



**Request for Proposal
for Project Commissioning**

The Saugus Union School District (SUSD) serves roughly 10,000 K-6 students at 15 school sites in the City of Santa Clarita and in incorporated areas in the county of Los Angeles. SUSD is requesting a Proposal for Qualifications for the Commissioning for various projects, based on the requirements of both the 2019 California Green Building Standards Code (CALGreen, Title 24 Part 11, Section 5.410) and the 2019 California Energy Code (Title 24 Part 6, Section 120.8). Systems to be commissioned include the following: HVAC, Domestic Hot Water, Electrical Systems, Irrigation (if required), and Renewable Energy Systems, including solar photovoltaic panels, as applicable.

**Interested firms must submit a Proposal of Proposals to the District by
10:00 pm on September 10, 2020**

This Request for Statement of Proposals does not commit the Saugus Union School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Statement of Qualifications. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

All requirements must be addressed in your response. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Request for Information

Requests for Information Questions related to this RFP should be submitted in writing via electronic mail to:

Lori Rubenstein
Director of Project Management
lrubenstein@saugusd.org

no later than **Monday, August 31, 2020 at 11:00 am**. Specify "Commissioning RFP" in the subject line. Responses to all questions received will be posted on the Districts website.

Projects:

The potential projects are, including but not limited to, the following:
(All dates and durations are approximate and subject to change)

- Charles Helmers Elementary School: New 2-Story twelve (12) classroom building, 24,188 sf, In Design, Construction start January 2022 – 24 months

- Skyblue Mesa Elementary School: New Library with eight (8) classroom building, 14,999 sf, In DSA, Construction start January 2021 – 18 months
- James Foster Elementary School: New 2-Story ten (10) classroom building, 12,000 sf, In Design, Construction start June 2023 – 18 months
- Rosedell Elementary School: New eight (8) classroom building, 12,447 sf, In Design, Construction start October 2021 – 18 months

Scope of Work:

1. Provide Owner Project Requirements (OPR) documents for review and approval by the Owner
2. Provide a Basis of Design (BOD) template, and coordinate with the design team to complete the documents
 - a. Develop and implement a Cx Plan
3. Provide a Commissioning Plan, which includes a complete description of the Contractor's responsibilities
4. Review and modify commissioning specifications as necessary
5. Coordinate and facilitate a design review kickoff meeting with the design team
6. Develop construction checklists
7. Confirm incorporation of Cx requirements into the construction documents
8. Provide the following signed and stamped energy code Certificate of Compliance, as need:
 - a. Design Review Kickoff (NRCC-CXR-01-E)
 - b. Commissioning – Construction Documents (NRCC-CXR-03-E)
 - c. Construction Documents – simple HVAC systems (NRCC-CXR-03E)
 - d. Commissioning – Design Review Signature Page (NRCC-CXR-05-E)
9. Review all energy code Certificates of Compliance provided by others
10. Energy code Certificates of Compliance provided by others
11. Lead an on-site commissioning kick-off meeting for general and sub-contractors
12. Develop a system test procedure
13. Verify systems test execution
 - a. Attend Contractor testing and training to District Staff
14. Maintain an issues and benefits log throughout the Cx process
15. Prepare a Final Cx Report
16. Document all findings and recommendations and report directly to the Owner throughout the Cx process

All entities are requested to follow the order and format specified below.

Business Profile. Furnish a brief profile of your firm.

1. State the name of your firm, address, telephone, e-mail address, date firm established, and type of business (individual, corporation, etc.).
2. List applicable license number(s), registration number(s), and federal taxpayer ID number.
3. Identify who is authorized to sign agreements and represent your firm in matters related to this Request for Proposal.
4. Provide a brief description of your firm including public project experience, specifically public K-12 school experience.

Experience and Strengths Capabilities: When answering these questions, please include the individual(s) in your firm who have this knowledge/experience/qualification and what project demonstrates this skill/ability.

1. Describe your firm's experience with commissioning
2. Describe the special strengths that your firm can bring to the projects and how these set your firm apart from others.

Staffing: Please indicate those current employees, including job title and function, that will be assigned to District projects.

Insurance: Provide evidence of general liability insurance coverage

Rates: Total cost to complete the scope of services for the time frame provided, including labor, material, overhead and / or other special charges, for each project. The proposed cost should also include amounts and descriptions of any reimbursable expenses. In addition, provide your hourly, overtime, weekend, and holiday rates and minimal time requirements.

Inspector's Declaration. Complete and sign the attached declaration form (Attachment A) in compliance with State of California Public Contract Code, State of California Government Code sections 4525-4529.5; and California Education Code 17076.11.

Basis of Award for the Project(s):

With respect to Proposals that are responsive to Proposals Documents, the District intends to award a contract based on qualifications and proposed fees. District at its sole discretion, may negotiate with one or more responding firms and / or may determine not to award a contract and reject all proposals.

Proposal Submittal Deadline
10:00 pm on September 10, 2020
Location for Delivery of Proposals VIA Email
Lori Rubenstein
Director of Project Management
lrubenstein@saugusd.org



Attachment A

COMMISSIONING FIRM'S DECLARATION

The undersigned firm, in accordance with State of California Public Contract Code, Government Code and Business and Professions Code, declares the following to be true, to the best of his (or her) knowledge and belief, for the firm, persons and consultants listed in this Request for Proposal:

1. That all persons listed are acting under appropriate and valid licenses / Class and that all licenses / Class are in good standing.
2. That the firm is experienced in projects of similar size, complexity, scope and nature and that listed persons are sufficiently experienced to perform the work.
3. That the firm has the experience, competency, financial means and capacity to complete the work.
4. That the firm is properly insured as required for the various work described herein.
5. That the firm and persons listed:
 - 1) Have not been convicted of false or fraudulent statements to a public agency.
 - 2) Will comply with applicable laws, regulations and ordinances.
 - 3) Have submitted information in this Request for Proposal that is true and accurate to the best of their knowledge and belief.
 - 4) Agrees to furnish services and materials as required by the terms and conditions of this Request for Qualifications.

Name of Firm or Individual _____

Printed Name and Title _____

Street Address _____

City, State, Zip code _____

Telephone _____

Email Address _____

Authorized Signature _____