

SCITUATE SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
COMMISSIONING AGENT SERVICES

The Scituate School Committee has requested the Superintendent of Schools to seek proposals for Commissioning Agent services [pursuant to Section 1.09-2 of the RIDE Construction Regulations (5/24/07)] for the Town of Scituate School District. These specifications should not be considered restrictive to the extent of excluding from consideration any additional service a firm may submit.

Proposals for this service will be received at the office of **The Scituate School Department, 3 George Washington Highway, Clayville, RI 02815 until 3:30 PM on Friday, February 2, 2018.**

No proposals will be considered unless submitted in a sealed envelope marked:

“COMMISSIONING AGENT SERVICES”

The proposal, if awarded, will be to the firm that furnishes the Scituate School Committee satisfactory evidence of their ability to perform the scope of work as outlined. The Scituate School Department reserves the right to waive any informality in or to reject any or all proposals.

Upon receipt of any submissions responsive to the Request for Qualifications, those responses will be vetted by the RIDE School Building Committee which will forward a recommendation to the School Committee and to the Town Council. All contracts will be awarded by the Town Council.

No proposal shall be withdrawn for a period of thirty (30) days subsequent to the opening of the bids without the consent of the Scituate School Committee or the RIDE School Building Committee.

A mandatory walk-through at the following project site shall be held on Wednesday, January 24, 2018 at 10:00 AM:

**Scituate Middle/High School
94 Trimtown Road
North Scituate, RI 02857**

SCOPE OF SERVICES

A. Commissioning Agent Services

The Commissioning Agent shall be an engineer. Commissioning is the process of ensuring that systems are designed, installed, functionally tested, and capable of being operated and maintained to perform in conformity with the design intent of a project. The Commissioning Agent will be responsible, in part, for the local reporting required to implement state

enforcement of the regulations for the project during the design, construction, and operational acceptance process to ensure compliance with the regulations during integrated design. During schematic design and design development, the Commissioning Agent will verify that all standards have been met through meetings with the design team and review of plans submitted by the design team. The Commissioning Agent will continue to monitor compliance with these regulations through the development of construction documents and through the construction process to ensure that all building systems, mechanical and lighting equipment, and all specifications are in compliance with regulations, included in and consistent with all plans, construction documents, and cost estimates. The Commissioning Agent will submit reports certifying compliance with all standards and regulations to RIDE and the district representative. The Commissioning Agent should work closely with the district's project manager, also referred to as clerk of the works.

The Commissioning Agent must:

- Bring the owner's needs and project requirements to the forefront at each phase of the project to ensure that the finished project will meet expectations;
- Improve the building's overall performance by optimizing energy-efficient design features and directly addressing issues like equipment performance testing and system integration; and
- Verify that building staff members are well-trained and possess the documentation they need to operate and maintain the building's systems and equipment after turnover.

[Ref. Section 1.09-2, RIDE School Construction Regulations (5/24/07)]

Approved bond-funded projects include work at all five school properties and the School District's Capital Improvement Plan, included in the Bond.

Scituate High School/Scituate Middle School (combined campus)

- Athletic (Caito) Field Renovation required for the installation of a synthetic turf field and 400m regulation track.
- Manning Field Upgrades
- Sanitary System Replacement/Upgrades
- Exterior Envelope improvements in the High School 1956 wing.
- High School and Middle School student toilet room renovations
- Locker Room upgrades
- Mechanical Improvements

Hope Elementary School

- Exterior Ramp Improvements
- Student toilet room renovations

North Scituate Elementary School

- Exterior Envelope improvements
- Flooring Replacement

- Clayville Elementary School
- Mechanical Upgrades

General Considerations:

1. Perform all required functions outlined in Section 1.09-2, RIDE School Construction Regulations (5/24/07).
2. Upon receipt of the response to the RFQ, parties will engage in negotiated price proposals to develop a contract and pricing.
3. Award of any contract developed after receipt of responses, qualification of bidders, and negotiation of price proposals shall be subject to approval by the RIDE School Building Committee, which will forward a recommendation to the School Committee and to the Town Council. All contracts will be awarded by the Town Council.
4. **Particular attention should be paid by any proposer to RIGL § 45-55-8.1 (d) that provides:**

(d) No city or town, prior to selecting a firm for negotiation during procurement under this section, shall seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

In the event that there are issues, which require clarification after the submitted bids are reviewed, the School District may contact the bidders for a meeting, and if necessary, an addendum will be prepared in writing and sent to all bidders.

Proposal Requirements

- A. Deadline for receipt of proposals is 3:30 PM on Friday, February 2, 2018.
- B. Proposal Submission:
 - a. Submit 2 copies of the proposal to:

**Scituate School Department
3 George Washington Highway
Clayville, RI 02815**

- b. Envelopes should be clearly marked:

“COMMISSIONING AGENT SERVICES”

- C. Proposals shall include:
 - a. Background description of the firm, including an explanation of areas of specialty.
 - b. List of similar projects the firm has undertaken over the past 10 years and a list of all projects done in the past 5 years, including names and telephone numbers of references.
 - c. Names and qualifications of key personnel to be assigned to the project,

- including consultants.
- d. Evidence of current Professional Liability coverage for the firm and any consultants including limits of liability and telephone number of provider and the rating as issued by a recognized insurance rating service.
 - e. List of any and all claims asserted against or litigation pending involving the firm or its principals during the last five years.
 - f. Proposed form of contract for all services to be provided.

Method of Selection

This is not a project in which the successful bidder will be selected solely on a qualification basis (QBS). The selection of the finalists will be reviewed, and the recommendation of a candidate will be based on the following selection criteria noted below. Once selected a fee will be negotiated with the desired firm.

- Prior similar experience.
- Past performances on public and private projects.
- Financial stability.
- Identity and qualifications of the consultants who will work with the applicant on the project.
- Knowledge of Rhode Island Department of Education requirements.
- Cost of Services.
- Preference will be given to Rhode Island in state firms. (The successful, qualified candidate shall be legally authorized and/or registered to do work in Rhode Island at the time of contracting.)

Inquiries

All inquiries are to be directed in writing to The Scituate School Department, 3 George Washington Highway, Clayville, RI 02815

All responses to inquiries will be communicated in writing to all proposers within 72 hours, if feasible.