

East Side Union High School District

RFP-47-16-17 for Commissioning Services

May 26, 2017

East Side Union High School District is requesting a proposal for the DWME – EV Fire Smoke Damper Actuator Motor Replacements and Access Panels (Package E) project from qualified Commissioning Agents to provide as needed, comprehensive, professional commissioning services.

General Project Information:

- Project Name: **DWME – EV Fire Smoke Damper Actuator Motor Replacements and Access Panels (Package E)**
- Project Number: **Z-XXX-702**
- Project Address:
 - **Evergreen Valley, 3300 Quimby Rd.,
San Jose, CA 95148**
- Estimated Construction Value: **\$833,000.00**
 - Design Bid Build – **Single Prime Contractor**
- Respondent should review construction documents for complete scope of work. Generally, the Project consists of the following:
 - Campus-wide removal of existing fire smoke damper (FSD) actuator and installation of new actuators,
 - Selective demolition and installation of wall, ceiling, and/or duct access doors where necessary to access FSDs,
 - Disconnecting and reconnecting existing 120V power to new actuator, prior to start of work
 - Checking and evaluating the area-wide fire alarm system, electrical circuitry and all FSD's to ensure proper normal function,
 - Removal and repair/replacement of any malfunctioning relays,
 - Building by building pre and post functional testing and commissioning of the area-wide fire alarm system and all FSDs to ensure proper function, operation and compatibility after completion of work.
- Drawings and Specifications for the project are available on the project documents web site:
 - <http://www.esuhdsd.org/Community/Purchasing/Capital-Purchasing/Current-RFQ-RFP-BIDS/index.html> under bid number B-30-16-17
- Project Team Members:
 - Engineer: Salas O'Brien
 - Construction Manager: Swinerton Management & Consulting
 - Contractor: Foothill Air Conditioning and Heating, Inc.
 - Project Inspector: To be determined
 - Commissioning Agent: To be determined

Project Attachments to this RFP:

- Attachment 1 - Sample District's Contract Agreement for reference
- Attachment 2 - Sample Conflict of Interest Statement for reference
- Attachment B - Insurance Requirements.pdf
- Attachment 3 – Commissioning Specifications

Schedule:

- Schedule: Construction is expected to begin early June. Construction duration is estimated as 124 calendar days.

Commissioning Services Agreement

- The following HVAC equipment is to be commissioned, including commissioning activities for the following specific items:
 1. Fire Smoke Dampers.
- Develop a Commissioning Plan.
- Direct and coordinate all commissioning activities, attend relevant project meetings and prepare and provide Pre-Functional Checklists and Functional Test Procedures for Contractor's use
- Write test scripts that conform to the scope of work, and submit. Revise as necessary.
- Coordinate field testing including communication with campus-wide Fire Alarm system and any other connected systems
- Review relevant submittals of equipment documentation.
- Review the O&M documentation for completeness.
- Monitor/maintain/report issues as they occur, and/or maintain a commissioning issues log
- Prepare a Cx Final Report
- **Proposals**
- Please submit a services and fee proposal based on the drawings, specifications, Testing & Inspection Sheet, front-end requirements and project schedule. Proposals should include, at a minimum, the following:
 - Indicate the team member(s) proposed for this Project
 - Provide a list of similar projects your team members have completed
 - Provide a fee proposal that delineates the following:
 - Base fee. Total base fee based on # month duration.
 - Hourly rate
 - Weekend and holiday rate if applicable
 - Other expenses - identify (if none, please state none)
 - If construction exceeds the preliminary anticipated schedule, specify if/how IOR will approach additional service consideration.
 - The District will not pay:
 - Mileage charges
 - Per diem charges
 - Provide clarifications, exceptions and exclusions as needed
- Costs of preparation of proposals will be borne by the proposer.
- Proposals are due before **4:00 PM on June 9, 2017** and must be submitted via email to:
CapPurchasing@esuhsd.org

Capital Purchasing Department, East Side Union High School District, 830 N. Capital Ave,
San Jose, CA. (408) 347-5079
- Please specify on email subject line: "RFP-47-16-17, DWME – EV Fire Smoke Damper Actuator Motor Replacements and Access Panels (Package E), Commissioning Services"

Selection Process and Criteria:

- Selection will be based on District review of respondents' proposed services and fee, qualifications and experience, past project successes as it pertains to providing commissioning services.
- This request does not constitute an offer of employment or to contract for services.
- The District reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
- All proposals shall remain firm for forty-five (45) days following the closing date for receipt of proposals.
- The District reserves the right to award the contract to the Inspector who presents the proposal which in the judgment of the District, best accomplishes the desired results.
- The District reserves the right to reject all proposals without cause.

Requests for Information:

- Direct questions pertaining to this Project to Apeksha Gajjar, Swinerton Management & Consulting at (415) 214-2489 or agajjar@swinerton.com copy CapPurchasing@esuhsd.org.

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