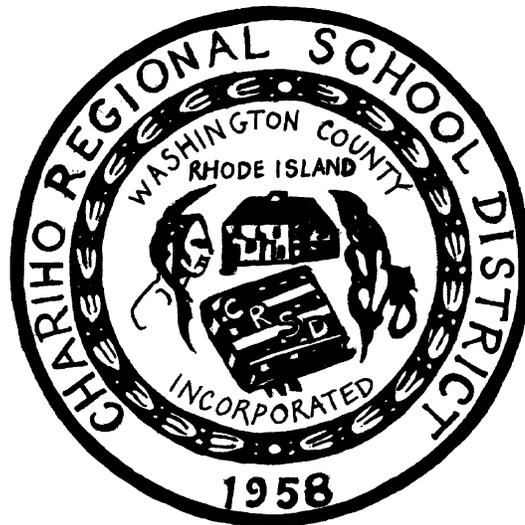


CHARIHO REGIONAL SCHOOL DISTRICT

Commissioning Services Request for Proposals



Pre-Proposal Conference
December 7, 2016 at 9:00 AM

RFP Due and Publicly Opened
December 27, 2016 at 9:00 AM

Director of Administration and Finance
CHARIHO Regional School District
455A Switch Road
Wood River Junction, Rhode Island 02894

ADVERTISEMENT FOR PROPOSALS

The CHARIHO Regional School District hereinafter called the "Owner" will receive sealed proposals for the following:

Commissioning Services Request for Proposals

An optional Pre-Proposal Conference will be held on December 7, 2016 at 9:00 AM at the CHARIHO Administration Building, 455A Switch Road, Wood River Junction, RI 02894.

General proposals shall be received and opened publicly at the office of the Director of Administration and Finance, 455A Switch Road, Wood River Junction, Rhode Island, no later than December 27, 2016 at 9:00 AM for the **Commissioning Services Request for Proposals**.

Proposals/Bids received after the stipulated time shall not be accepted.

All proposals/bids must be submitted in sealed envelopes marked **Commissioning Services Request for Proposals**.

Copies of the proposal/bidding documents and performance specifications can be requested electronically at www.CHARIHO.k12.ri.us/bids or will be available at the Pre-Proposal Conference or by calling the Director of Administration and Finance at 401-364-3260.

Equal Opportunity / Affirmative Action Employer

**Commissioning Services
CHARIHO Regional School District
Request for Proposals**

The CHARIHO Regional School District is soliciting proposals from qualified firms to provide Commissioning Services for the R.Y.S.E. School Construction and Related Site Improvements Project, which is projected to cost up to 6 million dollars.

Please see <http://www.rysereferendum.org> for additional information about this project.

Scope of Commissioning Services:

The commissioning activities for this project are structured to follow the most current applicable ASHRAE standard and the most recent, NECHPS protocol's commissioning guidelines, provide quality basic commissioning services to the District and meet reasonable budget limitations. To meet these commissioning goals we are proposing that the following commissioning procedures be implemented:

- Review the design intent and basis of design documentation
- Review construction documents
- Include commissioning requirements in the construction documents
- Develop and utilize a commissioning plan
- Review contractor submittals for systems being commissioned
- Verify installation, functional performance, training, operation, and maintenance documentation for systems being commissioned
- Complete a commissioning report
- Provide the District with a systems manual that helps the District operate the building systems as efficiently and effectively as possible and contains the information required for re-commissioning of building systems.
- Review building operation with O & M staff and provide a plan for resolution of outstanding commissioning related issues within one year after construction completion date.

Presented below is a brief description of the proposed scope of the commissioning services. The proposed scope was defined to meet the aforementioned goals of commissioning activities.

1. During Design Phase:

1.1 Review the Design Intent document. The design intent document will serve as basis for commissioning activities.

1.2 Review/comment on construction documents.

1.3 Create commissioning plan. The plan will include the following components:

- a. Brief overview of commissioning project
- b. List of all commissioned features and systems
- c. Identification of primary commissioning participants and their responsibilities
- d. Description of the management, communication, and reporting in the commissioning process
- e. Outline of the commissioning process scope including submittal review, observation, startup, testing, training, O & M documentation, and warranty period activities
- f. List of expected written deliverables
- g. Schedule of activities

h. A description of rigor and scope of testing

1.4 Draft commissioning specifications

2. During Construction Phase:

2.1 Attend construction meetings, as necessary

2.2 Review selected Mechanical and Electrical submittals

2.3 Create functional test procedures for the following systems (if applicable)

- a. Air handling units
- b. Condensing units
- c. Unit heaters
- d. Radiant system
- e. Ground source Geo-Thermal system for the R.Y.S.E Building
- f. Additional energy saving related construction

2.4 Review control system programs with the Controls Contractor

2.5 Witness major equipment start up (air handlers). Review of pre-functional test procedures; start up procedures and contractor's checklists for equipment to be commissioned.

2.6 Direct contractors to demonstrate functional tests of the following systems:

- a. Air handling units
- b. Condensing units
- c. Unit heaters
- d. Radiant system
- e. Ground source Geo-Thermal system for the R.Y.S.E Building
- f. Additional energy saving related construction

2.7 Review and comment on the Operation and Maintenance (O & M) manuals

2.8 Review and comment on the Training Plan

2.9 Prepare a commissioning report, which will include the following:

- a. Commissioning plan
- b. Functional test procedures
- c. Results of functional test procedures
- d. Recommendations for improvements
- e. Trend graphs
- f. All commissioning related correspondence
- g. Blank test forms for re-commissioning in the future
- h. Verification of installation, training, operations and maintenance documentation of each commissioned system

2.10 Develop a Systems and Energy Manual for commissioned services in compliance with the NECHPS protocol. The manual will include the following components compiled, as available, from various construction and documents and project deliverables:

- a. Index of all commissioning documents with notation as to their storage location
- b. Commissioning report
- c. Initial and final design intent documents
- d. As-built documents

- e. Description of systems, including capabilities and limitations
- f. Ongoing operation instructions for energy-saving features and strategies
- g. Functional performance test results, blank test forms and recommended schedule for on-going benchmarking
- h. Seasonal operational guidelines
- i. Recommendation for recalibration frequency of sensors and actuators by type and use
- j. Sequence of operations as actually implemented with control system data including all set points, calibration data, etc.
- k. Location of all control sensors and test ports
- l. Seasonal start-up and shutdown procedures
- m. Control schematics and computer graphics
- n. Manufacturer's recommended maintenance procedures

3. During Warranty Phase:

- 3.1 Perform remaining seasonal commissioning tasks
- 3.2 Meet with the facility staff two months previous to the end of the warranty period and review current building operation. A detailed list of commissioning deliverables and schedules will be prepared and agreed upon as part of the Commissioning Plan development. Additional deliverables will be discussed and mutually agreed upon before we start proceeding with their preparation. In general, the deliverable will consist of the following:
 - a. Review of design intent
 - b. Review of construction documents
 - c. Commissioning Plan
 - d. Review of O & M Manuals and of the Training Plan
 - e. Progress reports issued after each site visit
 - f. Review of Control System Programs
 - g. Systems Manual
 - h. Final commissioning report issued at completion of the project

4. During All Phases:

- 4.1 Errors and omissions related to inspections and subsequent approvals shall be the sole financial responsibility of the provider of commissioning services.

Deliverables:

For each project the consultant will provide three (3) copies each in hard copy and two (2) copies each in electronic format.

- A. Commissioning specification
- B. Commissioning plan
- C. Commissioning schedule
- D. Commissioning test plan
- E. Pre-functional performance checklists and test procedures
- F. Functional performance test procedures.
- G. Seasonal performance test procedures
- H. Non-compliance reports
- I. Acceptance reports

- J. Draft commissioning report
- K. Preventative maintenance plan, detailed operating plan, and energy and resource management plan
- L. Final commissioning report
- M. Training documentation inventory and training summary report

Schedule:

Construction is projected to begin in spring/summer of 2017.

Pre-Proposal Conference

An optional pre-proposal conference shall be held on December 7, 2016 at 9:00 AM at the CHARHO Administration Building, 455A Switch Road, Wood River Junction, RI 02894. The purpose of this session is to provide a brief overview of the project. Available information shall be discussed and questions shall be answered.

Commissioning Services Proposal Submissions

Each Commissioning Services firm shall include the following elements in their proposal submissions:

- Names, qualifications, and resumes of all key personnel to be assigned to the project,
- A list of recently completed projects similar in scope.
- At least three (3) references of persons who are familiar with your work. The Building Committee is to have express permission to contact references in person, by phone, and/or correspondence,

Fifteen (15) copies of proposals shall be submitted in a sealed envelope, marked “Commissioning Services RFP” no later than December 27, 2016 at 9:00 AM to the Office of the Director of Administration and Finance, 455A Switch Road, Wood River Junction, RI 02894.

Selection Criteria

The selection will be based on the following criteria; in no order of priority,

- Current relevant experience on similar projects,
- Past performance on public school projects and commercial projects, including constructability and timeline,
- Knowledge of public construction laws, regulations, and procedures in Rhode Island,
- Competence to perform the services as reflected by technical training and education; general construction experience; experience in providing the required services; and qualifications and competence of persons who would be assigned to perform the services;
- Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines;
- Price
- Potential to present proposals and recommendations (within budget) designed to meet requirements for additional energy-related school construction aid reimbursement from the RI Department of Education.
- Demonstrated evidence that responsibility is taken for errors and omissions related to inspections and subsequent approvals.

**Commissioning Services
Chariho Regional School District
Cost Proposal Form**

The bidder will provide commissioning services based on the Request for Proposals issued for the CHARIHO Regional School District and as described in RIDE’s School Construction Regulations, ASHRAE, and NECHPS protocol commissioning guidelines. The fees for these services will be broken down as follows:

Company Name			
Company Street Address			
City		State, Zip	
Bidder’s Signature			
Printed Name		Title	
Date		Phone Number	
Fax Number		Email	

Design Phase Stipulated Sum	\$
Construction Phase Stipulated Sum	\$
Warranty (Post Occupancy) Phase Stipulated Sum	\$
TOTAL Stipulated Sum	\$
Reimbursable Expenses: All out of pocket expenses for reproductions, printing, and postage will be reimbursable @ _____ . Also, provide a recommended project reimbursable allowance.	
Additional Services Breakdown:	
If required, hourly rates for additional services will be:	
Commissioning Agent	\$
Other	\$

Please note that the CHARIHO Regional School District reserves the right to award this project by phase or in its entirety.

Payment

Payment of fees will be made on submittal of monthly invoices for completed work as approved by Owner. Invoices must contain the following documentation:

- A. Labor breakdown by man-hour and task.
- B. Documentation of employee time expended.
- C. Balance of effort and funds.
- D. Direct expense breakdown.

The following must be included with submission documents:

- Names, qualifications, and resumes of all key personnel to be assigned to the project,
- A list of recently completed projects similar in scope.
- At least three (3) references of persons who are familiar with your work. The Building Committee is to have express permission to contact references in person, by phone, and/or correspondence,

USEFUL LINKS

[RIDE's School Construction Regulations](#)

[Design Reviews and Construction Phase Guidance](#)

[NECHPS Protocol](#)