



REQUEST FOR QUALIFICATIONS / PROPOSAL

For
Commissioning Services

For:

CREC Ana Grace Academy of the Arts
CT State Project: 241-0102 MAG/N/PS

Issue Date:	January 5, 2018
RFI Deadline:	January 11, 2018 at 12:00 pm EST
Written Responses Due:	January 19, 2018 at 12:00 pm EST

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The Capital Region Education Council (CREC) is pleased to announce this invitation to submit qualifications and fee proposals from bidders to provide professional commissioning services for the CREC Ana Grace Academy of the Arts magnet school project.

I. INSTRUCTIONS TO BIDDERS

CREC Construction Services is the administrator of this RFQ/P process. Written proposals are due by **January 19, 2018 at 12:00 pm EST**. Bidders are required to submit (i) four (4) copies of their response to the qualification portion of this RFQ/P (See Section IV for the qualification requirements) in a sealed envelope or package, bearing on the outside the wording "Commissioning Services Ana Grace Academy of the Arts Qualifications Proposal, Attention Karen DePersia", (the "Qualifications Proposal"); and in a separate sealed envelope one copy of their fee proposal (see Exhibit B for the form) bearing on the outside the wording "Commissioning Services Ana Grace Academy of the Arts Fee Proposal, Attention Karen DePersia" (the "Fee Proposal", which together with the Qualifications Proposal collectively, the "Proposal").

Sealed Proposals must be mailed or hand delivered to:

Karen DePersia
Project Manager, Construction Services
Capital Region Educational Services
147 Charter Oak Avenue
Hartford, CT 06106

Questions concerning this RFQ/P may be directed via email to kdepersia@crec.org no later than 12 pm EDT **Thursday, January 11, 2018**.

Commissioning Services (as hereinafter defined) shall be performed pursuant to CREC's Standard Form of Agreement, AIA A107 – 2007, as amended, a copy of which amended contract is attached hereto as Exhibit D and made a part hereof (as amended, the "Contract"). By submitting a proposal, a Bidder is deemed to have agreed to all terms and conditions of the Contract. Work will only commence on a Contract after a written notice to proceed is issued by CREC 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; provided, however, references to LEED standards and processes are intentionally included in Section I to fill any voids in the Connecticut High Performance Buildings Standards.

III. PROJECT DESCRIPTION

This RFQ/P is for commissioning services for the Ana Grace Academy of the Arts magnet school, which will have enrollment of 876 students in grades Pre-K 3 through grade 8, consist of a two floor building containing approximately 148,000 square feet and be constructed at 29 Griffin Road North in Bloomfield, Connecticut (the "Project").

At this time, the Project will be comprised of five (5) phases including: Phase One: Site Preparation, Phase Two: Construction, Phase Three: Furnishings, Fixtures and Equipment, Phase Four: Play Equipment, and Phase Five: Photovoltaic. The Connecticut State Department of Education has approved funding in the amount of Seventy-Five Million Dollars (\$75,000,000) for total Project costs.

IV. SUBMITTING A PROPOSAL

Qualification Proposal (Minimum Requirements) – In order for a Qualifications Proposal to be responsive to this RFQ/P it must provide the following information (collectively, the "Minimum Requirements") organized as listed below:

1. A satisfactory cover letter (*Two-page maximum*).
2. Satisfactory evidence it has performed commissioning agent services for at least five (5) projects over 100,000 SF. (Complete and submit completed Exhibit A: List of Qualifying Projects).
3. Satisfactory evidence it has a minimum of five (5) full years of experience in performing services substantially similar to the Commissioning Services.
4. Provide five (5) references from completed commissioning projects that are satisfactory to CREC.
5. Provide satisfactory evidence it is certified (CCP) through the Building Commissioning Association.
6. Provide a proposed project team, listing all key members of the bidder's project team and their resumes, which shall include a description of each such personnel's experience with commissioning services.
7. Submit a completed and signed Acceptance of Contract (Exhibit C: Acceptance of Contract).

A Qualifications Proposal that does not comply with all of the Minimum Requirements shall be deemed an unresponsive Proposal, which will result in the Proposal being rejected and the Fee Proposal being returned unopened.

Fee Proposal – The Fee Proposal shall be submitted in the form of Exhibit B attached hereto and made a part hereof (the "Fee Proposal Form").

V. REVIEW AND SELECTION PROCESS

The administrative review and selection is based on a three (3) part process. The selected bidder will have successfully met all of the criteria and be deemed by CREC, at its sole discretion, as the most responsible, responsive, and qualified Bidder.

1. Qualification Proposal Review: A selection committee shall review Qualification Proposals for compliance with the Minimum Requirements, format adherence, quality of responses, experience etc. A score from one to ten is assigned to each category, one as the highest. The bidder's qualification score is an average of all categories submitted by each reviewer.
2. Fee Proposal Review: A bidder's Fee Proposal will be ranked against all the bidders who have submitted a Proposal. The bidder with the lowest overall Fee Proposal will be ranked No.1 and so on, until all Bidders have been assigned a ranking.

Qualification and fee rankings are combined and averaged to arrive at a list of the ranked Proposals, representing the most responsible, responsive and qualified Bidders.

The Board selection committee may, or may not, choose to interview the bidders of the ranked Proposals, representing the most responsible, responsive and qualified bidders.

3. **Final Selection:** The selection committee will collectively evaluate qualifications of the ranked Proposals, representing the most responsible, responsive and qualified bidders for the Commissioning Services.

CREC 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.

The CREC 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 CREC. CREC 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.

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 CREC 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. Design Phase:

- A. Develop a design phase commissioning plan including a management strategy and list of features and systems to be commissioned (MEP systems and the building envelope). An initial draft of the plan shall be submitted for review and comment by CREC, certain Town of Bloomfield officials, if applicable, and CREC's project manager and design engineers. Further, NE-CHPS Version Fundamental Commissioning of the Building Energy Systems shall be followed.
- B. Contract document review. Includes reviews of both complete design development documents and complete construction documents (100%). Perform review and verify incorporation of mid-design corrections. Comply with the requirements of LEED 2009 EAc3 Enhanced Commissioning at minimum.
- C. Assist, review and approve development and updating of the Design Record documentation by Design Team members specifically the Owner Project Requirements (OPR) and Basis of Design (BOD) Narrative for inclusion into the commissioning plan. (At minimum per the requirements of LEED 2009 EAp1 Fundamental Commissioning of Building Energy Systems)
- D. Develop full commissioning specifications and include all commissioned equipment. Coordinate and integrate into the specifications of the Architect and Engineer of Record. The commissioning specification will include but is not limited to the following: 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 systems to be commissioned; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned. (At minimum per the requirements of LEED 2009 EAp1 Fundamental Commissioning of Building Energy Systems). The CxA shall work with the Architect to coordinate building envelope testing requirements, including but not limited to roof

pull tests and window water infiltration tests. These testing requirements are to be included in the bid specifications, the exact location of these testing requirements is to be determined with the architect.

- E. Schedule and facilitate a controls integration and pre-balancing meeting with the Engineer of Record, Town Engineer, Owner's project manager for the Project (the "OPM"), Construction Manager, Facilities/Maintenance Staff and Subcontractors to discuss and resolve integration issues between equipment, systems and disciplines to ensure integration issues and responsibilities are clearly defined.
- F. Participate in meetings pertaining to Connecticut High Performance activities during project design and issue commissioning progress reports as required by the High Performance Building Guidelines.

II. Bid Phase:

- A. Attend construction pre-bid meeting(s) to answer questions regarding commissioning activities.

III. Review of Construction Documents

- A. The CxA shall thoroughly review the Construction Documents.
- B. The CxA shall present a documented evaluation/assessment to the architect of record and all sub-consultants of the proposed systems, evaluating ease of operation and maintenance, and economical practicality, within 45 days of written notice to proceed from the OPM. A building envelope systems review will include roofing, waterproofing, and exterior windows, doors, and wall assemblies
- C. The CxA shall provide written comments and on-site discussion with the Project's design team (the "Design Team"), Owner, and the OPM to review its comments.

IV. 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 Town engineer, the OPM, Design Team, 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, Town engineer, 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, nine (9) months, 12 months, and 18 months.

V. 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/Town Engineer, 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.

VI. 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.)

VII. 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).

VIII. On-site Construction Observation and Meeting Attendance:

- A. The CxA shall attend all commissioning meetings and periodic Owner/Town Engineer, 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.
- 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 Owner/Town Engineer, the OPM, the 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.

IX. 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 Owner/Town Engineer, the OPM, the Design Team, the 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 Owner/Town Engineer, the OPM, the 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
 - 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

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 Owner/Town Engineer, the OPM, Contractor, and the Design Team, during a presentation meeting conducted by the CxA, with areas of concern identified for further investigation.

X. 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 Owner/Town Engineer, OPM, 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.

XI. 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.

XII. 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/Town Engineer, the OPM, the Design Team, the 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.

XIII. 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.

XIV. 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 facilitate and ensure all training specified in the project construction documents is properly carried out by the Contractor(s).

XV. 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, State Department of Administrative Services DAS / OSG, and the commissioner of the State DEEP.

XVI. 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.

XVII. Contract:

The successful bidder awarded the Contract for the Commissioning Services of this RFQ/P shall be required to execute the Contract. (Attached as Exhibit D)

A Proposal submitted without an executed Exhibit C: 'Acceptance of Contract' shall not comply with the Minimum Requirements and shall be deemed an unresponsive Proposal, which will result in the Proposal being rejected and the Fee Proposal being returned unopened.

XVIII. Exhibits:

Exhibit A: List of Qualifying Projects

Exhibit B: Fee Schedule

Exhibit C: Acceptance of Contract

Exhibit D: Contract AIA A107 - 2007

End of Section

EXHIBIT A: LIST OF QUALIFYING PROJECTS
Ana Grace Academy of the Arts

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
[Ana Grace Academy of the Arts](#)

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
[Ana Grace Academy of the Arts](#)

Name of Bidder: _____
 Date: _____

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

EXHIBIT C: ACCEPTANCE OF CONTRACT
[Ana Grace Academy of the Arts](#)

Name of Bidder: _____

Date: _____

As a condition of satisfying the minimum qualifications of the document entitled 'Request for Qualifications/Proposal' for Commissioning Services for CREC,
_____ hereby accepts the terms and conditions of the Contract included and attached to this document as Exhibit D, without exception.

Authorized Signature

Date