



**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

**REQUEST FOR PROPOSAL**

RFP No. 2015-027

Issued: May 15, 2015

Subject: Commissioning Services for Stratford High School

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Proposals will be received until 2:00 pm June 1, 2015, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposals received after the date and time specified shall NOT be considered.

A non-mandatory pre-proposal meeting will be held at the Civil War Monument, Academy Hill on May 19 at 11:00am

**B. INSTRUCTIONS:**

Proposals are to be submitted (FIVE COPIES) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

The Fee Proposal must be submitted on Exhibit A, "Fee Schedule" in a separate sealed envelope marked "Fee Proposal".

Proposals must be delivered to:

Purchasing Department  
Stratford Town Hall — Rm 202  
2725 Main Street  
Stratford, CT 06615

**C. CONDITIONS:**

**Bid Surety:**

A Bid Surety is not required.

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

**Addendums:** All addendums will be posted on the town website [www.townofstratford.com](http://www.townofstratford.com). It is the responsibility of the bidder to check the website for any addendums before submitting their proposal.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

**D. RESERVATIONS:**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.



**Stratford Board of Education**  
*"Tantum eruditi sunt liberi" — Only The Educated Are Free*

## REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL

for  
Commissioning Services  
for

### Stratford High School

Office of School Facilities Project #138-0097

Town of Stratford RFP #2015-027

Issue Date: May 15, 2015

Written Responses Due: June 1, 2015 at 2:00 pm EDT

Town of Stratford  
Purchasing Department  
2725 Main Street  
Stratford, CT 06615

QUESTIONS: Contact Owner's Project Manager, Richard Snedeker, in writing via e-mail [rsnedeker@crec.org](mailto:rsnedeker@crec.org).  
No questions will be accepted after May 22, 2015 12:00 pm EDT

## **Instruction to Bidders**

CREC Construction Services (“CREC” or “Owner’s Project Manager”) will be administering this RFQ/P process for the Town of Stratford (“Owner”). Written proposals are due by June 1, 2015 at 2:00pm EDT. Firms are required to submit (i) a copy of a completed fee schedule, a copy of which fee schedule is attached here to as Exhibit A and made a part hereof (the “Fee Schedule” and as completed and submitted, a “Fee Proposal”) in a sealed envelope; and (ii) separately from the Fee Proposal, five (5) copies of the firm’s qualification response to this RFQ/P to the Owner’s Purchasing Office located at 2725 Main Street, Room 202, Stratford, CT 06615 Attention: Michael Bonnar, Purchasing Agent.

## **Commissioning Services**

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner, occupants, and operators, and as required through C.G.S. Section 16a – 38k. To reach this goal, it is necessary for the commissioning process to establish and document the owner’s criteria for system function, performance, and maintainability; as well as, to verify and document compliance with these criteria throughout construction, start-up, and the initial period of operation. The project shall be designed to the Connecticut High Performance Standards following the required formal process, as indicated in the Regulations of Connecticut State Agencies Section 16a-38k and the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings. The Building Commissioning Services shall meet the mandatory Requirements of Section 16a-38k-3(a) and those described in the Compliance Manual, State of Connecticut “Capital Projects High Performance Buildings Guidelines”, State Department of Administrative Services, Division of Construction Services, Office of School Facilities, Supplements to the Guidelines. The commissioning services shall also include enhanced commissioning as further described throughout this RFQ/P. This is not a LEED project, although references to LEED processes are intentionally included in Section I to fill voids in the Connecticut High Performance Buildings Standards.

**Project Description** – The project is a 9<sup>th</sup> to 12<sup>th</sup> grade high school to be located in Stratford, CT (the “Project”). The Project will consist of a school facility of approximately 219,000 aggregate net sq.ft. and will include all the typical elements of a high school. The current estimated construction cost is \$82,000,000. The design of the Project will begin in May 2015 and the completion of the school facility is expected to be the summer of 2019. Antinozzi Associates of Bridgeport will be the architect of record (the “Architect”). It is anticipated that the Project will be done in multiple phases, beginning with the construction of a new three-story building of approximately 140,000 sq. ft., followed by demolition, additions, and alterations of an existing building for the remainder of the Project.

## **Qualifications:**

The Owner requires the following qualifications for the commissioning personnel assigned to this project, designated as the site Commissioning Agent (CxA):

- He/she has acted as the CxA for at least five (5) projects of over 150,000 square feet.
- He/she has a minimum of five (5) full years in this type of work.
- He/she can provide at least five (5) references from completed commissioning projects.

- He/she has been certified (CCP) through the Building Commissioning Association.
- Exhibit B must be completed (List of Qualifying Projects) and submitted as part of the RFP response.

The required expertise for this Project will be based on the skill and experience of the full team making the proposal.

A member of the prime firm will be the designated CxA who is a member of the team that will coordinate the commissioning activities from the technical perspective. This member may, or may not be the team's overall project or contract manager. The designated CxA must have significant building commissioning experience, including technical and management expertise on projects of similar scope.

### **Selection Criteria**

Due to the complexity and coordination requirements of this Project, the Owner will select the CxA's team based on their ability and experience with similar projects. The selection will not be based solely on cost. The Owner expressly reserves the right to select the firm that best qualifies for the project.

### **Scope of Work**

The Commissioning process shall be based on and follow ASHRAE Guideline 0-2005. The CxA is required to provide services during the design phase, the construction phase, the acceptance phase, and the post-occupancy phase, to be in compliance with Connecticut Standard Guidelines for High Performance Buildings. An additional purpose of the commissioning process is to provide the Owner with assurance that the mechanical, electrical, plumbing, fire protection, controls, building envelope, technology, and other systems have been installed according to the contract documents and comply with the performance guidelines set out in the documents.

### **I. Design Phases:**

- A. Develop a design phase commissioning plan that includes a management strategy and list of features and systems to be commissioned (both MEP systems and the building envelope). An initial draft of the plan shall be produced for review and comment by the Owner/Town Engineer, Owner's Project Manager, and Design Engineers. NE-CHPS Version Fundamental Commissioning of the Building Energy Systems to be followed.
- B. Review of the contract documents. Includes reviews at the design development documents phase and the complete construction documents phase (100%) including a back-check of the mid construction document phase review comments in the subsequent design submissions. (At minimum per the requirements of LEED 2009 EAc3 Enhanced Commissioning)
- C. Assist, review and approve the development and updating of the Design Record documentation by Design Team members specifically the Owner Project Requirements (OPR) and Basis of Design (BOD) Narrative for inclusion into the commissioning plan. (At minimum per the requirements of LEED 2009 EAp1 Fundamental Commissioning of Building Energy Systems)
- D. Develop full commissioning specifications and include all commissioned equipment. Coordinate with and integrate into the specifications of the Architect and Engineer of Record. The commissioning specification will include but is not limited to the following: a detailed description of the responsibilities of all parties, details of the commissioning process; reporting

and documentation requirements including formats; alerts to coordination issues, deficiency resolution; construction checklist and startup requirements; the systems to be commissioned; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned. (At minimum per the requirements of LEED 2009 EAp1 Fundamental Commissioning of Building Energy Systems). The CxA shall work with the Architect to coordinate with regard to building envelope testing requirements, including but not limited to roof pull tests and window water infiltration tests. These testing requirements are to be included in the bid specifications, the exact location of these testing requirements is to be determined during discussions between the CxA and architect.

- E. Coordinate a controls integration meeting and pre-balancing meeting with the Engineer of Record, Town Engineer, Owner's Project Manager, Construction Manager, Facilities/Maintenance Staff and Subcontractors to discuss integration issues between equipment, systems and disciplines to ensure that integration issues and responsibilities have been clearly defined.
- F. Participate in meetings pertaining to Connecticut High Performance activities during Project design duration, and issue commissioning progress reports as required by the High Performance Building Guidelines.

## **II. Bid Phase:**

- A. Attend construction pre-bid meeting(s) to answer any questions regarding the commissioning activities.

## **III. Review of Construction Documents:**

- A. The CxA shall review the Construction Documents.
- B. The CxA shall provide, at a presentation meeting(s) conducted by the CxA, the Design Team (the Architect and all its subconsultants), the Owner/Town Engineer, and the Owner's Project Manager (OPM) with review comments at each of the reviews. These comments will primarily be in regard to how well the proposed systems lend themselves to being user friendly, easily operated and maintained, and economical to operate. The building envelope systems review will include roofing, waterproofing, and exterior windows, doors, and wall assemblies.
- C. The CxA shall provide written comments and, as required, provide on-site discussion with the Design Team, the Owner/Town Engineer, and the OPM to review its comments.
- D. The CxA shall provide the above written comments within 45 days after receipt of written notification to proceed from the OPM.

## **IV. Commissioning Plan:**

- A. The CxA shall prepare a detailed construction phase, acceptance phase, and post-occupancy phase commissioning plan for this Project. The plan will be an informational document and will include, but not be limited to, the following:
  - 1. Outline the commissioning responsibilities of the CxA, the Town Engineer, the OPM, Design Team, Construction Manager, and the trade contractor(s).
  - 2. The plan will identify what systems and building envelope features are to be commissioned.

3. The plan will provide an overview of the method of verification and documentation that will be used during the commissioning process.
  4. The plan will contain preliminary schedules for the commissioning of systems.
- B. The plan will be reviewed with Owner/Town Engineer, the OPM, Construction Manager, the Design Team, and the trade contractors at a presentation meeting(s) conducted by the CxA. As required, the plan will be modified and approved by the aforementioned parties. Upon approval, the CxA will issue the final plan.
  - C. The CxA shall continuously coordinate the commissioning work with the Construction Manager to ensure that commissioning activities are being scheduled into the master schedule.
  - D. The CxA shall issue four (4) hard copies and four (4) electronic copies of the final commissioning plan within 14 days following the written approval of the above parties at a presentation meeting conducted by the CxA. Distribution of one (1) hard copy and one (1) electronic copy each to: Owner/Town Engineer; OPM; Design Team; and Construction Manager.

#### **V. Review Submittals:**

- A. The CxA shall provide a review of the mechanical and electrical submittals and shop drawings provided by the Contractors.
- B. This review will be done to determine adherence to the design intent and to familiarize the CxA with the specific equipment that the Contractor will be installing on the Project. This will allow the CxA to tailor its pre-functional test check-off sheets and functional test procedures to the specific pieces of equipment.
- C. Any discrepancies with the design documents that the CxA finds will be brought to the attention of the Design Team, the Owner/Town Engineer, and the OPM. The resolution of these problems will be the responsibility of the Owner, the OPM and the Design Team, with input provided by the CxA.
- D. Select envelope submittals for roofing, waterproofing, and window/door/wall assemblies, including but not limited to: air barrier; diffusive vapor control; water management; and thermal barrier as necessary to ensure commissioned systems will perform properly.

#### **VI. Review of Controls Software:**

- A. The CxA shall review the controls contractor's shop drawings, sequence of operations, and control logic. The review will familiarize the CxA with the control logic and specific types of instruments that the contractor will use to meet the design criteria.
- B. The CxA shall also review the lines of software code that the contractor is intending to use in the Direct Digital Control (DDC) system.
- C. The CxA shall also confirm the integration of the DDC system with other systems. (i.e. Fire alarm, security, etc.)

#### **VII. Develop Contractor Commissioning Log Books, Including Pre-functional Test Check-off Sheets and Verification of Completion Forms:**

- A. After a review of the Contractor submittals and control software, the CxA shall develop pre-functional test check-off sheets and Verification of Completion forms for all equipment to be commissioned.
- B. These forms will be provided during a meeting conducted by the CxA to the Construction Manager in the form of commissioning log books for their further distribution to the appropriate contractor(s). The forms will be utilized by the contractor(s) in documenting the completion of the installation.
- C. The Construction Manager shall verify the accuracy and completeness of the subcontractors' documentation and notify the CxA that systems are prepared for testing, balancing, and functional testing.

### **VIII. On-site Construction Observation and Construction Meeting Attendance:**

- A. The CxA shall attend all commissioning meetings and attend periodic Owner/Town Engineer, OPM, Stratford Board of Education, Design Team, Construction Manager, and contractor(s) meetings.
- B. The CxA shall provide on-site construction observation visits during the construction phase of the Project. The CxA shall check throughout the on-site visits to see that a means of access is provided to all equipment to facilitate service, repair, maintenance, or replacement.
- C. The frequency of the site visits shall be based on the stage of construction. As a minimum, they shall be on a monthly basis and, as the Project moves closer to completion, may become weekly or daily as the commissioning testing gets underway.
- D. The purpose of the visits will primarily be to acquaint the CxA with the progress of the construction, and become familiar with the systems that the CxA will be testing and commissioning. Any discrepancies the CxA might observe with regard to the actual construction and the design documents will be brought to the immediate attention of the Owner/Town Engineer, the OPM, the Design Team, and the Construction Manager.
- E. The site visits will be scheduled in order that the CxA can witness an adequate amount of heating, ventilation, and air conditioning (HVAC) piping testing and flushing to ensure that the Contractor is following proper procedures. The CxA shall also witness an adequate amount of duct pressure testing and cleaning to ensure that the Contractor is following proper procedures. Other testing to be witnessed by the CxA include roofing uplift tests, blower door testing, and water penetration testing.
- F. The on-site visits will also allow the CxA to more accurately schedule the commissioning process so that it can easily interface with the completion of the construction.
- G. Each site visit shall be documented with a written report that will be distributed to the Owner/Town Engineer, the OPM, the Design Team, and the Construction Manager. The report will include a discrepancy/recommendation log, which will be updated after each site visit.
- H. Attend Building Committee Meetings on an as needed basis.



## **IX. Development of Functional Test Procedures:**

- A. Based on the information obtained from its review of design criteria and construction documentation, the CxA shall develop functional test procedures for those systems to be commissioned.
- B. These functional test procedures shall provide a detailed procedure of how the system shall be tested and a record sheet for recording the test results.
- C. The test procedures shall be as explicit and exact as possible to ensure that the test can be easily repeated by more than one tester and the same results obtained.
- D. The CxA shall review the test procedures with the Owner/Town Engineer, the OPM, the Design Team, the Construction Manager, and contractor(s) at a presentation meeting conducted by the CxA. If required, the test procedures will be modified and then approved by the aforementioned parties.
- E. The CxA shall issue the final functional test procedures to the Owner/Town Engineer, the OPM, the Design Team, and the Construction Manager (one (1) hard copy and one (1) electronic copy each).
- F. Functional test procedures shall be provided for all systems including, but not limited to, the following systems. Failure to include an item in this list shall not alleviate the CxA's obligation to test all systems included in the building, assumed to require testing under commissioning systems criteria established throughout the design of the Project.
  - All air handling units and their associated heating and cooling coils, economizers, thermostats, etc.
  - All humidifiers
  - All exhaust fans
  - All return fans
  - All motorized dampers including demand controlled ventilators
  - All variable air volume (VAV) terminal units and associated reheat coils
  - All lab terminal units (supply and exhaust) and associated reheat coils
  - Chillers and all associated chilled water and condenser water pumps, etc.
  - Boiler, boiler combustion air fan, and all associated pumps, tanks, condensate pumps, etc.
  - All heat exchangers and associated pressure relief valves (PRVs)
  - All energy recovery ventilation systems including enthalpy difference requirements between outdoor air and return air.
  - Cooling towers
  - Chilled water system
  - Refrigeration Systems
  - Domestic water heating system
  - Computer room air conditioning units and associated split system condensers
  - All unit heaters, cabinet heaters, etc.
  - Building automation system, including CO2 sensors, and component failure alarms
  - Direct Digital Controls and system interlocks, including occupancy sensors
  - Emergency generator and associated transfer panels
  - Lighting and Day Lighting control system
  - Fire protection systems and equipment; fire alarm system interfaces with HVAC systems

- Renewable Energy Systems
- Security Systems
- Telecommunications Systems
- Observation of the Infrared testing for electrical gear and panel boards
- Envelope systems-Roof, Window, Door, Wall
- CxA is to provide (or “witness” if construction documents require others to perform) infrared scan of building walls and roofs and provide a summary report of results to Owner/Town Engineer, the OPM, Contractor, and the Design Team, during a presentation meeting conducted by the CxA, with areas of concern identified for further investigation.

**X. Develop Commissioning Schedule:**

- A. The CxA shall develop a commissioning schedule for all required systems of the Project.
- B. The schedule will be developed through a review and coordination with the construction completion schedule. It will include Contractor and manufacturer start-up tests of major equipment.
- C. At a presentation meeting conducted by the CxA the schedule will be submitted to the Owner/Town Engineer, the OPM, the Design Team, Construction Manager, and contractor(s) for their review and approval.
- D. Upon approval of the schedule, the CxA shall monitor and update it on a periodic basis.
- E. Coordinate the Commissioning Schedule with the balancing.

**XI. Preparation for and Review of Testing, Adjusting, and Balancing (TAB) of the Project’s HVAC/R Systems:**

- A. Prior to the balancing contractor starting its work, the CxA shall review the duct installation for readiness and verify that the functionality of the systems’ controls is at a state that the balancing can commence.
- B. The CxA shall review the completed balance report and independently spot check balancing readings to verify compliance with the submitted report. The CxA shall confirm that the required rate of outdoor air flow is being delivered to the breathing zone within each occupiable space.
- C. Any discrepancies identified during the CxA’s review will be brought to the attention of the Owner/Town Engineer, the OPM, the Design Team, the Construction Manager, and the Contractor for their review. As required, the CxA shall facilitate discussions with the Owner/Town Engineer, the OPM, the Design Team, the Construction Manager, and the Contractor(s) to resolve any discrepancies identified during its review.
- D. A copy of the final balancing report will be included in the final commissioning report.
- E. Any smoke control testing by other agencies having authority will be witnessed and documented by the CxA.
- F. Coordinate and witness start-up of hydronic systems to verify cleaning, flushing and chemical treatment have been completed prior to the start of water balancing.

**XII. Perform Functional Test Procedures and Document Results:**

- A. The CxA shall commission those systems as outlined in the commissioning plan through the performance of the functional test procedures.

- B. Testing will be scheduled based on the commissioning schedule, the completion of the work, and the system testing and balancing. The CxA reviews the test results/reports, including, but not limited to, the efficiency test reports for heating, hot water systems, and cooling systems
- C. During the testing, a weekly report of progress and results will be provided to the Owner/Town Engineer, the OPM, the Design Team, the Construction Manager, and the Contractor(s). Additionally, a running discrepancy/recommendation log will be provided and updated weekly. The CxA shall retest after corrections have been made and track all corrections.
- D. As required, if systems do not comply with the testing standards the CxA shall provide recommended solutions to be reviewed by the Owner/Town Engineer, the OPM, the Design Team, the Construction Manager, and the Contractor(s). The CxA shall facilitate discussions with this group in order for a workable solution to be obtained.
- E. All test results will be documented for inclusion in the final commissioning report.
- F. Any testing requiring seasonal peak testing will be performed in the peak season.

**XIII. Review Contractor's Operation and Maintenance (O&M) Manuals, Warranties, and As-built Documentation:**

- A. Upon receipt of the O&M manuals from the Contractor via the Design Team, the CxA shall review the manuals for, but not limited to, completeness, accuracy, and for compliance with the construction contract. The CxA shall provide comments to the Construction Manager, the Owner/Town Engineer, the Stratford Board of Education, the OPM, and the Contractor(s) within 15 days following receipt of the O & M manuals during a presentation meeting conducted by the CxA.
- B. The CxA shall verify completeness from an operational point of view and include commissioning information.
- C. On an ongoing basis during construction and at the completion of the Project, the CxA shall observe that the construction documents are being properly updated by the Construction Manager, the Contractor(s), and/or the Design Team, in order to provide accurate as-built documentation. Report deficiencies to the Construction Manager and the OPM, and track these items until remedied.
- D. The CxA shall review all HVAC system and electrical equipment warranties to verify that the client agency's responsibilities are clearly defined.

**XIV. Provide Operations Staff Systems Training:**

- A. The CxA shall coordinate the training of the facility's maintenance personnel in a review of the following:
  - 1. System configuration
  - 2. Control sequences
  - 3. Special systems
  - 4. Safety
  - 5. Alarms/trouble codes

- B. Videod training will be conducted after the O&M manuals have been distributed to the facility's maintenance personnel.
- C. The CxA shall coordinate/supervise with the Owner/Town Engineer, Stratford Board of Education, OPM, Construction Manager, and Contractor(s) to ensure that all training specified in the Project construction documents is properly carried out by the Contractor(s).

**XV. Final Commissioning Report:**

- A. The CxA shall provide a final commissioning report and will present the report at a meeting conducted by the CxA. This report will include the following:
  - 1. Summary of commissioning process.
  - 2. A final review of how well the systems meet the design intent, including any noted discrepancies and any recommendations for modifications.
  - 3. All functional test procedures and their final record sheets.
  - 4. Final discrepancy/recommendation log listing final status of each item.
  - 5. Final Testing, Adjusting, and Balancing report.
- B. The CxA shall submit five (5) copies of the final commissioning report within 60 days after completion of the services itemized in subsections I through XIV above. The final report shall include all information required by the State's HPB Standards 16a - 38k.
- C. Distribution of Report (One (1) each in hard copy and electronic format):
  - 1. For the Owner/Town Engineer
  - 2. For the OPM
  - 3. For the Construction Manager
  - 4. To the State Department of Administrative Services / OSF
  - 5. To Commissioner of State DEEP

**XVI. Warranty Period Review:**

- A. As required, during the warranty period the CxA shall retest any systems that had their testing deferred during the initial functional testing and shall provide any seasonal testing that had been deferred due to the lack of peak season conditions. This testing will ensure that all system sequences of operations have been verified.
- B. At the 9-month interval of the Project warranty, the CxA shall distribute survey forms to all of the facility staff requesting end-user feedback regarding any on-going deficiencies of commissioned systems noticed by staff throughout the initial occupancy period. The CxA shall investigate post-occupancy complaints from end users to determine if systems are performing properly. Documented reporting of this survey will occur as a part of the 10-month interval warranty review noted in Section XVI C.
- C. The CxA shall provide a site visit at the 10-month interval of the Project warranty.
  - 1. The CxA shall review with the operations staff designated by the Stratford Board of Education and/or the Owner/Town Engineer how well the commissioned systems have been performing and identify any problems that may require review or correction.
  - 2. The CxA shall provide, at a presentation meeting conducted by the CxA, a written report to Owner/Town Engineer, OPM, Construction Manager, and contractor(s) outlining the

findings of its 9<sup>th</sup> and 10<sup>th</sup> month warranty reviews and recommendations with regard to any corrective action(s) that may be required.

- D. The CxA shall complete the warranty period review and submit five (5) copies of the written report within 12 months after completing the final commissioning report. This report shall include all information required by the State's HPB standards 16a – 38k.
- E. Distribution of Report (One (1) each in hard copy and electronic format):
  - 1. For the Owner/Town Engineer
  - 2. For the OPM
  - 3. For the Construction Manager
  - 4. To the State Department of Administrative Services / OSF
  - 5. To Commissioner of State DEEP

**XVII. Contract:**

A Bidder awarded the Project contract for the commissioning services of this RFQ/P, a copy of such contract is attached hereto as Exhibit D (the "Contract"), shall be required to execute such Contract.

As part of a proposal submitted in response to this RFQ/P, a Bidder is required to sign and submit a completed acceptance of contract terms document, a copy of such document is attached hereto as Exhibit C and made a part hereof (the "Acceptance of Contract Terms"). A proposal submitted without a completed and signed Acceptance of Contract Terms shall be deemed unresponsive and the Bidder's Fee Proposal shall be returned unopened.

**XVIII. Exhibits:**

- Exhibit A – Fee Schedule;
- Exhibit B – List of Qualifying Projects;
- Exhibit C – Acceptance of Contract Terms; and
- Exhibit D – Contract.

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## Exhibit A - Fee Schedule

**Commissioning Firm Name** \_\_\_\_\_

Commissioning Task	Fee
I. Design Phase	_____
II. Bid Phase	_____
III. Review of Construction Documents	_____
IV. Commissioning Plan	_____
V. Review Mechanical and Electrical Contractor's Submittals, Architects Envelope Submittals	_____
VI. Review Controls Software	_____
VII. Pre-functional Test Sheets, Development and Commissioning Log Books	_____
VIII. On-site Construction Observation/Meetings	_____
IX. Develop Functional Test Procedures	_____
Building Infrared Scan and Report	_____
X. Develop Commissioning Schedule	_____
XI. Preparation for Testing, Adjusting and Balancing Work	_____
XII. Perform Functional Test Procedures and Document Results	_____
XIII. Review Contractor's Operation and Maintenance (O&M) Manuals, Warranties and As-built Documentation	_____
XIV. Provide Operation's Staff Systems Training	_____
XV. Final Commissioning Report	_____
XVI. Warranty Period Review	_____
Total Fee	_____
Reimbursable Expenses (not to exceed)	_____

**Exhibit B - List of Qualifying Projects**

**Commissioning Firm Name** \_\_\_\_\_

Line No.	Project Title	Project Size	Owner	Owner Point of Contact Name/Phone #	Project Budget	Month/Year Of Occupancy
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**EXHIBIT C**

**Acceptance of Contract Terms**

\_\_\_\_\_ as a condition of satisfying the minimum qualifications of that certain document entitled "REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL for Commissioning Services for Stratford High School, Office of School Facilities Project #138-0097, Town of Stratford RFP #2015-027"; hereby accepts the terms and conditions of the contract included and attached to said document as Exhibit D, without exception.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name