

TOWN OF WINDSOR
REQUEST FOR PROPOSALS
COMMISSIONING AGENT SERVICES

RENOVATIONS AT

**WINDSOR POLICE DEPARTMENT
110 ADDISON ROAD
WINDSOR, CT**

AND

**WINDSOR FIRE DEPARTMENT & EMS
340 BLOOMFIELD AVENUE
WINDSOR, CT**

JUNE 27, 2019

TOWN OF WINDSOR

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TOWN OF WINDSOR
REQUEST FOR QUALIFICATIONS AND PROPOSALS
COMMISSIONING AGENT SERVICES

**RENOVATIONS AT
WINDSOR POLICE DEPARTMENT AND WINDSOR FIRE DEPARTMENT & EMS
WINDSOR, CT**

I. LEGAL NOTICE

The Town of Windsor is seeking to engage a Commissioning Agent (CxA) to provide services necessary to commission new systems being installed in these facilities and systematically optimize the building and ancillary systems so that they operate efficiently and effectively in accordance with Town of Windsor Project Requirements, and that the facility staff has adequate system documentation and training. It is the intent of the Town of Windsor to ensure that the fundamental systems are calibrated and operating as required to deliver functional and efficient performance. Hard copies of the complete Request for Qualifications-Request for Proposal package will be available on Town of Windsor website on June 27, 2019.

Respondents are required to submit three (3) double-sided copies and one (1) electronic copy of a sealed Statement of Qualifications by no later than **July 31, 2019 at 2:00 p.m. at the Finance Department, Town of Windsor, Attention: James Bourke Director of Finance** and marked:

**“RFQ-RFP COMMISSIONING AGENT SERVICES FOR
RENOVATIONS AT WINDSOR POLICE DEPARTMENT AND
WINDSOR FIRE DEPARTMENT & EMS
WINDSOR, CT**

Statements of Qualifications and Sealed Proposals received after that date and time will be rejected.

Town of Windsor reserves the right to reject any or all Statements of Qualifications, or waive informalities, irregularities and/or defects in same, if it deems such to be in the best interest of Town of Windsor. Questions regarding this Request for Qualifications should be directed to Whit Przech Buildings and Facilities Manager Town of Windsor, Email: przech@townofwindsorct.com.

II. PROJECT DESCRIPTION (WINDSOR POLICE DEPARTMENT)

- A. The Windsor Police Department Project at 110 Addison Road is presently being designed by Kaestle Boos Associates (“Architect”) and RZ Design Associates, Inc. (MEP Engineer”). Construction documents are expected to be completed by July 2019. The Basis of Design is established and will not change with the introduction of the CxA. In total, the Police Department facility is approximately 30,325 square feet.
- B. The project includes transforming the currently unoccupied eastern portion of the existing Windsor Department of Public Works (DPW) facility into a newly renovated Windsor Police facility. Proposed additions are limited to one 175 SF vestibule addition located at the main entry. Renovations shall be approximately 30,150 SF and include:
 - 1. A comprehensive demolition of existing office layout
 - 2. A public lobby with training room, an administration suite, a communications room, a patrol area, a detective’s area, male and female toilet/locker rooms, a prisoner processing area with detention cells, a drive through sally port, multiple storage spaces, and related building services spaces
 - 3. Upgrades to the building envelope such as wall insulation, roof insulation and roofing (limited to 30,150 SF), as well as window and door replacement
 - 4. Adding metal panel cladding the entire length of the north elevation
 - 5. Utilizing durable finishes throughout the facility suitable for the Windsor Police Department. Also included is associated sitework for the project and the removal of existing hazardous materials.

III. PROJECT DESCRIPTION (WINDSOR FIRE DEPARTMENT & EMS)

- A. The Windsor Fire Department & EMS Project at 340 Bloomfield Avenue will be designed while the Windsor Police Department is in construction. The design team will be Kaestle Boos Associates (“Architect”) and RZ Design Associates, Inc. (MEP Engineer”). Construction documents are expected to be completed by January 2020. The Basis of Design is established and will not change with the introduction of the CxA. In total, the Police Department facility is approximately 38,400 square feet.
- B. The project includes converting the current Windsor Police and Fire facility into a newly renovated Windsor Fire and EMS facility. Proposed additions would include three drive through apparatus bays, firematic support spaces, a training mezzanine, and two small entry vestibules. Additions to the existing facility shall be approximately 11,400 SF. Renovations shall include:
 - 1. Selective demolition of the existing layout
 - 2. A shared public lobby, a shared administration suite, a shared fitness

room, a shared training room, shared building services spaces. EMS spaces shall include an administration area, day room, a kitchen, bunk rooms, toilets and showers, and reuse of the existing apparatus bays located on the west side of the existing facility. Fire department spaces shall include staff lobby located at the rear of the building, an administration area, a day room, a kitchen, bunk rooms, toilets and showers. Renovations to the existing facility would be approximately 27,000SF.

3. Upgrades to the building envelope such as wall insulation as well as window and door replacement

4. Adding metal panel cladding the entire length of the south elevation

5. Utilizing durable finishes throughout the facility suitable for the Windsor Fire Department and EMS. Also included is associated sitework for the project and the removal of existing hazardous materials.

III. SCOPE OF WORK

The scope of work for the Project shall be as described in this RFQ. Respondents should expect to work with the Architect, Engineer, Construction Manager and Town of Windsor in all aspects of the design and construction of the Project.

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 a deliverable report to Town of Windsor according to a project schedule set by CxA and agreed upon by Town of Windsor. All commissioning tasks are to be conducted in a transparent manner and involve the building engineer and operations staff to the greatest degree possible and shall be done consistent with all applicable federal, state and local statutes, regulations and ordinances, and the CxA-Town Agreement. Town of Windsor is committed to commissioning certain portions of this facility to systematically optimize the building and ancillary systems so that they operate efficiently and effectively in accordance with Town of Windsor Project Requirements, and that the facility staff has adequate system documentation and training. It is the intent of Town of Windsor to ensure that the fundamental systems are calibrated and operating as required to deliver functional and efficient performance.

Scope:

The Building Commissioning Services shall at a minimum meet the following requirements, as well as ASHRAE Guidelines 0, 1.1, 1.2 and 1.3.

A. Systems

The systems under this scope of services to be commissioned include the following:

1. Newly installed heating, ventilating, and air-conditioning (HVAC) system
2. The Energy Management & Controls System (EMCS) for the HVAC system.

3. Newly installed electrical systems (lighting and receptacle systems, electrical panels, motor control centers, electrical motors, and other electrical items including emergency power and automatic transfer switching systems).
4. New lighting and day-lighting control systems.
5. Life safety systems (fire alarm and fire protection).
6. IT and communications systems.
7. Security Systems

B. Commissioning Tasks

These listed systems will be commissioned by the tasks described individually below for the construction and occupancy/operation phases of the project.

Construction Phase

The commissioning process tasks accomplished by the commissioning authority during the construction phase include:

1. 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.
2. Perform site visits, as necessary, to observe component and system installations. Accomplish a statistical review of construction focusing on Town of Windsor design intent and the quality process. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction-meeting minutes and submittals for revisions/substitutions relating to the Town's design intent. Assist in resolving any discrepancies.
3. With necessary assistance and review from the installing contractors, develop and write construction checklists. Submit to the project team and Town of Windsor for review and/or approval.
4. Organize and conduct monthly commissioning team meetings during the construction phase to plan, develop the scope, coordinate, schedule activities and resolve problems. Issue meeting minutes.
5. Conduct a review of contractor submittals for commissioned systems concurrent with the design professional's review.
6. Work with contractors in completing construction checklists and tracking of checklist completion.
7. Statistically sample completion of construction checklists on a periodic basis to verify that contractor's quality process is achieving Town of Windsor project requirements.

8. Review piping and ductwork pressure tests, system flushing and systems startup by reviewing reports and by selected site observation.
9. With necessary assistance and review from installing contractors, write the test procedures. Submit to A/E and Town of Windsor for review and approval.
10. Assist the construction manager with the coordination of the contractors to execute the tests.
11. Coordinate, witness and recommend approval of test procedure performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
12. Recommend approval of air and water systems balancing through statistical sampling of the report and separate field verification.
13. Maintain a master issues log and a separate testing record. Provide to the project team and Town of Windsor written progress reports and test results with recommended actions.
14. Document the correction and retesting of non-compliance items by the contractor.
15. Review systems manual and energy management manual prepared by the Contractor. The manual should cover the operations and maintenance of all HVAC systems and other systems covered by this specification.
16. Review, recommend pre-approval, and verify the training provided by the contractors.

Occupancy/Post Occupancy Phase

The commissioning process tasks accomplished by the commissioning authority during the occupancy and operations phase include:

1. Schedule and verify deferred and seasonal testing by the contractor.
2. Complete the final Commissioning 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.

IV. TIMELINE OF THE RFP PROCESS

The following timeline has been tentatively established:

Legal Notification of RFP Release	June 27, 2019
Statements of Qualifications and Sealed Proposals Due	July 31, 2019
Interviews of Selected Firms	August / September 2019
Selection/Recommendation of Firm	September 2019

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained or referenced in this RFQ-RFP must be made to Whit Przech, przech@townofwindsorct.com on or before July 25, 2019 10:00 am. No phone calls will be accepted.

V. SUBMISSION OF QUALIFICATION STATEMENTS

General Requirements: Qualification response packages shall provide a straightforward, concise description of the CxA's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Project. Submittals shall be double-sided, include a "Table of Contents", clearly tabbed for each part of the requirements listed below, and limited to the number of pages indicated per section.

Qualifications:

Town of Windsor requires the following minimum qualifications for the firm designated as the Commissioning Agent:

He/she has acted as the commissioning agent for at least (3) three projects of over 30,000 sq. ft. over the past three (3) years, including recent extensive experience with sustainable design and construction projects.

He/she has had a minimum of (5) five years of experience in this type of work.

He/she has extensive experience with operation and trouble shooting of HVAC systems and energy management systems and in building operation and maintenance training.

He/she has knowledge in testing and balancing of various media systems and experience with high performance system design and HVAC control strategy optimization.

Must possess excellent verbal and written communication skills, be highly organized; and able to work with both management and trade contractors.

The Commissioning Agent staff shall be certified in building commissioning by a nationally recognized organization such as ASHRAE, the Building Commissioning Association, the Associated Air Balance Council Commissioning Group, the Association of Energy Engineers, or the National Environmental Balancing Bureau.

General Requirements:

Responses shall be double-sided, include a "Table of Contents", clearly tabbed for each part of the requirements listed below, and limited to the number of pages indicated per section. A letter of interest providing a brief background of the CxA, the CxA's interest in the Project, and how it satisfies the Qualification Criteria. A cover letter should introduce the submission. Respondents shall submit three double-sided copies and 1 electronic copy (1 compiled Adobe PDF file) of their responses. Respondents' submissions shall include tabbed sections as follows:

1. Company Information (2 pages) - The CxA shall provide a brief summary of its company, including the following information:

- Name of company and parent company, if any;
- Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Town of Windsor Locks;
- Name of company primary areas of service;
- Address of principal office and office from which the Project will be managed;
- Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Purchasing Agent;
- Legal form of Ownership. If a corporation, where incorporated; and
- Years engaged in above services under its present name.

2. Relevant Experience and References (6 pages) - Provide descriptions of three (3) similar projects for which the CxA has provided similar services along with references and contact name(s) and information. The description of each project should include pertinent information such as the project type, size, and scope of work performed and any pertinent features, as well as Town and/or A/E contact information for each such project. The Respondent must be able to demonstrate its ability to properly manage the commissioning of a project of the size and complexity specified herein in accordance with the DCS-OSF requirements.

3. Team Format (3 pages) – Provide details on any services that will not be provided in-house. If consultants are to be proposed for use in response to this RFP, please provide names of any and all consultants; named consultants may not be changed without prior notice and approval of the substitution by Town of Windsor.

4. Experience of Key Personnel - Provide a list of the key personnel (1 page per person) to be assigned to the Project (including consultants, if applicable), a brief description of the work they will perform, The location of the office to be used by key personnel listed shall be indicated. Resumes of the key personnel (including consultants) who will be directly involved in the Project shall be included. Said resumes shall state at a minimum:

- Current job title, responsibilities, and type of work performed, and time at current firm
- Educational background, academic degrees, professional associations
- Experience on projects similar to that described in this RFP

VI. FEE PROPOSAL FORM

TOWN OF WINDSOR
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COMMISSIONING AGENT SERVICES

**RENOVATIONS AT
WINDSOR POLICE DEPARTMENT AND WINDSOR FIRE DEPARTMENT & EMS
WINDSOR, CT**

Sealed Fee Proposal

Name of Company: _____

WINDSOR POLICE DEPARTMENT

Project Phase	Fee
Construction Phase	
Occupancy/Post Occupancy Phases	
Reimbursable Expenses	
TOTAL	

WINDSOR FIRE DEPARTMENT & EMS

Project Phase	Fee
Construction Phase	
Occupancy/Post Occupancy Phases	
Reimbursable Expenses	
TOTAL	