

Request for MEP Commissioning Services Proposal

Scarborough Public Safety Building

Town of Scarborough

US Route 1

Scarborough, Maine

Issuance Date: July 31st, 2018

Closing Date: August 17th, 2018

General Information

Dirigo AE (DAE), on behalf of The Town of Scarborough (Owner) requests written proposals to secure mechanical and HVAC Systems commissioning agent (CxA) services for the **new Public Safety Building in Scarborough, Maine**. Dirigo AE is serving as the Owner's Representative for this project.

- The Owner is committed to commissioning this facility to systematically optimize the building and ancillary systems so that they operate efficiently and effectively in accordance with the Owners Project Requirements, and that the facility staff has adequate system documentation, and training. It is the intent of the Owner to ensure that the fundamental systems are calibrated and operating as required to deliver functional and efficient performance.
- The Owner's Project Requirements for the project are best described in Context Architecture's Final Report of August 2017 which discusses the needs of the Town's public safety staff in detail. A link to download this report is provided in the next section.

The project is a 53,000+/- gross sqft., 3 story, combine police, fire, rescue and dispatch public safety building building with a project budget of approximately \$20 million. The facility is comprised of first responder equipment apparatus bays, police and fire business offices, dispatch center, a Network Operations Center, and accommodations for 24-hour staffing. The project is being constructed by Landry French, Inc. of Scarborough, Maine as a construction manager-at risk project

delivery method, and was designed by Context Architecture of Boston, MA. The electrical, mechanical/HVAC, and fire protection systems have been designed by Garska – Galuska – DeSousa of Dartmouth, MA. The project design is currently at 100%, with construction scheduled to commence in September 2018 pending permit approvals. Expected Substantial Completion is in January of 2020.

Commissioning activities are expected to start immediately upon Agent selection, and will involve an initial comment period on the MEP design by the CxA, review of MEP submittals, and then CxA onsite activities as appropriate during construction and leading up to Substantial Completion.

Pre-proposal project information can be downloaded from the following sites:

1. Town of Scarborough Public Information on the Project:
<http://www.scarboroughmaine.org/psb>
2. Context Architecture's Final Report, August 2017:
<https://www.dropbox.com/s/ykdcy67dw3p5bc1/Context-Final-Report-090817.pdf?dl=0>
3. 100% Construction Document Plans:
<https://www.dropbox.com/s/w80qgm28o033ela/SPSB%20-%20Plan%20Set%20-%20Final.pdf?dl=0>
4. 100% Construction Document Specifications:
https://www.dropbox.com/s/ahvha52p25byp37/2018.07.12_FINAL%20BI D%20%20COMBINED.pdf?dl=0

As work has not commenced yet there is no value in a pre-bid sitewalk for this solicitation. However, any questions can be directed to the Owner's Representative:

Tom Perkins
Dirigo AE
7 Cobblestone Drive, Suite 2
Turner, Maine 04282
207.225.3040
tperkins@dirigoae.com

CxA Scope of Work

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 deliverable report to the Owner and DAE according to a project schedule set by CxA and agreed upon by the Owner. It is extremely important that all commissioning tasks be conducted in a transparent manner and involve the Owner's operations staff to the greatest degree possible. The commissioning authority will be hired by and report directly to the Owner, managed by DAE.

The systems to be commissioned are:

HVAC Scope

Review and provide written comments on HVAC design documents

Integration with existing Tri-Gen System

1. Pumps
2. Chiller
3. Boilers
4. Exhaust Systems
5. Air handling systems and sound attenuation
6. Combustion air and heat relief
7. Ductless split systems
8. HVAC controls systems and building automation
9. Chemical Treatments
10. Induction systems
11. Terminal Units
12. Pipe Marking and Labelling
13. Kitchen Hoods
14. Radiant Floor Heating
15. Snow Melt Systems

Plumbing Scope

1. Plumbing distribution systems
2. Filtration systems
3. Metering and sub-metering devices
4. Pumps
5. Compressors
6. Pressure washer
7. Pipe marking and labelling

Electrical Scope

1. Power backup systems (generator and UPS)
2. Electrical distribution
3. Fire alarm systems
4. Lighting control systems
5. Surge protection systems

6. VFDs
7. VOC alarm system
8. Communication tower equipment integration to Dispatch and EOC
9. Security Systems

Fire Protection Scope

1. Integration with fire alarm systems

General: Integration of all system to minimize scope gaps

Commissioning is required as one quality measure of the construction of this building in order to assure that the final building meets the original intent of the owner's design. The proposer is free to suggest changes and improvements to this process. Following is a summary of the commissioning process and scope of work the owner requests for this project.

Commissioning Process Before Construction

1. Review and comment on Owner's Project Requirements
2. Review and provide written comment on Design Documents
3. Participate in meetings as necessary to communicate on the above

Commissioning Process During the Construction Phase

The commissioning process activities 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 the owner's design intent and the quality process. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction-meeting minutes for revisions/substitutions relating to the owner'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 Construction Manager and owner for approval.
4. Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope, coordinate, schedule activities and resolve problems.
5. Review submittals, and comment as necessary for conflicts with Project Requirements.
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 the owner's project requirements.

8. Approve systems startup by reviewing start-up reports and by selected site observation.
9. With necessary assistance and review from installing contractors, write the test procedures. Submit to Owner and Owner's Representative for review and approval.
10. Assist Construction Manager in direction of the subcontractor 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 Construction Manager and owner written progress reports and test results with recommended actions. Submit Issues Log monthly to Project Team.
14. Document the correction and retesting of non-compliance items by the contractor.
15. Reviews the systems manual for achieving the owner's project requirements.
16. Review, recommend pre-approval, and verify the training provided by the contractors.

Commissioning Process During the Occupancy and Operations Phase

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

1. Schedule and verify deferred and seasonal testing by the contractor.
2. Verify continuing training.
3. Schedule, organize, and attend a lessons-learned workshop. The workshop is facilitated by an independent member of the Owner's Representative or the Owner.
4. Complete the final Commissioning Process Report.
5. Assist in the development of a preventative maintenance plan, a detailed operating plan or an energy and resource management plan.
6. 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 O&M manuals. 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.

Commissioning Authority Responsibilities

In addition to duties described above, the commissioning authority (CxA) will have the following responsibilities and authority:

1. Issue deficiency notices and verify that they have been corrected. An Issues Log will be maintained and reviewed at the commissioning meetings. Deficiencies that are not corrected in a timely manner will be reported to the owner.

The commissioning authority (CxA) is not required to:

1. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CxA may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the design team. The CxA will report to the owner any deficiencies or discrepancies.
2. Issue change orders; they do review change orders for compliance with the construction documents. Non-compliances will be reported to the owner.

Observation and Testing Requirements

Equipment or Systems	Sampling Rate
Chillers	100%
Boilers and Associated Equipment	100%
Heating Heat Exchangers	50%
Pumps	100%
Air Handling Units	100%
Exhaust Fan Systems	50%
Ventilation Fans	50%
VFDs	100%
Air Terminal Units	25%
Ductwork	25%
HEPA Filter Systems	100%
Piping	25%
Temperature Control	100%
Temperature/Humidity Sensors	100%
Pressure Sensors and Controllers	100%
Sequence of Operation	100%
Airflow Stations	100%
Damper/Valve Actuators	100%
Kitchen Hood	100%
Kitchen Appliances	100%
Air compressors	100%
Pressure washer	100%
Potable water filtration systems	100%
Lighting control system	100%
VOC alarm system	100%
Communications systems	100%

Desired Qualifications

It is the Owner's desire for the person(s) designated as the site commissioning authority (CxA) to satisfy as many of the following requirements as possible:

- Acted as the principal commissioning authority for at least three projects of comparable size, type and scope.
- Extensive experience in the operation and troubleshooting of MEP systems and energy management control systems.
- Extensive field experience. A minimum of five (5) full years in this type of work is required.
- Knowledgeable in building operation and maintenance and O&M training.
- Knowledgeable in national building & fire codes as well as water-based fire extinguishing systems, detection systems and alarms systems.
- Knowledgeable in test and balance of both air and water systems.
- Experienced in energy-efficient equipment design and control strategy optimization.
- Demonstrated experience with total building commissioning approach including building envelope, data and communication systems and other specialty systems.
- Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
- Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
- Experienced in writing commissioning specifications.
- A bachelor's degree in mechanical or electrical engineering is strongly preferred, and P.E. license is desired. However, other technical training, past commissioning, and field experience will be considered as a substitute.
- Membership and certification as a Certified Commissioning Professional with the Building Commissioning Association is desired but not required.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. A member of the prime firm will be the designated commissioning authority who is the member of the team that will coordinate the commissioning activities from the technical perspective. This party may not necessarily be the team's overall project or contract manager. The commissioning authority must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope. If the commissioning authority or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor qualifications shall be included and clearly designated in the response to this scope of work.

Terms and Conditions

1. This RFP does not commit the Owner to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFP. The Owner reserves the right to waive all formalities and reject any and all proposals or to accept any proposal.
2. The qualification response will become part of the Owner's official files without any obligation on the Owner's part. All responses will be held strictly confidential and shall not be released to the public without written authorization from the bidder.
3. Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any officer, agent, contractor or employee of the Owner or DAE for the purpose of influencing consideration of a qualification.
4. Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s) that may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purpose of: a) responding to this RFP, or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein.
5. Proposer(s), their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP.
6. The proposer must promptly report to the Owner and Owner's Representative of any conditions, transactions, situation, or circumstances that would impede, impair or delay the submission of the qualification, or the proper and timely performance of the work.
7. The Owner reserves the right to cancel this RFP or to reject any or all qualifications received prior to contract award.
8. The Owner reserves the right to request clarification of any qualification after all qualifications have been received. The request can be in the form of oral presentation or personal meetings.
9. The Owner reserves the right to open qualifications privately or unannounced and to reject any and all submittals and waive irregularities and informalities in any qualifications that are submitted and to be the sole and final judge of all qualifications.
10. The Owner reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading or incorrect information.

Proposal

Proposals need not be voluminous, but shall provide sufficient information to allow the owner to evaluate the consultant's approach, experience, staff and availability.

Proposals should include:

1. A letter of introduction for your team's proposal.
2. A list the individual(s) who will serve as the lead CxA for all phases of the project along with resumes. Provide an organizational chart if necessary.
3. A description of your proposed approach to managing the project expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment.
4. Sample work products as you deem appropriate.
5. Complete the CxA RFP Response Forms Part 1, 2 and 3.

Email proposals must be submitted to arrive no later than **August 17th, 2018 at 2:00 PM. EST**, to the attention of Tom Perkins (DAE) and Larissa Crockett (Owner) at the following email addresses:

tperkins@dirigoae.com

lcrockett@scarboroughmaine.org

Selection Process

Owner's staff shall review all proposals and select and rank the three (3) most qualified consultants. The selection and ranking shall be based on the following criteria (not necessarily listed in order of importance):

- | | |
|---|-----------|
| <input type="checkbox"/> Key individual experience | 20 points |
| <input type="checkbox"/> Past experience in performing similar projects | 20 points |
| <input type="checkbox"/> Expertise of the team in performing the services required by the project | 15 points |
| <input type="checkbox"/> Management approach | 20 points |
| <input type="checkbox"/> Staff experience and work examples | 15 points |
| <input type="checkbox"/> Proposed Fee | 10 points |

The owner will negotiate/interview with the highest ranked consultant on the tasks, staffing, schedule, and fee proposal. Negotiations may be formally terminated if they fail to result in a contract within a reasonable time period. Negotiations will then ensue with the second ranked consultant, and if necessary, the third ranked consultant.

CxA RFP Response Part 1: Commissioning Firm Experience

Company Name	Contact Person	Title
--------------	----------------	-------

Address	City	State	Zip/Postal Code
---------	------	-------	-----------------

Telephone	Fax	E-Mail
-----------	-----	--------

Description of Business

Commissioning Activities

Percentage of overall business devoted to commissioning services _____%

How long has the firm offered commissioning services _____years

Average number of commissioning projects performed each year: _____projects

Number of professional staff proposed to be involved with Commissioning Activities:

TITLE	NO. OF STAFF	HOURLY RATE
FIRM PRINCIPALS		
MECHANICAL ENGINEER		
MECHANICAL DESIGNER		
ELECTRICAL ENGINEER		
ELECTRICAL DESIGNER		
PLUMBING ENGINEER		
PLUMBING DESIGNER		
FIRE PROTECTION ENGINEER		
FIRE PROTECTION DESIGNER		
CERTIFIED COMMISSIONING AGENTS		
CERTIFIED COMMISSIONING TECHNICIANS		
ASHRAE BCXP CERTIFICATION		
OTHER		

The firm has provided commissioning services in the following: (check all that apply)

BUILDING SECTOR	NEW CONSTRUCTION	MAJOR RENOVATION	EQUIPMENT REPLACEMENT
PUBLIC SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFFICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RETAIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOSPITAL/HEALTHCARE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSISTED LIVING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LABORATORIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDUSTRIAL/MANUFACTURING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (DESCRIBE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CxA RFP Response Part 2: Commissioning Task Experience for Similar Projects

Please Complete A Separate Form For Up to Three Similar Past Projects

Project (Name, Date, Bldg Size, Type, new or existing)	
Owner Contact (Title, City, State, and Phone)	
Name & Role of Persons(s) Assigned to Project by Firm (identify any sub-consultants)	

	Task	✓	Comments
Commissioning	Developed Owner's Project Requirements		
	Wrote commissioning plan		
	Wrote commissioning specs		
	Wrote construction checklists		
	Wrote functional test procedures		
	Witnessed and documented functional tests		
	Performed functional tests (hands-on)		
	Wrote systems manual		

	Task	✓	Comments
	Used data loggers or EMS trend logs for testing		
	Developed or approved staff training		
	Reviewed completed O&M manuals		
Management	Commissioning provider was part of the firm		
	Supervised a sub-consultant commissioning provider to our firm.		
	Worked with a commissioning provider hired by others		

	✓	System or Equipment
	<input type="checkbox"/>	Tri-generation system integration and optimization
Commissioning Tasks Performed	<input type="checkbox"/>	Central building automation systems and integration with existing systems
	<input type="checkbox"/>	Rooftop Air Handling Units
	<input type="checkbox"/>	Network Operations Centers (Data Centers)
	<input type="checkbox"/>	Emergency Operations Centers
	<input type="checkbox"/>	Enhanced Filtration Units
	<input type="checkbox"/>	Scheduled or occupancy sensor lighting controls
	<input type="checkbox"/>	Daylight dimming controls
	<input type="checkbox"/>	Refrigeration systems
	<input type="checkbox"/>	Emergency power generators and automatic transfer switching
	<input type="checkbox"/>	Uninterruptible power supply systems
	<input type="checkbox"/>	Life safety systems (fire alarm, egress pressurization, fire protection)

	✓	System or Equipment
	<input type="checkbox"/>	Electrical (service switchgear, switchboards, distribution panels, transformers, motor control centers, power monitoring and metering, transient voltage surge suppressors, variable speed drives, grounding and ground fault systems, over current protective devices, low voltage busway, thermographic survey, white sound system).
	<input type="checkbox"/>	Domestic and process water pumping and mixing systems
	<input type="checkbox"/>	Equipment sound control systems and testing
	<input type="checkbox"/>	Data and communication
	<input type="checkbox"/>	Paging systems
	<input type="checkbox"/>	Security systems
	<input type="checkbox"/>	Irrigation
	<input type="checkbox"/>	Low-flow plumbing fixtures
	<input type="checkbox"/>	Truck wash bay equipment
	<input type="checkbox"/>	Vertical transport (elevators, escalators, etc.)
	<input type="checkbox"/>	Sustainability features
	<input type="checkbox"/>	Food service equipment
	<input type="checkbox"/>	Criminal investigation evidence and storage
	<input type="checkbox"/>	Armories and weapons cleaning and storage
	<input type="checkbox"/>	VOC Alarms/Zetron Integration
	<input type="checkbox"/>	Tri-generation Integration and Optimization
	<input type="checkbox"/>	Other: Describe as an attachment to this exhibit

CxA RFP Response Part 3: Budget Table

PHASE	Proposed Fee
Preconstruction Phase Activities	\$
Construction Phase Activities	\$
Occupancy and Operations Phase Activities	\$
TOTAL PROPOSED FEE	\$