

Town of Colchester

First Selectman's Office/Purchasing Department
127 Norwich Avenue
Colchester, CT 06415
(860) 537-7220

April 16, 2024

Dear Sir/Madam:

You are invited to submit Qualifications and a Proposal for Commissioning Agent Services for the Colchester Senior Center Project in accordance with the attached Request for Qualifications and Request for Proposals ("RFQ/RFP").

Proposers are urged to read the RFQ/RFP and all exhibits thereto carefully and to provide all information requested in a clear, concise, legible, and organized manner to permit proper evaluation of submissions. Responses to the RFQ/RFP which are incomplete, obscure, or conditional, or which contain irregularities of any kind, may be rejected by the Senior Center Building Committee in its sole discretion.

Responses to the RFQ/RFP must be timely submitted in form, substance and in accordance with the requirements of the RFQ/RFP. Proposers must submit qualifications and fee proposals in **One sealed envelope** clearly marked with the name of the Proposer and the words "Response to Request for Qualifications for Commissioning Agent Services, Colchester Senior Center Project, RFQ/RFP or "Response to Request for Proposals for Commissioning Agent Services, Colchester Senior Center Project, RFQ/RFP", as applicable. A Proposer's qualifications submission shall not contain any information pertaining to the Proposer's fees or costs.

Each proposal must be submitted with three (3) original copy/set, and one (1) electronic copy (via flash USB drive) of the proposal. Proposers must submit proposals in a clear, concise, and legible manner so as to permit proper evaluation of responsive proposals. The original proposal and copies must be in a sealed envelope plainly marked:

Commissioning Agent RFQ/RFP
Opening Date: 5/08/24
Opening Time: 2:00 p.m.
RFP No.: **RFP# 2024 -SC3 (CxA) Commissioning Agent**

Responses must be received by the Town of Colchester First Selectmen/Purchasing Department no later than the date and time set forth below. Late responses will not be considered and will be returned to the submitter unopened. Faxed responses will not be accepted. Any proposal may be withdrawn prior to the proposal opening time (2:00 P.M.) and date (5/08/2024).

The meeting for the proposal opening will be held in person in real time.

All proposers and other interested people are invited to attend in person to hear RFP # 2024 -SC3 (CxA) Commissioning Agent being read at 2:00 p.m.

1. BACKGROUND:

The Town of Colchester has started a project to construct a 14,000 SF new single level Senior Center to be built on town-owned land adjacent to Town Hall.

For the last forty years, the Town has seen many changes as well as tremendous growth in population, diversity, outreach, services and programming; and, more importantly, an improvement in the quality of the lives of Colchester's seniors.

In October 2019, a Senior Center Building Committee was formed. The Committee was charged to include: a building, related infrastructure, and outdoor space that will provide for a senior center for senior services now, and in the future.

In 2020, the Committee contracted with architectural firm Silver Petrucelli & Associates, and the owners' project manager, Construction Solutions Group, to provide professional services and since engaged BRD Builders to serve as the General Contractor.

A new senior center aligns with many of the senior services strategic plan goals including strengthening community partnerships, attracting younger seniors and expanding programs and services. The plan includes a fitness center, activity and program spaces, large multi-purpose room, and a commercial kitchen to support community-based meal programs and sponsored events.

2. SCOPE OF SERVICES:

The CxA will serve as an independent agent as a subconsultant to the Town and will be managed by CSG, the Project Manager (OPM), free of conflict from the design and construction activities of the project. The owner is committed to commissioning its facilities so that they operate efficiently and effectively in accordance with the Owner's Project Requirements, and that the facilities staff has adequate system documentation and training. It is the intent of the owner to ensure that the building envelope and the fundamental systems are calibrated and operating as required to deliver functional and efficient performance. The CxA will plan, manage, perform and report on the commissioning activities, utilizing the reporting formats and standardized forms provided by the CxA whenever required. The CxA will submit deliverable reports to the owner through the PM according to a project schedule set by the CxA and agreed upon by the owner.

Proposers will be provided with a copy of the current design documents for the Project. 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 CSG. The Scope of the Building Commissioning Services is more particularly described on Exhibit A to this RFQ/RFP.

The systems to be commissioned shall include the following systems which are more particularly described on Exhibit A to this RFQ/RFP.:

- a. Heating, ventilating, air conditioning, and refrigeration systems and associated controls,
- b. Lighting and day-lighting controls,
- c. Domestic hot water systems,
- d. Water using systems, and
- e. Building envelope systems

f. Electrical switchgear

Terms and Conditions

- i. This RFQ/RFP does not commit the **Town of Colchester** to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFQ/RFP.
- ii. The responses to this RFQ/RFP will become part of **the Town of Colchester** official files without any obligation on the Town's part.
- iii. Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any officer, agent, contractor or employee of **the Town of Colchester** for the purpose of influencing consideration of a qualification.
- iv. 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 RFQ/RFP, or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein.
- v. 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 RFQ/RFP.
- vi. The proposer must promptly report to **the Town of Colchester** any conditions, transactions, situation, or circumstances that would impede, impair or delay the proper and timely performance of the Building Commissioning Services.
- vii. **The Town of Colchester** reserves the right to request that any proposer clarify its proposal as necessary for the evaluation of such proposal by the Building Committee.
- viii. **The Town of Colchester** reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading or incorrect information.

3. QUALIFICATIONS

It is desired that 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 five (5) 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 writing communication skills. Highly organized and able to work with both management and trade contractors.
- Experienced in writing commissioning specifications, a minimum of five (5) years' experience.
- Experience with State of Connecticut Department of Administrative Services (DAS) and DECD.

The determination of a proposer's qualifications will be evaluated on the basis of the skill and experience set of the proposer and all subconsultants 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 subconsultant to be engaged by the proposer to commission such system. Subconsultant qualifications shall be included and clearly designated in the proposer's response to this RFQ/RFP.

4. 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 Town of Colchester** 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:

- a. 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.
- b. Provide the name, address, telephone number and email address of the proposer.
- c. Identify by name, address, and Project role, of each subconsultant to be engaged by proposer as a member of the proposer's team for the Project.
- d. Be signed by a duly authorized officer of the proposing firm with the authority to commit the firm.
- e. Include a completed Commissioning Firm Experience form (Exhibit 1) and the Commissioning Task Listing form (Exhibit 2) for the proposer and each subconsultant 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.
- f. List the individual(s) who will serve as the Commissioning Authority for the design phase and for the construction phase of the Project.
- g. Include resumes for proposer's key staff and the key staff of each subconsultant 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.).

- h. 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 subconsultants in the following areas. List involvement of key staff members in each case.
 - a) projects similar to 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
- i. 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 the proposer intends to determine the appropriate level of commissioning effort for the various systems and equipment.
- j. Include, as an attachment, the following work products that members of the proposer's team have developed. List the team member who actually 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
- k. 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 Exhibit C. Proof of this insurance will be required prior to the award of any contract in connection with this RFQ/RFP.
- l. Include signed unconditional and unmodified Acceptance of Contract (Exhibit 4).
- m. Include completed and signed Non collusion Affidavit (Exhibit 5).

Any proposal submitted in response to this RFQ/RFP that does not include all of the foregoing items shall render such submission incomplete, nonresponsive and subject to rejection by the Town of Colchester and Building Committee.

5. REQUIREMENTS FOR RESPONSE TO REQUEST FOR PROPOSALS

Responses to the Request for Proposals, which shall be submitted in a separate sealed properly marked 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 included in the fixed lump sum fee, the contract awardee shall not be entitled to reimbursement for any of its or its subconsultants' costs or expenses associated with the performance of the Building Commissioning Services.

In addition, responses shall include all-inclusive hourly rates for Proposer and each subconsultant 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 Town and the contract awardee, shall remain unchanged for the duration of the Building Commissioning Services and the Project.

6. SELECTION/EVALUATION PROCESS

First, the SCBC 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 SCBC 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 SCBC with information and data for this purpose as the SCBC 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 SCBC that the proposer is qualified to carry out the Building Commissioning Services properly and in accordance with the terms of the Contract.

Second, the SCBC will evaluate the responses to the Request for Proposals submitted by those proposers deemed to be qualified by the SCBC and determine the “four most responsible qualified proposers” The SCBC may interview some or all of 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.

SCBC 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 SCBC in the evaluation of the proposals, but the awardee will not necessarily be the proposer that proposes the lowest fee/rates.

6. QUESTIONS:

Questions concerning this bid will be received by email only directed to CSG, (jonathang@csgroup-llc.com) and Tony Tarnowski (seniorcenterbuildingcommittee@colchesterct.gov). In the “Subject” line you must put Bid #RFP 2024 -SC3 (CxA) Commissioning Agent. All questions must be received no later than noon on April 30, 2024. All answers will be posted as an addendum on our website: (www.colchesterct.gov) by 4:00pm on May 1, 2024. It is the responsibility of all proposer to verify that they are current with all Addendums prior to bid submission. Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions. Questions received by email or verbally will not be answered.

7. CONTRACT:

The contract attached hereto as Exhibit B (the “Contract”) is the form of contract that the contract awardee will be required to execute and deliver to the Town within five (5) days after delivery of such contract to the contract awardee. By submission of proposals in response to this RFQ/RFP, each proposer agrees that the terms and conditions set forth in the Contract are satisfactory and, if awarded the Contract, to execute such Contract in accordance with the foregoing and in accordance with Exhibit 4, Acceptance of Contract, attached hereto. The Town reserves the right to modify the Contract as would be in the best interest of the Town.

8. GENERAL TERMS AND CONDITIONS:

A. Tax:

No amount shall be added for the Connecticut State Tax or Federal Tax. The Colchester Senior Center Project 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. Collusion Among Proposers:

More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the services contemplated will cause rejection of all proposals in which the proposer is interested. Any or all proposers will be rejected if there is any reason for believing that collusion exists among the proposers.

Participants in such collusion may not be considered in future offers for the same services. Each proposer shall submit as part of its proposal, an executed Non collusion Affidavit which is attached to this RFQ/RFP as Exhibit 5.

D. 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 Town 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.

E. 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.

F. Project Funding:

The obligations of the Town and the SCBC under any contract executed by or on behalf of the Town in connection with this RFQ/RFP are conditioned upon and subject to the appropriation of funds for the Project on an annual basis.

EXHIBIT A

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) a. Plumbing Systems
 1. Domestic Water Piping Systems and Equipment (Cold, Hot, and Hot Water Return)
 2. Pressure Reducing Stations
 3. Plumbing Fixtures (Toilet Rooms)

- b. Mechanical Systems:
 1. Building Automation Systems
 2. Exhaust Air Fans
 3. Air Distribution Systems
 4. Air Terminal Units and Fan-coil units
 5. Reheat Coils
 6. Unit Heaters
 7. Gas-fired furnaces/heating equipment
 8. Toilet, and General Exhaust Air Systems
 9. Air Balance / Room Pressurization
 10. All motorized dampers including demand-controlled ventilators.
 11. Direct expansion cooling and VRF

 12. All energy recovery ventilation systems including enthalpy difference requirements between outdoor air and return air.
 13. All unit heaters, cabinet heaters, etc.
 14. Direct Digital Controls and system interlocks, including occupancy sensors

- 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 and interfaces with HVAC systems.
2. Fire Protection Systems and Components
3. Egress Lighting
4. Emergency Blue Light System (as applicable)
5. Security Systems
6. Telecommunications systems

e. Building Envelope:

1. Wall System
2. Window System
3. Roof System

SCOPE OF SERVICES

The CxA will serve as an independent agent as a subconsultant to the Town and will be managed by CSG, the Project Manager (OPM), free of conflict from the design and construction activities of the project. The owner is committed to commissioning its facilities so that they operate efficiently and effectively in accordance with the Owner's Project Requirements, and that the facilities staff has adequate system documentation and training. It is the intent of the owner to ensure that the building envelope and the fundamental systems are calibrated and operating as required to deliver functional and efficient performance. The CxA will plan, manage, perform and report on the commissioning activities, utilizing the reporting formats and standardized forms provided by the CxA whenever required. The CxA will submit deliverable reports to the owner through the PM according to a project schedule set by the CxA and agreed upon by the owner.

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 SCBC's design.

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

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 SCBC'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 SCBC'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 SCBC 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. At a minimum as required with by the specifications: Monthly/Weekly/Daily attendance at a project meeting or commissioning meetings is required at a minimum with increasing frequency anticipated as the project nears completion.
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 SCBC 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 SCBC written progress reports and test results with recommended actions.
13. Document the correction and retesting of non-compliance items by the contractor.
14. 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.
15. 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 SCBC 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 SCBC.

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 CSG any deficiencies or discrepancies.
2. Issue change orders but will review change orders for compliance with the Construction Documents. Non-compliances will be reported to CSG.

EXHIBIT B
CONTRACT

EXHIBIT C

Insurance Requirement Sheet

Exhibit 1: Commissioning Firm Experience

[Fill out a separate form for proposer and each subconsultant identified by the proposer as a member of the proposer's team]

Company Name	Contact Person	Title
Address	City	State
		Zip/Postal Code
Telephone	Fax	E-Mail

A. Description of Business:

B. Commissioning Activities:

Percentage of overall business devoted to commissioning services _____%

How long has the firm performed commissioning services _____years

Average number of commissioning projects performed each year since 2015: _____ projects

C. Number of registered engineers on staff who have directed commissioning projects: _____

D. The firm has provided commissioning services for the following since 2015: (insert number of projects in each category as applicable)

<u>Building Sector</u>	<u>New Construction Major Renovation</u>	<u>Existing Building Retro/Re</u>	<u>Equipment Replacement</u>
Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office or retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial / Manufacturing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special purpose—prisons, museums, libraries, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other; Describe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exhibit 2: Commissioning Task Experience for Similar Projects

[Fill out a separate form for proposer and each subconsultant identified by the proposer as a member of the proposer’s team]

<p align="center">Project (Name, Date, Bldg. Size, Type, new or existing)</p>	
<p align="center"><u>Owner Contact</u> (Title, City, State, and Phone)</p>	
<p align="center">Name & Role of Persons(s) Assigned to Project by Firm (identify any sub-consultants)</p>	

	Task	✓	Comments
Commissioning	Developed Owner’s Project Requirements		
	Wrote commissioning plan		
	Wrote commissioning specs		
	Wrote construction checklists		
	Wrote functional test procedures		
	Witnessed and documented functional tests		
	Performed functional tests (hands-on)		
	Wrote systems manual		
	Used data loggers or EMS trend logs for testing		
	Developed or approved staff training		
	Reviewed completed O&M manuals		
	Management	Commissioning provider was part of the firm	
Supervised a sub-consultant commissioning provider to our firm.			
Worked with a commissioning provider hired by others			

	✓	System or Equipment
Commissioning Tasks Performed	<input type="checkbox"/>	Central building automation system
	<input type="checkbox"/>	All equipment of the heating, ventilating and air conditioning systems
	<input type="checkbox"/>	Enhanced Filtration Units
	<input type="checkbox"/>	Scheduled or occupancy sensor lighting controls
	<input type="checkbox"/>	Daylight dimming controls
	<input type="checkbox"/>	Refrigeration systems
	<input type="checkbox"/>	Emergency power generators and automatic transfer switching
	<input type="checkbox"/>	Uninterruptible power supply systems
	<input type="checkbox"/>	Life safety systems (fire alarm, egress pressurization, fire protection)
	<input type="checkbox"/>	Electrical (service switchgear, switchboards, distribution panels, transformers, motor control centers, power monitoring and metering, transient voltage surge suppressors, variable speed drives, grounding and ground fault systems, over current protective devices, low voltage busway, thermographic survey, white sound system).
	<input type="checkbox"/>	Domestic and process water pumping and mixing systems
	<input type="checkbox"/>	Equipment sound control systems and testing
	<input type="checkbox"/>	Data and communication
	<input type="checkbox"/>	Paging systems
	<input type="checkbox"/>	Security system
	<input type="checkbox"/>	Irrigation
	<input type="checkbox"/>	Plumbing
	<input type="checkbox"/>	Vertical transport
	<input type="checkbox"/>	Building envelope including the different types of curtain wall assemblies (specify roofing, windows and doors, construction joints, etc.)
	<input type="checkbox"/>	Sustainability features
<input type="checkbox"/>	Effluent decontamination systems	
<input type="checkbox"/>	Process instrumentation and controls	
	<input type="checkbox"/>	Other: Describe as an attachment to this exhibit

REFERENCES

Please list Three (3) references where proposing firm has performed these services.

1. _____
NAME AND ADDRESS

TELEPHONE # FAX # E-MAIL

CONTACT PERSON AND TELEPHONE NUMBER

2. _____
NAME AND ADDRESS

TELEPHONE # FAX # E-MAIL

CONTACT PERSON AND TELEPHONE NUMBER

3. _____
NAME AND ADDRESS

TELEPHONE # FAX # E-MAIL

CONTACT PERSON AND TELEPHONE NUMBER

4. _____
NAME AND ADDRESS

TELEPHONE # FAX # E-MAIL

CONTACT PERSON AND TELEPHONE NUMBER

5. _____
NAME AND ADDRESS

TELEPHONE # FAX # E-MAIL

CONTACT PERSON AND TELEPHONE NUMBER

Exhibit 3: Fee Schedule

Task	Allocation (\$)
Construction Phase	
1. Commissioning plan and submittal reviews	_____
2. Construction checklists; observation of installation and startup	_____
3. Functional test writing	_____
4. Functional test execution and documentation	_____
5. O&M manual preparation and training	_____
6. Compilation of commissioning record	_____
7. Systems manual development	_____
8. Other	_____
Subtotal	_____
Occupancy and Operations Phases	
1. Seasonal testing	_____
2. Near-warranty end review	_____
3. Final Commissioning Report	_____
3. Other	_____
4. Other	_____
Subtotal	_____
TOTAL LUMP SUM FEE	_____

The Lump Sum Fee shall be inclusive of all of proposer's and its subconsultants' costs and expenses associated with the performance of the Building Commissioning Services.

EXHIBIT 4

ACCEPTANCE OF CONTRACT

As a condition of satisfying the minimum qualifications of the 'Request for Proposals' RFP 2024 -SC3 (CxA) Commissioning Agent, issued by the Colchester Senior Center Building Committee for Commissioning Agent Services, the undersigned, as part of its submission in response to that RFQ/RFP, hereby accepts the terms and conditions of the Contract included and attached to the RFQ/RFP as Exhibit B, without exception, and will execute the same within five (5) days after the completed contract is received by the undersigned.

By: _____

_____, *Its* _____

Date

EXHIBIT 5

Town of Colchester

REQUEST FOR BID #RFP 2024 -SC3 (CxA) Commissioning Agent DEADLINE: 5/08/2024 AT 2:00 p.m.

RFQ/RFP TITLE: COMMISSIONING AGENT SERVICES

STATEMENT OF NON-COLLUSION

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud, or mental reservation; and that no elected or appointed official of the Town, or any person or entity in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof, except as permitted under the Town of Colchester Code of Ethics.

CODE OF ETHICS

In submitting this bid, the undersigned further declares and certifies that a) it has not, and will not induce or attempt to induce any Town of Colchester employee or officer to violate the Town of Colchester Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract, and b) if an elected or appointed official or any person in the employ of the Town has a direct or indirect interest in Vendor or any supplier or Subcontractor expected to be involved with the contract, such person or entity is in compliance with the safe harbor procedures established by the Town of Colchester Board of Ethics or has received an advisory from the Town's Board of Ethics with respect to such involvement.

The undersigned further understands that the above declarations are material representations to the Town of Colchester made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Colchester retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

The Town of Colchester Code of Ethics can be found at www.colchesterct.gov. Relevant provisions of the Town's Code of Ethics state:

Section 2. DEFINITIONS. (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm, or partnership which has a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal, and which is not common to the interest of other citizens of the Town. (3) Town officer shall mean and include any official, employee, agent, consultant, or member, elected or appointed, of any board, department, commission, committee, legislative body, or other agency of the Town. (4) Transaction shall mean and include the offer, sale, or furnishing of any real or personal property, material, supplies, or services by any person, directly or indirectly, as Vendor, prime contractor, subcontractor, or otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town officer.

Section 3. GIFTS AND FAVORS. No Town officer or his immediate family shall accept any valuable gift, thing, favor, loan, or promise that might influence the performance or nonperformance of his official duties.

Section 4. IMPROPER INFLUENCE. No Town officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

By signing below, the undersigned acknowledges reviewing and understanding the Non-Collusion and Code of Ethics statements contained herein and confirms compliance with the contents:

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

BIDDER'S COMPANY NAME: _____

The Town of Colchester

REQUEST FOR BID #RFP 2024 -SC3 (CxA) Commissioning Agent DEADLINE: 5/08/2024 AT 2:00 p.m.

RFQ/RFP TITLE: COMMISSIONING AGENT SERVICES

BIDDER INFORMATION:

BIDDER'S COMPANY NAME _____

ADDRESS _____

TELEPHONE # _____ **FAX #** _____

E-MAIL ADDRESS _____

WEB SITE _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

TITLE _____

STATE OF CT TAXPAYER ID # _____

FEDERAL TAXPAYER ID # _____

INCORPORATED IN THE STATE OF _____ **Corporate Seal** **Yes** **No**

AWARD/CONTRACT SIGNATURE

The Bidder shall indicate below, the full name, title, and the complete mailing address of the authorized person (i.e., **officer of the company**) who will sign the contract (if applicable) for this procurement:
