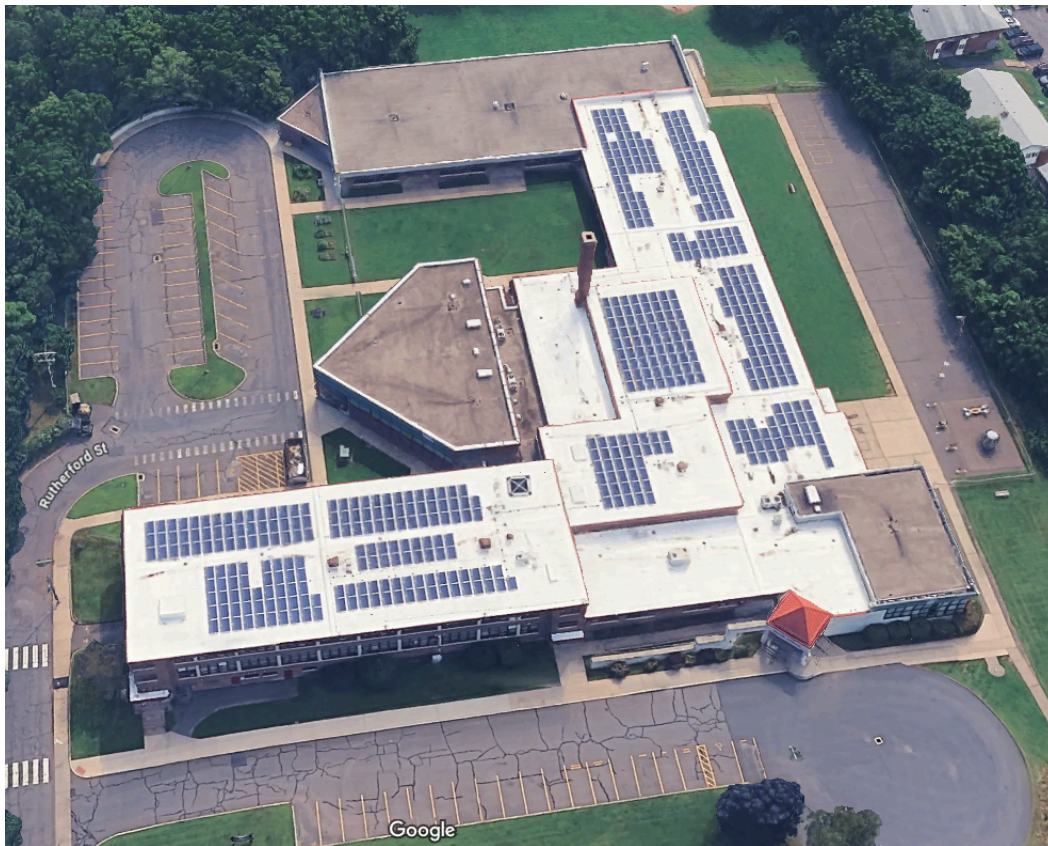


**Consolidated School District and The City of New Britain**  
**Invitation to Submit Request for Qualifications/ Proposal**  
***Building Systems Commissioning Services***

*For Proposed Addition, Renovate-As-New and Site Improvements to*

***Smith Elementary School***  
***142 Rutherford Street, New Britain, CT 06052***



***MANDATORY WALKTHROUGH MEETING***

**June 17, 2025 at 9am**

142 Rutherford Street, New Britain, CT 06051

**SUBMISSION OF REQUEST FOR QUALIFICATIONS/PROPOSAL DUE**

**June 24, 2025 by 10am**

**250 John Downey Dr., New Britain, CT 06053**

Please submit your documents in a sealed envelope labeled "Smith Commissioning."

**Requests for Information:**

Please email [Smedley@csgdnb.org](mailto:Smedley@csgdnb.org) or Call 860-827-2287

**BUILDING SYSTEMS COMMISSIONING RFP**

**Smith School Additions, Renovate as New, Early Learning Center Addition and Site Improvements**

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**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. 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 design, construction, start-up, and the initial period of operation.

**Project Team/Update**

The architect for this project is Kaestle Boos Associates of New Britain, Construction Manager is Newfield Construction of Hartford. Kaestle Boos Associates is using RZ Design Associates a GM2 Company, Inc. of Rocky Hill for MEP design. Schematic design has been completed. The design team is in the DD phase. See the project schedule below for further information.

**Project Description**

This project involves the renovations and additions to Smith Elementary School including the addition of an Early Learning PreK Center located at 142 Rutherford Street, New Britain, CT. This is a “Renovate as New” project as defined by the Office of School Construction and Grant Review.

The school when completed will have art and music rooms, gymnasium, cafeteria, multiple kindergarten through fifth grade classrooms, an attached Early Learning Center for 22 Pre-K classrooms and resource spaces as well as various ancillary spaces. When completed, existing space (55,768 sq ft) will be renovated and 35,636 Square feet will be added. The Early Learning Center addition will be 56,945 square feet. The building’s total Square footage when completed will be 148,349 Square feet. Site work will include new driveways, parking areas, stormwater detention systems, fields and playgrounds.

The construction start and completion is anticipated as follows:

Schematic Design Phase	Completed
Design Development Phase	July - October 2025
Construction Document Phase	November 25-Jan 2026
Approvals and Permitting	March -April 2026
Scope Reviews & Bid Award	May - Aug 2026
Start Construction	September 2026
End Construction	20 Months (Substantial Completion)
Final Completion	August 2028

**Qualifications**

The Owner requires the following qualifications for the firm designated as the Commissioning Agent:

- He/she has acted as the Commissioning Agent for at least five (5) projects of over 90,000 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) recommendations from completed commissioning projects.
- He/she has been certified (CCP) through the Building Commissioning Association.

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 Commissioning Provider who is a member of the team that will coordinate the commissioning activities from the technical perspective. This member may not necessarily be the team’s overall project or contract manager. The Commissioning Provider must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope.

**Selection Criteria**

Because of the complexity and coordination requirements of this project, The Consolidated School District will select the Commissioning Service firm based on their ability and experience with similar projects. The selection will not be based solely on

cost. The Consolidated School District of New Britain expressly reserves the right to select the firm that best qualifies for the project in the best interests of the project and school district.

### **Scope of Work**

***The Commissioning process shall be based on and follow ASHRAE Guideline 0-2005.*** The CxA (Commissioning Agent) is required to provide services during the design phase, the construction phase, the acceptance phase, and the post-occupancy phase, as required by the State of Connecticut Standard 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, and other systems have been installed according to the contract documents and operate within the performance guidelines set out in the documents.

#### **I. Perform a Review of the Construction Documents.**

- A. The CxA shall review the Construction Documents.
- B. The CxA shall provide the design team (the architect of record and all its subconsultants), the Owner 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.
- C. The CxA shall provide written comments and, as required, provide on-site discussion with the design team, the Owner, and Construction Administrator 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 Construction Administrator.

#### **II. 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 Owner, Construction Administrator, design team, and general contractor (the "Contractor").
  2. The plan will identify what systems 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 the Owner, Construction Manager, and the design team. 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 issue four (4) copies of the final commissioning plan within 14 days following the written approval of the above parties.

#### **III. Review Mechanical and Electrical Contractors' 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 and Construction Manager. The resolution of these problems will be the responsibility of the Owner and the design team, with input provided by the CxA.

#### **IV. 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.)

#### **V. 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 to the Contractor in the form of commissioning log books for their further distribution to the appropriate subcontractors. The forms will be utilized by the subcontractors in documenting the completion of the installation.
- C. The Contractor shall verify the accuracy and completeness of the subcontractors' documentation and notify the CxA that systems are prepared for testing, balancing, and functional testing.

#### **VI. On-site Construction Observation and Construction Meeting Attendance**

- A. The CxA shall attend all commissioning meetings and attend periodic Owner, Construction Administrator, Agency, design team, Contractor meetings.
- B. The CxA shall provide on-site construction observation visits during the construction phase of the project.
- 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, the Construction Administrator, the design team, and the Contractor.
- 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.
- 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, the Construction Administrator, the design team, and the Contractor. The report will include a discrepancy/recommendation log, which will be updated after each site visit.

#### **VII. 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, the Construction Administrator, the design team, and the Contractor. 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 agency, the design team, and the general contractor.
- 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, etc.
  - All exhaust fans
  - All return fans
  - All variable air volume (VAV) terminal units and associated reheat coils
  - Boiler, boiler combustion air fan, and all associated pumps, tanks, condensate pumps, etc.
  - Hot water heating system
  - Computer room air conditioning units and associated split system condensers
  - All unit heaters, cabinet heaters, etc.
  - Building automation system
  - Direct Digital Controls and system interlocks
  - Fire protection systems and equipment; fire alarm system interfaces with HVAC systems
  - Security Systems
  - Telecommunications Systems
  - Emergency Generator
  - Photovoltaic System

## **VIII. 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. The schedule will be submitted to the Owner, the CA, the design team, and the Contractor 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.

## **IX. Preparation for and Review of Testing, Adjusting, and Balancing (TAB) of the Project's HVAC 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.
- C. Any discrepancies identified during the CxA's review will be brought to the attention of the Owner, the design team, and the Contractor for their review. As required, the CxA shall facilitate discussions with the Owner,

Agency, the Construction Administrator, the design team, and the Contractor 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.

## **X. 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, the Construction Administrator, the design team, and the Contractor. 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, the CA, the design team, and the Contractor. 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.

## **XI. 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 Contractor and to the Owner within 15 days following receipt of the O & M manuals.
- 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 Contractor and the design team in order to provide accurate as-built documentation.
- D. The CxA shall review all HVAC system and electrical equipment warranties to verify that client agency's responsibilities are clearly defined.

## **XII. Provide Operation Staff Training**

- A. The CxA shall coordinate the training of the maintenance personnel in a review of the following:
  - 1. System configuration
  - 2. Control sequences
  - 3. Special systems
  - 4. Safety
- C. The training will be conducted after the O&M manuals have been distributed to the maintenance personnel.

- D. The CxA shall coordinate/supervise with the Construction Administrator and Contractor to ensure that all training specified in the project construction documents is properly carried out by the Contractor.

### **XIII. Final Commissioning Report**

- A. The CxA shall provide a final commissioning report. 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 TAB report.
- B. The CxA shall submit four (4) copies of the final commissioning report within 60 days after completion of the services itemized in subsections I through XII above.

### **XIV. 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. The CxA shall provide a site visit at the 10-month interval of the project warranty.
- C. The CxA shall review with the operations staff of the client agency how well the commissioned systems have been performing and identify any problems that may require review or correction.
- D. The CxA shall provide a written report outlining the findings of its warranty reviews and recommendations with regard to any corrective action that may be required.
- E. The CxA shall complete the warranty period review and submit four (4) copies of the written report within 12 months after completing the final commissioning report.

#### ***MANDATORY WALKTHROUGH MEETING***

June 17, 2025 at 9am  
142 Rutherford Street, New Britain, CT 06051

#### **SUBMISSION OF REQUEST FOR QUALIFICATIONS/PROPOSAL DUE**

June 24, 2025 by 10am  
250 John Downey Dr., New Britain, CT 06053

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**Please provide 4 copies of your Qualifications and Proposal including a lump sum proposal on your firm's letterhead.**

#### **Requests for Information:**

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# Appendix #1

## **Building Envelope Services:**

**The commissioning agent shall perform the following "building envelope services:"**

1. The CxA shall review the Construction Documents with focuses on roof, windows, doors (including weather striping) and exterior wall materials and "R" rating.
2. The CxA shall provide the design team (the architect of record and all its subconsultants), the Owner with review comments at each of the reviews for SD, DD and CD. 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.
3. The CxA shall provide written comments and, as required, provide on-site discussion with the design team, the Owner, and Construction Administrator to review its comments.
4. The CxA shall provide the above written comments within 45 days after receipt of written notification to proceed from the Construction Administrator.
5. The CxA shall witness water tests on 10% of installed windows. The actual tests are the responsibility of the installing contractor. Include up to four (4) site visits to witness the water testing.
6. The CxA shall perform four (4) site visits to review the building envelope installation.