

**Town of North Stonington
School Modernization Building Committee
Request for Qualifications/Proposals
Commissioning Services for New Construction and Renovation**

The North Stonington School Modernization Building Committee invites submittal of proposals to provide COMMISSIONING SERVICES for New Construction and Renovation at three school buildings comprising the North Stonington School Department totaling \$38.55 M. Interested individuals and firms should can obtain the Request for Qualifications/Proposals and project details on the town's website at www.northstoningtonct.gov

All questions regarding this solicitation package must be submitted to kjoyal@northstoningtonct.gov by 4:00 PM on July 17, 2017.

Proposals must be submitted to Selectmen's Office, 40 Main Street, North Stonington, CT 06359, Attn: Mike Urgo, School Modernization Building Committee Chairman no later than 12 noon on July 21, 2017.

LATE PROPOSALS WILL NOT BE ACCEPTED.

REQUEST FOR QUALIFICATIONS/PROPOSALS

Commissioning Services for New Construction and Renovation

FOR

North Stonington Elementary School State Project: #102-0025 EA/RR
Additions & Renovations & Wheeler Middle School & High School State
Project: #102-0024 EA/RR Additions & Renovations

Issue date: July 12, 2017

Proposals Due: July 21, 2017 12:00 p.m. noon

Town of North Stonington
Selectmen's Office
40 Main Street
North Stonington, CT 06359

I. BACKGROUND

A proposed referendum on May 16, 2016 was approved to include the three projects with a total cost of \$38.55. Subsequently, the North Stonington Board of Selectmen appointed a School Building Committee (hereinafter "Committee") charged with completing these projects. The architectural firm of Quisenberry Arcari Architects LLC is the architect for the project and has completed construction documents for the projects.

The North Stonington School Building Committee is requesting written proposals for Building Commissioning Services for Wheeler High & Middle School and the North Stonington Elementary School Projects described below (the "Project").

Project Scope – Site

Existing Site - The North Stonington Schools are located in a 49.17-acre campus setting that straddles Route-2. The existing Wheeler High School / Middle School is a 6th thru 12th grade facility on the east side of Route -2 with a tunnel under the highway that connects the Middle/High School to the Music and Physical Education facility, also known as the Gymnasium on the west side of Route-2. The Gymnasium building also houses the office of the Board of Education Central Administration.

The Pre-K thru 5th grade elementary school is located on the north-west side of the campus north of the Gymnasium building.

Site Scope - The proposed concept locates the entire Pre-K thru 12th Grade campus on the 41.5-acres to the west of Route-2. This approach eliminates the use of the tunnel by students during the school day, as all activities are maintained on the contiguous parcel and in one building. The grade configuration of Wheeler High School / Middle School Will changed to a 7th thru 12th grade facility and the elementary school grade structure will be Pre-K thru 6th grade. The BOE central offices that are currently housed in the Gymnasium will be relocated to the vacated middle/high school building.

The design approach consolidates the existing buildings and utilities at the west side of Route 2 and the improvements will include the following:

- a. The public water supply, which currently serves the site, will be updated to provide service to the entire PK thru 12 campus.
- b. A new water storage facility along with a pump-house will be provided for the fire suppression system that will serve both schools.
- c. A new DEEP approved septic system will be installed for the high/middle school.
- d. The existing septic system at the elementary school will be updated to meet current health code.
- e. The existing storm water system will be modified to accommodate the new facilities and the requirements of the State DEEP and local zoning.
- f. An emergency generator will be installed at each school.
- g. New Site lighting will be provided to accommodates the modified parking layout and vehicular circulation and meet safety standards.
- h. Handicapped Accessibility will be addressed as part of the site improvements. Currently students utilizing wheelchairs must be bussed across Route 2 to attend music and PE classes.
- i. Appropriate parking that meets the needs of the school, local zoning requirements and the accessibility codes will be provided for each school.
- j. Separation of vehicular circulation will be addressed to allow for the drop-off and pick-up of students by buses and parents. Additional safe circulation and parking for student drivers will be addressed.

North Stonington Elementary School Building Scope

Existing Building - The North Stonington Elementary School building was built in 1964 with additions and renovations in 1967 and 1996. The most recent substantive project, was undertaken in 1996, and included re-roofing, code upgrades, interior upgrades to corridors, computer spaces, special needs space, kitchen and toilet facilities and new PK classrooms. The current facility does not meet the needs of 21st century learning environments. Over the past five years' additional improvements have been made to the boiler plants at each school and the chimneys have been repaired and/or replaced at the Elementary School. Currently several program spaces are not available to the Kindergarten and first grade student as the programs are located on the second floor.

An overview of the facility and program related concerns that will be addressed through this project include:

North Stonington Elementary School

- Non-addressable fire alarm systems
- Inadequate ventilation
- Security does not meet the new state guidelines. The administrative offices are remote from the main entrance.
- Inadequate space for the kitchen and cafeteria.
- The Cafeteria, Gymnasium and Assembly space is shared resulting in health concerns for the serving of food, safety concerns with the finishes of the floor and walls, acoustic, ventilation and availability of the space for the other designated uses.
- Appropriate space for the pre-Kindergarten and Kindergarten classrooms
- Inadequate space for music and remoteness of the program space.
- Insufficient support space for mandated special education programs
- Appropriate program adjacencies.
- Availability of support programs such as computer labs at the main level for the PK thru 1 grade students.
- Building, Fire and Health Code violations.

Building Design Scope - The Proposed North Stonington Elementary School design will accommodate grades PK thru 6th grade. The proposed design approach locates all the shared program areas on the first floor thus allowing access to all students. Safety and security is addressed by providing a secure entry vestibule and relocating the administrative office to the main entrance. The building will be renovated to meet the State of Connecticut's renovation status with all new building infrastructure and systems. The renovated facility will result in a modern educational environment that provides the versatility and flexibility required for 21st century instructional models.

Wheeler High School & Middle School Building Scope

Existing Building - The Existing North Stonington Middle and High School building on the east side of Route-2 is a 71,000 SF structure with several additions to the original 1950 building, which does not meet the needs of 21st century learning environments. The middle school program occupies the north wing of the existing facility. The music and physical education programs are located in an approximately 26,000 SF Gymnasium building which was constructed in 1996 on the west side of Route-2. The Gymnasium facility has a stage that allows the gymnasium to be utilized as an assembly / auditorium space for the district.

Building Design Scope - The Proposed Wheeler High and Middle School design consolidates all educational programs by connecting a new two-story building addition to the Gymnasium structure which will undergo a moderate level of renovations resulting in a code compliant facility. In the proposed design

the Central office functions will be relocated to the existing high school on the opposite side of Route 2. The new design for the middle and high school facility will result in a modern educational environment that provides the versatility and flexibility required for 21st century instructional models.

The building addition of approximately 42,500 SF will primarily house the core academic program spaces for the middle and high school in a 7th thru 12th grade configuration. As a small learning community of 306 students the classrooms spaces are designed with flexible partitions that provide the ability to have multiple right sized learning spaces. The design anticipates future expansion and incorporates natural light to all instructional spaces. The second floor of the new addition will primarily house the high school academic programs, with modern laboratory science classrooms, business and technology laboratories along with the support spaces. A green roof will be located adjacent to the biology clubroom.

GYMATORIUM RENOVATIONS - The Existing Gym/Auditorium building will continue to house the physical education and music programs and the School administrative offices and student health center will be relocated into this facility. The building will be renovated to meet current building, fire and health codes as well as ADA and title IX deficiencies. The program changes include the new chorus room that will be located adjacent to the Band rehearsal room thereby consolidating the music program. Existing storage rooms, an office and corridor space has been used to create this space within the existing building. A nurse health clinic will be located in the existing fitness room and the locker rooms are being renovated to accommodate Title IX violations and meet current codes. The current central office space will be updated for the guidance office and acoustic and privacy concerns will be remedied. The Gym and stage will not be modified however the lighting will be updated to meet energy code requirements and the HVAC system will be updated to meet current ASHRAE standards. The facility will be air-conditioned. The existing boiler room in the basement will be used as the main boiler plant and will house the MEP Systems for the entire facility.

The project scope also includes the partial demolition of the existing middle/high school that is currently located on the west side of Route 2. This space will function as swing space for the elementary school once the new Wheeler High/Middle School is completed. The portion of the old (current) middle/high school that is not demolished will be used for the Board of Education Central Offices.

The State of Connecticut requires state-funded projects to be built using a high-performance building standard (see Regulations of Connecticut State Agencies §§ 16a-38k-1 to 16a-38k-9). The U.S. Green Building Council LEED standards (Gold) are a goal for this Project, but no less than Silver will be accepted.

The Project will be funded in part by a school construction grant from the Connecticut Department of Administrative Services, Office of School Construction Grants (hereinafter referred to as the ("DAS/OSCG"). The Project must comply with the standards of DAS/OSCG, the Connecticut Building Codes governing School Construction, the Educational Specifications.

The Town of North Stonington reserves the right to withdraw this Request for Proposal ("RFP") at any time prior to execution of a contract awarded in connection herewith, to accept or reject any or all proposals or any part thereof, to waive defects in same, to waive technicalities, to accept any proposal and to award the contract or contracts, to the proposer or proposers that the town, in its sole discretion, determines to be the most responsive, qualified, and responsible proposer (which may not be the proposer submitting the lowest priced proposal), and which award would be in the best interests of the Town.

Any proposal may be withdrawn prior to the proposal opening time and date. Any proposal received after the Submission Deadline of 12:00 p.m., July 21, 2017 will not be considered.

II. SCOPE OF SERVICES

Commissioning services are expected to be performed on the Elementary School and New Middle High School buildings. No services are expected to be performed on the existing Middle High School, which will

serve as the new Board of Education location.

SYSTEMS TO BE COMMISSIONED:

All energy-related systems in the Project shall be commissioned including, without limitation:

1. Heating, ventilating, air conditioning, and refrigeration systems and associated controls;
2. Lighting and day-lighting controls;
3. Domestic hot water systems;
4. Renewable energy systems; and

a. Plumbing Systems

1. Domestic Water Piping Systems and Equipment (Cold, Hot, and Hot Water Return)
2. Sanitary Waste Piping Systems and Equipment (Sanitary and Vent)
3. Plumbing Fixtures (Toilet Rooms)
4. Storm Drainage Systems

b. Mechanical Systems

1. Building Automation Systems
2. Administrative Area new AHUs
3. Exhaust Air Fans
4. Pressure Reducing Stations
5. Air Distribution Systems
6. Air Terminal Units
7. Reheat Coils
8. Unit Heaters
9. Steam Condensate Pump Equipment
10. Toilet, and General Exhaust Air Systems
11. Air Balance / Room Pressurization
12. Existing Duct Pressure Testing

c. Electrical Systems

1. Main Normal Power Systems
2. Emergency Power
3. Automatic Transfer Switching
4. Lighting & Lighting Controls (includes site lighting)
5. Interfaces To Automated Temperature Control System
6. Grounding Systems
7. Replacement of Secondary Electrical Systems Service Protectors (if applicable)
8. Main Switchboards (if applicable)
9. New Bus Duct from Network Protectors to new Service Protectors (if applicable)

- 10. New Electrical Closets Ground and Main Floors
- 11. Uninterruptible Power Supply (UPS) Systems
- d. Life Safety Systems
 - 1. Fire Alarm Systems
 - 2. Fire Protection Systems and Components
 - 3. Egress Lighting
 - 4. Emergency Blue Light System (as applicable)
- e. Building Envelope
 - 1. Wall System
 - 2. Window System
 - 3. Roof System

Commissioning is required as one quality measure of the construction of the building in order to assure that the final building meets the original intent of the SMBC's design.

Commissioning shall meet the requirements of the all guidelines and standards imposed on the Project by the Connecticut Department of Administrative Services, Office of School Construction Grants and other State agencies having jurisdiction including, without limitation, the applicable Regulations of the State of Connecticut, the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings published by the Connecticut Office of Policy and Management. **An additional purpose** of the commissioning process is to provide the SMBC and the Town with assurance that the mechanical, electrical, plumbing, fire protection, controls, building envelope, technology, and other systems have been installed according to the construction documents to be prepared by the Architect for the construction of the Project (the "Construction Documents") and comply with the performance guidelines set out in the Construction Documents.

Following is a summary of the Building Commissioning Services that the Town and the SMBC require for the Project:

Commissioning Process During Design

The commissioning process activities completed by the Commissioning Agent during the design phase include:

1. Develop a commissioning plan that includes a management strategy and list of features and systems to be commissioned (both MEP systems and the building envelope). An initial draft of the plan shall be produced for review and comment by the SMBC, the CM and the Architect.
2. Work with the design team/CM to review the SMBC's Project Requirements for the facility.
3. Work with the design team/CM in review of the Basis of Design.
4. Verify the Basis of Design in regard to the SMBC's Project Requirements.
5. Participate in an Integrated Design collaborative session design prior to the finalization of the Construction Documents or bid phase.
6. Participate in an Integrated Design collaborative session design workshop prior to the start of Construction.
7. Develop full commissioning specifications for all commissioned equipment. Coordinate this with the

architect and engineers and integrate the commissioning specifications into the overall project specification package. The specifications shall follow the requirements of ASHRAE Guideline 0-2005. *The Commissioning Process*. 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, and specific functional test requirements including testing conditions and acceptance criteria for each piece of equipment being commissioned. Functional test procedures shall be provided for all systems including, but not limited to, the following systems (Failure to include an item in this list shall not alleviate the Commissioning Agent's obligation to test all systems included in the building, assumed to require testing under commissioning systems criteria established throughout the design of the Project):

- ☐ All air handling units, their 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 Emergency generator and associated transfer panels
- ☐ Lighting and Day Lighting control system
- ☐ Fire protection systems and equipment; fire alarm system interfaces with HVAC systems
- ☐ Renewable Energy Systems, Security Systems & Telecommunications Systems
- ☐ Observation of the Infrared testing for electrical gear and panel boards
- ☐ Envelope systems-Roof, Window, Door, Wall

8. Develop a commissioning plan encompassing the Design, Construction, Occupancy and Operations Phases.

9. Determine the commissioning requirements and activities to include in the Construction Documents, with review by the design team, for integration into the project's construction specifications.

10. Perform commissioning design review at 80% completion of the Construction Documents and at 100% completion of the Construction Documents. Document design review comments and organize a review meeting with project team members.

11. Perform a commissioning design review of the Construction Documents including the drawings and specifications. Document design review comments and organize a review meeting with project team members.

Commissioning Process During the Construction Phase

The commissioning process activities accomplished by the Commissioning Agent during the construction phase include:

1. Organize the commissioning process components and participate in a pre-bid and pre-construction meeting where the commissioning process requirements are reviewed with the commissioning team.
2. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines, schedules, and technical expertise.
3. Perform site visits, to comply, to observe component and system installations. Accomplish a statistical review of construction focusing on the SMBC's design intent and the quality process. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction- meeting minutes for revisions/substitutions relating to the SMBC's design intent. Assist in resolving any discrepancies. Monthly site visits are required at a minimum during the first half of construction and bi- weekly site visits are required during the second half of construction.
4. With necessary assistance and review from the installing contractors, develop and write construction checklists. Submit to the project team and SMBC for review and/or approval.
5. Organize and conduct periodic commissioning team meetings with the design team/CM necessary to plan, develop the scope, coordinate, schedule activities and resolve problems.
6. Conduct a review of contractor submittals for commissioned systems concurrent with the design professional's review.
7. Review piping and ductwork pressure tests, system flushing and systems startup by reviewing reports and by selected site observation.
8. With necessary assistance and review from installing contractors, write the test procedures. Submit to A/E and SMBC for review and approval.
9. Assist the construction manager with the coordination of the contractors to execute the tests.
10. Coordinate witness and recommend approval of test procedure performed by installing contractors. Coordinate retesting as necessary until the performance specifications achieved.
11. Recommend approval of air and water systems balancing through statistical sampling of the report and separate field verification.
12. Maintain a master issues log and a separate testing record. Provide to the project team and SMBC written progress reports and test results with recommended actions.
13. Document the correction and retesting of non-compliance items by the contractor.
14. Develop a systems manual and energy management manual. The manual should cover the operations and maintenance of all HVAC and lighting systems and the facility staff should be trained in the use of the manual. The formats of the manual shall be PDF with at least two (2) sets. The deliverable date of the manual shall be at temporary certificate of occupancy.
15. Review, recommend pre-approval, and verify the training provided by the contractors to GPS Operations. All training should be recorded for future use if needed.
16. Comprehensive envelope commissioning in accordance with ASTM E779 and other applicable standards.

Commissioning Process During the Occupancy and Operations Phase

The commissioning process activities accomplished by the Commissioning Agent during the occupancy and operations phase include:

1. Schedule and verify deferred and seasonal testing by the contractor.
2. Complete the final Commissioning Process Report.
3. Conduct a Near-Warranty End or post occupancy review. Return to the site at 10 months into the 12-month warranty period. 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 Systems Manual. 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.

Commissioning Agent Responsibilities

In addition to duties described above, the Commissioning Agent will have the following responsibilities and authority:

1. Develop the commissioning specification for this project and submit to the architect for incorporation into the overall project documents.
2. Issue deficiency notices to the CM with copy to the SMBC and verify that they have been corrected. An Issues Log will be maintained and reviewed at the commissioning meetings. Deficiencies that are not corrected in a timely manner will be reported to the SMBC.

The Commissioning Agent shall not be required to:

1. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The Commissioning Agent may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the CM and the design team. The Commissioning Agent will report to the SMBC any deficiencies or discrepancies.
2. Issue change orders but will review change orders for compliance with the Construction Documents.

The objective of the Building Commissioning Services requested is to provide documented confirmation that the renovated facilities fulfills the functional and performance requirements of the requirements of Connecticut General Statutes, Section 16a – 38k, and all applicable regulations promulgated in connection therewith.

The Project shall be designed to the **Connecticut High Performance Building Standards** following the required formal process, as indicated in the *regulations of C.G.S. Section 16a-38k (1 through 9)* and the **Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings**.

The Building Commissioning Services shall meet the mandatory requirements of Section 16a-38k-3(a) and those described in the Compliance Manual, State of Connecticut **“Capital Projects High Performance Buildings Guidelines”**, *State Department of Education (SDE) Guidelines and Bulletins*, State Department of Administrative Services, Division of Construction Services, Office of School Construction Grants, Supplement to the Guidelines and all other Project Requirements.

Proposers will be provided with a copy of the existing Programming Report and design documents for the Project to the extent completed.

The Commissioning Agent will be responsible for planning, managing, performing and reporting on the commissioning activities for the Project, utilizing the reporting formats and standardized forms required by state and USDA regulations as required, but on no less than a monthly basis by the 1st day of each month. The Commissioning Agent will submit deliverable reports to the North Stonington Building Committee (SMBC) according to a project schedule set by Commissioning Agent and approved by the SMBC. All commissioning tasks are to be conducted in a transparent manner and involve the building engineer and operations staff to the greatest degree possible. The Commissioning Agent will be engaged by and report directly to the SMBC.

The project delivery method to be employed for the construction of the Project will be a construction manager at risk with full design documents and specifications developed by an architectural/engineering firm. The SMBC will procure the construction manager (CM) who will be responsible for the construction of the Project. The SMBC's primary construction representative on-site will be the CM.

Terms and Conditions

1. This RFP does not commit **SMBC** to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFP.
2. The responses to this RFP will become part of **SMBC** official files without any obligation on **the SMBC's** part.
3. Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any officer, agent, contractor or employee of **SMBC** for the purpose of influencing consideration of a qualification.
4. Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s) that may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purpose of: (a) responding to this RFP, or (b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein.
5. Proposer(s), their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP.
6. The proposer must promptly report to **SMBC** any conditions, transactions, situation, or circumstances that would impede, impair or delay the proper and timely performance of the Building Commissioning Services.
7. **SMBC** reserves the right to request that any proposer clarify its proposal as necessary for the evaluation of such proposal by the SMBC.
8. **The SMBC** reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading or incorrect information.

III. QUALIFICATIONS

It is the SMBC's desire for the Commissioning Agent to satisfy as many of the following qualifications as possible:

- ☐ Certification as a commissioning agent by the Building Commissioning Association or the Association of Energy Engineers. Certified Commissioning Professional (CCP) with the Building Commissioning Association or Certified Building Commissioning Professional (CBCP) with the Association of Energy Engineers is required.
- ☐ A current Connecticut Professional Engineering license or an S-1 license is required.
- ☐ Acted as the principal commissioning authority for at least three (3) projects of comparable size, type and scope.
- ☐ Extensive experience in the operation and troubleshooting of HVAC systems and energy management control systems.
- ☐ Extensive field experience. A minimum of three (3) full years in this type of work is required.
- ☐ Knowledgeable in building operation and maintenance and O&M training.
- ☐ Knowledgeable in national building & fire codes as well as water-based fire extinguishing systems, detection systems and alarms systems.
- ☐ Knowledgeable in test and balance of both air and water systems.
- ☐ Experienced in energy-efficient equipment design and control strategy optimization.
- ☐ Demonstrated experience with total building commissioning approach including building envelope, data and communication systems and other specialty systems.
- ☐ Direct experience in monitoring and analyzing system operations 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, a minimum of three (3) years' experience.
- ☐ Experience with State of Connecticut Department of Administrative Services (DAS) Office of School Construction Grant (SCG) process and administration.
- ☐ Preferred experience with USDA funded projects but not required.

The determination of a proposer's qualifications will be evaluated on the basis of the skill and experience set of the proposer and all sub consultants identified by the proposer as members of proposer's team. An individual who is part of the proposer's team will be designated by the proposer as the commissioning authority for the Project and such individual will be responsible for the coordination of the commissioning activities from the technical perspective (the "Commissioning Authority"). This person will not necessarily be the team's overall project or contract manager. The individual designated as the Commissioning Authority must demonstrate significant in-building commissioning experience, including technical and management expertise on projects of similar scope as the Project. If the Commissioning Authority or the proposer does not have sufficient skills to commission a specific system, the proposal shall identify a qualified and properly licensed sub consultant to be engaged by the proposer to commission such system. Sub consultant qualifications shall be included and clearly designated in the proposer's response to this RFP.

IV. REQUIREMENTS FOR RESPONSE TO REQUEST FOR QUALIFICATIONS

Responses to the Request for Qualifications need not be voluminous, but shall provide sufficient information to allow the SMBC to evaluate the proposer's approach, experience, staff, availability and overall qualifications to provide the Building Commissioning Services.

The response to the Request for Qualifications, which shall be submitted in a separate sealed properly marked envelope, shall:

1. Be no longer than 20 single-sided pages, including graphics. A letter of introduction, section dividers, detailed resumes and the sample work products are not included in this limit.
2. Provide the name, address, telephone number and email address of the proposer.
3. Identify by name, address, and Project role, of each sub-consultant to be engaged by proposer as a member of the proposer's team for the Project.
4. Be signed by a duly authorized officer of the proposing firm with the authority to commit the firm.
5. Include a completed Commissioning Firm Experience form (Exhibit 1) and the Commissioning Task Listing form (Exhibit 2) for the proposer and each sub-consultant that is identified as a member of the proposer's team. List no more than four projects in Exhibit 2. Provide experience, project dates with a focus on projects completed within the last five (5) years.
6. List the individual(s) who will serve as the Commissioning Authority for the design phase and for the construction phase of the Project.
7. Include resumes for proposer's key staff and the key staff of each sub-consultant identified as a member of the proposer's team ("Key Personnel"). The resumes shall include specific information about staff member's expertise in commissioning tasks, (e.g. design reviews, specification writing, commissioning management, troubleshooting, test writing, test execution, energy management, sustainable design, etc.).
8. Briefly describe "relevant" experience (project phasing, life cycle costing, testing, adjusting and balancing, building simulation, IAQ, campus projects, etc.) of the proposer and each of the proposer's sub consultants in the following areas. List involvement of key staff members in each case.
 - a) Experience on Projects like the Project
 - b) O&M experience
 - c) Energy-efficient equipment design and control strategy optimization
 - d) Project and construction management
 - e) System design (specify)
 - f) Troubleshooting
9. Describe proposer's approach to managing the Building Commissioning Services for the Project expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc. Describe how proposer intends to determine the appropriate level of commissioning effort for the various systems and equipment.
10. Include, as an attachment, the following work products that members of the proposer's team have developed. List the team member who wrote the document and the projects on which they were used. Work from the designated Commissioning Authority is preferred.
 - a) Commissioning plan that was executed (the process part of the plan)

b) an actual functional test procedure form that was executed

11. Include a statement of proposer's insurance coverage (type, and dollar amount of coverage) that proposer maintains which are consistent with or more expansive than the insurance requirements set forth on Insurance Requirement Sheet. Proof of this insurance will be required prior to the award of any contract regarding this RFP.

Any proposal submitted in response to this RFP that does not include all the foregoing items shall render such submission incomplete, nonresponsive and subject to rejection by the SMBC.

V. REQUIREMENTS FOR RESPONSE TO REQUEST FOR PROPOSALS

Responses to the Request for Proposals, which shall be submitted in a separate sealed properly marked fee envelope, shall include a completed fee schedule in the form attached hereto as Exhibit 3 reflecting a total fixed lump sum fee for all the Building Commissioning Services and an allocation of such fee by Project phase and by task as reflected on Exhibit 3. All task amounts shall be all inclusive sums which include, without limitation, all associated meetings, progress reports and direct costs (travel, mileage, per diem, communications, etc.). Other than as are included in the fixed lump sum fee, the contract awardee shall not be entitled to reimbursement for any of its or its sub consultants' costs or expenses associated with the performance of the Building Commissioning Services. Separately Identify your fee for all pre-construction services.

In addition, responses shall include all-inclusive hourly rates for Proposer and each sub consultant which is identified by the Proposer as a member of proposer's team. Such hourly rates, which shall be applicable to services beyond the scope of the Building Commissioning Services unless otherwise mutually agreed by the SMBC and the contract awardee, shall remain unchanged for the duration of the Building Commissioning Services and the Project.

VI. SELECTION/EVALUATION PROCESS

First, the SMBC shall review all responses to the Request for Qualifications and determine those proposers that are qualified to perform the Building Commissioning Services based on the responses to the Request for Qualifications, the qualifications described in Section 3 above and, the criteria set forth below (not necessarily listed in order of importance):

- ☐ Commissioning Authority and Key Staff individual experience
- ☐ Proposers recent experience in performing similar services for similar projects
- ☐ Expertise of the team in performing the services required for the Project Management approach
- ☐ Staff experience
- ☐ Work examples

The SMBC shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the Building Commissioning Services and the proposer shall furnish the SMBC with information and data for this purpose as the SMBC may request. The right is reserved to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the SMBC that the proposer is qualified to carry out the Building Commissioning Services properly and in accordance with the terms of the Contract.

Second, the SMBC will evaluate the responses to the Request for Proposals submitted by those proposers deemed to be qualified by the SMBC and determine the "four most responsible qualified proposers" The

SMBC may interview one or all the four most responsible qualified proposers and reserves the right to negotiate with one or more of such proposers regarding the tasks, staffing, schedule, and fee proposal submitted by such proposers. Negotiations may be formally terminated if they fail to result in agreement within a reasonable time period.

SMBC shall select, from the four most responsible qualified proposers, the proposer for Contract award that it determines, in its sole discretion, to be the most qualified responsible proposer for the Project and whose selection would best serve the interests of the Town. A proposer's fee and hourly rates will only be one of the criteria considered by the SMBC in the evaluation of the proposals but the awardee will not necessarily be the proposer that proposes the lowest fee/rates.

VII. QUESTIONS

Questions concerning this RFP will be submitted by e-mail only to: **kjoyal@northstoningtonct.gov** All questions must be received no later than 4:00 p.m. on **JULY 17, 2017**. All answers will be posted no later than 5pm on **July 18, 2017 on the town website**. It is the proposer's responsibility to check the www.northstoningtonct.gov website for all addenda up to the day before the opening date.

VIII. GENERAL TERMS AND CONDITIONS

A. Tax

No amount shall be added for the Connecticut State Tax or Federal Tax. The North Stonington Public School system is exempt from payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the proposal price.

B. Non-Resident Contractors

Pursuant to Connecticut General Statutes §12-430(7), as amended by Connecticut Public Act #11-61, Section 66, a nonresident contractor shall comply with the State of Connecticut's bonding requirements.

C. Employment Discrimination by Contractor Prohibited

Harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and applicable state laws is prohibited by the SMBC and shall be prohibited by the contract awardee.

The contract awardee agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contract awardee, in all solicitation or advertisement for employees placed by or on behalf of the awardee, will state that such awardee is an Equal Opportunity Employer.

Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

D. Use of Alcohol, Drugs and Tobacco

Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.

Insurance Requirement Sheet

Insurance Requirements: Before starting and until completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

☒ A. General Liability, with minimum coverages of \$1,000,000 combined bodily injury and property damage liability of

☒ Commercial General Liability.

☒ Town as additional insured.

☐ Owners and Contractors Protective Liability
(separate policy in the name of the Town).

☒ B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.

☒ C. Excess Liability, with minimum coverage of \$1,000,000 in umbrella form.

☒ D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.

☒ E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$5,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.

☐ F. Other (Builder's Risk, etc.):_____.

☒ G. CERTIFICATE HOLDER: TOWN OF NORTH STONINGTON.

The **Accord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Accord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Accord Form that the Town of North Stonington is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendors agent/broker certifying that the Town of North Stonington has been endorsed onto the general liability policy as an additional insured is also mandatory. This must be signed by the same individual authorized representative who signed the Accord form.** If the insurance coverage required is provided on more than one Accord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of B+:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of North Stonington. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.