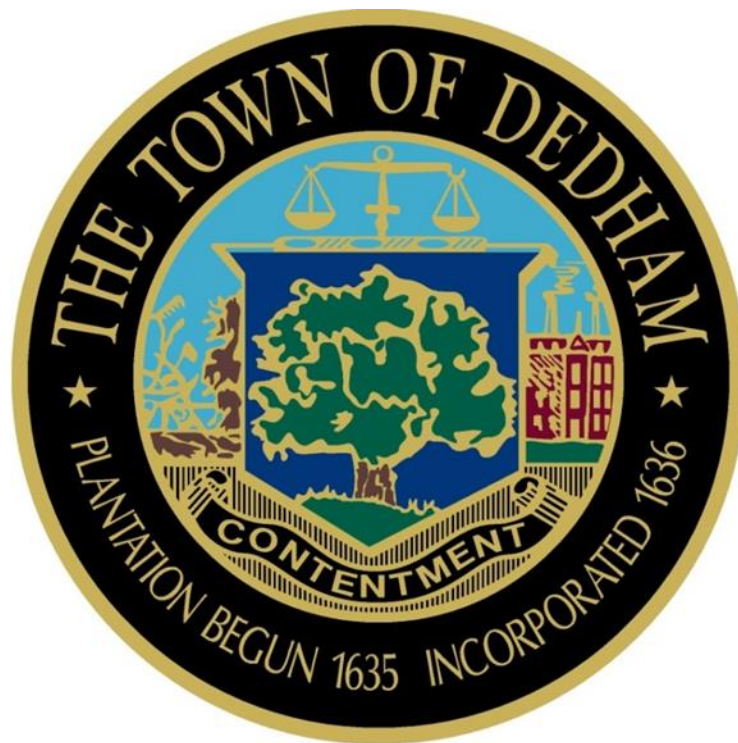


Town of Dedham, Massachusetts
Building, Planning, and Construction Committee

As agent of
Board of Selectmen



Request for Qualifications

Date of Issue: September 18, 2015

Title: Building Commissioning Services
For a Combined Town Hall and Senior Center

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

TABLE OF CONTENTS

Request for Qualifications

1. <u>Introduction</u>	3
2. <u>Project Background, Objectives, and Scope</u>	4
3. <u>Minimum Requirements and Evaluation Criteria</u>	5
4. <u>Requirements for Content of Response</u>	8
5. <u>Selection Process and Schedule</u>	10
6. <u>Agreement Between Owner and Commissioning Agent</u>	12
7. <u>Other Provisions</u>	13
8. <u>Attachments</u>	16
ATTACHMENT A: PROGRAM DOCUMENTS	17
ATTACHMENT B: TASKS, DUTIES, AND RESPONSIBILITIES.....	18
ATTACHMENT C: STANDARD DESIGNER APPLICATION FORM.....	35
ATTACHMENT D-1: CERTIFICATE OF NON-COLLUSION.....	36
ATTACHMENT D-2: CERTIFICATIONS	37
ATTACHMENT D-3: CERTIFICATE OF AUTHORITY	38
ATTACHMENT D-4: CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS	40
ATTACHMENT E: DESIGNER SELECTION PROCEDURES.....	42
ATTACHMENT F: EVALUATION FORMS.....	48
ATTACHMENT G: ACKNOWLEDGMENT OF RECEIPT - RFQ DISTRIBUTION REGISTER.....	51
ATTACHMENT H: ACKNOWLEDGMENT OF RECEIPT - ADDENDA	52

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

REQUEST FOR QUALIFICATIONS, COMMISSIONING AGENT FOR A COMBINED TOWN HALL AND SENIOR CENTER

Introduction

The Town of Dedham (“Town”), acting by and through its Board of Selectmen (“Owner”), is seeking the services of a qualified Commissioning Agent/Firm (“CA”) as defined in Massachusetts General Laws Chapter 7 and as further defined by the provisions of this Request for Qualifications (RFQ), to provide Commissioning services for the design, bidding, and construction/renovation phases of the Ames Schoolhouse in Dedham for use as a combined Town Hall and Senior Center (“Project”). With this RFQ, the Owner is seeking Commissioning services for the design, construction, and close-out phases of the Project only, for a fee to be negotiated fee.

The Owner is the Awarding Authority and Approving Body for the Project. The Approving Body designated the Building, Planning, and Construction Committee (“Committee”) to act as its agent in conducting the CA selection process. BPCC is a duly appointed board by the Board of Selectmen, responsible per the Town Charter for the supervision of all work relating to construction and renovation of Town buildings, including site planning, preliminary architects’ drawings, final plans, and construction. Per Town By-laws, James A. Kern and Council on Aging Director Laura Leventhal shall be non-voting, ex-officio members of the Committee as department heads of the Project. The Owner has entered into a contract with Atlantic Construction & Management, Inc. to provide the Owner’s project Manager (“OPM”) services and with Turoski2 Architects, Inc. to provide the Design Services (RDK is the MEP subconsultant.)

Preliminary Project Schedule

The following is a preliminary schedule for the Project with targeted milestone dates for tasks to be completed:

- Commissioning Selection: October 2015
- 90% Design Development: October 2015
- Construction Documents Complete: December 2015
- Construction Bidding: November/December 2015
- Construction Completion: December 2016

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

Project Background, Objectives, and Scope

Background

The Town of Dedham's Annual Town Meeting of May 19, 2014 authorized the borrowing of \$28.25 million for the acquisition and renovation of the Ames Schoolhouse property located at 450 Washington Street to create a combined Town Hall and Senior Center, and to subsequently renovate the existing Town Hall building for use as a Police Station.

The Ames Schoolhouse is listed on the National Register of Historic Places. The building was built in 1898 as an elementary school, and sold by the Town in 1982. The building sits on approximately 2.04 acres and has approximately 50,000 square feet of gross floor area.

The subject property is located in a dense urban area in the Central Business District of the Town of Dedham. The property is situated on the southeast side of Washington Street, approximately 160 feet southwest of the junction of Washington Street with Bryant Street and 124 feet northeast of its intersection with Spruce Street. Washington Street travels in a generally northeast-southwest direction in the vicinity of the property. The site currently contains one building and associated parking lots with site access on Washington Street.

The building on the property is of wood-frame construction, is sided with shingling, and has an asphalt-shingled roof. The windows on the building are single-pane.

The exterior walkways accessing the building are concrete, and are in a deteriorated condition.

Objectives

The primary objective of the Project is the renovation of the Ames Schoolhouse for use as a combined Town Hall and Senior Center. To assist in accomplishing this objective, the CA will oversee, through all above listed phases of the project, the functions of Commissioning, and Close-out

Scope

The OWNER is committed to commissioning this facility to ensure that all

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

systems are complete and functioning properly, supporting both occupants and operators with comprehensive system documentation and training. Commissioning consists of systematically documenting that specified components and systems have been installed and started up properly, and then functionally tested to verify and document proper operation through all modes and conditions. In addition, owner-personnel training will be verified and final project operations and maintenance (O&M) documents will be reviewed for completeness. Specific Commissioning services sought include Conveying Systems, Plumbing, HVAC, Fire Protection, and Electrical. Estimated total trade costs are \$12.4 million.

The Project is divided into the Phases listed below. The durations of the Project Phases shown below are estimates only. Actual durations may vary depending upon the Project schedule agreed upon by the Owner and additional Project factors. A summary of the Phases, deliverables, and estimated duration of the Project are below:

<u>Phase</u>	<u>Tasks</u>	<u>Deliverable</u>	<u>Approx. Duration</u>
1. Design	1. Review of 90% Design Development 2. Review of 100% Construction Documents.	Complete set of proposed Commissioning specifications for the Project to be included with the bid documents.	2 months
2. Bid	Bid process administration	Respond to any questions received by the designer.	1 months
3. Construction	Field Observations	Review Submittals and make periodic monthly inspections.	10 months
4. Commissioning and Close-out	Commissioning	Commission MEP/FP systems and Punch list	2 months
5. 10/12 Month	Closeout	Review systems working.	1 month

A more detailed description is provided in Attachment B, Tasks, Duties, and Responsibilities.

Minimum Requirements and Evaluation Criteria

Minimum Requirements

Each Respondent must designate an individual who will serve as the

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

Commissioning Agent (CA).

The Committee will consider these as a minimum threshold for experience of CA for this project. Any experience with this type of project will be considered advantageous or highly advantageous.

Evaluation Criteria

In accordance with the adopted Designer Selection Procedures, the Committee's evaluation of Responses shall include consideration of the following general criteria:

- a. Prior similar experience in Commissioning;
- b. Past performance on public and private projects;
- c. Financial stability; and
- d. Identity and qualifications of the individuals who will work with the applicant on the project.

Respondents must demonstrate that they have significant experience, knowledge, and abilities with respect to public construction projects, particularly involving the construction and renovation of municipal buildings in Massachusetts. The Committee shall rank Responses based on the following specific criteria:

1. Prior similar experience and past performance on construction projects for municipal buildings in the Commonwealth of similar scale and complexity, as determined through reference checks on projects listed in the Designer Application Form (Attachment C). Factors to be evaluated may include but are not limited to the number of projects managed, project dollar value, number and percentage completed on time, average number of projects per CA per year;
2. Satisfactory working relationship with designers, contractors, owners, and local officials, as determined through reference checks on projects listed in the Designer Application Form;
3. Past performance and experience as a CA in Massachusetts with MGL Chapter 149 construction projects of similar size and complexity;

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

4. Identity and qualifications of personnel: Distinguishing employees of the firm and contractors, identify all members of the proposed Project team, by name and qualifications, who will fill the role of CA Manager, and those who will be responsible for the following categories of work: project management, design review; and quality control. For each category of work listed, address whether it is to be performed by employees of the firm or contractors; failure to address each category may result in the elimination of the Response from consideration. Describe the time commitment and experience, and provide references for each of these personnel including relevant experience in the Commissioning of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value, and complexity to the project being considered. Provide an organizational chart that shows the number and interrelationship of key personnel to be provided by the Respondent for this project. Respondents who identify the Project Manager as their CA will be considered advantageous or highly advantageous.
5. Management approach: The Respondent's described approach to providing the level and nature of services required for renovation of a historic building of 50,000+ square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
6. Capacity of the firm: Capacity to meet the time commitments required by the project, current and projected workload of the team and the CA for projects estimated to cost in excess of \$1.5 million, and capacity of support services from the firm;
7. Knowledge and experience: Knowledge of the Massachusetts State Building Code including Stretch Code and all other pertinent codes and regulations related to successful completion of the project; Knowledge and demonstrated experience with life cycle cost analysis, value engineering with actual examples of recommendations and associated benefits to Owners; Knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws;

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

8. Financial stability of the firm: Evidenced by a current balance sheet and income statements that adequately demonstrate the Respondent's financial stability and capacity to support the proposed contract.

Each criterion will be evaluated based on the Response submitted, and shall be assigned a score ranging from zero (0) to ten (10) points as follows:

- 0 = Not Advantageous
- 5 = Advantageous
- 10 = Highly Advantageous

In order to establish a short list of Respondents to be interviewed, the Committee will base its initial ranking of Respondents on the above Evaluation Criteria. The Committee will establish its final ranking of the short-listed Respondents after conducting interviews and reference checks. This process is described in more detail in Selection Process and Schedule.

The Owner reserves the right to consider any other relevant criteria and undertake additional investigation of the Respondents as it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

Requirements for Content of Response

General Requirements

Respondents shall submit twelve (12) hard copies of the Response to this RFQ and one electronic version in PDF format on CD. Responses shall be in ink or typewritten, and presented with numbered pages in an organized and clear manner. The total length of the Response, including the Designer Application Form but excluding Required Certifications and Acknowledgment of Receipt forms, **may not exceed thirty (30) single-sided pages with a minimum acceptable font size of 12 for all text.** Responses should be provided in simple spiral binders or stapled.

Responses must include:

1. **Cover Letter**, a maximum of two pages in length, including the following:
 - a. Acknowledgement that the Respondent has read the RFQ and the Contract, noting any exceptions to either. The Owner may

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

consider but shall not be bound by any exceptions, at the Owner's sole discretion. Failure to specify exceptions will be deemed an acceptance of the Contract's terms and conditions;

- b. A description of the Respondent's organization and its history;
- c. A specific statement regarding compliance with the Minimum Requirements of this RFQ to include identification of registration, number of years of experience and where obtained (as supported by the resume section of the Designer Application Form);
- d. The signature of an individual authorized to negotiate and execute the Contract, in the form that is attached to the RFQ, on behalf of the Respondent; and
- e. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.

2. Required forms

- a. Designer Application Form (Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction): Applications are limited to the standard application plus a maximum of three supplementary pages, double sided, not including the other required documents. Supplementary information in excess of three pages may be the basis for rejection;
- b. Preliminary Project Work Plan: Identifying Project Management tasks and responsible sub-consultants and incorporating the specified schedule into a project calendar;
- c. SOWMBA-MBE or WBE certificates as applicable to project team members; and
- d. Proof of professional liability insurance, described in the Contract.

3. Required Certifications (Attachments D-1 through D-4): In order to be eligible for selection, each Respondent must provide the Required Certifications listed below in the Response. Any Response that fails to include the Required Certifications will be rejected without further consideration.

- a. D-1: Certificate of Non-Collusion
- b. D-2: Certifications
- c. D-3: Certificate of Authority

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

- d. D-4: Certificate of Compliance with Massachusetts Tax Laws; and
4. Acknowledgement of any addendum issued to the RFQ.

Respondents may supplement the Response with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. This additional information shall be limited to a maximum of three 8½" x 11" pages, double-sided.

Project Work Plan

As a requirement of this RFQ, each respondent must include a Project Work Plan. The estimated total duration of the Commissioning Services is estimated to be about fourteen (14) months. It is anticipated that a contract for services will be awarded on or about October 15, 2015. The completion of the Design and Bidding Phase is anticipated to be no later than January 1, 2016, Substantial Completion by November 30, 2016, and final project completion by December 31, 2016.

The Project Work Plan submitted with the Respondent's proposal will be considered an estimate. After award of a contract the Owner, the OPM, the Designer, and the selected Commissioning Agent will review the work plan originally submitted and accept as submitted or modify to meet the project requirements. The CA's adherence to the accepted Project Work Plan times will be part of the Owner's performance evaluation of the CA's work, which will be conducted at the end of the Project.

Selection Process and Schedule

A selection sub-committee appointed by the Committee will review the CA submissions and rank the top three to five firms. If the sub-committee desires, it will schedule and conduct interviews with each of the top ranked firms, and then again rank the selected firms. The sub-committee will then submit a list of finalists to the Committee, including the order of ranking and an explanation of the sub-committee's reasons for its rankings. The finalists will be given equal opportunity to submit additional information to, and/or participate in, an interview with the Committee. The Committee will select the CA firm from that list in accordance with the Owner's adopted Designer Selection Procedures (Attachment E), using Evaluation Forms (Attachment F) to rank each firm based on the Response and, if applicable, interview.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

The Awarding Authority will negotiate a fee with the top-ranked firm, for all services during the life of the Project. If the Awarding Authority is unable to negotiate a contract with the first ranked selection, the Committee will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the owner.

The Owner reserves the right to re-advertise if less than three responses are received or if fee negotiations fail.

The following is a tentative schedule of the advertisement and selection process, subject to change at the Owner's discretion.

- Wednesday September 16, 2015: Advertise RFQ in the Central Register of the Commonwealth of Massachusetts and a newspaper of general circulation in the area in which the project is located or to be located. Copies of the RFQ may be obtained on or after September 18, 2015 from:

Suresh Bhatia, P.E., MCPPO
Atlantic Construction & Management, Inc.
441 Sudbury Road
Concord, MA 01742
978-369-6754
sbhatia@aconstructioninc.com

The RFQ will also be posted on the Town's website at www.dedham-ma.gov/MunicipalCampus, and will be available until submission deadline.

- Thursday September 24, 2014, 3:00 pm: Deadline for questions from Respondents.

Any questions concerning this RFQ must be submitted by email to Suresh Bhatia, at sbhatia@aconstructioninc.com, with the message titled "Commissioning RFQ Question, Town Hall and Senior Center". No questions will be accepted by fax or methods other than email. No oral inquiries shall be accepted, and no oral responses may be relied upon.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

- Wednesday September 24, 2015, 3:00 pm: Deadline to submit Responses. Sealed Responses to this RFQ must be clearly labeled

“Commissioning Services for a Combined Town Hall and Senior Center”

“Name of Respondent Individual or Firm”

and delivered no later than 3:00 pm September 24, 2015 to:

**Jim Kern, Town Manager
26 Bryant Street, Room 209
Dedham, MA 02026**

RESPONSES SUBMITTED AFTER THIS DEADLINE WILL NOT BE ACCEPTED.

The Owner assumes any no responsibility or liability for late delivery or receipt of Responses. Any responses received after the deadline date and time will be judged to be unacceptable and will be returned unopened to the sender. No Responses will be accepted by fax or other methods than described under General Requirements.

- Wednesday September 30, 2015: Respondents short-listed.
- Wednesday October 7, 2015: Interview short-listed Respondents.
- Tuesday October 13, 2015: Negotiate with first ranked Respondent.
- Wednesday October 14, 2015: Final selection submitted to Town of Dedham for approval.
- Thursday October 15, 2015: Execute contract and/Issue NTP; Project to proceed upon award.

Agreement Between Owner and Commissioning Agent:

Services provided by the successful Respondent shall be rendered through the Town of Dedham’s Standard Agreement between Owner and Commissioning Agent (“Contract”). This RFQ, any addenda issued by the Owner, and the

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

selected Respondent's Response, will be appended to and become part of the Contract. Any CA selected as a result of this RFQ will be required to execute the Contract or a contract substantially in that form, provided however that indemnification and insurance provisions shall be maintained as included in the Contract.

At the time of Contract execution, the selected Respondent will be required to provide to the Owner a certificate of professional liability insurance that meets or exceeds the requirements set forth in the Contract.

Other Provisions

a. **Fee**

The negotiated fee for services will be dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased CA's fee. All fees shall be stated in CA contracts and in any subsequent amendments thereto as a total dollar amount.

b. **Public Record**

All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

c. **Waiver/Cure of Minor Informalities, Errors, and Omissions**

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.

d. **Communication with the Owner**

The Owner's Procurement Officer for this RFQ is:

Suresh Bhatia, P.E., MCPPO

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

Atlantic Construction & Management, Inc.
441 Sudbury Road
Concord, MA 01742
978-369-6754
sbhatia@aconstructioninc.com

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business, and must not relate to this RFQ. In addition, such respondents shall not discuss this RFQ with any of the Owner's consultants, legal counsel, or other advisors. FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.

e. Costs

Respondents shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated in preparation of the Response. The Owner will not be liable for any costs incurred by any Respondent in preparing a Response to this RFQ or for any other costs incurred prior to entering into a Contract with the CA.

f. Withdrawal/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

g. Rejection of Responses, Modification of RFQ

The Owner reserves the right to reject any and all Responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFQ does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a Response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

h. Contractual Commitment

The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the subcontractors identified in the Response shall take place without the prior written approval of the Owner.

i. Respondent and Other Project Entities Not Employees of the Town

The successful Respondent and any other firms, individuals, or entities authorized to work on the Project through subcontract, partnership, or joint venture will not be considered an employee of the Town and will not receive any benefits of any employee. Respondent's intention to subcontract, partner, or joint venture with other firms, individual or entity must be clearly described in the response.

j. Validity of Response

Submitted Responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline. The contract will be awarded within 90 days after the Response opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Owner and the highest ranked Responder, on the basis of the selection criteria contained in the RFQ.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

Attachments

Attachment A: Program Documents

Attachment B: Tasks, Duties, and Responsibilities

Attachment C: Designer Application Form*

Attachment D: Required Certifications*

D-1: Certificate of Non-Collusion

D-2: Certifications

D-3: Certificate of Authority

D-4: Certificate of Compliance with Massachusetts Tax Laws

Attachment E: Designer Selection Procedures

Attachment F: Evaluation Forms

Attachment G: Acknowledgment of Receipt – RFQ Distribution Register**

Attachment H: Acknowledgment of Receipt – Addenda*

* These attachments must be signed and submitted in the Response.

** This required attachment must be returned for Respondents to be listed on the Distribution Register.

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT A: PROGRAM DOCUMENTS

60% DD Drawings and Specifications are available online. Please copy and paste the following link in your web browser:

<https://www.dropbox.com/sh/d3km25ckboasii1/AADH7F2VB2fvbzzussJgOuxXoa?oref=e&n=145925146>

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

ATTACHMENT B: TASKS, DUTIES, AND RESPONSIBILITIES

INITIAL MEETING

Within one week of the notice to award the Contract, the Commissioning Agent (CA) will meet with Town of Dedham's Town Manager, OPM, Designer, and Facilities Director. In preparation for the meeting, the CA will have thoroughly reviewed the 60% Design documents.

GENERAL RESPONSIBILITIES

Duties, Responsibilities, and Limitations of Authority of the CA for Renovations and Construction: The following is a summary of the commissioning process the OWNER intends to implement on this project. The proposer is free to suggest changes and improvements to this process. However, for this proposal the following process will be required.

1. General: The intent of this document is to define the role of the position of CA for the Renovation and Construction work defined as the Combined Town Hall and Senior Center.
 - A. Terms: The following references are made throughout the proposal:
 - Awarding Authority: Town of Dedham Board of Selectmen
 - BPC: The Town of Dedham's Building, Planning, and Construction Committee;
 - Contractor: The selected firm performing the construction and renovation;
 - Designer: The architectural and/or engineering firm hired for Design of the specific project;
 - Commissioning Agent: The firm or individual hired to represent the Town of Dedham as the Commissioning Agent (CA) for this project;
 - OPM: The firm or individual hired to represent the Town of Dedham as the Owner's Project Manager for this project;
 - Town Manager: The individual or designee serving the Town of Dedham as the Owner's day to day contact for construction and design issues in coordination with the OPM; and
 - Town Project Team: The Town's representatives from the Town Manager, Finance, Facilities, Engineering, and Council on Aging, and other departments who will provide program,

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

design, operational and technical feedback on the project coordinated through the OPM.

- B. The CA shall provide overall project leadership and project coordination during Commissioning activities. The CA will not have the authority to bind the Town of Dedham regarding the contract between the Town and its Contractor. The CA will confer on at least a bi-weekly basis with the OPM/Town Manager during all project phases to assist in developing a comprehensive schedule to expedite communication between all parties;
- C. The CA, through observations and advice and consultation, will endeavor to protect the Town of Dedham against defects and deficiencies in the work of the project;
- D. The CA shall provide reports, as necessary by the amount of on-going activity to the OPM regarding the project status, with presentations as requested to the OPM and the BPCC relating to this project;
- E. The CA shall attend weekly project meetings as necessary by the amount of on-going activity with the OPM who will maintain project minutes. The CA shall maintain Deficiency logs, etc., and provide the same to the OPM;
- F. The CA shall establish Project Protocols and Document and Communications Control Systems to expedite activities and achieve timely project flow, including but not limited to reviews, approvals, changes, start-up, procurement, commissioning and project close-out; and
- G. The CA must be independent from the OPM, Contractor, and Sub-contractors involved in the project at all times.
- H. The CA will have the following responsibilities: The primary role of the CA is to develop and coordinate the execution of a testing plan, observe and document performance—that is determine whether systems are functioning in accordance with the documented design intent and in accordance with the Contract Documents. The Contractors will provide all tools or the use of tools to start, check-out and functionally test equipment and systems, except for specified testing with portable data-loggers, which shall be supplied and installed by the CA. The CA is not responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CA may assist with problem-solving or resolving

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

non-conformance or deficiencies, but ultimately that responsibility resides with T2 and its Subconsultants.

2. Duties and Responsibilities, Design Phase

- A. Project leadership and Commissioning oversight and coordination with the project team, during all parts of the Design Phase that include Design Development (DD) and Contract Documents (CD);
- B. Observe the progress and quality of the work as is reasonably necessary at each stage of Design to determine that the work is proceeding in accordance with the Contract Documents. Notify the BPC, Town Manager, and OPM immediately if, in the CA's opinion, work does not conform to the project goals or requires peer review and / or special inspection;
- C. Conduct a Peer review / QAQC review at approximately 90% Design stage and provide recommendations on best engineering practices to the Town Project Team, Town Manager and OPM;
- D. Conduct a Final Peer review/ QAQC review at about 100% completion of Contract Documents to ensure Documents are ready for bidding. This will include QAQC review of Plans and Specifications for constructability, errors or omission;
- E. A summary of the commissioning process during design is:
 - i. The Commissioning Authority (CA) performs a focused review of 90% construction documents and recommends any changes necessary to support the commissioning effort.
 - ii. The CA develops the draft commissioning plan for the construction phase.
 - iii. The CA develops commissioning specifications for the construction documents, with review by the design team, for inclusion in their construction specifications. This section of the specification will define the scope of support required by subcontractors.
 - iv. The design team develops in-depth design documentation, including design intent, basis of design and full sequences of operation for inclusion in the construction documents.
 - v. Perform a focused review of the drawings and specifications when 90% complete, as described in Exhibits 1, 2 and 3.
 - vi. Review the development of the design intent and operating parameters documentation by all design team members.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

- vii. Develop a draft project-specific commissioning plan for the construction phase.
- viii. Develop full commissioning specifications for all systems and equipment to be commissioned. The commissioning specification will include a detailed description of the responsibilities of all parties included in the commissioning process; details of the commissioning process; reporting and documentation requirements, including formats; deficiency resolution; pre-functional checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned. The commissioning specifications will be subject to the approval of the T2 design team and included in their final construction specifications.

The following documents are examples to be used as general guides to demonstrate the expected level of content, rigor, and completeness. Differences in format and presentation are to be resolved by consultation with the Owner.

Model Commissioning Plan and Guide Specifications, USDOE/FEMP; Portland Energy Conservation, Inc. (PECI). Available free in electronic form from Peci at <http://www.peci.org> or for a fee in hard copy from National Technical Information Service (NTIS) at 1-800-553-6847

Facility Design Information Manual, Engineering Services, University of Washington. Available over the internet at <http://weber.u.washington.edu/~fsesweb>, under Vol. 2 Division 17 Commissioning.

The HVAC Commissioning Process, ASHRAE Guideline 1-1996. Available from ASHRAE at 404-636-8400.

3. Duties and Responsibilities, Construction Procurement Phase

- A. Project leadership and coordination with the Town's Project Team for the construction procurement including the Filed Subcontractor (FSB) bid process and the General Contractor (GC) bid process. Assist with resolution of Bid Questions pertaining to Commissioning, if any;

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

4. Duties and Responsibilities, Construction Phase

- A. Observe the progress and quality of the work for MEP/FP stages of construction to determine that work is proceeding in accordance with the Contract Documents. Document all inspections and work progress on as-need basis. Notify the Town Manager and OPM immediately if, in the CA's opinion, work does not conform to the Contract Documents, or requires special inspection or testing;
- B. Review Contract Documents with the Contractor's MEP/FP subcontractors. Provide commissioning related necessary interpretations received by the Designer (and its Subconsultants) from the contractor and ensure timely transmittal to the Designer.;
- C. Consider the Contractor's suggestions and recommendations, evaluate them and submit them, with recommendations, to the OPM, Town Project Team and the BPC, for final decision;
- D. Attend weekly on-site Job Meetings as needed with assistance of the OPM;
- E. Review test results as required by the Contract Documents. Record and report to the Town Manager, Town Project Team, and OPM on test procedures and results;
- F. Maintain records in an orderly manner. Records include, but are not limited to, correspondence, Contract Documents, Designer's Supplemental Instructions, reports of site visits, Shop Drawings, Product Data, MSDS sheets, Samples, supplementary drawings, , and names and addresses of contractors, subcontractors and principals material suppliers. Follow record-keeping and filing system method used by the Project Team;
- G. Notify the Town Manager and OPM if any portion of the work requiring Shop Drawings, Product Data or Samples needs to commence before such submittals have been approved by the Designer. Coordinate review of submittals, record the Designers approval or other action, and notify the OPM of the approval status;
- H. Observe the Contractor's Progress and Record Drawings at intervals appropriate to the stage of construction and notify the Town Manager, and OPM of any apparent failure by the Contractor to maintain up-to-date records;

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

- I. Review Applications for Payment submitted by the Contractor for Commissioning related items, and present them with recommendations for disposition to the OPM and BPBC;
- J. Review the list of items to be completed or corrected in coordination with the OPM and prepare an accurate “punch list,” which is agreed to by the Contractor prior to request for issuance of a Certificate of Substantial Completion. Inspect the Work and if the list is accurate, forward it to the General Contractor, Town Manager, Town Project Team and OPM for final disposition;
- K. Review and report to the Town Manager, and OPM on conditions of the portions of the Project being occupied or utilized by contractors, in order to minimize the possibility of claims for damage;
- L. Assist the Town of Dedham Project Team and OPM in final inspection of the Work and update a final punch list. Review the documentation the Contractor is required to furnish at the completion of the Work;
- M. Maintain a current log of Submittals as prepared by the General Contractor. Monitor the status of each and comment to the BPCC as appropriate to ensure the work is proceeding in a timely manner;
- N. Have available at all times for inspection by the town any correspondence, field notes, drawings, photos, and electronic files that pertain to the project. All information obtained by the CA will become the property of the Town of Dedham;
- O. A summary of the commissioning process during construction is:
 - i. A commissioning plan is developed by the CA.
 - ii. Scope review meetings are conducted by the CA where the commissioning process is reviewed with the commissioning team members including General Contractor, their subcontractors and all other necessary parties. The goal of these meetings is to identify, plan, and schedule in a coordinated fashion all future activities.
 - iii. All equipment documentation is also submitted to the CA during the design team’s submittal review process. Equipment start-up procedures to be followed by subcontractors and their equipment suppliers must be included in these submittals. This library of information will aid the CA in their work.
 - iv. The CA will use the equipment documentation above as an aid to preparing their “Pre-functional Test Checklists”. In general, the checkout and performance verification proceeds from simple to

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

- complex; from component level to equipment to systems and intersystem levels with pre-functional checklists being completed before the functional test.
- v. The Subcontractors will execute and document the pre-functional checklists and perform startup and initial checkout. The CA documents that the checklists and startup were completed according to the approved plans. This may include the CA witnessing startup of selected equipment. The pre-functional testing will insure basic completion of the work and allow the CA to proceed smoothly with functional testing.
 - vi. The CA develops specific equipment and system functional performance test procedures. The Subcontractors review the procedures and may provide additional input.
 - vii. The functional testing procedures are executed by the Subcontractors, under the direction of, and documented by the CA.
 - viii. Items of non-compliance are corrected at the Subs' expense and the system is retested.
 - ix. The CA reviews the O&M documentation for completeness prior to the Owner's review and acceptance.
 - x. Commissioning is completed before Substantial Completion.
 - xi. The CA reviews, pre-approves and coordinates the Owner training provided by the Subcontractors and their equipment suppliers and verifies that it was completed.
 - xii. Deferred and seasonal testing and performance evaluation is identified by the CA and conducted when weather or other conditions are suitable as specified.
 - xiii. Coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise. Ensure that commissioning activities are being scheduled into the project master schedule maintained by the OPM.
 - xiv. Revise, as necessary, the current draft of the construction phase commissioning plan as developed during design.
 - xv. Plan and conduct a commissioning scoping meeting.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

- xvi. Request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up and checkout procedures.
- xvii. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
- xviii. Review (and provide comment as appropriate to the T2 design team) Subcontractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the T2 design team reviews.
- xix. Write and distribute pre-functional tests and checklists.
- xx. Develop an enhanced start-up and initial systems checkout plan with Subcontractors.
- xxi. Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.

5. Duties and Responsibilities, Acceptance Phase:

- i. Review General Contractor's documentation of all HVAC piping test and flushing procedures. File this documentation of testing and include in O&M manuals. Notify OWNER's Facilities Department of any deficiencies in results or procedures.
- ii. Review General Contractor's documentation of all ductwork testing and cleaning procedures. File this documentation of testing and include in O&M manuals. Notify OWNER's Facilities Department of any deficiencies in results or procedures.
- iii. Approve pre-functional tests and checklist completion by reviewing pre-functional checklist reports or by direct site observation.
- iv. Approve systems startup by reviewing start-up reports and by selected site observation.
- v. Review testing, adjusting and balancing (TAB) execution plan.
- vi. Oversee sufficient functional testing of the control system and approve it to be used for TAB, before TAB is executed.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

- vii. Approve air and water systems balancing by spot testing, by reviewing completed reports and by selected site observation.
- viii. With necessary assistance and review from installing contractors, write the functional performance test procedures for equipment and systems. This may include energy management control system trending, stand-alone data-logger monitoring or manual functional testing. Submit to OWNER's Facilities Department for review, and approval if required.
- ix. Analyze any functional performance trend logs and monitoring data to verify performance.
- x. Coordinate, witness, and approve manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
- xi. Maintain a master deficiency and resolution log and a separate testing record. Provide to OWNER's Facilities Department written progress reports and test results with recommended actions.
- xii. Review equipment warranties to ensure that OWNER's responsibilities are clearly defined.
- xiii. Oversee and approve the training of OWNER's operating and maintenance personnel.
- xiv. Compile and maintain on an ongoing basis the commissioning record and building systems book
- xv. Review the O&M manuals submitted by the subcontractors for completeness and accuracy as applied to this project.
- xvi. Provide a final commissioning report. The report shall include an executive summary, list of participants and roles, brief building description, overview of commissioning and testing scope and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning authority regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
 - a) Equipment meeting the equipment specifications.
 - b) Equipment installation.
 - c) Functional performance and efficiency.
 - d) Equipment documentation and design intent.
 - e) OWNER personnel training

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented. The functional performance and efficiency section for each piece of equipment shall include a brief description of the verification method used (manual testing, BAS trend logs, data loggers, etc.) and include observations and conclusions from the testing.

Appendices shall contain acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, etc. Pre-functional checklists and functional tests (along with blanks for the operators) and monitoring data and analysis will be provided in a separate, labeled binder.

6. Duties and Responsibilities, Post-Construction Phase

- A. Assist with Claims, related matters, or Litigation if any;
- B. Review all warranties and guaranties provided by the general contractor and sub-contractors;
- C. Develop and monitor warrantee period assessments and work until the facility is handed over to the Facilities Department.
- D. Review Record Drawings;
- E. Reject Work or require special inspection or testing except as authorized in writing by the Town Manager and/or BPCG;
- F. Coordinate and supervise required seasonal or deferred testing and deficiency corrections and provide the final testing documentation for the commissioning record and O&M manuals.
- G. Return to the site at 10 months into each 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may require correction by BSCG under warranty or under the original

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

7. Limitation of Authority

The CA will not:

- A. Authorize major deviations from the current Contract Documents without a vote of approval from the BPCC;
- B. Approve substitute materials or equipment except as authorized in writing by the OPM, Town Manager, and/or BPCC;
- C. Personally conduct or participate in tests or third-party inspections except as authorized in writing by the Town Manager or OPM;
- D. Assume any of the responsibilities of the General Contractor's Superintendent or Subcontractors;
- E. Expedite the work for the Contractor;
- F. Advise the contractor on, or issue directions concerning aspects of construction means, methods, techniques, sequences or procedure, or safety precautions and programs in connection with the work;
- G. Authorize or suggest that Town of Dedham Departments occupy the Project in whole or in part until approved by the Town Building Department by a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy;
- H. Order the Contractor to stop the Work on any portion thereof, except in case of emergency and then in consultation with the Town Manager and/or BPCC;
- I. Authorize any extension of the completion dates;
- J. Authorize changes prior to approval of Change Orders by the BPCC; and
- K. Authorize any work be performed in areas where hazardous materials are uncovered or suspected, unless and until the OPM has received written authorization from the Town Manager and/or BPCC.

Required by Others

The T2 design team will provide adequate written design intent, basis of design and full sequences of operation for all equipment and systems for the commissioning authority to develop O&M manuals and to use in writing functional tests. The subcontractors will execute the functional testing of

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

equipment, coordinated and documented by the commissioning authority, using forms provided by the commissioning authority.

Systems To Be Commissioned

The following systems, including all components and controls, will be commissioned:

1. Central building automation systems, including linkages to remote monitoring and control sites (this excludes any security-related control systems or interlocks).
2. All equipment of the heating, ventilating and air conditioning systems
3. Life safety systems (fire alarm, fire protection)
4. Lighting control system
5. Security and access control system
6. Plumbing hot/water systems

The following outlines the level of effort expected for each commissioned system:

The CA shall review the design documentation (design intent, basis of design and sequences of operation) for completeness. The CA shall develop pre-functional checklists for the installing contractors to include in their startup and initial checkout. The CA shall develop detailed written test procedures for guiding and documenting the functional testing.

The functional testing shall include operating the system and components through each of the written sequences of operation and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during pre-functional check listing by the installing contractors and spot checked by the commissioning authority during functional testing.

Tests on respective HVAC equipment shall be executed during both the heating and cooling season. However, some overwriting of control values to simulate conditions may be allowed by the CA if used judiciously. Functional testing shall be done using conventional manual methods, control system trend logs and read-outs or stand-alone data loggers, to provide a high level of

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

confidence in proper system function, as deemed appropriate by the Commissioning Authority and OWNER's Facilities Department.

Exhibit 1

FOCUSED 90% CONSTRUCTION DOCUMENTS REVIEW ELEMENTS

The commissioning authority will perform a review at 90% construction documents comprised of the following areas:

Design Area	Review Description
<i>__ Commissioning facilitation</i>	Input regarding making the building easier to commission (see Exhibit 2).
<i>__ Control system & control strategies</i>	Review HVAC, automated lighting, fire control, building automation and emergency power control systems, strategies and sequences of operation for adequacy of detail.
<i>__ Operations and maintenance</i>	Review for effects of specified systems and layout toward facilitating O&M (equipment accessibility, system control, etc.).
<i>__ O&M documentation</i>	Verify that building O&M plan and documentation requirements specified are adequate
<i>__ Training</i>	Verify that operator training requirements specified are adequate.
<i>__ Commissioning specifications</i>	Verify that bid documents adequately specify building commissioning and that there are adequate monitoring and control points specified to facilitate commissioning and O&M (trending capabilities, test ports, control points, gages and thermometers).

Exhibit 2

COMMISSIONING FACILITATION REVIEW

One of the primary tasks for the Commissioning Authority is reviewing the design documents to facilitate commissioning during construction. The construction-phase commissioning process can be made easier and more effective if certain features are included in the design. The added up-front costs for most of these features can be justified because they reduce the cost of commissioning, allow for a better commissioning job and reduce the O&M costs for the building. Below is a list of some of these features. The review is not expected to be limited to only those issues listed below.

- Clear and rigorous design documentation, including detailed and complete sequences of operation.
- An HVAC fire and emergency power response matrix that lists all equipment and components (air handlers, dampers, valves, etc.) with their status and action during a fire alarm and under emergency power.
- Access for reading gages, entering doors and panels, observing and replacing filters, coils, etc.
- Required isolation valves, dampers, interlocks, piping, etc. to allow for manual overrides, simulating failures, seasons and other testing conditions.
- Sufficient monitoring points in the building automation system (BAS), even beyond that necessary to control the systems, to facilitate performance verification and O&M.
- Adequate trending and reporting features in the BAS.
- Pressure and temperature (P/T) plugs close to controlling sensors for verifying their calibration.
- Pressure gages, thermometers and flow meters in strategic areas to facilitate verifying system performance and ongoing O&M.
- Pressure and temperature (P/T) plugs at less critical areas or on smaller equipment where gages and thermometers are not necessary.
- Specification of the location and criteria for the VAV duct static pressure sensor and chilled water differential pressure sensor.
- Adequate balancing valves, flow metering and control stations and control system functions to facilitate and verify reliable test and balance.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

- Uniform inlet connection requirements to VAV terminal boxes.
- Clear and complete commissioning specifications for the construction phase.
- Complete O&M documentation requirements in the specifications.
- Complete training requirements in the specifications.
- Review entire document and building information management plan from design through construction and turnover to ensure adequacy and compliance with the owner's program.

Exhibit 3

COMMISSIONING FOR INDOOR AIR QUALITY REVIEW CHECKLIST

Construction Documents Phase

Document the results from each of the following tasks:

1. Establish the outdoor air intake requirements for each area of the building.
2. Establish procedures for verifying and documenting ventilation rates in each area.
3. Establish air flow rates for needed exhaust systems, including spot pollutant source removal.
4. Determine how adequate ventilation rates will be maintained during all occupied modes of operations, particularly during VAV terminal box turn-down.
5. Review choice of filtration type and design, materials, and location.
6. Review HVAC material specifications and application regarding potential for airflow erosion, corrosion and microbial contamination (HVAC insulation materials, etc.).
7. Review air supply system components to ensure control and minimization of the presence of free water and to minimize microbial contamination (condensate trays, humidifiers, water baffles, mist eliminators and cooling towers).
8. Verify the suitability of access doors and inspection ports to all chambers and components of air handling system plenums. Verify that proper cleaning of both sides of coils, condensate pans and/or humidifier reservoirs can be accomplished through the doors.
9. Examine manufacturer's safety data sheets (MSDS) for products specified in contract documents that may be suspected contributors to indoor pollutants (carpets, flooring, fabrics, adhesives, wall coverings, partitions, and ceilings; insulating and fire-proofing materials; sealants on walls and floors; use of preservatives, paints, varnishes, and other finish materials).
10. Review manufacturer's data on curing, drying and airing procedures to minimize emission rates.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

11. Verify that the specifications specify proper methods and conditions for operating the HVAC system prior to full control and occupancy, to minimize dirt and unwanted moisture entering the duct work, coils, building cavities and any occupied portions of the building.

Note:

Indoor air quality (IAQ) commissioning does not ensure that indoor air quality will be adequate or without deficiency at building turnover or during occupancy, unless the owner has specifically specified that actual air quality testing be performed. Commissioning for indoor air quality entails performing tasks that minimize the potential for IAQ problems, but it does not eliminate their possibility.

The primary source for this checklist was Annex C in *ASHRAE Guideline 1-1989R The HVAC Commissioning Process*, Public Review Draft, 1996.

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT C: STANDARD DESIGNER APPLICATION FORM

Department of Capital Asset Management and Maintenance's Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction (Updated 7/2014), available online at:

<http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-6-10-cities-towns-application.pdf>

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT D-1: CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

Signature of individual submitting Response

Name of Business

This form is required with the RFQ Response.

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT D-2: CERTIFICATIONS

In accordance with Massachusetts General Laws Chapter 7, Section 38H(b), the undersigned states that the wage rates and other costs used to support the CA's compensation are accurate, complete, and current at the time of contracting; and agrees that the original contract price and any additions to the contract may be adjusted within one year of completion of the contract to exclude any significant amount if the fee was increased by such amounts due to inaccurate, incomplete or noncurrent wage rates or other costs; and

Certifies under penalties of perjury that:

- The CA has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for project management services;
- No consultant to or subcontractor for the CA has given, offered, or agreed to give any gift, contribution, or offer of employment to the CA, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the CA;
- No person, corporation, or other entity, other than a bona fide full-time employee of the CA, has been retained or hired by the CA to solicit for or in any way assist the CA in obtaining the contract for CA services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the CA.
- The CA has internal accounting controls as required by M.G.L.c.30, §39R(c), and that the CA has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R (d).

This form is required with the RFQ Response.

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT D-3: CERTIFICATE OF AUTHORITY

1. I hereby certify that I am the Clerk/Secretary of _____
Full Name of Business

2. Corporation, and that _____
Name of officer who signed contract and bonds

3. Is the duly elected _____
Title of officer on line 2

4. Of said corporation, and that on _____
Date on or before date the officer signed
the contract and bonds

At a duly authorized meeting of the Board of Directors of said business, at
which all the directors were present or waived notice, it was voted that

5. _____ the _____
Name from line 2 Title from line 3

of this corporation be and hereby is authorized to execute contracts and
bonds in the name and on behalf of said corporation, and affix its Corporate
Seal thereto, and such execution of any contract of obligation in this
corporation's name and on its behalf, with or without the Corporate Seal, shall
be valid and binding upon this corporation; and that the above vote has not
been amended or rescinded and remains in full force and effect as of the date
set forth below.

6. ATTEST: _____ AFFIX CORPORATE
Signature of Clerk or Secretary* SEAL HERE

7. Name: _____
Print or type name from line 6

8. Date: _____
Date on or after the date the officer signed the contract and bonds

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

* The name and signature on lines 6 and 7 must be that of the Clerk or Secretary of the corporation.

This form is required with the RFQ Response if the Response is signed by a person other than the owner or president of the company.

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT D-4: CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, the undersigned acting on behalf of the Bidder*, certify under the penalties of perjury that to my best knowledge and belief, the Bidder* is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Bidders, and withholding and remitting child support.

Individual

Signature Date

Name (print or type)

Social Security Number

Corporate

Corporate Name (print or type)

Signature of Corporate Officer Date

Name of Corporate Officer (print or type)

Title (print or type)

Taxpayer Identification Number

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

* As used in this certification, the word "Bidder" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

This form is required with the RFQ Response.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

ATTACHMENT E: DESIGNER SELECTION PROCEDURES

Dedham Board of Selectmen ("Awarding Authority")

Designer Selection Procedures

Adopted [date]

1. These procedures govern the selection of designers for any the Town of Dedham's building project subject to the state designer selection law, M.G.L. c. 7C, §§ 44-57. Any other local law governing the procurement of services will be inapplicable to these procurements.
2. The Board of Selectmen ("Approving Body") has the authority to conduct the designer selection process for the Awarding Authority. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law.
3. The Approving Body shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:
 - a) has a direct or indirect financial interest in the award of the design contract to any applicant;
 - b) is currently employed by, or is a consultant to or under contract to, any applicant;
 - c) is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
 - d) has an ownership interest in, or is an officer or director of, any applicant.
4. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the Central Register published by the Secretary of the Commonwealth, and in any other place required by the Approving Body, at least two weeks before the deadline for filing applications.

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

5. The advertisement shall contain the following information:
 - a) a description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;
 - b) if there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;
 - c) when and where a briefing session (if any) will be held;
 - d) the qualifications required of applicants;
 - e) the categories of designers' consultants, if any, for which applicants must list names of consultants they may use;
 - f) whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;
 - g) when and where the RFQ can be obtained and the applications must be delivered.

6. The RFQ shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at Procedures for Municipalities and Public Agencies not within DSB Jurisdiction. The Application Form may be amended to include additional information on a project-specific basis.

7. The Committee shall evaluate applicants based on the following criteria:
 - a) prior similar experience;
 - b) past performance on public and private projects;
 - c) financial stability;
 - d) identity and qualifications of the consultants who will work with the applicants on the project; and
 - e) any other criteria that the Committee considers relevant to the project.

8. The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.

9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Approving Body. No person or

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, § 44C, shall be included as a finalist on the list.

The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

10. If the fee was set prior to the selection process, the Approving Body shall select a designer from the list of finalists. If the Approving Body selects a designer other than the one ranked first by the Committee, the Approving Body shall file a written justification for the selection with the Committee and maintain a copy in the contract file.
11. If the fee is to be negotiated, the Approving Body shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Approving Body shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Approving Body is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Approving Body prior to selection of finalists.
12. If the Approving Body is unable to negotiate a satisfactory fee with any of the finalists, the Approving Body shall recommend that the Committee select additional finalists.
13. The Approving Authority may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Approving Authority may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, provided the Approving Authority otherwise complies with

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

the statutory requirements for selecting a designer under Chapter 7C of the General Laws, including those set forth in M.G.L. c. 7C, § 54(a)(i).

14. Every contract for design services shall include the following:
 - a) certification that the designer has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
 - b) certification that no consultant to, or subcontractor for, the designer has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer;
 - c) certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer has been retained or hired by the designer to solicit for or in any way assist the designer in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
 - d) certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R (d).

All fees shall be stated in design contracts and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

15. The Awarding Authority shall not enter into a contract for design services unless the Awarding Authority or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority prior to the award of the contract.

16. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.
17. In the event of an emergency that precludes the normal use of these designer selection procedures, the Approving Body may elect to authorize expedited procedures to address the emergency. The Approving Body shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

The Approving Body may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Approving Body shall rank the finalists in order of qualification and select the designer for the emergency work.

18. The Awarding Authority shall publish the name of any designer awarded a contract in the Central Register.
19. The following records shall be kept by the Awarding Authority:
 - a) all information supplied by or obtained about each applicant;
 - b) all actions taken relating to the project; and
 - c) any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

20. The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in

Town of Dedham, Request for Qualifications: Commissioning Agent For a Combined Town Hall and Senior Center

accordance with M.G.L. c. 7C, § 48(g), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7C, § 48(g).

21. Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.
22. For any municipal design or construction project that includes funding provided by the Commonwealth, in whole or in part (such as reimbursements, grants and the like), cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Awarding Authority shall take steps to assure that it complies with all State Office of Minority and Women Business Assistance requirements.

Board of Selectmen

Chair

Vice Chair

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT F: EVALUATION FORMS

EVALUATION PART 1: RESPONSE

Name of Firm: _____

Evaluator: _____

Date: _____

Firm Meets All Minimum Criteria: _____
Initial

Rating Scale:

0 _____ 5 _____ 10 _____
Not Advantageous Advantageous Highly Advantageous

CRITERIA

RATING

- | | |
|---------------------------------------------------------------|----------|
| 1. Prior similar experience, Town/City Hall and Senior Center | 1. _____ |
| 2. Prior similar experience, historic buildings | 2. _____ |
| 3. Past performance as a CA | 3. _____ |
| 4. Financial stability of the firm | 4. _____ |
| 5. Identity and qualifications of personnel | 5. _____ |
| 6. Satisfactory working relationships | 6. _____ |
| 7. Management approach | 7. _____ |
| 8. Capacity of the firm | 8. _____ |
| 9. Knowledge and experience | 9. _____ |
| TOTAL | _____ |

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

EVALUATION PART 2: INTERVIEW

Name of Firm: _____

Presentation: _____
Time Date

Evaluator: _____

Rating Scale:

0	5	10
Not Advantageous	Advantageous	Highly Advantageous

CRITERIA

RATING

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. Record of meeting deadlines | 1. _____ |
| 2. Record of maintaining appropriate Project records | 2. _____ |
| 3. Record of keeping construction costs within the project budget design estimates | 3. _____ |
| 4. Validity of cost estimates | 4. _____ |
| 5. Handling of bid specifications | 5. _____ |
| 6. Responsiveness to RFIs and COs from contractors | 6. _____ |
| 7. Responsiveness to Owner and designees | 7. _____ |
| 8. Availability of personnel | 8. _____ |
| 9. Work relationship with contractor and OPM | 9. _____ |
| 10. Demonstration of continuing interest by the consultant in the success, efficiency, and workability of the facilities designed, both during construction and after placed in operations | 10. _____ |

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

11. Ability to arbitrate 11. _____

12. Other _____ 12. _____

TOTAL _____

TOTAL SCORE, RESPONSE _____

TOTAL SCORE, INTERVIEW _____

TOTAL SCORE _____

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT G: ACKNOWLEDGMENT OF RECEIPT – RFQ DISTRIBUTION REGISTER

As the RFQ is being made available through the website, it is necessary for prospective Respondents to confirm receipt with this form in the event that there are any changes to the RFQ or addenda. Please return the information below to the Owner’s Procurement Officer as acknowledgment that you have received the RFQ. Completing and returning this acknowledgment will ensure you are recorded on the Distribution Register.

Only those companies or individuals shown on the Distribution Register will receive addenda. It is required that interested Respondents complete this acknowledgment and return to the Owner’s Procurement Officer. Responses from companies or individuals not acknowledging addenda may be rejected as not responsive.

Name of Company or Individual _____

Name / Title of Contact _____

Address _____

Telephone numbers _____

Email addresses _____

Contact Signature _____

Date

This form is required with the RFQ Response.

Town of Dedham, Request for Qualifications: Commissioning Agent
For a Combined Town Hall and Senior Center

ATTACHMENT H: ACKNOWLEDGMENT OF RECEIPT – ADDENDA

If the Owner makes any changes to this RFQ or responds to any questions before the deadline, an addendum will be issued. Addenda will be emailed to every individual on record as receiving the RFQ from the Distribution Register maintained by the Owner’s Procurement Officer, and will be posted to the Town’s website at www.dedham-ma.gov/MunicipalCampus.

As the RFQ is being made available through the website, it is necessary for prospective Respondents to confirm receipt of addenda by this Acknowledgment of Receipt form. Please return the information below to the Owner’s Procurement Officer as acknowledgment that you have received the addenda.

Only those companies or individuals shown on the Distribution Register will receive addenda. Responses from companies or individuals not acknowledging addenda may be rejected as not responsive.

Name of Company or Individual _____

Name / Title of Contact _____

Address _____

Telephone numbers _____

Email addresses _____

Contact Signature _____

Date

This form is required with the RFQ Response.