awarding the contract only if they provide, as a minimum requirement, all features contained in the specifications.
3. The Town of Branford reserves the sole right to determine through its agents the equality of alternate products and/or installation procedures.

**I. Bid Requirements**

1. Each bidder shall return eight (8) copies of the proposal
2. Each bid proposal must be signed by an authorized agent of the bidder.
3. Successful bidders must obtain any required governmental approvals.

**J. Specifications – General**

The contract shall include all labor and materials, tools and equipment and services required for proper performance of the work as specified hereinafter and as may be required for proper completion of the work in accordance with the highest standards of the trades involved.



**K. Examination of Site**

Prior to submission of the bid, contractor shall visit the site and plans and become thoroughly familiar with all conditions under which the work will be installed. The contractor will be responsible for any assumptions made regarding the site for the work to be performed.

***SECTION II - Insurance Requirements***

The contractor, following award of the contract, may be required to furnish to the Town of Branford a Certificate of Insurance for the following coverage:

1. Comprehensive General Liability
2. Property Liability Insurance
3. Automobile Liability \*\*
4. Workmen's Compensation and Employees Liability\*\*
5. Professional Liability

In addition to the coverage delineated above, Builders Risk Insurance may be required for construction contracts. The limits of insurance unless otherwise specified shall be as follows:

**A. General Liability**

Combined single limit of \$1,000,000; Bodily Injury \$500,000 per occurrence; Property Damage \$500,000 per occurrence. The insurance carried by the bidder shall include the following coverage:

1. Comprehensive Form
2. Premises Operations
3. Products Completed Operations
4. Contractual – Hold Harmless Requirements\*\*
5. Independent Contractors
6. Broad Form Property Damage
7. Personal Injury

**B. Hold Harmless Requirements**

The contractor shall, at all times, indemnify and save harmless the Town of Branford, its officers, agents, and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the contractor's work, or by the contractor, any subcontractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract. The Town of Branford shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Town arising out of said contract.

**C. Automobile Liability**

Combined single limit of \$1,000,000; Bodily Injury \$500,000 per person/accident; Property Damage \$500,000 per accident.

Comprehensive automobile policy to cover all automobile or vehicles owned, hired or owned by contractor's employees and used on business.

**D. Workers' Compensation**

The contractor must have workers' compensation and liability insurance as provided by Connecticut and federal law with statutory limits of \$100,000 per accident, \$100,000 disease each employee and \$500,000 disease policy limit

The contract shall procure and pay for the insurance coverage described above with the minimum limits of liability as stated. The Certification of Insurance shall certify that said coverage shall be in effect for the term of the contract.

The Town of Branford shall be named as an additional insured on the General Liability Insurance Policy. All policies shall provide for sixty (60) days written notice prior to cancellation, substantial change or non-renewal.

The contractor must be in compliance with the State of Connecticut Public Act Section 31-53, "An Act Concerning Workers' Compensation Insurance Requirements For Contractors, On Public Works Projects and State Licenses".