

**Town of Windsor
Request For Proposals
for a
Commissioning Authority for the
VAC Equipment Replacements & Improvements
for the
Poquonock Elementary School**

All submittals must be made in accordance with the specifications supplied by:

Town of Windsor
Town Hall
275 Broad Street
Windsor, CT 06095

Submittals will be received in the Finance Department Office until Thursday January 10, 2019.

James Bourke
Director of Finance
Town of Windsor
Town Hall
Finance Department
275 Broad Street
Windsor, CT 06095

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REQUEST FOR PROPOSALS

Poquonock Elementary School VAC Equipment Replacement & Improvements Commissioning Authority

I. PROJECT SPECIFICATIONS

1. Introduction

The **TOWN OF WINDSOR** Is seeking qualifications and cost proposals for Commissioning Authority construction management services during the construction of the indoor air quality and M/E/P system improvements at Poquonock Elementary School. The scope of the construction work is further outlined in the forms and attachments under the Table of Contents. The general intent of this request for qualifications/ proposals is to select a firm that can provide the services necessary for properly Commissioning a public school in accordance with the requirements of the State Energy Code. An Energy Modeler is not anticipated for this project and thus should not be included in the Commissioning scope of work.

The total construction estimate, excluding all soft costs, contingencies and equipment and bonding fees is approximately \$1,800,000.00

The TOWN OF WINDSOR requests proposals for Commissioning Authority Services for the above project located at 1750 POQUONOCK AVENUE. Only proposals from experienced and reputable firms will be considered.

Request for Proposal documents only are available accessing the Town's website at <http://www.townofwindsorct.com/towninfo/rfp>. Copies of the Project Drawings and Specifications Book may be directly obtained from The Joseph Merritt & Company 60 Hamilton Street at the bidders' expense. No refunds will be provided.

Sealed proposals must be submitted to the Finance Department no later than **10:00 a.m. (Eastern Time) on Thursday January 10, 2019**. The TOWN OF WINDSOR reserves the right to reject any and all proposals in whole or in part, or to waive technical defects, irregularities and omissions, if it's in the best interests of the Town.

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2. Commissioning Authority Scope of Work

The TOWN is interested in securing the services of a Commissioning Authority for this project to work directly for the Owners Public Building Commission.

The Commissioning Authority's scope of services shall generally follow the items outlined here in this RFQ/RFP, and the Town will utilize **the attached two page consulting agreement**, subject to Corporation Counsel review and approval for this contract.

To allow a base line comparison, the respondent shall provide (but not limited to) the following services, as a minimum:

- Provide commissioning of VAC system in accordance with Section C408 of the Connecticut Energy Conservation Code.
- Develop and utilize a Commissioning Plan
- Verify, oversee, document, system(s) installation, testing and functional performance and training documentation.
- Complete a Commissioning Report.
- Attendance at Public Building Commission Meetings during commission work until final warranty review.
- Develop and maintain Commission Issue Log.
- Seasonal Cooling Testing Summer 2019.
- Warranty Review.
- Review O & M Manual for completeness.
- Include the printing costs for all interim reports, final reports, travel, lodging, meals, telecommunication, CAD drafting, testing equipment and other customary costs in the fixed fees. 4 copies of all interim and final reports will be required as part of the fixed fees. Please identify any fee exclusions on a separate page with Form 1.

Understanding the Commissioning Process

Fundamental Commissioning requires the designer to incorporate standards and strategies into the design process at a very early stage because there are so many important stages from site selection, conceptual planning, permitting and construction documents that are Commissioning dependent.

Verify that the building's energy-related systems are installed, calibrated and perform according to the Owner's Project Requirements, Basis of Design and Construction Documents.

Benefits of Commissioning

Benefits of Commissioning include reduced energy use, lower operating costs, reduced contractor callbacks, better building documentation, improved occupant productivity and verification that the systems perform in accordance with the owner's project requirements.

Requirements

The following commissioning process activities shall be completed by the commissioning team, in accordance with the requirements of the Contract Documents:

- 1) Designate an individual as the Commissioning Authority to lead, review and oversee the completion of the commissioning process activities.
 - a) The Commissioning Authority shall have documented commissioning authority experience in at least two building projects.
 - b) The individual serving as the Commissioning Authority shall be independent of the project's design and construction management, and may not be employees of the firms

providing those services. The Commissioning Authority may be a qualified employee or consultant of the Owner.

c) The Commissioning Authority shall report results, findings and recommendations directly to the Owner.

- 2) Develop and incorporate Commissioning requirements into the construction documents.
- 3) Develop and implement a Commissioning Plan.
- 4) Verify the installation and performance of the systems to be commissioned. Re-verify systems that are identified during the process to be recalibrated or reconfigured by the Commissioning firm.
- 5) Complete a thorough and Final Commissioning Report with a Executive Summary.

Commissioned Systems

Commissioning process activities shall be completed for the following energy-related systems, at a minimum:

- 2.1 Ventilating, air-conditioning and refrigeration (VAC&R) systems (mechanical and passive) and associated controls and power systems
- 2.2 Lighting and day lighting controls if applicable.
- 2.3 Plumbing systems (water heating and fixture performance if applicable).

Potential Technologies & Strategies

The process of commissioning a school involves a detailed review of building systems during construction / installation to confirm that they are functioning properly. This ensures that benefits of energy savings and high indoor environmental quality are actually realized during building operations as intended. Commissioning provides a level of quality control that has been shown to reduce the need for contractor callbacks. In order to meet this prerequisite, owners are required to use qualified individuals to lead the commissioning process. Qualified individuals are identified as those who possess a high level of experience in the following areas:

- 2.5 Energy systems design, installation and operation
- 2.6 Commissioning planning and process management
- 2.7 Hands-on field experience with energy systems performance, interaction, start-up, balancing, testing, troubleshooting, operation and maintenance procedures
- 2.8 Energy systems automation control knowledge: Owners are encouraged to consider including water-using systems, building envelope systems and other systems in the scope of the Commissioning Plan, as appropriate.

This LEED® for Schools Reference Guide provides guidance on the rigor expected for this prerequisite for the following:

- 2.10 Basis of Design
- 2.11 Commissioning Plan
- 2.12 Commissioning Specification
- 2.13 Performance Verification Documentation
- 2.14 Commissioning Report
 - 2.14.1 Ensure accurate as-built drawings and contract document revisions are maintained and distributed to all members of the Commissioning Team.
 - 2.14.2 Redevelop documentation and training programs for all building and operators and occupants.
 - 2.14.3 Retain Commissioning Documents as part of the permanent building records.

Commissioning is the process of ensuring that all building systems are installed and perform interactively according to the design intent. The installation is adequately documented and that the Operators are adequately trained. It serves as a tool to minimize post occupancy operational problems. It establishes testing and

communication protocols in an effort to advance to the building systems from installation to full dynamic operation and optimization. Building system problems can often be identified, documented and corrected through this process which can have a positive affect on energy bills and occupant comfort (Manke, Hittle et al. 1996) Fundamental Commissioning Tasks will include:

2.14.4 Act as the Owner's Commissioning Authority for Systems Commissioning during all phases of Construction.

2.14.5 Develop a design intent and basis of design documentation, which will provide the framework and guidance for the design of the Commissioning Systems. By introduction standards and strategies early in the process implementation of selected measures and target requirements can be easily adopted into the Construction Documents. The Owner shall provide a list of requirements including VAC, indoor environment, energy efficiency, siting and environmental responsiveness of the facility. Any important criteria, ideas, or objectives shall be documented by the owner along with building specifics such as: occupancy, space, process requirements, and other owner specifics. The basis of design shall include applicable codes, policies and standards; load and climatic assumptions that influence design decisions. This should be a narrative document updated with each phase of design.

2.14.6 Commissioning requirements will be included in the Construction Documents (Plans, Specifications) which will describe the Commissioning Documents such as: Pre Functional Test Plan; Functional Test Plan; Model Commissioning Manual; Test Performance; Commissioning of Systems in field; Final Commissioning Report.

2.14.7 Develop a Commissioning Plan; The Commissioning Plan outlines the Commissioning Process. It is part of the Contract Documents and stipulates Contractor responsibilities that are part of this project. It also indicates the details of the functional and pre-functional performance testing that is required which the contractor shall participate.

2.14.8 Meet with the Windsor Town and Public Schools Facilities Managers and staff (also hereinafter referred to as 'Owner'), the Contractors, General Contractor and appropriate Sub-contractors to verify individual roles and responsibilities for completing the Commissioning process as specified in the Commissioning plan(s)/specifications.

2.14.9 Participate with the Owner to integrate the Commissioning process into the contractor's schedule.

2.14.10 Verify all specified contractor start-up and testing procedures have been completed and documented. Secure all specified start-up and testing documentation for inclusion in the final Commissioning Report.

2.14.11 Develop physical inspection checklists and inspect all related construction for completeness, workmanship and compliance to the design specifications. Document all issues and note the party responsible for resolution.

2.14.12 Develop, coordinate, witness, perform and document functional performance testing procedures. Verify functional performance of specified systems in all operational modes and through every potential sequence of operation. Document all issues and note the party responsible for resolution.

- 2.14.13 Identify, document and track the status of all commissioning related issues through final resolution. Attend job site meetings to communicate the status of issues. Verify the appropriate resolution of outstanding issues.
- 2.14.14 Verify specified training has been provided to designated Town of Windsor personnel.
- 2.14.15 Verify specified operations and maintenance materials are complete and delivered to the Town of Windsor and school facility.
- 2.14.16 Document all Commissioning procedures and submit a final comprehensive report to the owner upon completion.
- 2.14.17 Commissioning Preparation and Organization:
 - 2.14.17.1 Commissioning Meetings including Kick off Meeting
 - 2.14.17.2 Develop Database for Tracking Issues / Concerns
 - 2.14.17.3 Develop Commissioning Plan
- 2.14.18 Installation Inspection:
 - 2.14.18.1 System Installation Inspection
 - 2.14.18.2 Summary of High Priority Installation Concerns and Documentation
 - 2.14.18.3 Re-inspect Systems after Correction
- 2.14.19 Performance Verification:
 - 2.14.19.1 Review Major System Tests/Start-ups Documentation
 - 2.14.19.2 Pre-Functional Testing
 - 2.14.19.3 Develop Performance Testing Procedures
 - 2.14.19.4 Performance Verification of Systems (includes One (1) Re-test)
 - 2.14.19.5 Summary of High Priority Operational Concerns and Documentation
- 2.14.20 Corrective Action Support:
 - 2.14.20.1 Develop Corrective Action Plan
 - 2.14.20.2 Technical Support In Resolution of Operating Concerns
 - 2.14.20.3 Corrective Action Validation
- 2.14.21 Maintenance Planning and Operations Training
 - 2.14.21.1 Coordinate and Support Training
 - 2.14.21.2 Review Operations and Maintenance Manuals
 - 2.14.21.3 Track and Overview Contractor Training
- 2.14.22 HVAC Systems: as applicable.
 - 2.14.22.1 Air Handling Units
 - 2.14.22.2 Primary / Secondary Chilled Water System
 - 2.14.22.3 Air-Cooled Chiller
 - 2.14.22.4 Fan Coil Units
 - 2.14.22.5 Exhaust fans
 - 2.14.22.6 Make-up Air Systems
 - 2.14.22.7 Glycol Filling Systems
- 2.14.23 Electrical Systems: as applicable.
 - 2.14.23.1 Transformer
 - 2.14.23.2 Power Quality
 - 2.14.23.3 Lighting and Lighting Controls
- 2.14.24 Energy Management Control System:
 - 2.14.24.1 EMS Workstation and Network
 - 2.14.24.2 EMS Communication
 - 2.14.24.3 EMS Sequence of Operation
 - 2.14.24.4 Field Devices

- 2.14.25 Plumbing Systems as applicable.
 - 2.14.25.1 Water Heater and Systems
 - 2.14.25.2 Plumbing Fixtures
- 2.14.26 Preventative Maintenance System Development:
 - 2.14.26.1 Development of PM Tasks and Detailed Descriptions of Work

2.15 Other Scope of Work Requirements

- A minimum of bi-weekly meetings with the Owner, Architect and others, as appropriate, as well as night meetings as needed (typically twice a month with the Windsor Public Building Committee (PBC)).
- Assistance in the review of Bids received for Commissioning components.
- Assistance in preparation of recommendations concerning bids.
- Provide input to General Contractor in developing a detailed project schedule including Commissioning components.
- Provides services, attend meetings and complete all Commissioning requirements through both heating and cooling seasons.
- Provide services until all punchlist items related to any component outlined in the Commissioning process are complete and accepted by owner.

2.16 Post-Construction Phase

As necessary to comply with the requirements outlined below and complete Commissioning process in accordance with The Connecticut Energy Conservation Code and as further required in this RFQ/RFP. Seasonal Heating testing fall 2018.

3. Proposals

This Request for proposals includes: Each section must be addressed, and the Town reserves the right to reject responses that do not follow the format given.

- Executive Summary
- History
- Firm Organization:
- Approach to Project:
- Fee Proposal- Lump Sums broken into phases (based on Form 1) with hourly rates and for additional work beyond construction schedule shown.
- Staffing Plan and Fee for Services. Provide a staffing plan for completion of the work. Indicate hourly rates of the staff, the estimated hours required completing the various phase tasks, and a total cost to the Town. Include all meetings, staff time, coordination, and all required project expenses in your total cost to the Town.
- Briefly describe the respondent, the approach to the project, the staffing available and envisioned for use on the project, and the capability of the respondent to operate to the given schedule while providing the services required. Give an overview of the history of the respondent with emphasis, upon recent public school projects of a similar nature but within the past 5 years. Include name of owner, architect, cost and completion date. Submission of these names shall constitute your permission for the PSBC or other Town representatives to contact those individuals. Highlight significant projects, accomplishments, and awards, as well as alliances or partnerships with other contractors, professionals, and owner's particular discussion should be given on HVAC M/E/P and indoor air quality type projects completed by the firm within the last 5 years.

Describe methods of cost control; show examples of conceptual estimates to actual bid results and final costs of projects completed within the last five years.

- Describe the Respondent's organization. Specify the personnel and equipment available for assignment to the projects. Specify the bonding capability and rating of the Respondent. Supply resumes of principal personnel as an appendix. Indicate contact person for the proposal phase, telephone and fax numbers. Describe, in whatever manner the Respondent deems appropriate, the Respondent's approach to the Project commencing with date of hire and ending with completion of punch list items and close out of paperwork. List software utilized for estimates and project management.
- Provide a list of contacts complete with phone and fax numbers for all projects listed (as required). State whether any projects of any kind resulted in a legal dispute and, if so, describe the dispute and the outcome of same. Submission of these names shall constitute your permission for the PSBC or other Town representatives to contact those individuals.
- Provide claims loss letter from insurance company covering the past five years, and provide a summary of claims and lawsuits in the last five years, detailing the claimant, project, date of the claim and narrate the current disposition of the claim or lawsuit.
- Project Approach: Provide a summary of the company's commissioning process, from Design Development, thru Construction Documents, in the Construction Phase and in the Acceptance and Post Occupancy Phases.
- Additional Information Provide any additional information about your firm or process which you believe may be useful and applicable for consideration.
- Exceptions Provide detailed list and explanation of any and all exceptions being made in this proposal. The submittal shall have each of these sections clearly delineated. The Respondent shall submit an original and ten (10) copies of the Proposal. A Certificate of Insurance, showing evidence of compliance with basic insurance requirements, will be required only at the time of negotiations.

3.1 Information

Technical and other questions should be directed to Joe Salamone, P.E., Principal Engineer, Joe Salamone and Associates 116 North Plains Industrial Road Unit C/D Wallingford, CT 06492. Phone 203-281-6895
E-mail jsalamone@salamoneassoc.com .

4. Basis of Award

Selection will be based upon the proposals submitted, qualifications, costs and interview process. Each firm selected for an interview will be provided a set of construction drawings. Respondents selected for interviews will be given no more than twenty (20) minutes in which to present their qualifications and proposal. At the interview each firm must elaborate on the project schedule and cost and confirm if the project can be completed within the specified budget with the Commissioning Authority's approach and fees. The Commissioning Authority firm must identify all key field and management personnel and make them available for questions during the interview. Respondents shall be asked to submit Fee Proposals along with additional materials deemed necessary. The Owner will give consideration to the following aspects of the Submittal and Presentation:

- Documented successful performance of firm on similar undertakings.

- Team Composition. Provide resumes of key individuals. Identify staff to be assigned and certify immediate availability for the requested Design Phase Project Management Services. Provide evidence of successful completion of comparable school Town projects. Indicate experience of the staff on similar projects
- The number of school or municipal HVAC M/E/P system projects Commissioned in the last 5 years \$10,000,000 construction value or higher).
- Documented successful past performance of firm and project staff on similar undertakings (\$10,000,000 construction value or higher).
- Manpower planning.
- Extent of services offered.
- References and reputation.
- The Town reserves the right to accept any proposal or to reject any or all proposals and to waive informalities in proposals if deemed to be in the best interest of the Town.
- The Town of Windsor is not liable for any cost incurred by any respondent prior to the issuance of a contract and purchase order.

5. Acknowledgement Form

IMPORTANT INFORMATION: Acknowledgement Form (Form 2) is located in this RFP package (at end) and shall be filled out and returned immediately.

6. Site Considerations

1730 Poquonock Avenue
Windsor, CT 06095

7. Bid Price

Lump Sum in phases listed in Form 1 (based on Construction Schedule shown) with hourly rates and unit prices for additional work beyond construction schedule shown.

8. Project Schedule

The following is the proposed schedule for the selection process and work program and is subject to change based on unforeseen conditions and requirements of the Town:

Advertise RFP	December 5, 2018
Request for Proposals Due	10:00 AM January 10, 2019
PBC Interviews (if any)	February – March 2019
Contract Award to Commissioning Authority	no later than March 30,2019
Construction Work (includes punchlist, Commissioning, startup both seasons, closeout)	May 1, 2019 – August 21, 2019

II. SUBMISSION REQUIREMENTS

1. Submission Due Date

Qualifications and Proposals will be accepted at the **Town of Windsor, Town Hall Finance Department, 275 Broad Street Windsor, CT. 06095 January 10, 2019, ten am (10:00 am) Eastern Time.** Proposals received after that time will not be considered. Bids will not be publicly read at time of bid opening and will be reviewed by staff and the Public Building Committee at a later date. Submittals may be withdrawn 90 days after opening if no award has been made.

2. Pre-Bid Meeting - None Required. However, interested respondents can tour the existing facility by contacting George Greco Public Schools Facilities Manager at 860-841-5153 to access the school, generally best from 3 pm till 6 pm Monday thru Friday but other accommodations can be made.

3. Vendor Information

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the Town.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.
- Current commissioning workload of the firm and identifying the company resources and staff that are assigned to the current commissioning workload, dates, etc.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

4. Addenda to this RFP

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

This document includes an acknowledgement page; this page shall be emailed back to the Whit Przech upon receipt, to ensure proper notification of changes to the published documents. The Town of Windsor does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document and bidding procedures should be referred to Whit Przech Windsor Buildings and Facilities Manager, 860-285-1870, email at przech@townofwindsorct.com.

The right is reserved to reject any and all bids, in whole or in part, to award any part or parts, or total bid, and to waive any informality or defects, if it is deemed in the best interest of the Town. If it becomes necessary to revise any part of this RFP or these Specifications or otherwise provide additional information, an addendum will be issued by the Town to all prospective Bidders who have received copies of the RFP and have returned the acknowledgment page or attended the pre-bid meeting (if required).

5. Qualifications Criteria

A firm submitting qualifications shall be considered as qualified for this project, provided that the firm has provided sufficient supporting documentation. The Town of Windsor shall be the sole judge in determining the sufficiency of said supporting documentation.

III. CONTRACT CONSIDERATIONS

1. General Considerations

The sections listed below are informational only; firms submitting qualifications are hereby advised that any firm awarded a contract shall be subject to these conditions. Qualifications packages are not required to contain any documents described within this section (e.g. certificates of insurance are required solely at the time of contract execution with a contracted firm).

2. Equal Opportunity – Affirmative Action

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the firm 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 firm with fewer than 15 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 this contract.

3. Indemnification

The awarded firm shall agree to indemnify, defend, and save harmless the Town of Windsor, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract. The Town, as a sovereign government, cannot indemnify businesses or individuals.

4. Insurance

Prior to the execution of any contract, the Town of Windsor requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (Acord or other approved format) naming the Town of Windsor **and the Windsor Board of Education** as additional insured, for the following:

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$3,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the Town before starting work.

5. Termination

Please note that any contract executed by the Town of Windsor, may be terminated by the Town upon (30) days written notice, in the event that the Town determines that termination is in its best interest. In the event of termination, the Bidder shall be compensated for all work properly performed in accordance with the approved fee schedule submitted after award.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the Town, without the required thirty (30) Days' advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the Town for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination for cause.

6. Non-Appropriation of Funds

Please note that any contract executed by the Town of Windsor, Permanent School Building Committee or the Board of Education is subject to the appropriation of funds on an annual basis.

7. Contract Governed by Connecticut Law

Please note that any contract executed by the Town of Windsor shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Windsor

Further, any such contract, and any other documents associated therewith, shall be in compliance and conformance with all applicable provisions of the General Statutes of the State of Connecticut, and the rules and regulations pertaining thereto, as the same may be amended from time to time, including, but not limited to, all provisions pertaining to Public School Building Projects.

IV. Conditions of Bid and Selection

1. The invitation to Bid by the Town and these Specifications are intended to provide interested parties with uniform information concerning the requirements for submitting bids. In responding to this RFP, the bid requirements and content format indicated herein must be adhered to. Failure to respond to all information requested may result in disqualification of the bid.
2. The bid price shall include all items and services typical of this type of project. The Town standard consultant agreement form will be used. In the event that a prospective design firm takes exception to any provisions to this RFP, said firm shall submit a second bid price with enumerated and identified conditions.
3. The submission of a bid will be construed to mean that a Bidder is fully informed as to the extent and character of the Town's requirements, and the Bidder represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications. Once submitted, all bids become property of the Town. Bids must be firm and may not be withdrawn for sixty (60) days, or until the Town awards

the contract for design services, whichever comes first. The Town shall not be liable for any costs incurred by Bidders in preparing or submitting bids.

4. The Town reserves the right to reject any bid, in whole or in part, and to waive technical defects, qualification, irregularities and omissions, if, in its sole judgment, the best interest of the Town will be served by doing so. Each bid received within the required time frame will be evaluated individually by the Town. Each evaluation will be made using consistent judgments concerning the qualifications of each bidder and the responsiveness of each bid.
5. In the event that the selected Bidder fails to successfully negotiate and execute a contract within thirty (30) days after notification of award by the Town, the Town may cancel its selection without penalty and reconsider other bids or solicit new bids. The Town of Windsor, in its sole discretion, may extend this period for a short time if negotiations are proceeding in good faith.
6. Town shall consider the successful Bidder to be the sole point of contact with regard to Commissioning services, including payment to and performance of service by the design firm, its agents and employees. The successful Bidder shall not be allowed to assign the contract or delegate any responsibilities or duties to any third party without prior written consent of the Town.
7. If warranted by the PSBC, firms selected for interview will be provided with the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to or immediately following the interview process.
8. Non-collusion Representation: In submitting a bid, the Bidder shall declare that its bid is made without any connection with any persons making another bid for the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; that no official of the Town, or any person in the employ of the Town is directly or indirectly interested in said bid or in the supplies or work to which it relates, or in any portion of the profits thereof.
9. Conflict of Interest Disclosure Required: No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner, or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be known in writing to the agency making such purchase, and notice thereof posted for at least five (5) days before such purchase be made in the office of the agency making such purchase and in the public place in the Windsor Town Hall.

V. Award Considerations

The Town may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the Town will be guided by consideration of the interests of the Town. The Town also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the Best Interest of the Town. The Award will be made pursuant to Connecticut law from a pool of not more than the four (4) most responsible qualified bidders after a public selection process and will be made to the most responsible qualified bidder, taking into consideration all criteria included within this request for proposals. The cost portion of the evaluation will be based upon a proposal fees submitted and will also be used as part of the criteria for selection.

Request For Proposals for Commissioning Authority for the Indoor Air Quality (IAQ) and M/E/P System Renovations at Poquonock Elementary School

Due Date: January 10, 2019, 10:00 AM Eastern Time

**Town of Windsor
James Bourke
Director of Finance
Windsor Town Hall
275 Broad Street
Windsor, Ct 06095**

In accordance with the Town's requirements, fees should be based on the tasks outlined in this request for qualifications/proposals, and the information provided by the drawings, cost estimate and schedule as of the schematic design phase. The undersigned agrees to provide services as defined herein.

Because plans are in design development phase, please present your fees as noted below, which may be used as a basis to negotiate a firm price that will prevail for the full project.

	<u>Fee</u>	<u>Est. Staff Hours</u>
• Design Development: Review Documents and Prepare Report	\$ _____	_____
• Construction Document Phase	\$ _____	_____
• Construction Administration	\$ _____	_____
• Final Completion, Warranty, Reports and Punchlists:	\$ _____	_____
• <u>Total Lump Sum Fee FOR BASE BID ONLY</u>	<u>\$ _____</u>	
• Percentage markup and estimated reimbursable expenses for each phase. _____ %		
• List and estimate on another sheet any other miscellaneous costs for each phase.		
• Please include your hourly rates per discipline and title on another sheet.		

The undersigned, who is legally authorized to sign bid documents on behalf of the firm is familiar with the conditions surrounding this Request for Qualifications/Proposals, is aware that the Town reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Form 1 (Page 2)

Signature

Company Name

Printed Name

Signature

Address

Title

Town

State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

Town of Windsor
Request For Proposals
for a
Commissioning Authority for the
VAC Equipment Replacements & Improvements
for the
Poquonock Elementary School

*Town of Windsor
275 Broad Street
Windsor, Ct 06095*

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ___ 1. The proposal has been signed by a duly authorized representative of the company.
- ___ 2. Fee schedule you have offered has been reviewed and verified.
- ___ 3. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.
- ___ 4. Any addenda to this document have been acknowledged and included.
- ___ 5. The envelope has been addressed to:
Windsor Town Hall
Attn : James Bourke
Director of Finance
Finance Department
275 Broad Street
Windsor, Ct 06095

Re: RFP # VAC Equipment Replacement Improvements
Poquonock Elementary School
- ___ 6. The envelope has been clearly marked with the proposal name and opening date.
- ___ 7. Make sure the original is clearly marked.
- ___ 8. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your submittal.