



City of Auburn, Maine

Engineering Department

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

January 7, 2025

Dear Bidder;

The City of Auburn is seeking proposals from qualified firms or individuals to provide **Commissioning Agent (Cx) Services** for the new PAL (Police Athletic League) Center (approx. 13,500 sf) located at 24 Chestnut Street in Auburn, ME. The purpose of this RFP is to outline the requirements for the commissioning process, ensuring that the building systems are installed, tested, and operated as intended, and meet all relevant performance criteria.

The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine is necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: cost, professional qualifications, experience, and references. The City may hold interviews prior to making a decision. Proposers shall be current on all amounts due to the City prior to the City entering into any contract agreement.

Proposals must be submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly: **"2025-017 Commissioning Agent Services RFP"**

Bidders must register via email with the subject line **"2025-017 Commissioning Agent Services RFP"** to be included on the Bidder's list and be notified of any addenda. Questions regarding this Request for Proposals should be directed to Dan Goyette, Director of Engineering and Capital Projects, dgoyette@auburnmaine.gov by **4:00pm on January 16, 2025**. Questions will be answered in the form of an addendum.

Please submit your proposal in a sealed envelope to the City of Auburn **by 2:00 p.m. on Thursday January 23, 2025**. Please include an electronic copy of your proposal in the sealed envelope. Proposals must be received by **Purchasing, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. Proposals will be opened at 2:00 PM at Auburn City Hall. The City will not accept late bids.

Sincerely,

Purchasing

CONDITIONS AND INSTRUCTIONS TO BIDDER

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate sealed cost proposal.
3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made based on proposal scoring and price will be considered for the top two scoring proposals.
6. All proposal transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, an exemption certificate will be furnished with the Purchase Order when required.
8. No contract may be assigned without the written consent of the Purchasing Director or their designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
9. Please state "**BID #2025-017 Commissioning Agent Services**", on submitted, sealed envelope.
10. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and Contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party. Exceptions: Subcontractors identified in the bid proposal.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

5. Payments

Payments shall be made by the City to the Contractor within 30 days after receipt of the request for payment throughout the project.

SCOPE OF WORK

The selected firm will complete the requirements for the commissioning process, ensuring that the building systems are installed, tested, and operated as intended, and meet all relevant performance criteria.

GENERAL REQUIREMENTS

Project Overview

The new PAL Center is a community-oriented facility aimed at supporting local youth and providing a safe space for recreational activities. The facility will include a range of spaces, including athletic courts, meeting rooms, office areas, and community spaces, with a focus on sustainability and energy efficiency. The CxA will coordinate and oversee functions related to equipment startup, system performance, testing and balancing, control system calibration, construction and system documentation, and training as per the OPR and this document, whichever is more stringent. It is expected that the CxA will follow ASHRAE Guideline 0-2013 and ANSI/ASHRAE/IES Standard 202-2018 "Commissioning Process for Buildings and Systems." These will serve as the backbone of the Commissioning process. Standard 202 will "provide the procedures, methods and documentation requirements for each activity for project delivery, from predesign through occupancy and operations."

Key components of the project will include:

- **HVAC systems**
- **Plumbing and electrical systems**
- **Lighting and building controls**
- **Fire protection systems**
- **Building envelope and thermal insulation**

The selected Commissioning Agent (CxA) will work closely with the design team, contractors, and city staff to ensure the systems are designed and perform in accordance with the project's goals.

Scope of Work

The Commissioning Agent will be responsible for performing the following tasks throughout the project:

1. **Construction Phase**
 - Develop and implement commissioning procedures for all building systems.
 - Conduct site visits to observe the installation of systems, ensuring compliance with design specifications.
 - Review submittals and RFIs (Requests for Information) for commissioning requirements.
 - Participate in project meetings to monitor progress and provide input on any commissioning-related concerns.

2. **Verification and Testing**

- Develop and implement system functional performance tests for all building systems.
- Witness and document functional testing of HVAC, electrical, plumbing, and other mechanical systems.
- Verify that systems operate as designed and meet performance goals.
- Provide detailed reports of any discrepancies and work with the contractor to resolve them.

3. **Post-Construction Phase**

- Perform final commissioning of all systems, ensuring all components are fully operational.
- Conduct training for building staff on the operation and maintenance of systems.
- Prepare Facilities Requirements and Operations and Maintenance Plan that contains the information necessary to operate the building efficiently. The plan shall include the following:
 - a. As-built sequence of operations
 - b. Building occupancy schedule
 - c. Equipment run-time schedules
 - d. As-built setpoints for all HVAC equipment
 - e. Design lighting levels for each space in the building
 - f. Minimum outdoor air requirements for each system
 - g. Systems narrative describing the mechanical and electrical systems and equipment
 - h. Preventive maintenance plan for building equipment described in the systems narrative
 - i. Commissioning program that includes periodic commissioning requirements, ongoing commissioning tasks, and continuous tasks for critical systems.
- Provide a final commissioning report, including all test results, system documentation, and recommendations for ongoing performance monitoring.

4. **Ongoing Monitoring (Optional)**

- Provide post-occupancy evaluation services to verify continued system performance after occupancy.
- Recommend adjustments or improvements based on operational feedback.

PROPOSAL REQUIREMENTS AND SELECTION CRITERIA

Interested firms must submit a proposal that includes the following components:

1. **Firm Overview**

- Brief description of the firm or individual providing the services, including relevant experience with commissioning projects of similar size and complexity.

- List of key team members and their qualifications.
2. **Approach and Methodology**
 - A description of the firm's approach to commissioning, including specific methodologies and processes to ensure successful project delivery.
 - Detailed work plan that outlines the major tasks and timelines for each phase of commissioning.
 3. **Experience and References**
 - A list of at least three projects of similar scope and complexity where commissioning services were provided.
 - Contact information for at least two references from previous commissioning projects.
 4. **Cost Proposal**
 - Detailed breakdown of costs for the commissioning services, including hourly rates, estimated number of hours for each phase, and any additional costs or expenses.
 - A proposed payment schedule tied to project milestones.
 5. **Timeline**
 - A proposed timeline for completing the commissioning process, from construction through post-occupancy services.

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Relevant experience** with similar projects, including expertise in commissioning systems for community centers or similar public facilities.
- **Approach and methodology** for commissioning, including adherence to industry standards and the ability to meet project goals.
- **References** from previous clients attesting to the quality and effectiveness of the commissioning services provided.
- **Cost competitiveness** and value for the services provided.
- **Timeline** and ability to meet critical milestones in the project schedule.

PROPOSAL FORM:

Due: Thursday, January 23, 2025

To: City of Auburn
Purchasing
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for thirty days (30) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Company _____

Name (print) _____ Title _____

Phone Number _____

Address _____

Email Address _____

STATE OF MAINE

_____, SS.

Date: _____

Personally, appeared _____ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public

Print Name

Commission Expires _____

Addendum Acknowledged:

_____ Date: _____ Initials: _____

_____ Date: _____ Initials: _____