

**Request for Proposals – Commissioning Agent (Cx) Services for Central Falls School District – New High School + Dual Language PK - 8
Central Falls, Rhode Island**

Administration of Project: Central Falls School District (CFSD)

Project Name:	Central Falls School District – New High School + Dual Language PK - 8		Response Deadline:	January 18, 2023, at 10:00 AM
Project Location:	Multiple Locations		Project Number:	2022-0009
Town/City:	Central Falls		Project Contact:	City Clerk Jahaira Rodriguez
Owner:	City of Central Falls/ Central Falls School District		Contracting Authority:	City of Central Falls/ Central Falls School District
Construction Delivery Method:	TBD		Prevailing Wage:	N/A

Bids are due no later than **January 18, 2023**, at 10:00 AM. Envelopes containing bids must be sealed and addressed to City Clerk Jahaira Rodriguez at Central Falls City Hall, 580 Broad Street, Central Falls, RI 02863 and must be clearly marked with the Name and Address of Bidder Bid Due Date and Time, and Title. Bidders must include one (1) original, three (3) copies and one (1) Digital (soft) copy for Public Use on CD or flash drive of the Bid.

Submit all questions regarding this RFP in writing to the Purchasing Agent, Jahaira Rodriguez at Jrodriguez@centralfallsri.us by **January 11, 2023**, at 4:00 PM with the project name and number included (phone calls will not be allowed). Questions, if any, and responses will be posted on the City of Central Falls website at <https://www.centralfallsri.gov/> and <https://www.bidnetdirect.com/rhode-island> as an addendum to this solicitation. Bidders are responsible for checking the City’s website for all addenda distributed in response to questions and requests for additional information.

Please refer to Instruction to Bidders, Attachment C for complete information

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Project Overview

With a population of 22,583 Central Falls, Rhode Island is the smallest and most densely populated City in the State. The historically working-class City is an ethnically rich community, and the only “majority minority” city in Rhode Island. The Central Fall School District (“CFSD”) serves 2,676 pre-kindergarten through 12th grade students. The District is governed by a 7-member Board of Trustees, established in 2013 by the State Legislature.

The CFSD and the City (jointly referred to as “the Owner”) seek competitive proposals for Commissioning Services for the new High School to be located at the corner of Lonsdale and Higginson Avenue and the new Dual Language Pre-K – 8 School to be located at existing high school site, 24 Summer Street.

1. Program Summary:

- Construction of a New High School: Approx., 123,881 sft
 - Comprehensive High School
 - Grades 9 -12
- Construction of a new Dual Language PK – 8: Approx., 61,051 sft
 - Located on existing high school site

- For more information, please see schematic design drawings and specifications included in the RFP.
- This project will require careful coordination between Ownership/Facilities/Project Manager/Contractor and the Architect.

Peregrine Group has been selected to lead the project in direct coordination with the Owner.

- In performing the scope of services, the Commissioning Agent will consider acceptable industry standards, including but not limited to, those developed by the American Society of Heating, Air Conditioning and Refrigeration (ASHRAE), Building Commissioning Association, the Green Building Council (LEE), and the Collaboration for High Performance Schools (CHPS). Unless otherwise stated, the Full Building Commissioning shall meet the commissioning requirements of RIDE and NE CHPS.

Conceptual Schedule [Subject to Change]

- | | |
|--|----------------|
| • Stage II Submission to Rhode Island Department of Education | September 2022 |
| • Stage II RIDE Approval | December 2022 |
| • New High School Start Construction | December 2023 |
| • New High School Completion; placed in service | January 2026 |
| • New Dual Language Pre-K – 8 School Start Construction | July 2025 |
| • New Dual Language Pre-K – 8 School Completion; Placed in Service | December 2026 |

Commissioning (Cx) Agent Service to Be Provided

- Categories of services for the project may include Full Building Commissioning defined as commissioning activities for new construction or major addition and renovation or Partial Building or Individual System(s) Commissioning defined as commissioning activities for repair and renovation projects. Both may follow the project phases from the Schematic Design Phase through construction.

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Commissioning Activities

- Building Thermal envelopes and all materials and components forming a part of these systems including, but not limited to, walls, windows, doors, louvers, vents, grilles and sun screens.
- Roofing systems and all materials and components forming a part of these systems including parapets and roof openings (e.g., skylights, monitors, pipe chases, ducts, penetrations).
- HVAC systems: Heating, ventilating and air conditioning systems, and all mechanical equipment forming a part of these systems including, but not limited to, all boilers, chillers direct expansion refrigeration equipment, fuel storage and handling systems, pumps, piping air handler systems, terminal equipment, fans, exhaust systems, ventilation systems, variable frequency drives, heat recovery systems, thermal solar systems, and automated temperature controls and energy management systems.
- Plumbing systems and all equipment forming a part of these systems including, but not limited to potable and not-potable water systems, water pressure booster systems, service water heating systems, sanitary waste and vent systems, grey water systems, laboratory waste and acid neutralization systems, storm water systems including rainwater reclamation systems, natural gas systems, and compressed air systems.
- Electrical Power Systems and all equipment forming a part of these systems including, but not limited to, electrical supply and distribution systems, emergency and standby power systems including automatic transfer switching systems, lighting and lighting control systems, low voltage systems, grounding and bonding systems, audio visual systems, photovoltaic systems, wind power systems and interfaces to automated temperature/building automation control systems.
- Voice Data, Video Systems, Public Address Systems and all equipment forming a part of these systems including, but not limited to cabling, and interfaces.
- Life Safety Systems and all equipment forming a part of these systems including, but not limited to, security and surveillance systems, mass notification systems, fire alarm systems, fire protection and suppression systems, fire pump systems, egress lighting, and egress pressurization.
- Building Automation and Controls and all equipment forming a part of these systems including but not limited to, the interface of these systems with HVAC systems, fire alarm and security systems.
- Other building systems including, but not limited to, acoustic, American with Disabilities ACT, Rhode Island State Building Code, NE-CHPS and LEED compliance.

The Cx Agent will be expected to provide commissioning services from Schematic Design Phase and continue through preparation of construction documents, bidding, construction, close-out and building occupancy or as otherwise noted. The Cx Agent, will be expected to support the Owner through the RIDE submissions as required. Reference RIDE Regulations for additional information and requirements as necessary.

RFP Project Documents

- Central Falls High School Schematic Design drawings and specifications
- Central Falls Dual Language Pre-K – 8 Schematic Design drawings and specifications
- Commissioning Agent Scope of Services, Exhibit A
- Commissioning Sample Rates, Exhibit B
- Bid Form, Attachment C
- Bidder Certification Form, Appendix A

Required Elements of the Proposal:

A successful proposal will be concise and to the point. All proposals should address the following:

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- **Proposal shall not exceed 10 pages in length**
- **Staff Qualifications** - Identify key team members and their roles and responsibilities. Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in the projects, including their experience in the field of School Construction, Renovation and Project Management. Include any experience in Rhode Island.
- **Relevant Commissioning Experience and Qualifications** – Please provide a detailed description of the Proposer’s experience as a Commissioning Agent, including specific experience with K-12 School Construction and Renovation. Include any experience in Rhode Island and familiarity or knowledge of the RIDE School Construction Regulations
- **Sample Work Product** – Sample matrixes, including design review report, issues log, training plan, field reports
- **Capacity** – Current Project and Backlog Information: Provide a list of your current projects and projects in your backlog in the region.
- **References** – include three (3) references from clients/projects of similar scope and size, including contact name, address, phone number and email address.
- **Cost Proposal** - Provide project pricing based on Project Phases and additional allowances
 - Schematic Design through Construction Document Phases
 - Bidding Phase
 - Construction Phase
 - Acceptance Phase
 - Project Closeout
 - Post Commissioning
 - Building Envelopment / Roofing Systems

Evaluation Selection and Award

The Owner will select a firm to provide the services described in this RFP using a qualification-based selection process. Proposals will be reviewed and scored by an Evaluation Committee. The Evaluation Committee shall be comprised of five (5) members: two (2) appointed by the Mayor of Central Falls, two (2) appointed by the Central Falls School District and one (1) representative of the OPM team. The Owner reserves the right to select the firm that it deems to be the most qualified to provide the services described in this RFP. The Owner reserves the right to cancel this solicitation in its entirety and reject all proposals at its sole discretion.

Proposals will be reviewed and scored based on the following criteria (Total Possible Points = 100):

Criteria	Possible Points
Staff Qualifications	30
Relevant Commissioning Agent Experience/Qualifications of Proposer	25
Sample Work Product	15
Capacity	15

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References	15
Total Possible Points	100

Questions

Please submit questions **in writing only via email** to Erica Schechter at eschechter@peregrinegrp.com no later than 4:00PM on **January 11, 2023**. Please reference “Commissioning Agent Services RFP” on all correspondence. Answers to questions received, if any, shall be posted to the City of Central Fall’s website as an addendum on **Friday, January 13, 2023**. This RFP and any addendums can be found at: <https://www.centralfallsri.gov/rfps>

Submission Deadline:

Proposals are due no later than 10:00 AM on **January 18, 2023** and should contain the following:

- One (1) original paper copy and three (3) additional paper copies
- One (1) electronic copy on a USB Flash Drive

Proposals should be mailed or hand-delivered in a **sealed** envelope marked “REQUEST FOR PROPOSALS – COMMISSIONING AGENT SERVICES” to:

Jahaira Rodriguez
City Clerk
Central Falls City Hall
580 Broad Street
Central Falls, RI 02863

Proposals misdirected to other locations or those not received at the Central Falls City Hall by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed or emailed to the Central Falls City Hall or School District will not be accepted.

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Exhibit A Commissioning Agent Scope of Services

1) Schematic Design through Construction Document Phases

- a) Review and comment on clarity and completeness of the Owner’s Project Requirements (OPR) document developed by the Owner, OPM, and design team. Provide assistance as necessary to ensure thoroughly developed document.
- b) Within thirty days of the expected contract, the Cx Agent shall prepare and submit to the OPM a Design Phase Commissioning Plan to include:
 - i) General Building Information: A very brief description of the building’s location, size and type of use;
 - ii) Commissioning Team Information: A list of the Cx Agent’s team members, and their contact information along with contact information for the OPM, Design Team, CM and Owner commissioning representatives.
 - iii) Commissioning Task Matrix: A matrix or narrative describing major commissioning activities and the commissioning team member(s) designated to lead and assist with fulfilling those objectives;
 - iv) Commissioning Scope of Work: A detailed scope of work highlighting the systems that will be commissioned as indicated in the contract, and what commissioning task will need to occur over the design process. This section shall also cover the level of detail needed for the project’s design documentation and the content of the commissioning specifications.
 - v) Commissioning Schedule: A preliminary commissioning schedule which is cross-referenced with the Project’s schedule highlighting dates when key commissioning activities need to be completed.
 - vi) Commissioning Forms: A description of the forms to be complete for various phases of the commissioning process and where they are located or can be obtained.
 - vii) Systems Manual: Define the roles, responsibilities, and requirements of the OPM, Design Team, Construction Manager (CM) and subcontractors in the compilation and preparation of the Systems Manual.
- c) Contractor shall review and comment on the clarity and completeness of the Basis of Design (BOD) document developed by the design team.
- d) Contractor shall perform a thorough review of all drawings and specifications. These reviews shall occur at the following milestones: 100% complete Schematic Design, 60% complete Construction Documents and 90% complete Construction Documents, and shall review and comment on their completeness, coordination among design disciplines, and adherence to the OPR. Such review shall include each of the following issues:
 - i) Review and provide input on how to facilitate effective commissioning (including sufficient accessibility, test ports, monitoring points and related features).
 - ii) Review for adequacy of the energy efficiency and adequacy of the effectiveness of building layout and efficiency of system types and components for building shell, HVAC systems and lighting systems.
 - iii) Review envelope design and assemblies for thermal and water integrity, moisture vapor control and assembly life.
 - iv) Review HVAC, lighting, fire control, emergency power, security control system, strategies and sequences of operation for adequacy and efficiency.
 - v) Review commissioned systems layout and their impact on the other systems and the facility as a whole toward facilitating operations and maintenance (including equipment accessibility and system control).
 - vi) Review systems relating to thermal, visual, acoustical, air quality comfort, and air distribution and report on their compliance with the design intent.
 - vii) Review and report on building materials, landscaping, use of water resources, and waste management and their respective possible impact on the environment and their compliance with the design intent.
 - viii) Review and comment on the adequacy of the specified building operations and maintenance plan.

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- ix) Review and comment on the adequacy of specified operator training requirements.
 - x) Review the bid documents and comment on the adequacy of building commissioning specifications including testing requirements by equipment type.
 - xi) Review the mechanical concepts/design and recommend enhancements for operational efficiency improvements.
 - xii) Review the electrical concept/systems and recommend enhancements for operational or efficiency improvements.
 - xiii) Review the Construction Documents, including the drawings and specifications prepared for each subcontractor, to assess their completeness and coordination among the various disciplines, to assess provisions for construction sequencing, materials and equipment delivery and storage, site and building access, testing requirements, and training requirements.
 - xiv) Review life cycle cost analysis of the mechanical systems relative to energy efficiency operations and maintenance, indoor air quality, functionality, and sustainability.
- e) For each review milestone and within two (2) weeks of receipt of documents, Cx Agent shall prepare a Design Review Report which shall include a list of documents reviewed by titled and issue number or date as well as a record of issues and findings that require further attention (Issues Log). The Design Review Report and Issues Log shall be submitted to the Owner/OPM, Design Team and CM for discussion and resolution. Once acted upon by the appropriate party, each issue shall be back-checked by the Cx Agent who shall revise the Design Review Report and Issues Log to include the issues resolution and back-check results and re-issue the report to the Owner/OPM, Design Team and CM.
- f) Attend design review meetings on an as-needed basis. Meetings shall be coordinated by the OPM and will be held on a weekly basis.
- g) Cx Agent shall, through the OPM, organize, coordinate and conduct a controls integration meeting with the mechanical, electrical and systems control engineers who are part of the Design Team to discuss integration issues between equipment systems and disciplines so that integration issues and responsibilities are clearly described in the construction specifications.
- h) Cx Agent shall develop commissioning specifications (the “Cx Specifications”) for inclusion in the Construction Documents. Schedule for completion of the Cx Specifications shall be commensurate with the overall Project schedule. The Cx Specifications shall, at a minimum, define the commissioning requirements for each specification section, for a special specification division, and for each of the systems and equipment to be commissioned as identified in the Contract, and shall be coordinated for format and content with the project manual developed by the Design Team.
- i) Cx Specifications shall include, but shall not be limited to, requirements for commissioning submittals, start up and checkout test plans, functional test development support, pre-functional checklists and functional test execution, training plan development and execution, operations and maintenance manuals, as-built drawings and coordination among subtrades.
 - ii) Cx Specifications shall specifically include specifications for the start-up protocols including an identification of any and all equipment for instrumentation needed for measurements during pre-functional testing and functional performance testing, so that these requirements and any specialized equipment or instrumentation will be clearly delineated and provide for in the Construction Documents. These procedures shall also be included in the Design Team/CM pertinent bid specifications for relevant subcontractors
- i) The Cx Agent shall develop the Construction Phase Commissioning Plan (“the Cx Plan”) including all documentation identifying and describing all required functional performance tests and defining clear

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procedures for the commissioning process. The Cx Plan shall be provided to the Design Team, OPM and CM for review and approval and incorporation into sub-contractor bid documents. At a minimum the plan shall include:

- i) **General Building Information:** A very brief description of the building's location, size and type of use.
- ii) **Commissioning Team Information:** A list of the Cx Agent's team members, and their contact information along with contact information for the OPM, Design Team, CM and Owner commissioning representatives.
- iii) **Commissioning Task Matrix:** A matrix or narrative describing major commissioning activities and the commissioning team member(s) designated to lead and assist with fulfilling those objectives.
- iv) **Commissioning Scope of Work:** Detailed description of all systems schedule for commissioning, including the nature of the testing to be performed for each piece of equipment, for each sub-system and for each system.
- v) **Deliverables:** Clearly defined with deadlines, responsible parties, deliverables may include schedules, test plans, test reports, training plans and final reports.
- vi) **Schedule:** The schedule shall be coordinated with the overall Project schedule as established by the OPM.
- vii) **Checkout, Startup & Pre-functional Testing:** Define the process and procedures to be used for the installation review, startup and pre-functional testing process and required integration between these activities for each piece of equipment, subsystem, and system.
- viii) **Functional Performance Testing:** Describe the functional performance testing process, including prerequisites and any special equipment or instrumentation needed to obtain necessary measurements during performance testing. Include requirements for deferred seasonal functional performance testing as appropriate.
- ix) **Test Guidelines:** Include requirements for review, approval and documentation practices and test acceptance criteria.
- x) **Training & Turnover:** Identify training requirements, and responsibilities for development of the training plan and participation by the Commissioning Team members in the training process. The training program shall assure that the Owner's building operation personnel receive adequate training for the proper operation of the new facility systems. Define required O&M, as-built and commissioning deliverables and the deliverables turnover procedure, with references to the construction specifications as appropriate, to ensure that the school district receives all necessary documentation from the CM.
- xi) **Other commissioning-related correspondence, checklist, test forms, and documentation.**
- xii) **Upon OPM's receipt of 100% complete Construction Documents, Contractor shall provide to the OPM six (6) hard copies and one (1) electronic copy (DOC and PDF formats) on flash drive of the Commissioning Plan, specification and graphic materials.**

2) Bidding Phase

- a) Cx Agent shall attend and participate in the pre-bid meeting(s) defining, to those in attendance, what is involve in the commissioning process, reviewing the sequence and schedule of the commissioning phase, and explaining its importance to the Project.
- b) Cx Agent shall assist the Design Team and OPM in responding to requests from prospective bidders for information or clarification relating to commissioning.
- c) Upon request of the OPM, Cx Agent shall evaluate and provide input to the OPM and Design Team with respect to proposals received from Construction Managers, equipment suppliers, subcontractors or advisers providing equipment, materials or services in connection with the Project.

3) Construction Phase

- a) Cx Agent shall coordinate the commissioning work with the CM, OPM and the Design Team and assess whether the commissioning activities are properly accounted for in the master Project schedule.

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- b) Cx Agent shall attend construction meetings at least once per month to advise the project team on critical path milestone dates, including equipment delivery and installation, and other matters that impact commissioning and commissioning status.
- c) When equipment to be commissioned is about to be installed and during the installation of such equipment, Cx Agent shall track the progress and quality of the work being performed. To that end, the Cx Agent shall visit the site at such intervals as are appropriate to the state of construction; and whenever a significant amount of work in a specific discipline is being installed or constructed, Cx Agent shall bring to the site visits the specific members of Cx Agent’s core team with expertise in such disciplines. Cx agent shall advise the OPM on any issues related to these matters verbally before leaving the site and in writing within seven calendar days of the site visit. The Cx Agent, however, shall not be required to make exhaustive or continuous on-site inspection to check the quality or quantity of the work.
- d) In addition to attending construction meetings, the Cx Agent shall, through the OPM plan and conduct periodic commissioning team meetings, which shall include, at a minimum, the OPM, CM, sub-contractors responsible for the installation of systems to be commissioned, the Design Team, and the facility’s operations personnel. These meetings should occur at least monthly during most of the Construction Phase and more frequently during the three months prior to the commencement of the Acceptance Phase. The Cx Agent shall prepare commissioning meeting minutes and distribute them to the OPM and all attendees within seven calendar days of the meeting.
- e) Cx Agent call prepare Pre-Functional Checklists and Functional Test Procedures for commissioned equipment and systems, and process shall:
 - i) Review CM and subcontractor submittals applicable to systems being commissioned concurrently with review by the OPM and Design team to obtain equipment and system information and verify compliance with commissioning needs and requirements; advise the OPM, CM and Design Team of any deficiencies noted that may impact the commissioning execution or intended system performance; review the Design Team’s submittal documentation and comments and assist in resolving any discrepancies.
 - ii) Request and review additional manufacturers’ or CM’s information as required to develop the test procedures, including operations and maintenance materials, contractor start-up plans and component test procedures. Contractor shall request and review all Requests for Information (RFI), change directives and construction contract Change Orders (CO) for any changes that would affect the systems to be commissioned.
 - iii) Before startup, gather and review the approved control sequences of operation and interlocks, and work with the OPM, CM, appropriate subcontractors and appropriate members of the design team until sufficient clarity has been obtained, in writing, to be able to write detailed functional performance test procedures.
 - iv) The functional performance test procedures shall be developed from industry performance testing standards and supplemented by information contained in approved shop drawings and submittals and shall include requirements for operating each system and its components through each of the written sequences of operation and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment.
 - v) Submit complete pre-functional checklists and functional performance test procedures and distribute to the OPM, CM, Design Team, and equipment vendors for review as required and to assure understanding prior to execution.
- f) Cx Agent shall review and comment on the CM’s systems start-up plans and checkout plans, equipment and component test procedures, and shall coordinate these plans and procedures with the OPM and Design Team and through the OPM, shall facilitate CM compliance with the requirements of the Cx Plan and Construction Documents.
- g) Cx Agent shall review the Testing, Adjusting and Balancing (TAB) execution plan before TAB is executed, and shall monitor functional testing of the control system, and, through the OPM and Design Team, recommend and coordinate such retesting of the control system as may be necessary until, in the opinion of the Contractor, it’s

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ready for use for TAB. In connection with the TAB, Cx Agent shall review air and water systems balancing by spot testing, by reviewing completed reports and by selected site observation.

- h) Cx Agent shall review and comment on the Training Plan developed by the CM. Review the plan for compliance with training requirements of the facility's operations staff and obtain documentation from the Owner attesting to the adequacy and acceptance of the Training Plan.

4) Acceptance Phase

- a) Cx Agent shall plan, organize, schedule and coordinate all commissioning and other work activities, including pre-functional testing and functional performance testing during this phase of the Project, shall coordinate such activities with the OPM and the Contractor, and shall lead all commissioning team meetings.
- b) Cx Agent shall update and review the Cx Plan and related documentation as necessary during the commissioning process.
- c) Cx Agent shall review pre-functional checklist execution by site observations and spot checks, shall review all completed pre-functional checklists, shall review the deficiency and resolution log, balancing reports, approved shop drawings, open RFI's and manufacturers' start-up sheets and comment on the readiness for functional performance testing.
- d) Cx Agent shall review the calibration status of sensors and actuators reported during pre-functional check by the installing contractors and shall spot check the same during functional testing.
- e) Working with the Contractor, equipment vendors and appropriate subcontractors, Cx Agent shall execute, coordinate, witness and assess the functional performance tests for each sub-system and system as established by the Cx Plan and shall coordinate retesting as necessary until satisfactory performance is achieved. Services shall include:
 - i) Coordination, witnessing and assessing performance tests of building envelope components.
 - ii) Execution of tests on HVAC equipment during both the heating and cooling season. Tests shall be conducted with the systems utilizing permanent electrical power and, to the extent possible, under full load conditions, though some overriding of control values to simulate conditions may be allowed, if used judiciously.
 - iii) Execution of tests using conventional methods, control system trend logs or standalone data loggers, to provide a high level of confidence in proper system function.
 - iv) Analyze functional performance trend logs and monitoring data to assess performance.
 - v) Maintain a master deficiency and resolution log, which shall become part of the Issues Log and a separate testing record, provide periodic, written progress reports to the OPM, and the Design Team which include test results with recommended actions, coordinate resolution of any deficiencies with the CM and appropriate subcontractors, and witness and document repeat testing, as necessary to indicate whether all deficiencies are corrected.
- (1) In addition to the Issues Log, the Cx Agent will provide a Commissioning Variance Report. This report will be generated should deficiencies identified on the Issues Log remain unresolved for more than 90 days following addition to the Log, or should they potentially impair the District's use of the facility. The Variance Report should contain the following information:
 - (a) Identification of the specific issue
 - (b) Potential effect to Owner's occupancy or operation
 - (c) Proposed Corrective Action Plan
 - (d) Responsible parties for implementation of the Corrective Action Plan
 - (e) Proposed schedule for Corrective Action Plan
 - (f) Schedule date for system retest/scheduled site visit for verification of corrective action
- vi) Witness all test of commissioned equipment and systems which the Owner may contract for or which may be performed by manufacturer's personnel over whom the Contractor may not have direct control, review and comment on the accuracy of the test reports and the conformance of the test result with the Contract

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Documents, and document and include the test data and reports of such tests in the commissioning record and in the operations and maintenance manuals.

- f) Cx Agent shall coordinate and participate in the training of the facility's operations and maintenance staff in accordance with the requirements of the training plan, which shall include participation of the appropriate systems and equipment vendors and contractors. Cx Agent shall provide documentation to the OPM that this has been satisfactorily completed.
- g) Cx Agent shall review completed as-built drawings and records, including operation and maintenance manuals prepared by equipment manufacturers, fabricators or installers.
- h) The Cx Agent, with the assistance of the OPM, Design Team and Contractor shall develop a Systems manual that provides the information needed to understand, operate and maintain the building's systems and assemblies. Systems Manual shall be developed in accordance with ASHRAE 202-2013.
- i) Cx Agent shall participate in meetings and other Project activities relating to system start-up and after Substantial Completion shall participate in the review of the building operations.
- j) Cx Agent shall assess and report to the OPM whether all equipment and systems are working in conformance with the requirements of the Construction Documents and shall make recommendations for modification or adjustment as necessary.
- k) Cx Agent shall review all equipment warranties and advise the OPM, and Design Team of compliance with the Construction Documents.
- l) Cx Agent shall review all testing, adjusting and balancing with respect to each piece of equipment to be commissioned, for each system and combination of systems, and for the facility as a whole; shall assess the adequacy, accuracy and completeness of all final testing, adjusting, and balancing reports; and shall advise the OPM of any necessary corrections.
- m) Cx Agent shall observe all environmental performance testing, and testing of environmental monitoring systems or tests by manufacturers' personnel over whom Cx Agent may not have direct control, shall review and comment on the accuracy of the test reports and the conformance of the test results with the Contract Documents, and all permits and other applicable requirements, and shall document and include the results of these tests in the Final Commissioning Report.
- n) Cx Agent shall monitor the continuing adjustment, optimization, and modification of all systems to assess whether they meet operating and performance requirements specified in the Contract Documents and shall advise the OPM on a regular basis on the status of this process.
- o) Cx Agent shall coordinate with the OPM to review and recommend appropriate action with respect to the operator training program required by the Contractor.
- p) Cx Agent shall comment on documentation provided by the CM regarding the provision of all required tools, lubricants, spare parts and miscellaneous start-up consumables required to be provided by the Contractor.
- q) Cx Agent may be required by the Owner to provide on-going support to the OPM and the Owner during the first full year of operation on an as-needed basis as a reimbursable service.
- r) Cx Agent shall accompany the OPM and Design Team on a walk-through site visit upon completion of punch list by the Contractor, review the deficiency and resolution log and report to the OPM on the installation completeness and functionality of all commissioned systems; and shall advise the OPM on any necessary corrections.
- s) Cx Agent shall provide the OPM and Design Team with prompt written notice if Cx Agent becomes aware of any fault or defect or noncompliance with the Construction documents as they may affect the systems to be commissioned.

5) Project Closeout

- a) Cx Agent shall provide a Final Commissioning Report. The report shall include an executive summary, list of participants and the role of each participant, brief building and systems description, an overview of the scope of commissioning and testing and a general description of the testing and verification methods.

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- i) For each piece of commissioned equipment, the report shall address the adequacy of the equipment, documentation and training, in satisfying the requirements of the Contract Documents in each of the following areas:
 - (1) Equipment/system specifications and design intent
 - (2) Equipment/system installation
 - (3) System functional performance and efficiency
 - (4) Description of the verification method used (manual testing, trend logs, data loggers, or other as appropriate) and observations and conclusions from the testing
 - (5) Non-compliance issues referenced to the specific functional test inspection, trend log, and other records where the deficiency is documented
 - (6) Equipment/system operations and maintenance
 - (7) Record documentation
 - (8) Operator and maintenance training
- b) All outstanding non-compliance items shall be specifically listed in the report, and recommendation for improvement to equipment or operations, future actions, commissioning process changes, and other appropriate matters shall also be listed.
- c) Appendices shall contain all acquired sequence documentation, Issues Log, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, and all other relevant information.
- d) Pre-functional checklists and functional performance tests and monitoring data and analysis shall be provided in a separate labeled binder.

6) Post Occupancy

- a) Cx Agent shall, through the OPM, plan, organize, schedule and coordinate required seasonal or deferred testing and deficiency corrections.
- b) Cx Agent shall provide the final testing documentation for the commissioning record and operations and maintenance manuals.
- c) No later than ten (10) months after Substantial Completion of the Project and after one complete heating and cooling season, the Cx Agent shall return to the Project Site and review outstanding issues related to the original and seasonal commissioning, shall interview facility staff and identify problems and any concerns they may have with the operation and maintenance of the facility as originally intended, shall make suggestions for improvements and for recording any proposed changes in the operations and maintenance manuals, shall identify to the OPM and Owner those issues whose corrections may be covered by equipment and system warranties or by the original construction contract, and shall assist the OPM and the facility staff in development reports and documents and requests for services to remedy outstanding problems. Once deficiencies have been corrected, the Cx Agent may be requested by the Owner to provide oversight on any final testing required and to document the results in the Commissioning Record.
- d) Cx Agent shall execute a Commissioning Certificate of Completion certifying that the functional performance tests for each sub-system and system as established by the Commissioning Plan have been executed and satisfactory performance has been achieved; all items listed on the Issues Log have been appropriately resolved; the ten-month Post Occupancy site visit and Project review have been completed; and the Final Commissioning Report has been submitted to the Owner.

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Commissioning Sample Rates

Exhibit B

Systems/Equipment to be Commissioned	Minimum Sample %	Comments
<i>Building Envelope</i>		
Exterior walls	100	
Exterior windows	25	
Exterior doors	25	
Louvers and vents	25	
Grilles and sunscreens	25	
Infrared scan of envelope	100	
<i>Roofing</i>		
Roof systems, including parapet	100	
Roof openings, including skylights, pipe chases, ducts, etc.	100	
Infrared scan of roof	100	
<i>HVAC Systems</i>		
Boilers	100	
Chillers	100	
Domestic hot water heating coils	100	
Piping	25	
Heat exchangers	100	
Pumps and drives	50	
Air handler systems	100	
Rooftop units	100	
Displacement terminal units	100	
Unit Ventilators	25	
Cabinet unit heaters	25	
Fan coil units	25	
Unit heaters	25	
Radiant panels	25	
Finned tube radiation	25	
Convectors	25	
Chilled beams	25	
Exhaust fans	25	
Combustion air units	100	
Split system AC	100	
Make-up air units	100	

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Fume hoods	100	
Heat recovery systems	100	
Thermal solar systems	100	
Testing, adjusting and balancing spot check	25%	
Automated temperature controls and energy management systems	100	
<i>Plumbing Systems</i>		
Natural gas systems	25	
Compressed air systems	25	
Backflow preventers	100	
Pressure booster systems	100	
Water heaters	100	
Hot water storage	100	
Water closet and sinks	25	
Laboratory waste and acid neutralization systems	100	
Safety/shower/eyewash stations	100	
Mixing valves	100	
Irrigation Systems	100	
Grey water systems	100	
Rain water reclamation systems	100	
<i>Electrical Power Systems</i>		
Electrical service and switchgear	100	
Transformers	100	
Motor control centers	100	
Electrical distribution systems	25	
Emergency and standby power systems including automatic transfer switching systems	100	
Lighting and lighting control systems	25	
Low voltage systems	25	
Grounding and bonding systems	25	
Photovoltaic Systems	100	
Wind power systems	100	
Interfaces to automated temperature/building automation control systems	100	
<i>Voice, Data, Video Systems</i>		
Cabling	10	

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Switches	10	
Servers	10	
Routers	10	
Interfaces	10	
Terminals	10	
Master clock system	100	
Public address systems	100	
<i>Life Safety Systems</i>		
Security systems	100	
Mass Notification Systems	100	
Fire alarm systems	100	
Fire suppression systems	100	
Fire pump systems	100	
Egress lighting	100	
Egress pressurization systems	100	
<i>Building Automation and Controls</i>		
Interface of these systems with HVAC systems, fire alarm and security systems	100	
Security Cameras, Intrusion Alarm, Elevator, Card Access	100	
<i>Other Systems/Equipment Not Noted Above</i>		

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ATTACHMENT A

Bid Form: Central Falls School District Commissioning Agent Services

WHEREAS, the City of Central Falls / Central Falls School District has duly asked for bids for the supply of goods and/or services in accordance with the aforementioned Request for Proposal;

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the Request for Proposal which are here incorporated by reference in exchange for the bid price below;

The offer Shall remain open and irrevocable until the Central Falls School District shall transform the bid into a contract.

(To be completed, notarized, and submitted with Proposal)

Company Name: _____
 Company Address: _____
 Bidder Signature: _____
 Bidder's Printed Name: _____
 Title: _____
 Date: _____
 Telephone Number: _____
 E-Mail: _____
 Base Bid Total Cost: _____
 Base Bid Total Cost in Words: _____

Base Bid Project Phase Break Down:

Project Phase	Commissioning Fee	Estimated No. Meetings
Construction Documents Phases		
Bidding Phase		
Construction Phase		
Acceptance Phase		
Project Closeout		
Post Commissioning		
Building Envelope / Roofing Systems		
Sub-Total		
TOTAL		