

REQUEST FOR  
PROPOSALS FOR  
COMMISSIONING SERVICES FOR  
NEW NORTON ELEMENTARY SCHOOL  
RFP # 2223-30

June 9, 2023

**PROPOSALS ARE DUE  
BY JUNE 22, 2023  
BY 1 PM  
AND MUST BE SUBMITTED ELECTRONICALLY  
(ON A FLASH DRIVE) AND IN HARD COPY TO:**

**SEAN KIMBALL, TOWN MANAGER  
CHESHIRE TOWN HALL  
84 SOUTH MAIN STREET  
CHESHIRE, CT 06410**

**QUESTIONS: Contact Jeff Solan at [jsolan@cheshire.k12.ct.us](mailto:jsolan@cheshire.k12.ct.us).  
NO QUESTIONS WILL BE ACCEPTED AFTER 5:00 p.m. on June 19,  
2023.**

## **TABLE OF CONTENTS**

- I. Invitation to Submit Proposals
- II. Responsibilities of Commissioning Agent
- III. Scope of Services
- IV. Timeline of the Process
- V. Supporting Information
- VI. Method of Selection
- VII. Insurance Requirements
- VIII. Form of Proposal

**Request for Proposals  
Commissioning Services  
New Norton Elementary School  
Cheshire, CT  
June 9, 2023**

**I. INVITATION TO SUBMIT PROPOSALS**

The Town of Cheshire is seeking to engage a consultant to provide commissioning services for the New Norton Elementary School in Cheshire, CT. Proposals should be addressed to Town Manager, Mr. Sean Kimball, and delivered in hard copy as well as electronically to Cheshire Town Hall, 84 South Main Street in Cheshire.

**All Proposals must be received by the date and time on the cover.**

The New Norton Elementary School's design will require enhanced commissioning services consistent with the State of Connecticut High Performance Buildings Standards. Presently the design is at the schematic design phase. See the Request for Qualifications to which your firm responded for additional project details

**II. RESPONSIBILITIES AND SCOPE OF SERVICES OF THE COMMISSIONING AGENT (CxA)**

The primary role of the CxA is to develop, coordinate and execute a testing plan, observe and document system performance and determine whether systems are functioning in accordance with Contract Documents. Responsibilities of the CxA are as outlined in the Request for Qualifications to which you responded. In summary:

1. The CxA shall be an independent agent contracted by the owner and shall be free from conflict with the design and construction activities (and vendors) of the project being commissioned.
2. The CxA shall document the owner's criteria for the systems' functioning, performance and maintenance, and shall assist in preparing the Owner's Project Requirements, including Energy Efficient Systems and Building Automation Systems programming.
3. The CxA shall review system compliance with the most current state regulations
4. The CxA shall develop commissioning specifications for all commissioned equipment as well as building envelope commissioning.
5. The CxA shall verify and document compliance with owner's criteria throughout the design, construction, start-up and initial period of operation and determine whether systems are functioning in accordance with Contract Documents.

**Request for Proposals  
Commissioning Services  
New Norton Elementary School  
Cheshire, CT  
June 9, 2023**

6. The CxA shall be actively engaged throughout the project from design through the warranty phase, shall make recommendations on system design and/or Owner's Project Requirements and Operation to improve efficiency and building operation (including HVAC & Building Automation Systems).
7. The CxA shall provide documented confirmation that the systems of the facility fulfill the functional and performance requirements of the building owner, occupants, operators and the design plans and specifications.
8. The CxA shall ensure that the project design and construction meets the requirements of the Compliance Manual for High Performance Buildings, at minimum, as well as all applicable requirements of the Connecticut Office of School Construction Grants and Review.
9. The CxA shall develop and coordinate the execution of a testing plan during construction, including all observation and documenting of all system's performance to ensure that systems are functioning in accordance with the owner's objectives and the associated construction plans and specifications.
10. The CxA shall review and approve complete operation and maintenance (O&M) manuals, as well as the training plan, as prepared by the contractors, on system operations to the building operators, to ensure the building continues to operate as intended.
11. The CxA shall, at all times, be available for problem solving and/or resolution of non-conformance issues of deficiencies. The CxA is not responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management.
12. The CxA shall return in such intervals as described in the RFQ for final commissioning review of the facilities.

**III. SCOPE OF SERVICES**

The CxA's scope of services is set forth in Section VII of the RFQ.

**Request for Proposals  
Commissioning Services  
New Norton Elementary School  
Cheshire, CT  
June 9, 2023**

**IV. TIMELINE OF THE PROCESS (SUBJECT TO CHANGE)**

The following timeline will be followed:

RFP distributed	June 9, 2023
Proposals due	June 22, 2023
Recommendation to Owner's Town Council	July 11, 2023
Commencement of services (notice to proceed)	July 13, 2023

**V. SUPPORTING INFORMATION**

This Request for Proposals (RFP) is intended to select firms that are both interested in and qualified to provide the necessary commissioning services. In addition to fee, a review of the following supporting information will be performed to inform the decision on which firm offers the best value to the project:

1. **Firm's Capacity** - Provide information indicating the capacity of the office that will provide the CxA service. Provide the number of professional staff members your office employs.
2. **Experience** – List the projects that your firm has been involved in the last five years (no more than 10 projects). Please focus your list on public school experience in the State of Connecticut. List the Project name, location, size, cost, duration of project, systems commissioned and a brief description of the work. Provide the contact/reference information of the specific individuals from the Owner and the Architect, the Construction Manager that worked with your team through the project.
3. **Commissioning Team** - Identify the project principal, the project manager, key staff and sub-consultants who will be involved on this commissioning team. Describe how the team's qualifications and experience relate to the commissioning activities. Include resumes of staff to be assigned to the project and a statement regarding availability of staff to support commissioning.

Provide information indicating your firm has personnel assigned to this project that meet as many of the following requirements as possible:

- a) Recent extensive experience with sustainable design and construction projects, specifically State of Connecticut High Performance Building Standards.
- b) Recent extensive experience in the operation/trouble shooting of HVAC systems and energy management control systems; direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
- c) Extensive field experience with primary and secondary educational institutions.
- d) Knowledgeable in building operation and maintenance and O&M training.
- e) Knowledgeable in national building & fire codes as well as fire extinguishing systems, detection systems and alarms systems.
- f) Knowledgeable in test and balance of both air and water systems.
- g) Experienced in energy-efficient equipment design and control strategy optimization.
- h) Experience in writing commissioning specifications.

**Request for Proposals  
Commissioning Services  
New Norton Elementary School  
Cheshire, CT  
June 9, 2023**

4. **Contract for Services** – If selected, you will receive a contract with the Notice of Award. **The contract will be based upon the scope of services set forth in the RFQ and the selected respondent’s proposal. You will be required to execute the contract within five (5) business days of your receipt of the notice of award.**
5. **Past Claims or Disputes** - Indicate any claims, disputes, litigation or arbitration proceedings that you have been a party to on any projects in the last five (5) years. Indicate the name of the project and the nature of the claims made by or against you.

**VI. METHOD OF SELECTION**

The Town’s Next Generation School Building Committee will make the selection in accordance with the requirements of Connecticut General Statutes §10-287 and will make a recommendation to the Town Council for the award of a contract.

**VII. INSURANCE REQUIREMENTS**

See Section VI. C. of the RFQ.

**VIII. FORM OF PROPOSAL –**

Fee proposals shall be lump sum for the scope of work as presented herein and as ordinarily and reasonably expected to be provided for a project of this type and size. Fees shall include all regularly anticipated expenses for this project such as mileage to and from project site, regular mail, local travel, computers, supplies, and duplication of drawings, reports or associated documents.

**END OF REQUEST FOR PROPOSALS (RFP)**

Commissioning Services  
New Norton Elementary  
School Cheshire, CT