

Meeting Agenda
Farmington High School Building Committee Meeting
Farmington High School Library
Wednesday, November 3, 2021
6:30 P.M.

****PLEASE NOTE THE MEETING WILL BE HELD IN PERSON IN THE FHS LIBRARY****

The in-person meeting will also be streamed over zoom. Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82710827668>

Telephone Call in Information:

Dial: +1 312 626 6799

Webinar ID: 827 1082 7668

- A. Call to Order.
- B. Pledge of Allegiance.
- C. Public Comment.
- D. Minutes.
 - 1) To approve the attached October 6, 2021, minutes.
- E. Correspondence Received 10/5/2021 – 11/1/2021.
None.
- F. Reports.
 - 1) Chair Report.
 - 2) Town Council Liaison Report.
 - 3) Board of Education Liaison Report.
 - 4) Owner’s Representative Report.
 - 5) Architect Report.
 - 6) Construction Manager Report.
 - 7) Communications Subcommittee Report.
 - 8) Professional Partnership Subcommittee Report.
 - 9) Financial Report.

G. New Business.

- 1) To approve the attached RFQ for Commissioning Services.
- 2) To approve the attached scoresheet for the Commissioning Services RFQ.
- 3) To approve the attached RFQ for Professional Engineering Services.
- 4) To approve the attached scoresheet for the Professional Engineering Services RFQ.
- 5) To approve the attached invoice from TSKP Studio in the amount of \$292,800.00.
- 6) To approve the attached invoice from TSKP Studio in the amount of \$12,200.00.
- 7) To approve the attached invoice from Construction Solutions Group in the amount of \$22,597.00.
- 8) To approve the attached invoice from Construction Solutions Group in the amount of \$1,030.00.
- 9) To cancel the November 17, 2021, FHS Building Committee meeting.

H. Adjournment.

cc: Committee Members
Paula Ray, Town Clerk
Interested Parties

MOTION:

Agenda Item D-1

To approve the attached November 3, 2021 minutes.

/Attachment

Meeting Minutes
Farmington High School Building Committee Meeting
Farmington High School Library & Online
Wednesday, October 6, 2021
6:30 P.M.

Attendees:

Meg Guerrera, Chair
Wendy Ku
Ellen Siuta
Johnny Carrier
Sharon Mazzochi (via Zoom)
Michael Smith (via Zoom)
Beth Kintner
Alicia Bowman, Assistant Superintendent of Finance & Operations
Sam Kilpatrick, Director of School Facilities
Scott Hurwitz, FHS Principal
Lisa Kapcinski, FHS Assistant Principal
Kat Krajewski, Assistant Town Manager
Devon Aldave, Clerk of the Committee
Chris Cykley, Construction Solutions Group
Ryszard Szczypek, TSKP Studio
Lorel Purcell, O&G Industries
Nelson Reis, O&G Industries
Mark Jeffko, O&G Industries

A. Call to Order.

The meeting was called to order at 6:33 P.M.

B. Pledge of Allegiance.

The committee members recited the Pledge of Allegiance.

C. Public Comment.

None.

D. Minutes.

1) To approve the attached September 22, 2021 minutes.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to approve the September 22, 2021 minutes.

E. Correspondence Received 9/18/2021 – 10/4/2021.

None.

F. Reports.

1) Chair Report.

Meg Guerrera welcomed O&G to the FHS Building Committee. Mark Jeffko, Lorel Purcell, and Nelson Reis introduced themselves to the committee.

Meg presented a high-level project timeline with the committee. This project timeline is recorded with these minutes as Attachment A.

2) Town Council Liaison Report.

No report.

3) Board of Education Liaison Report.

No report.

4) Owner's Representative Report.

Chris Cykley stated that a schematic design review meeting was held this morning with the Office of School Construction & Grants Review. A representative from the Office of School Construction & Grants Review will be doing a site tour on October 20th. Chris stated that CSG will work with the Professional Partnership Subcommittee on a draft RFP for Commissioning Agent at their next meeting.

5) Architect Report.

Ryszard Szczypek stated that TSKP Studio has met with user working groups and the design working group. TSKP Studio will meet with the design working group again on October 13th. Ryszard stated that TSKP met with O&G to discuss the overall project schedule. TSKP and O&G met with the Town Planning Office to discuss housekeeping items as well as the site plan timeline. TSKP Studio stated that the consultants for universal design, food service design, environmental design, and theatre design have begun their work.

6) Construction Manager Report.

Mark Jeffko stated that O&G received schematic design drawings from TSKP Studio. Lorel Purcell stated that she is working on a preconstruction schedule which she will share at the November 3rd building committee meeting.

7) Communications Subcommittee Report.

Kat Krajewski reported that the Communications Subcommittee met prior to the FHS Building Committee meeting, and reviewed updates to the committee website and a draft press release. The subcommittee will review a draft newsletter and FAQ at the next meeting.

8) Professional Partnership Subcommittee Report.

Kat Krajewski reported that the Professional Partnership Subcommittee will meet on October 13th to review the draft RFP for Commissioning Agent. A representative from O&G will also attend this meeting to begin contract negotiations.

9) Financial Report.

Kat Krajewski presented the financial report, and the invoice tracking sheets. These documents are recorded with these minutes as Attachment B-1 and Attachment B-2.

G. New Business.

1) To approve the attached invoice from TSKP Studio in the amount of \$292,800.00.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to approve the attached invoice from TSKP Studio in the amount of \$292,800.00.

2) To approve the attached invoice from TSKP Studio in the amount of \$12,200.00.

Upon a motion made and seconded (Carrier/Siuta) it was unanimously VOTED: to approve the attached invoice from TSKP Studio in the amount of \$12,200.00.

3) To approve the attached invoice from Construction Solutions Group in the amount of \$22,597.00.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to approve the attached invoice from Construction Solutions Group in the amount of \$22,597.00.

4) To approve the attached invoice from Construction Solutions Group in the amount of \$1,030.00.

Upon a motion made and seconded (Smith/Mazzochi) it was unanimously VOTED: to approve the attached invoice from Construction Solutions Group in the amount of \$1,030.00.

5) To cancel the October 20, 2021, FHS Building Committee meeting.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to cancel the October 20, 2021, FHS Building Committee meeting.

H. Adjournment.

Upon a motion made and seconded (Carrier/Siuta) it was unanimously VOTED: to adjourn at 7:02 P.M.

Respectfully Submitted,

Devon Aldave
Clerk of the Committee

FHSBC Timeline- Updated 10/06/2021



We are here

<u>Final Plan Development</u> <i>New Farmington High School & Central Office Renovation</i>
✓ Issue a Notice to proceed to the architect to complete final plans
✓ Engage with State of CT OSCGR to review plans throughout the process
✓ Select specialized design consultants (universal, theater, kitchen)
✓ Select Firm for Construction Manager Services (RFP & Interviews)
✓ Establish Design Working Group
Select Independent Engineering Firm/Commissioning Agent (RFP & Interviews)
Submit the final plans to the Town Plan and Zoning Commission for site plan approval
Submit final plans to the Board of Education for approval
Committee Approves Final Plans, Working Drawings and Specifications, Bid Documents, and Contract Documents
Put the project out to bid and award construction contract (CMP amendment)
Submit final plans for OSCGR approval



<u>Construction</u> <i>New Farmington High School & Central Office Renovation</i>
Establish an Oversight Team
RFP for Materials Testing
Authorize the Start of Construction
Consider and Act Promptly on Change Orders
Accept the building as substantially complete
Oversee the completion of punch list items
Review Certification by the architect that construction has been completed
Authorize the release of funds that have been withheld

Anticipated New School Move In: August 2024
Anticipated Project Completion: June 2025

DRAFT: This is a planning document that represents high-level tasks and will be updated continually based on new information.

Farmington High School Building Committee
Financial Report-October 6, 2021

Starting Account Balance 2016	\$500,000	Initial authorization for the FHS Building Committee in 2016
Remaining Balance from 2016 committee	\$266,007.00	Remaining balance from previous FHS committee approved at 9/10/19 Town Council Meeting
Appropriation from Town Council	\$199,000.00	approved at 9/10/19 Town Council Meeting
Transfer from Town Council	\$256,000.00	Council Meeting

Total Account Balance- Beginning 2018 **\$721,007.00**

Expenses from Ad Hoc Committees:

Amount	Description	
\$17,000	Community Survey	Contract

Expenses from this FHS Building Committee:

Amount	Description	
\$33.75	2 year website Domain- fhsbuildingproject.org	P-Card
\$27.90	2 year website Domain- fhsbuildingproject.com	P-Card
\$27.90	2 year website Domian- fhsbuildingproject.net	P-Card
\$432.00	wix website hosting	P-Card
	wix credit	Credit
\$369.66	hartford courant legal notice for Architect RFP	cu00254321
\$1,993.00	FHS Building Committee Intern (Summer Work)	
\$218.16	Square Space website hosting	P-Card
\$14,850.00	PT Help-- For Committee	Contract
\$15.94	Staples- Poster for 10/16 Community Input Meeting	P-Card
\$105.10	Highland park Market- Dinner for Interviews	P-Card
\$25.47	Staples Poster Boards for Communtiy Input Meeting	Staples Credit Card
\$276.90	Amazon- Supplies for Community Input Meeting	P-Card
\$132.75	Chartwells- Coffee/Tea for Communtiy Input Meeting	
\$112.50	Chartwells from 1/25 Community meeting	

Farmington High School Building Committee
Financial Report-October 6, 2021

\$596.00	Nutmeg TV Meetings 1/8, 1/15, 1/22	
\$1,198.00	Briarwood Printing- Postcard 8/2020	
\$2,941.34	USPS Postcard Mailing- 8/2020	
\$229.72	Square space website hosting- annual fee	P-Card
\$1,925.06	January Newsletter Postage 1/20/21	
\$224.19	Survey- Business Reply Postage 1/25/21	
\$383.52	Survey -Business Reply Postage 1/27/21	
\$191.76	Survey- Business Reply Postage 1/28/21	
\$62.04	Survey-Business Reply Postage 1/29/21	
\$269.31	Survey- Business Reply Postage 2/1/21	
\$60.63	Survey-Business Reply Postage 2/3/21	
\$36.66	Survey-Business Reply Postage 2/4/21	
\$169.89	Overnight Shipping to Survey Systems	
\$9.80	Survey- Business Reply Postage 2/5/21	
\$35.25	Survey-Business Reply Postage 2/5/21	
\$97.25	Overnight Shipping to Survey Systems	
		Additional reply postage received after survey deadline
\$318.66	Survey-Business Reply Postage- 2/9-2/24/21	
\$19.74	Survey -Business Reply Postage - 2/25/21-3/5/21	
\$4.23	Survey-Business Reply Postage- 3/11/21-3/17/21	
\$1,925.06	March Newsletter Postage- 3/25/2021	
\$110.06	Domain Name Registration -4/16/2021	
\$2,089.68	May Newsletter Postage-4/29/2021	
\$750.00	Tall Timbers Marketing-Additional Costs	
\$2,345.21	Explanatory Text Newsletter	
\$1,968.00	Briarwood Printing- Explanatory Text Newsletter	
\$23.24	Highland Park market	
\$229.72	Squarespace Annual hosting fee	
\$301.90	CM RFQ Legal Notice	
\$166.62	Olees Pizza- Food for CM Interviews	

Total Expense:

\$37,303.57

Current Account Balance

\$666,703.43

Farmington High School Building Committee
 Financial Report-October 6, 2021

<i>Professional Partners-Invoice (Part 1)</i>	<i>Amount Billed to Date</i>	<i>Total Contract Amount (Part 1)</i>	<i>Remaining Balance</i>
CSG Invoice	\$89,109.00	\$89,109.00	\$0.00
QA+M	\$47,000.00	\$47,000.00	\$0.00
TSKP Studio	\$120,000.00	\$120,000.00	\$0.00
<i>Professional Partners-Invoice (Part 2)</i>			
Center for Research and Public Policy	\$8,500.00	\$17,000.00	\$8,500.00
Tall Timbers Marketing	\$32,482.00	\$32,500.00	\$0.00
CSG	\$95,121.00	\$105,690.00	\$10,569.00
TSKP Studio	\$130,000.00	\$130,000.00	\$0.00
<i>Sustained Communications Plan</i>			
Tall Timbers Marketing	\$6,188.00	\$24,750.00	\$24,750.00
<i>Total Invoices Approved to Date</i>	<i>\$528,400.00</i>		
Updated Account Balance (with invoices)	\$138,303.43		
<i>Remaining Balances</i>			
Remaining Balances (see above)	\$43,819.00		
Total Remaining Balances	\$43,819.00		
Total On Hand	\$94,484.43		

Farmington High School Building Committee- Invoice Tracking
 Farmington High School New Construction

Construction Solutions Group		
Contract Amount- New FHS		\$1,084,647
Invoice Amount	Invoice Date	
	8/9/2021	\$22,597.00 Professional Services- July 2021 Professional Services- August
	9/1/2021	\$22,597.00 2021 Professional Services- September
	10/1/2021	\$22,597.00 2021
Invoice Total:		\$67,791.00
Remaining Balance:		\$1,016,856.00
TSKP Studio		
Contract Amount- New FHS		\$5,125,000.00
Invoice Date	Invoice Date	
	8/9/2021	\$292,500.00
	9/1/2021	\$292,500.00
	10/1/2021	\$292,800.00
Invoice Total:		\$877,800.00
Remaining Balance		\$4,247,200.00
O&G		

Farmington High School Building Committee- Invoice Tracking
Central Office/Locker Room Renovation

Attachment B-2

Construction Solutions Group

Contract Amount- New FHS		\$49,446
Invoice Date	Invoice Amount	
	8/9/2021	\$1,030.00 Professional Services- July 2021
	9/1/2021	\$1,030.00 Professional Services- August 2021
	10/1/2021	\$1,030.00 Professional Services- October 2021
Invoice Total:		\$3,090.00
Remaining Balance:		\$46,356.00

TSKP Studio

Contract Amount- Central Office/Locker Room		\$215,000.00
Invoice Amount	Invoice Date	
	8/9/2021	\$12,500.00 Professional Services-July 2021
	9/1/2021	\$12,500.00 Professional Services- August 2021
	10/1/2021	\$12,200.00 Professional Services- September 2021
Invoice Total:		\$37,200.00
Remaining Balance:		\$177,800.00

O&G

October 6, 2021

MOTION:

Agenda Item G-1

To approve the attached RFQ for Commissioning Services.

NOTE: This RFQ was reviewed and approved by the Professional Partnership Subcommittee at the October 13, 2021, meeting. The Town Attorney also reviewed and approved the RFQ.

/Attachment

REQUEST FOR QUALIFICATIONS

For

Commissioning Services

For the

Farmington High School 052-0076N,
And Central Office 052-0077BE
Farmington, Connecticut

Issue Date:	November 5, 2021
Question Deadline:	November 12, 2021
RFQ Deadline:	November 19, 2021, at 2:00 pm EST
RFP Issued Due:	December 2, 2021
RFP Due:	December 10, 2021, at 2:00 pm EST
Anticipated Award:	December 17, 2021

TABLE OF CONTENTS

- I. Instructions to Bidders
- II. Commissioning Services Overview
- III. Project Description
- IV. Proposal Submittal
- V. Selection Process
- VI. Scope of Services
- VII. Exhibits:
 - Exhibit A: Qualifying Experience
 - Exhibit B: Eversource Energize CT Verification Incentive Program Guidelines

The Farmington High School, and Central Office Building Committee is pleased to announce this invitation to submit qualification from bidders to provide professional commissioning services for the Farmington High School, and Central Office Project for the Town of Farmington, Connecticut.

LEGAL NOTICE
REQUEST FOR PROPOSALS

Commissioning Services for New Farmington High School and Central Offices

Proposals will be accepted at the BOE Office, Farmington Town Hall, 1 Monteith Drive, Farmington, CT 06032 until 2:00 PM Eastern Daylight Time on November 19, 2021. Instructions to bidders may be obtained at www.fpsct.org. Links: Department>Business Services>Facilities & Operations > RFP/Bid Opportunities

The Farmington High School (FHS) Building Committee intends to utilize firms selected from this Request for Proposal to provide documented confirmation that the facility fulfills the functional and performance requirements of the building owner and operators, and as required by the State of Connecticut General Statutes: Section 16a – 38k. The commissioning process will establish and document the owner’s criteria for system function, performance, and maintainability; and to verify 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 Building Standards and the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings. The Project’s commissioning services shall consist of (i) the mandatory requirements of Section 16a-38k-3(a) of the Regulations of Connecticut State Agencies, (ii) the services 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 Construction Grants, Supplement to the Guidelines, (iii) shall include the enhanced commissioning services as further described in this RFQ, (iv) shall include work required for the Energize CT Verification Incentive and (v) shall be performed pursuant to the ASHRAE Guideline 0-2005 (collectively, the “Commissioning Services).

Qualified firms are required to submit their Proposal in accordance with the solicitation package requirements. The firm must meet all municipal, state and federal affirmative action and equal employment opportunity practices. **One Original, fifteen (15) copies of the proposal, and one electronic copy (Adobe PDF) must be submitted**

After review of all qualifications, including fee proposals, the Farmington High School Building Committee reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Farmington and Farmington Public Schools.

All questions or comments regarding this solicitation package must be submitted to the office of the Director of School Facilities via email at kilpatrick@fpsct.org with the subject line: Commissioning Services RFQ. Questions must be submitted by Friday, November 12, 2021, at 2:00 pm.

I. INSTRUCTIONS TO BIDDERS

Absolutely no extensions will be granted. The selected commissioning agent will be expected to begin work immediately upon receipt of a letter from the Town directing the commencement of work. All firms submitting a proposal will be notified of the Owner's decision in writing.

The Town may, at its sole discretion, clarify, modify, amend, or terminate this solicitation at any time if the Town deems it to be in its best interest to do so. Respondents are responsible for checking the Town or CT DAS website for any addenda to this RFQ, and to complete its response in accordance with the latest issued addenda. The lowest priced proposal is not the sole determining factor when awarding this proposal.

Commissioning Services (as hereinafter defined) shall be performed pursuant to the AIA document; AIA-C203-2017 Commissioning Agreement, to be accepted without exception, modification, or negotiation. The Owner intends to issue the contract documents as an amendment to this RFQ. Work will only commence on a Contract after a written notice to proceed is issued by the Town of Farmington directing the commencement of such work. In the event of any conflicts between this RFQ and any other proposal document(s) or the contract between the Town and the successful proposer, this RFQ shall prevail.

II. COMMISSIONING SERVICES OVERVIEW

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner and operators, and as required by the State of Connecticut General Statutes: Section 16a – 38k. The commissioning process will establish and document the owner's criteria for system function, performance, and maintainability; and to verify 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 Building Standards and the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings. The Project's commissioning services shall consist of (i) the mandatory requirements of Section 16a-38k-3(a) of the Regulations of Connecticut State Agencies, (ii) the services 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 Construction Grants, Supplement to the Guidelines, (iii) shall include the enhanced commissioning services as further described in this RFQ, and (iv) shall be performed pursuant to the ASHRAE Guideline 0-2005 (collectively, the "Commissioning Services"). It is not the goal of this project to achieve LEED certification.

III. PROJECT DESCRIPTION

This RFQ is for commissioning services for the New Farmington High School, and Central Office for the Town of Farmington, CT. The project includes the new construction of a new multi-level, high school, and central offices for the Farmington Board of Education. The approximately 136,000 square foot project for 1,400 students and Board of Education staff will be located on the campus of the existing Farmington High School at 10 Monteith Drive in Farmington, CT. The existing high school will remain occupied during construction. Full demolition and abatement will occur following completion of all new construction.

The Connecticut State Department of Education has approved total project funding in the amount of \$135,540,000. The GMP for construction is estimated at \$116,000,000. The project is currently in the schematic design phase. Construction is tentatively scheduled to break ground in September 2022 followed by a 30-month construction period.

IV. **SUBMITTING A PROPOSAL**

For a Qualifications Proposal to be responsive to this RFQ it must provide all of the following information (Collectively the "Minimum Requirements") organized as listed below:

1. Cover letter: Describe your firm's commitment to the project and how you firm will meet or exceed expectations. Identify any factors that distinguish your firm from your competitors. Include a contact name, email, direct telephone, and address in the letter.
2. Certification: Provide satisfactory evidence your company is certified through CCP (Building Commissioning Association), ASHRAE CPMP/BCxP, or ACG.
3. Qualifying Experience; Exhibit A: Provide evidence your company has performed commissioning services for at least five projects of similar size and scope. Complete and include Exhibit A.
4. Project Team: Identify the proposed project team for this project. List all key members of the team and their resumes, include a description of each person's commissioning experience.
5. References: Provide five references from completed projects of similar size and scope.

V. **SELECTION PROCESS**

VI.

A. Evaluation

The Farmington High School Building Committee will evaluate the qualification submittals and develop a shortlist of not more than four (4) qualified firms. The Farmington High School Building Committee will request the four (4) most qualified firm(s) to provide fee proposal(s) in accordance with proposal format to be provided to those invited to submit.

VI. General Conditions

- A. The Farmington High School Building Committee reserves the right to accept or reject any or all proposals
- B. The Farmington High School Building Committee shall be under no obligation to accept a proposal if it is deemed to be in the best interest of Farmington Public Schools and the Town of Farmington not to do so. The Farmington Board of Education and the Town of Farmington are not responsible for any costs incurred by any Responder in connection with this RFQ. The expenses incurred by any Responder in the preparation, submission and presentation of their proposal are the sole responsibility of the Responder and shall not be charged to the Board of Education, the Town of Farmington or the Building Committee

- C. The CxA shall be required to carry the following insurance, written by a company licensed to provide insurance in the State of Connecticut, with respect to services they perform for the duration of any contract to be let as a result of this process:
- a. Workers Compensation limits as required by Connecticut General Statutes.
 - b. General Liability Insurance, including the Board of Education and the Town of Farmington as additional insured with limits of \$2,000,000 each occurrence and in the aggregate for property damage
 - c. Automobile Liability Insurance, including the Town as an additional insured, covering the operations of all operations motor vehicles owned, leased, hired, or used by the CxA in the furtherance of this Agreement with limits of \$1,000,000 each person, \$1,000,000 each occurrence for bodily injury, and \$1,000,000 each occurrence for property damage
 - d. Professional liability insurance for protection against claims arising out of the negligent performance of services as CxA or caused by any errors or omissions of the insured in the amount of \$3,000,000.
 - e. The Architect shall furnish, prior to commencement of work under this agreement, Certificates of insurance evidencing workers' compensation, general, automobile, and professional liability coverage with the required limits.
 - f. In addition, both parties to any contract to be let as a result of this process will be required to agree mutually to waive any rights which each may have against the other with respect to subrogation under any policy insurance relating to the services or work provided under any such agreement.
 - g. Save Harmless. As part of entering into any contract which may be let as a result of this process, the CxA for itself and its successors will be required to covenant and agree with the Town to indemnify and save harmless said Town from any and all action, causes of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Town to the extent caused by the CxA's negligence in the performance of the CxA services performed pursuant to any such agreement.
- D. The Building Committee, Board of Education and the Town of Farmington have the right to use any or all ideas, plans, specifications, and estimates presented in this RFQ.

VII. SCOPE OF SERVICES

The bidder awarded the Contract (the "CxA") is required to provide Commissioning Services during design, construction, approval/acceptance, and post-occupancy, and to be in compliance with Connecticut Standard Guidelines for High Performance Buildings. The CxA will provide the Town with documented assurance that mechanical, electrical, plumbing, fire protection, controls, building envelope, technology, and other systems have been installed in compliance with the contract documents and specified performance guidelines. The Commissioning Services shall include the following:

I. Commissioning Plan:

- A. The CxA shall prepare a detailed commissioning plan for the construction, acceptance, and post-occupancy phases of this Project. This informational document will include, but not be limited to the following:
 - 1. Outline the commissioning responsibilities of the CxA, the OPM, design team, and construction manager for the Project, and the trade contractors.
 - 2. The plan will identify the systems and building envelope features to be commissioned.
 - 3. The plan will explain the method of verification and documentation to be used.
 - 4. The plan will contain a preliminary schedule for the commissioning of systems.
- B. The CxA will present the plan to the owner, OPM, construction manager, design team, and trade contractors. Appropriate modifications resulting from team input will be incorporated into the plan and resubmitted for approval as the final plan.
- C. The CxA shall coordinate the commissioning work with the Construction Manager on an ongoing basis to ensure commissioning activities are incorporated 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 written approval of the above parties.
- E. The CxA shall conduct post-occupancy reviews and meetings with the owner at the following intervals: 2 weeks, three (3) months, and 10 months as well as at start up of the cooling and heating season.

II. Review Submittals:

- A. The CxA shall review 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 equipment.
- C. Any discrepancies with the design documents shall be brought to the attention of the Design Team, the Owner, and the OPM. The resolution of conflicts will be the responsibility of the Owner, OPM and Design Team, with input provided by the CxA.
- D. CxA will also review 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.

III. 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.)

IV. Develop Contractor Commissioning Logbooks, Pre-functional Test Check-off Sheets and Verification of Completion Forms:

- A. After review of 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 logbooks for further distribution to the appropriate contractor(s). The forms will be utilized to document the completion of the installation. (The Construction Manager shall verify the accuracy and completeness of the subcontractors' documentation and notify the CxA when systems are prepared for testing, balancing, and functional testing).

V. On-site Construction Observation and Meeting Attendance:

- A. The CxA shall attend all commissioning meetings and periodic Owner, OPM, Design Team, Construction Manager, and contractors' meetings.
- B. The CxA shall provide a minimum of monthly on-site construction observation visits. As work moves closer to completion, visits may increase to weekly or daily as commissioning testing gets underway. The CxA shall verify access is provided to all equipment to enable service, repair, maintenance, or replacement.
- C. Site visits will acquaint the CxA with construction progress and increase familiarity with systems to be tested and commissioned. The CxA will immediately report any discrepancies between construction and design documents to the OPM and construction manager.
- D. Site visits will be scheduled to provide adequate opportunity to observe heating, ventilation, and air conditioning (HVAC) pipe testing and flushing, duct pressure testing and cleaning, roofing uplift tests, blower door testing, and water penetration testing to ensure proper procedures are followed.
- E. On-site visits will enable the CxA to schedule the commissioning process more accurately to interface with the completion of construction.
- F. Each site visit shall be documented with a written report that will be distributed to the OPM, Owner, Design Team, and the Construction Manager. The report will include a discrepancy/recommendation log, to be updated after each site visit.
- G. Attend Building Committee meetings as requested. (No more than three (3) Building Committee meetings are anticipated).

VI. Development of Functional Test Procedures:

- A. CxA shall develop functional test procedures for systems to be commissioned based on review of design criteria and construction documentation.
- B. Functional test procedures shall provide a detailed procedure of how the system shall be tested and a record sheet for recording test results.
- C. Test procedures shall be as specific and exact as possible to ensure the test can be easily repeated by more than one tester and the same results obtained.

- D. The CxA shall review test procedures with the OPM, Owner, Design Team, 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 OPM, Owner, 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. Failure to include an item in this list shall not alleviate the CxA's obligation to test all systems identified throughout project design.
- All air handling units and 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, 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.
 - Lighting and Day Lighting control system
 - Fire protection systems and equipment; fire alarm system interfaces with HVAC systems
 - Renewable Energy Systems (if required)
 - Security Systems
 - Telecommunications Systems
 - Observation of the Infrared testing for electrical gear and panel boards
 - Envelope systems: Roof, Window, Door, Wall
 - Moisture mitigation at building seams, slab on grade, etc.

CxA is to determine if construction documents require others to perform infrared scan of building walls and roofs and provide a summary report of results to the OPM, Owner, Contractor, and the Design Team, during a presentation meeting conducted by the CxA, with areas of concern identified for further investigation.

VII. Develop Commissioning Schedule:

- A. The CxA shall develop a commissioning schedule for all required project systems.
- B. The schedule will be coordinated with the construction completion schedule and will identify contractor and manufacturer start-up tests for major equipment.

- C. CxA will present the schedule to the OPM, Owner, Design Team, Construction Manager, and contractor(s) for review and approval.
- D. The CxA shall maintain and update the schedule as needed and coordinate with balancing.

VIII. Preparation and Testing, Adjusting, and Balancing (TAB) of HVAC/R Systems:

- A. CxA will hire and subcontract with the Testing, Adjusting and Balancing Company to perform all TAB requirements in coordination with Construction Manager and HVAC contractor.
- B. CxA shall determine when balancing may be conducted.
- C. CxA shall review the completed balance report and independently spot check balancing readings to verify compliance with the submitted report. The CxA shall confirm the required rate of outdoor air flow is being delivered to the breathing zone within each space.
- D. CxA will bring any discrepancies to the attention of the Owner, OPM, Design Team, and Construction Manager for review. The CxA shall facilitate discussions with the project team to resolve any discrepancies identified during its review.
- E. A copy of the final balancing report will be included in the final commissioning report.
- F. Any smoke control testing by other agencies having authority will be witnessed and documented by the CxA.
- G. 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.

IX. 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 will review 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, OPM, Design Team, 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. If systems do not comply with testing standards, the CxA shall provide recommended solutions for review by the owner, OPM, design team, construction manager, and Contractor(s). The CxA shall facilitate discussions with the group to arrive at a solution.
- E. All test results will be documented and included in the final commissioning report.
- F. Seasonal peak testing will be performed in the appropriate peak season.

X. Review Operation and Maintenance (O&M) Manuals, Warranties, As-built Documentation:

- A. CxA shall review O&M manuals for, but not limited to, completeness, accuracy, and compliance with the construction contract. The CxA shall provide comments and feedback to the Construction Manager within 15 days following receipt of the O & M manuals.
- B. The CxA shall verify completeness from an operational standpoint and include commissioning information.
- C. CxA shall confirm construction documents are updated regularly by the Construction Manager. Deficiencies are to be reported to the CM and OPM and tracked until remedied.

- D. The CxA shall review all HVAC system and electrical equipment warranties to verify client agency's responsibilities are clearly identified.

XI. Provide Operations Staff Systems Training:

- A. The CxA shall coordinate training of the facility's maintenance personnel to include: System configuration, control sequences, special systems, safety, and alarms/trouble codes.
- B. The CxA will attend videoed training performed by the CM and will be conducted after the O&M manuals have been distributed to the facility's maintenance personnel.
- C. The CxA shall attend, facilitate, and ensure all training specified in the project construction documents is properly carried out by the Contractor(s).

XII. Final Commissioning Report:

- A. The CxA shall provide and present a final commissioning report to include the following:
1. Summary of commissioning process.
 2. A final evaluation of system compliance with the design intent, including any discrepancies and 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. CxA will distribute one hard copy and one electronic format copy each to the owner, OPM, Construction Manager.

XIII. Warranty Period Review:

- A. During the warranty period the CxA shall retest any systems that had testing deferred during the initial functional testing and shall conduct seasonal testing that had been deferred due to the lack of peak season conditions. This testing will ensure all system sequences of operations have been verified.
- B. The CxA shall perform a site visit at the 10-month interval of the project warranty to investigate any post-occupancy issues, determine if systems are performing properly, and identify issues requiring correction.
- C. The CxA shall submit and present the warranty period review report to the Owner, OPM, and Construction Manager, outlining the findings of the 10-month warranty reviews and recommendations for corrective action(s). The report shall include all information required by the State's HPB standards 16a – 38k.

XIV. Eversource Energize CT Verification Team Requirements:

50% or 90% Construction Document Control Sequence Review

- The Verification Team, MEP firm and commissioning agent shall facilitate an integrated review of the project's control sequences.
- The Verification Team, MEP firm and commissioning agent shall review and comment on the sequences to ensure they are optimized and clearly written. Where possible, the general

contractor/controls subcontractor shall be involved in this process.

Verification Period

The Verification Period is the 12-month period during which the Verification Team completes the scope of work below. The Verification Period begins when the building becomes occupied after any issues from the commissioning agent's initial functional testing are substantially resolved.

XIV. Exhibits:

Exhibit A: Qualifying Experience

Exhibit B: Eversource Energize CT Verification Incentive Program Guidelines

DRAFT

End of Section



EXHIBIT A: LIST OF QUALIFYING PROJECTS

Farmington High School, Central Office

Name of Bidder: _____

Date: _____

1. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

2. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

3. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

4. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

5. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____



EXHIBIT A: PAGE 2

Farmington High School, Central Office

Name of Bidder: _____

Date: _____

- 6. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
- 7. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
- 8. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
- 9. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
- 10. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

Verification Incentive

Eversource and the United Illuminating (UI), Southern Connecticut Gas (SCG), and Connecticut Natural Gas (CNG), subsidiaries of AVANGRID, Inc. (The Companies) offer a **50% cost share up to \$10,000** for supplemental energy use verification as defined below. The Companies' scope of work is to assist building owners/operators, contractors and design teams in verifying that the building continues to function as designed or better during its first year of occupancy. The building must have undergone functional testing prior to this scope.

Eligibility

- Project is participating under Path 1 or Path 2 of the C&I New Construction Program
- For projects participating under Path 2, the owner/developer must be planning to commission the building to levels equivalent to the LEED BD&C Version 4 Fundamental Commissioning and Verification Prerequisite
- The project must comply with the requirements of ASHRAE 90.1-2013 related to metering

Documentation and Deliverables

1. Executed contract, including a proposal with the scope of work below
2. Summarize the outcomes of the control sequence review
3. Maintain a log of issues identified during the Verification Period, including date of resolution
4. Develop a verification report at each interval with the results of each desk review
 - Graphically display trend data with a discussion of how discrepancies and resolutions impact trends

Verification Team

The owner/developer must form a Verification Team to complete the scope of work referenced below. The team must include:

- The owner or designated representative
- An "energy verifier"¹
- A Registered Architect (RA) or a Professional Engineer (PE) who has experience looking at trend and metering data and understanding energy model reports and outputs

The verification team will need to coordinate with the design and construction teams, as necessary, to complete the verification scope of work. This will include engagement with the commissioning agent, MEP firm, architect, general contractor and/or controls contractor, and building operator. Some requirements may be met in coordination with the commissioning design review, if applicable.

Verification Period

The Verification Period is the 12-month period during which the Verification Team completes the scope of work below. The Verification Period begins when the building becomes occupied after any issues from the commissioning agent's initial functional testing are substantially resolved.

¹ May be any of the following: the project's commissioning agent, the project's MEP firm, or an MBCx firm with analysts who can submit comprehensive savings calculations and analyses.

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Owner/Developer Obligations

The owner/developer is expected to resolve issues found during verification either through workmanship warranties or other means. In addition, the owner/developer must ensure the verification team is provided with the following:

- The design team's energy model, output files and report (for Path 1 projects) or the Energize CT Technical Assistance Provider's energy model, output files and report (for Path 2 projects). The building's predicted Energy Use Intensity (EUI) and monthly energy usage for each end-use should be clearly shown.
- Commissioning reports
- Monthly energy bills for all fuels following the completion of functional testing
- Following the completion of functional testing, monthly sub-metered electric usage from the equipment installed to comply with ASHRAE 90.1-2013
- Monthly usage and generation from onsite generation following the completion of functional testing

The Verification Team's Scope of Work required for the Energize CT Verification Incentive:

50% or 90% Construction Document Control Sequence Review

- The Verification Team, MEP firm and commissioning agent shall facilitate an integrated review of the project's control sequences.
- The Verification Team, MEP firm and commissioning agent shall review and comment on the sequences to ensure they are optimized and clearly written. Where possible, the general contractor/controls subcontractor shall be involved in this process.

Verification Desk Reviews

- Review energy use data at the end of two-month, six-month and twelve-month intervals during the Verification Period. (Effort is "front-loaded" to identify/resolve issues early.)
 - Compare to energy use as predicted by the project's energy model/reports
 - Identify sources of discrepancies between predicted energy usage and actual energy usage
- Review trend data and as-built control sequences of all major systems to ensure consistency with as-designed sequences and design intent at the end of two-months, six-month, and twelve-month intervals during the Verification Period.
 - Trends shall include the measures reported in the Whole Building Modeling Template. Trend data parameters may include ventilation cfm, heating/cooling plant efficiency and renewable energy generation.
 - Identify sources of discrepancy between trends, as-built sequences and as-designed sequences.
- Review results of desk review with owner/developer, building operator, MEP firm, commissioning agent and contractor.

Incentive Payment

The incentive payment will be made upon receipt of the above deliverables.

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MOTION:

Agenda Item G-2

To approve the attached scoresheet for the Commissioning Services RFQ.

NOTE: This scoresheet was reviewed and approved by the Professional Partnership Subcommittee at the October 13, 2021, meeting.

/Attachment



INCORPORATED 1645

TOWN HALL
 1 MONTEITH DRIVE
 FARMINGTON, CONNECTICUT 06032-1053
 INFORMATION ((860) 675-2300
 FAX (860) 675-7140
 "TOWN TALK" (860) 675-2301

**Rating Form
 Commissioning Services RFQ**

Name of Firm: _____

Criteria	Maximum Points	Firm Score
Demonstrates experience with commissioning services for at least five projects of similar size and scope.	10	_____
Demonstrates a clear understanding of this project and the firm's commitment to exceeding expectations.	10	_____
Provides proof of certification through CCP (Building Commissioning Association), ASHRAE CPMP/BCxP, or ACG.	10	_____
Demonstrates each project team member's experience.	10	_____
Firm adheres to the submission format outlined in Section IV of the RFQ.	10	_____
Total	50	_____

Prepared By: _____
 Printed Name of Committee Member

Signature of Committee Member: _____ Date: _____



MOTION:

Agenda Item G-3

To approve the attached RFQ for Professional Engineering Services.

NOTE: This RFQ was distributed to the Professional Partnership Subcommittee at the October 28, 2021, meeting. The RFQ is currently being reviewed by the Town Attorney. Any modifications will be incorporated into the final version.

/Attachment

Request for Qualifications

For Professional Engineering Review Services

For the

Farmington High School 052-0076N.
And Central Office 052-0077BE
Building Projects
Farmington, Connecticut

**Farmington High School Building Committee
1 Monteith Dr.
Farmington, CT 06032**

I. Introduction

The Town of Farmington is seeking a qualified Professional Engineering firm to perform a comprehensive review of the final plans, working drawings, specifications, bid documents and contract documents as to accuracy, clarity, and completeness for the new Farmington High School and Central Office/Locker Room Building Project(s).

A new Farmington High School, located at 10 Monteith Drive, Farmington, CT will replace the existing structure. Construction will occur while the existing school is occupied and active. It is planned that the “900 Wing” addition of the existing high school, constructed in 2003, will remain and be renovated. The new school will be 239,000 square feet and is estimated to house 1,404 students by 2029 (grades 9 through 12).

The new structure will be located on the same campus of the existing Farmington High School. It is anticipated that construction of the project will be “phased” due to site constraints. It is expected that the phasing will be thought out thoroughly by the selected candidate and that all academic spaces are constructed in order for the students to move into their “traditional classroom spaces” and access their “specials” in the existing building while demolition of the old classroom spaces are underway. Once the classroom spaces of the existing building are removed, construction can begin on the new auditorium, gymnasium, kitchen and cafeteria.

II. Purpose of Request for Qualifications

The Farmington High School Building Committee is seeking qualified professional engineering firms to conduct preliminary and final design review of the new Farmington High School and Central Office/Locker Room Building Project .. Schematic Design has been completed and is based on the approved Educational Specifications, approved by the Farmington Board of Education in January 2020.

LINKS TO SUPPORTING MATERIAL:

[EDUCATIONAL SPECIFICATIONS- FARMINGTON HIGH SCHOOL](#)

[EDUCATIONAL SPECIFICATIONS-CENTRAL OFFICE](#)

[PROJECT SCHEDULE](#)

[SCHEMATIC DESIGN REPORT](#)

[SCHEMATIC DESIGN APPENDIX](#)

III. Scope of Work

The scope of work for this project shall be generally as follows:

- Conduct a review of the following materials for accuracy, clarity, and completeness:
 - Final Plans
 - Working drawings
 - Specifications
 - Bid documents
 - Contract Documents
- Perform all other elements of work necessary to complete the project.

IV. Instructions for Responders

- A. A Statements of Qualifications (SoQ) must be submitted in accordance with the instructions and requirements contained in this RFQ. Failure to do so may result in the response being considered non-responsive which may be cause for rejection.
- B. All questions or comments regarding this solicitation package must be submitted to Assistant Town Manager via email at krajewskik@farmington-ct.org with the subject line: Professional Engineering Review Services. Questions must be submitted by Friday, November 12, 2021, at 2:00 pm.
- C. Responders are to address the criteria below at a minimum as part of their submitted response:
 - a. Qualifications of personnel, including résumés of the “Principal-in Charge”, the Project Manager and the key technical personnel to be assigned to this project. Discuss the experience of these persons, including years of experience in current positions and other relevant positions, municipalities served, and their roles in those projects and relate that experience to this project. Include what portion of this contract would be assigned to each person.
 - b. Corporate history, including the length of time in the business, corporate experience, strengths in the industry, business philosophy, and a description of the organizational structure of the firm; a description of the organizational structure for the management and operation of the services requested and/or provision of the items referred to in this RFQ, including an organizational chart denoting all positions and the number of personnel in each position.
 - c. Financial condition of the firm and ability to perform all obligations of any resultant contract.

- d. The sufficiency of the financial resources and the ability of the Responder to comply with the duties and responsibilities described in this RFQ. Each responder shall provide a current annual financial report and the previous year's report and a statement regarding any recent or foreseeable mergers or acquisitions.
 - e. Experience in providing the services and/or items requested by this RFQ. Responders shall list experiences with public school building projects in Connecticut, especially new school construction projects and/ or any similar projects that have been undertaken within the past 10 years.
 - f. The ability, capacity, and skill of the Responder to provide the services and/or items described in this RFQ in a prompt and timely manner to adhere to the project schedule. Provide a proposed timeline, assuming the Responder was awarded this RFQ, in which it would take to complete each component of the Scope of Services.
 - g. Listing of any lawsuits in the past 5 years, related to your business, in which the Responder has been a defendant and provide the outcome.
 - h. The quality and timeliness of performance of previous contracts or services of the nature described in this RFQ.
 - i. Provide a narrative describing fully and completely the proposed approach/methodology to be used by the Responder in providing these needed services. List any subcontractors likely to be used.
 - j. Each Responder should provide the names, addresses, email addresses, and telephone numbers of at least three (3) references for whom the Responder has performed similar services as to what is requested herein.
- D. The Town may request additional information, clarification, or presentations from any of the Responders after review of the proposals received.
- E. The Town reserves the right to use any or all ideas presented in reply to this RFQ
- F. The Town is not liable for any costs incurred by any Responder in connection with this RFQ or any response by any Responder to this RFQ. The expenses incurred by Responder in the preparation, submission, and presentation of the proposal are the sole responsibility of the Responder and may not be charged to the Town.

- G. The Responder awarded a contract as a result of this RFQ will carry the following insurance with respect to the services performed for the duration of any contract to be let as a result of this process.:
- a. Worker's Compensation as required by the general statutes of the State of Connecticut
 - b. General Liability Insurance with limits of \$1,000,000 each occurrence and in the aggregate.
 - c. Automobile Liability Insurance covering the operations of all motor vehicles owned, leased, hired, or used by the Engineer in the furtherance of this Agreement with limits of \$1,000,000 each person, \$1,000,000 each occurrence for bodily injury, and \$1,000,000 each occurrence for property damage.
 - d. The engineer shall furnish, prior to commencement of work under this agreement, certificates of insurance evidencing worker's compensation, and the public, automobile, and professional liability coverages required, and naming the Town of Farmington, and the Farmington Public schools as Additional Insureds.
 - e. Professional liability insurance for protection against claims arising out of the negligent performance of services by the engineer or caused by any errors or omissions of the insured in the amount of \$3,000,000.
 - f. In addition, both parties to any contract to be let as a result of this process will be required to agree mutually to waive any rights which each may have against the other with respect to subrogation under any insurance policy relating to the services or work provided under any such agreement.

H. Save Harmless

As part of entering into any contract which may be awarded as a result of this process, the engineer for themselves and their successors will be required to covenant and agree with said Town to indemnify and save harmless said Town from any and all action, causes of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Town to the extent caused by the engineer's negligence in the performance of the engineering services performed pursuant to any such agreement.

V. Selection Process

Responses to the Request for Qualifications shall be mailed or hand delivered to:

Kathryn Krajewski, Assistant Town Manager
Town Manager's Office
1 Monteith Drive
Farmington, CT 06032

Proposals must be received by 2:00 PM on 11/19/2021. Proposals arriving or delivered after this time and date will not be considered. Proposals will be evaluated based on the following criteria at a minimum:

- Qualifications of the Firm for this project
- Similar work performed by the Firm
- Project understanding and approach
- Work plan/schedule
- Responsiveness of proposal
- References

The Farmington High School Building Committee will evaluate the qualification submittals and develop a shortlist of not more than four (4) qualified firms. The Farmington High School Building Committee will request the four (4) most qualified firm(s) to provide fee proposal(s) in accordance with proposal format to be provided to those invited to submit.

Proposal Requirements

One Original, 15 copies, and one electric copy (Adobe PDF) of the proposal must be submitted within the previously referenced time period to the appropriate contact person. Proposals must contain, at a minimum, the criteria outlined in Section IV (c).

These major elements shall be tabbed accordingly within the proposal so as to facilitate review. Proposals are limited to 30 pages excluding transmittal letter and table of contents. Printing front and back is acceptable. A single page printed front and back is counted as 2 pages. The minimum font size allowable is 12. Advertising material should not be included in the proposal and will not be considered in the review. Additional information above and beyond the bulleted items listed above may be included in the proposal as appendices.

VI. Selection Schedule

Issue Date:	11/05/2021
Question Deadline:	11/12/2021
RFQ Deadline:	11/19/2021
RFP Issued:	12/2/2021
RFP Due:	12/10/2021
Anticipated Award:	12/17/2021

End of Document

MOTION:

Agenda Item G-4

To approve the attached scoresheet for the Professional Engineering Services RFQ.

/Attachment

INCORPORATED 1645



**Rating Form
Professional Engineering Review Services RFQ**

Name of Firm: _____

Criteria	Maximum Points	Firm Score
Demonstrates experience and qualifications of personnel assigned to the project. Includes what portion of the contract will be assigned to each person.	<u>10</u>	_____
Demonstrates experience in providing the services and/or items requested. Lists experience with public school building projects in Connecticut that have been undertaken in the past 10 years.	<u>10</u>	_____
Provides a narrative describing fully and completely the proposed approach/methodology.	<u>10</u>	_____
Provides a proposed timeline for completing each component of the scope of services.	<u>10</u>	_____
Provides three (3) references for whom the responder has performed similar services.	<u>10</u>	_____
Firm adheres to the submission format outlined in Section IV of the RFQ	<u>10</u>	_____
Total	60	_____

Prepared By: _____
Printed Name of Committee Member

Signature of Committee Member: _____ Date: _____



MOTION:

Agenda Item G-5

To approve the attached invoice from TSKP Studio in the amount of \$292,800.00.

NOTE: This invoice is for professional services regarding the Farmington High School design rendered through October 2021.

/Attachment



One Hartford Square West
146 Wyllys Street, Bldg 1-203
Hartford, CT 06106

INVOICE

Invoice Number: 190701-FHS-9
Date: November 01, 2021
Project Number: 190701-FHS

Town of Farmington
Kathryn Krajewski, Assistant Town Manager
1 Monteith Drive
Farmington, CT 06032
Farmington High School

For Professional Services Rendered Through: October 31, 2021

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
Conceptual Design	\$115,000.00	100.00	\$115,000.00	\$115,000.00	\$0.00
Schematic Design	\$125,000.00	100.00	\$125,000.00	\$125,000.00	\$0.00
Enhanced Schematic	\$585,000.00	100.00	\$585,000.00	\$585,000.00	\$0.00
Design Development	\$1,464,000.00	40.00	\$585,600.00	\$292,800.00	\$292,800.00
Construction Documents	\$1,464,000.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$268,000.00	0.00	\$0.00	\$0.00	\$0.00
Construction Admin.	\$1,344,000.00	0.00	\$0.00	\$0.00	\$0.00
	\$5,365,000.00		\$1,410,600.00	\$1,117,800.00	\$292,800.00
					\$292,800.00
				Invoice Total	\$292,800.00

MOTION:

Agenda Item G-6

To approve the attached invoice from TSKP Studio in the amount of \$12,200.00.

NOTE: This invoice is for professional services regarding Central Office/Locker Room design rendered through October 2021.

/Attachment



One Hartford Square West
 146 Wyllys Street, Bldg 1-203
 Hartford, CT 06106

INVOICE

Invoice Number: 211602-FPS-4
 Date: November 01, 2021
 Project Number: 211602-FPS

Town of Farmington

Town of Farmington
 1 Monteith Drive
 Farmington, CT 06032

Farmington Public Schools - Central Office

For Professional Services Rendered Through: October 31, 2021

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
Feasibility Study	\$5,000.00	100.00	\$5,000.00	\$5,000.00	\$0.00
Schematic Design	\$5,000.00	100.00	\$5,000.00	\$5,000.00	\$0.00
Enhanced Schematic	\$25,000.00	100.00	\$25,000.00	\$25,000.00	\$0.00
Design Development	\$61,000.00	40.00	\$24,400.00	\$12,200.00	\$12,200.00
Construction Documents	\$61,000.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$12,000.00	0.00	\$0.00	\$0.00	\$0.00
Construction Admin.	\$56,000.00	0.00	\$0.00	\$0.00	\$0.00
	\$225,000.00		\$59,400.00	\$47,200.00	\$12,200.00
					\$12,200.00
				Invoice Total	\$12,200.00

MOTION:

Agenda Item G-7

To approve the attached invoice from Construction Solutions Group in the amount of \$22,597.00.

NOTE: This invoice is for professional services rendered regarding the Farmington High School design rendered through October 2021.

/Attachment



CONSTRUCTION SOLUTIONS GROUP

Agenda Item G-7

Invoice Date: October 25, 2021
Invoice No: 12

To: Town of Farmington, CT
1 Monteith Drive
Farmington, CT 06032

From: Construction Solutions Group, LLC
P.O. Box 271860
West Hartford, CT 06127

Re: Farmington High School
10 Monteith Drive
Farmington, CT 06032

For Professional Services Rendered for October 2021

Phase Description	Scheduled Value	Percent Complete	Earned	Prior Billings	This Invoice	Balance to Bill
Owner's Representative						
Part 1 - Conceptual Option	\$89,109.00	100%	\$89,109.00	\$89,109.00	\$0.00	\$0.00
Part 2 - Pre-Referendum	\$105,690.00	100%	\$105,690.00	\$105,690.00	\$0.00	\$0.00
Part 2 - Pre-Referendum CREDIT	(\$31,707.00)	-100%	\$31,707.00	\$31,707.00	\$0.00	\$0.00
Part 3 - Construction Administration	\$1,084,647.00	8%	\$90,388.00	\$67,791.00	\$22,597.00	\$994,259.00
Reimbursables			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,247,739.00		\$316,894.00	\$294,297.00	\$22,597.00	\$994,259.00
Total contract	\$1,247,739.00		\$316,894.00	\$294,297.00	\$22,597.00	\$994,259.00

Approved for invoicing:

MOTION:

Agenda Item G-8

To approve the attached invoice from Construction Solutions Group in the amount of \$1,030.00.

NOTE: This invoice is for professional services regarding the Central Office/Locker Room Renovation rendered through October 2021.

/Attachment



CONSTRUCTION SOLUTIONS GROUP

Agenda Item G-8

Invoice Date: October 25, 2021
Invoice No: 4

To: Town of Farmington, CT
1 Monteith Drive
Farmington, CT 06032

From: Construction Solutions Group, LLC
P.O. Box 271860
West Hartford, CT 06127

Re: Central Office
10 Monteith Drive
Farmington, CT 06032

For Professional Services Rendered for October 2021

Phase Description	Scheduled Value	Percent Complete	Earned	Prior Billings	This Invoice	Balance to Bill
Owner's Representative						
Part 1 - Conceptual Option	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00
Part 2 - Pre-Referendum	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00
Part 2 - Pre-Referendum CREDIT	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00
Part 3 - Construction Administration	\$49,446.00	8%	\$4,120.00	\$3,090.00	\$1,030.00	\$45,326.00
Reimbursables			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$49,446.00		\$4,120.00	\$3,090.00	\$1,030.00	\$45,326.00
Total contract	\$49,446.00		\$4,120.00	\$3,090.00	\$1,030.00	\$45,326.00

Approved for invoicing:
