

# **REQUEST FOR QUALIFICATIONS/PROPOSALS**

for

**Commissioning Services**

for

**Area Cooperative Educational Services (ACES)**

**Whitney High School**

**130 Leeder Hill Drive**

**Hamden, Connecticut**

State Project Number 244-0040 SP/PE/EA

Issue date: August 4, 2016

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## **I. INTRODUCTION**

Area Cooperative Educational Services (ACES), is seeking qualifications and proposals (RFQ/P) for Commissioning Services for the Whitney High School located at 130 Leeder Hill Drive, Hamden, CT. ACES desires to renovate the Whitney High School to utilize the building for its educational needs that are currently located in its Skiff Street Hamden, CT. facilities.

ACES staff will make up the building committee for the project. ACES is not obligated to award the contract to the qualified respondent submitting the lowest fee proposal and reserves the right to reject any and all proposals and terminate this request.

## **II. PROJECT BACKGROUND**

ACES is seeking qualifications and proposals for independent Commissioning Agent services for Whitney High School in Hamden, CT. The commissioning process shall be an integral part of the proposed building project, in accordance with the High Performance Building Construction Standards for State-funded buildings, as required by section 16a-38k of the Connecticut General Statutes 16a-38k. The Commissioning Agent will be hired directly by ACES and shall work in coordination with the project's Architectural and Engineering firm (Silver Petrucelli & Associates) to implement the commissioning process. The Commissioning Agent shall provide commissioning services during the design phase, the construction phase, the occupancy phase and the post-occupancy operational warranty phase. The design phase is scheduled to be completed in December 2016, and the construction and occupancy phases are scheduled to occur from about March 2017 through August 2018. Project Close out phase is expected to continue through November 2018. Note that these date may change, however the duration of each phase should remain consistent.

Approximately 138,240 sf of existing space will be renovated, 27,360 sf of new additions are proposed for a total of 165,600 sf facility when complete. The cost of the work is estimated to be \$50,850,000.

### **III. PRE-SUBMISSION MEETING AND SITE VISITS**

There will be no mandatory pre-submission meeting. However, ACES **will** allow interested firms to visit the site prior to the submission deadline. This should be arranged by contacting ACES Facilities Director, Mr. Tim Gunn at (203) 498- 6839, or [tgunn@aces.org](mailto:tgunn@aces.org).

### **IV. INQUIRIES AND AMENDMENTS**

All questions regarding the submissions shall be directed to Tim Gunn no later than six (6) calendar days prior to the RFQ/RFP due date. Mr. Gunn shall use reasonable efforts to respond to questions within three (3) business days prior to the RFQ/RFP due date. It is the responsibility of the Consultant to obtain all documents referenced in this RFQ/P and any addenda or supplement information issued.

### **V. SCOPE OF SERVICES/WORK**

Provide Professional Commissioning Engineering Services for the project at Whitney High School in Hamden, CT for “Renovate as new” renovations and additions, as indicated herein:

The project consists of “Renovate as new” renovations and new construction, including associated site work and new electrical systems with a backup generator, plumbing, fire protection, communications, and life safety systems. The facility will have an all new heating, ventilating, and air conditioning (HVAC) systems and associated energy management control systems. The project is considering a Photovoltaic Solar system. The project shall comply with the State of Connecticut Office of School Construction Grants Guidelines for school construction projects.

The commissioning process shall be an integral part of the building project in accordance with the High Performance Building Construction (HPBC) Standards for State funded buildings as required by Section 16a- 38k of the Connecticut General Statutes and further defined by the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings dated August 2009 and prepared for the Connecticut Office of Policy and Management. The commissioning process shall include the following systems: (1) HVAC systems and associated energy management control systems; (2) lighting controls; (3) domestic hot water systems; (4) water using systems; (5) building envelope insulation systems; (6) fire protection systems; (7) fire alarms systems; (8) emergency generator.

At a **minimum**, the commissioning agent's (CxA) lead person designated as the commissioning authority on this project shall be certified as a commissioning agent by the Building Commissioning Association or the Association of Energy Engineers, and shall have acted as the commissioning authority on at least three (3) similar or more complex projects within the last five years. Preferably be or be directly supervised by a Professional Engineer registered in the State of Connecticut or have an S-license.

At a **minimum**, the commissioning agent shall have commissioning experience on at least one project in the last five years with a construction value equal to or greater than \$45,000,000.

The CxA shall be prepared to commence services within ten (10) calendar days of contract execution.

ACES is seeking a CxA who will commit to staffing this project with persons satisfying as many of the following qualifications as possible.

1. Demonstrated experience with high performance systems design and HVAC control optimization.
2. Demonstrated experience in the operation and troubleshooting of HVAC systems, energy management control systems, fire protection systems, and fire alarm systems.
3. Demonstrated experience in the oversight of testing and balancing of both air and water systems.
4. Demonstrated experience in the oversight of building Operation and Maintenance (O&M) training.
5. Demonstrated experience in the review and approval of O&M manuals prepared by trade contractors.
6. Demonstrated experience in monitoring and analyzing systems operation during warranty period,
7. Demonstrated experience in managing the commissioning process and the preparation of commissioning specifications based on ASHRAE Guideline 0-200S.
8. Demonstrated experience in working successfully with Design Teams and management and trade contractors.

Please note that this Request for Qualifications/Proposal requires that the CxA shall not change key staff that is indicated in the proposal as assigned to work on the project without the Owner's advanced written consent, which shall not be unreasonably withheld. Replacement staff shall have equivalent qualifications as the original staff members.

The CxA shall lead the commissioning process and shall plan, schedule, review, coordinate and oversee the implementation of all commissioning process activities. The CxA shall report to the

Owner and coordinate with the Design Team and the Contractors throughout the commissioning process. The following is an outline of the commissioning process to be performed by CxA, Design Team, Contractor, and Owner which may be used as a guideline to prepare a proposal. This outline is not meant to be an all-inclusive summary of tasks/services required as a part of the commissioning process.

### **Schematic Design (SD) Phase:**

1. CxA shall develop and document the Owner's Project/Performance Requirement (OPR) based on the Project Program and the Educational Specifications prepared by the Owner.
2. Owner and Design Team review of the HPBC Standards for State-funded buildings and the State's Guidelines Compliance Manual for HPBC to establish initial design goals for compliance with the HPBC Standards.
3. CxA shall review and comment on the Architects Feasibility Study for 130 Leeder Hill Drive dated September 21, 2015 and the MEP Schematic Design Submission dated July 8, 2016 within twenty calendar days of contract execution.
4. CxA shall attend a minimum of one (1) Integrated Design Process Meeting, in accordance with Section 16a-38k-3(b) of the RCSA regarding Connecticut HPBC Standards.

### **Design Development (DD) Phase:**

1. CxA shall review and comment on Basis of Design (BOD) developed by the Design Team to evaluate if BOD meets the intent of the OPR and the initial design goals for compliance with the HPBC Standards.
2. CxA shall develop Commissioning Plan with a list of all equipment to be commissioned, delineation of roles, and details on scope, timeline and deliverables through the process for review by Owner and Design Team.
3. CxA shall develop outline of O&M Manual Requirements, outline of Owner Training Requirements, and outline of Construction Verification Checklists for review by Owner and Design Team.
4. CxA shall develop Commissioning Issues and Tracking Log for use by Owner, Design Team and CxA.
5. CxA shall review and comment on DD Documents by the Design Team to evaluate if Documents meet the intent of the OPR, comply with the HPBC Standards design goals and incorporate CxA's BOD comments.
6. CxA shall attend a minimum of two (2) Design Team Coordination Meeting as required to implement commissioning process.
7. CxA shall prepare DD Commissioning Process Report for review and use by Owner and Design Team.

### **Construction Documents (CD) Phase:**

1. CxA shall develop detailed Commissioning Requirements Specifications for incorporation as a separate Section into CD Specifications by the Design Team. Commissioning Requirements shall include review comments by Owner and Design Team on the Commissioning Plan, O&M Manual Requirements, Owner Training Requirements, and Construction Verification Checklists submitted by CxA during the DD Phase.
2. CxA shall review and comment on CDs by the Design Team to evaluate if CDs meet the intent of the OPR, comply with the HPBC Standards, incorporate CxA's DD Documents review comments, and include references to CxA's Commissioning Requirements,
3. CxA shall update Commissioning Issues and Tracking Log for use by Owner, Design Team and CxA.
4. CxA shall attend a minimum two (2) Design Team Coordination Meetings as required to implement commissioning process.
5. CxA shall prepare CD Commissioning Process Report for review and use by Owner and Design Team.

### **Construction Administration (CA) Phase:**

1. CxA shall review and comment on Contractor submittals for systems covered in Commissioning Plan. CxA shall review submittals for compliance with CDs. CxA review shall precede and be superseded by Design Team reviews. Contractor Submittals may include product data, system layouts, Contractor's Coordination Plans, and system O&M Manuals.
2. CxA shall attend a minimum of one (1) Integrated Design Process Meeting, in accordance with Section 16a-38k-3(b) of the Connecticut HPBC Standards.
3. CxA shall visit the site at intervals appropriate to the stage of the Contractor's operations for systems being commissioned to determine, in general, if the Work is being performed in accordance with CDs.
4. CxA shall visit the site at intervals appropriate to the stage of the Contractor's operations for storage and installation of ductwork, HVAC equipment and associated systems to observe and document compliance with Section 16a-38k-3(e) of HPBC Standards for Indoor Air Quality Management Plan requirements.
5. CxA shall oversee Contractor's balancing of air and water systems by observing testing of selected areas, reviewing completed balancing reports, and by random spot testing other areas to verify/document results, CxA shall coordinate re-testing as necessary until performance is in satisfactory compliance with CDs.
6. CxA shall field check and document completion of Contractor's Construction Verification Checklists.
7. CxA shall establish sampling protocol for Functional Performance Testing of HVAC systems included in the Commissioning Plan, CxA shall observe Functional Performance Testing by Contractors and document deficiencies. CxA shall coordinate HVAC systems optimization and re-testing as necessary until performance is in satisfactory compliance with designed performance goals defined in CDs.
8. CxA shall oversee the Owner's training sessions by Contractors, document training, and evaluate adequacy of training. CxA shall coordinate additional training as necessary until

- personnel are adequately trained.
9. CxA shall maintain Commissioning Issues and Tracking Log including testing and balancing issues, deficiencies and non-conformance items for use by Owner, Design Team, Contractors and CxA.
  10. CxA shall attend a minimum of one (1) Construction Progress Meeting per month during the construction period, as required to implement the commissioning process. CxA will inspect the progress of the installation of the commissioned systems before or after the meeting and submit for record a report of field observations.
  11. CxA shall prepare CA Commissioning Process Report for review and use by Owner and Design Team at Substantial Completion, which is when all significant construction commissioning issues shall be resolved.

### **Occupancy and Post-Occupancy Operational Warranty Phases:**

1. CxA shall oversee and document deferred seasonal testing by the Contractors that could not be done earlier. CxA shall coordinate corrections and re-testing as necessary until performance is in compliance with CDs,
2. CxA shall consult with Owner's operational personnel at appropriate intervals to determine that commissioned systems are operating properly and evaluate if additional personnel training may be required.
3. Three (3) months prior to the warranty expiration, the CxA shall conduct a post-occupancy survey of the Owner's operational personnel to determine any adjustments made to the equipment operation on systems included in the Commissioning Plan. The CxA shall conduct a meeting with design, construction, commissioning and operational staff to evaluate and document comments and concerns resulting from the post-occupancy survey. This includes identification of any warranty related issues and development of a plan for resolution.
4. CxA shall oversee resolution of any warranty issues on commissioned systems during the warranty period.
5. CxA shall prepare Final Commissioning Process Report for use by Owner and Design Team at end of warranty period. Final Commissioning Report shall incorporate review comments by Owner and Design Team on CA Commissioning Report, the results of all post-occupancy testing and evaluations and document resolutions to all items on the Commissioning Issues and Tracking Log.

## **VI. EVALUATION CRITERIA**

- A. Each Proposer will be evaluated on its qualifications by ACES using the following criteria:
  1. Compliance with submission requirements
  2. Letter of Interest
  3. Meet the minimum stated requirements of this RFQ/P
  4. Resume/Work Experience
  5. References

6. Default/Litigation
7. Fee Proposal
8. Affidavits
9. The Proposer must be properly insured.
10. The ability and capacity of the Proposer to provide the services within the necessary timeline.

- B. The first choice firm will be presented to the ACES Building Committee or its designated representative to finalize the contract in conformance with ACES's requirements.
- C. The award of the contract for the work specified in the RFQ/P shall be made, if at all, to the Proposer whose evaluation results in an award that ACES deems to be in its best interests. ACES reserves the right to reject any or all of the RFQ/P responses, or parts thereof, and/or to waive any informality in any of the RFQ/P responses resulting from this RFQ/P if such rejection or waiver is deemed in the best interest of ACES. ACES, or any of its respective officers, directors, employees or authorized agents shall not be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any proposal submitted in response to this RFQ/P.

## VII. SELECTION PROCESS/SCHEDULE

ACES shall appoint the Selection Committee for determining the selected CxA to this RFQ/RFP.

This work will be funded by ACES, subject to approval for reimbursement from the State. ACES shall select a firm using the process as outlined below. Interested respondents should schedule a site visit to tour the schools and, by the due date of this RFQ/RFP, submit a Statement of Qualifications/Proposal to best communicate the Proposer's ability to meet or exceed the qualification requirements of this RFQ/RFP.

Also by the due date of this RFQ/RFP, and in addition to the proposer's Statement of Qualifications/Proposal, each proposer shall submit a Fee Proposal in a **separate sealed envelope** for the defined Scope of Services. *A separate fee breakdown is required. The Fee Proposal shall NOT be included with the proposer's Statement of Qualifications/Proposal, but submitted in a separate envelope.*

**Qualification Phase:** Proposer's qualifications will be screened by the Selection Committee or its designated representative against the minimum criteria listed in Section VI(a), Evaluation Criteria, of this RFQ/P. Proposers whose submissions do not meet the minimum qualifications shall be notified and their sealed Fee Proposal shall be returned unopened.

**Proposal Review Phase:** All those Proposers determined to meet or exceed the requirements will be considered by the Selection Committee or its designated representative in the proposal review phase. The Selection Committee shall evaluate the submissions using the criteria in this RFQ/RFP with due consideration, but not exclusive consideration, of the proposer's pricing/Fee Proposal. The Selection Committee or its designated representative is in no way required to select the proposer with the lowest Fee Proposal.

**Schedule:** The following schedule is anticipated for the selection of the Design Team

<b>Event</b>	<b>Date/Time</b>	<b>Comments</b>
Advertise RFQ/P	On or about: August 4, 2016	
RFQ/P Response Due	August 16, 2016 at 2:30 PM	Office of the Exec Director 350 State Street North Haven, CT.
Qualification Phase	On or about: August 17, 2016	
Proposal Review Phase	Complete on or about: August 19, 2016	
Final Selection	On or about: August 24, 2016	
Contract Award	On or about August 25, 2016	Award is per the requirements stated in this RFQ/P.

## **VIII: DIRECTIONS FOR SUBMITTALS**

### **a. Copies/Maximum Length:**

1. Submission Packages shall include: six (6) printed or hard copies of its Statement of Qualifications/Proposal and one (1) electronic copy in PDF format of the identical document on flash drive. Only one copy of the Fee Proposal in a separate sealed envelope is required.
2. Hard copy of the Statement of Qualifications/Proposal shall not exceed Twenty (20) pages (Fee Proposal does not count toward this limit).

### **b. Deadline and submission address:**

1. Proposers responding to this RFQ/P must submit their Submission Package no later than as noted above in Section VII. SELECTION PROCESS/SCHEDULE to:

## HAND DELIVERY, U.S. MAIL OR OTHER DELIVERY SERVICE

Area Cooperative Educational Services (ACES)  
350 State Street North Haven, Connecticut 06473-3018  
Attention: Timothy Gunn, Director of Facilities

**c. Submission Packages:** Submission packages are to be sealed and clearly marked: *RFQ/P Commissioning Services for Whitney High School 130 Leeder Hill Drive, Hamden, Connecticut Project*. Packages or partial packages received beyond the listed time will not be opened and will not be considered and will be returned to the respondent unopened.

**d. Content of Submission:** All Proposers are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist ACES in reviewing and rating the proposals. ACES reserves the right to reject responses, which do not follow the format given, or the size limitation for the hard and electronic copies, or which may be deemed non-responsive.

1. **Table of Contents** - Table of contents to include clear identification of the material provided by section and number.

2. **Letter of Transmittal**- A letter of transmittal indicating the proposer's interest in providing the service and any other information that would assist ACES in making a selection must be submitted. This letter must be signed by a person legally authorized to bind the proposer to a contract and must also affirm that the proposer or its representative has made themselves knowledgeable of those matters and conditions to ACES which would impact its submission. Finally, the letter must identify a contact person for the submission, including telephone and fax numbers, and email address.

3. **Executive Overview** - Describe your firms approach to the project, staffing available and envisioned for the project, and proposer's capability to execute to the schedule while providing the services required.

4. **Description of Firm and Consultants** - Describe the Proposer's organization and specify the personnel (including qualifications and years of experience in their current position, municipalities served and their roles providing these services). List any subconsultants and include a staffing plan.

5. **Qualifications/Past Performance** – Proposer's shall identify and describe specific project/jobs previously or currently being executed that demonstrates the Proposer's ability to satisfy the Evaluation Criteria. Identify which qualification criteria apply to respective project/jobs. The Proposer is to highlight minimum qualifying projects, significant accomplishments and awards as well as alliances or partnerships with other contractors, professionals, and owners.

Provide the following:

- Name of the client
- Description of the project

- Approximate gross cost of contract
- Dates services encompass
- Services being provided
- Key personnel in Proposer's design group assigned to subject project
- Primary consultants in project design team
- Information pertaining to adherence to project schedule and cost to include change orders (number and percentage of total project cost)
- Name, address, and telephone number of the responsible official of the client organization

By submitting the submission, the Proposer grants ACES, or any of its agents, the right to contact the organizations identified in its Statement of Qualifications/Proposal regarding the services performed by the Proposer.

6. **Litigation** – Identify ongoing or recent (within the past five years) legal action or litigation (related to business operation or school design or construction project) involving the Proposer.

7. **Non-Collusion Affidavit of Bidder & Affirmative Action Policy Statement.** Proposers to submit both documents with its submission. Refer to section XI of this RFQ/P for copies of these documents.

8. **Fee Proposal.** A Fee Proposal is required by the due date of the response to this RFQ/P. A breakdown of fees for the major portions/phases of each project shall be provided per section X of this Exhibit including labor rates, The Fee Proposal shall be delivered with the Statement of Qualifications/Proposal in a separate sealed envelope clearly marked with the Proposer's name and marked *Commissioning Services for Whitney High School 130 Leeder Hill Drive, Hamden, Connecticut Project - Fee Proposal*. Fee Proposals shall be signed by a person legally authorized to bind the firm to a contract.

## IX. GENERAL PROVISIONS

A. **GENERAL:** This RFQ/P does not commit ACES to award a contract to any Proposer or to pay any costs incurred in the preparation of a response for this request. ACES reserves the right, in its sole discretion, to accept or reject any or all responses received as a result of this request, waive any informalities or technical defects in any proposal, to negotiate with the selected Proposer as to scope of service and/or fees, to extend the contract for an additional period, or to cancel this RFQ/P in part or in its entirety for any reason or no reason at all.

**B. SUBMISSIONS:** Proposers are advised that any and all materials submitted in response to this RFQ/P shall become the property of ACES and shall be subject to Freedom of Information requests after evaluation and award decisions have been made.

**C. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION:** A successful respondent shall comply in all aspects with the Equal Employment Opportunity ACT. A Proposer with 50 or more employees shall be required to have an Affirmative Action Plan which declares that the Proposer does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A Proposer with fewer than 50 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable state and federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of any contract awarded through this RFQ/P process.

**D. ACTS OF COLLUSION:** Non-collusion Representation: In submitting a proposal, the Proposer declares that its proposal is made without any connection with any persons making another proposal for the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; that no official of ACES, or any person in the employ of ACES is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

**E. TAXES:** All deliveries of commodities or services hereunder shall comply in every respect with all applicable federal and state laws. Purchases made by ACES are exempt from payment of Federal Excise Taxes and Connecticut Sales Tax, and such taxes must not be included in Fee Proposal prices. State and Federal exemption certificates, if requested, will be furnished.

**F. INDEMNIFICATION: per Exhibit A: ACES Agreement for Professional Services.**

**G. INSURANCE:**

Prior to the execution of any contract, ACES requires that the selected Proposer provide ACES with a certificate of insurance (in an approved format) naming “ACES” as additional insured and for the amounts listed below. Any subcontractor to the Commissioning Agent shall be likewise covered and shall furnish certificates of coverage acceptable to ACES before starting work.

Minimum Coverage

Commercial General Liability:	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Product/Completed Operations Aggregate	\$2,000,000
Auto Liability:	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability:	Each Claim or Occurrence	\$3,000,000
	Aggregate	\$3,000,000
Umbrella (Excess Liability)	Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000
Worker's Compensation	As required by CT Statute	