

LEGAL NOTICE

REQUEST FOR PROPOSALS (RFP)

FOR INDEPENDENT ENVELOPE COMMISSIONING SERVICES

FOR SOUTH HADLEY ELECTRIC LIGHT DEPARTMENT

NEW ADMINSTRATIVE AND OPERATIONS FACILITY PROJECT

South Hadley Electric Light Department (SHELD) requests written proposals to secure Envelope Commissioning Agent (Envelope CxA) services for their new Administrative and Operations Facility Project located in South Hadley, MA. SHELD is committed to commissioning the new facility to ensure that all systems are well designed, complete, and functioning properly upon occupancy and that building staff have adequate system documentation and training.

This RFP package is available on our website: www.sheld.org, under “About” then “RFP and Specifications” or by emailing Holly Merchant at hmerchant@sheld.org.

Sealed proposals will be received up to 1:00PM EST, on August 27, 2026 in the main lobby of SHELD offices located at 85 Main St, South Hadley, MA 01075 to be considered, at which time they will be publicly opened. See RFP for details. Please mark your proposal “Envelope Commissioning Services”.

All questions regarding this RFP should be directed to Tom Doolittle at tom.doolittle@skanska.com. The last day for questions to be submitted is August 20, 2026 at 4:00PM.

SHELD reserves the right to reject any and all responses, to waive informalities and to award a contract in a manner that is in the best interest of SHELD.

Adam St. Martin, Director of Operations
South Hadley Electric Light Department
85 Main Street
South Hadley, MA 01075

**New Administrative and Operations Facility Project
Request For Proposals For Independent Envelope Commissioning Services (RFP)**

South Hadley Electric Light Department (SHELD, Owner) requests written proposals to secure Envelope Commissioning Agent (Envelope CxA) services for their new Facility Project. SHELD is committed to commissioning the new facility to ensure that all systems are well designed, complete, and functioning properly upon occupancy and that building staff have adequate system documentation and training.

Architect of Record: Tecton Architects
34 Sequassen St Suite 200
Hartford, CT 06106

1. BACKGROUND

South Hadley Electric Light Department (SHELD) is a Municipal Light Plant serving the Town of South Hadley, Massachusetts. SHELD was established as a Municipal Light Plant in 1914 and services approximately 100 miles of cables and broadband accounts for its residents and businesses.

SHELD employees currently work out of their administrative and operations facility at 85 Main Street, as well as remote facilities supporting fiberoptic internet service, fiber operations and materials storage. Due to site conditions and constraints, and inefficiencies from operating multiple locations, SHELD seeks to integrate all functions into a single new building. The proposed building will be located at 65 Old Lyman Road and include a multi-bay enclosed garage, warehouse, administration / operations building and covered open-air storage.

SHELD aspires to procure a new facility that will serve to modernize its operations and seeks the support of a qualified Envelope CxA to achieve these objectives. SHELD is interested in implementing sustainable and low-energy approaches in the design and construction of the new facility. SHELD has determined that it will not seek certification under LEED, WELL, or other building certification standards.

The project is currently in Design Development with expected completion on September 24th, 2026.

2. OBJECTIVES

The objective of commissioning is to confirm and document that the new facility fulfills the functional and performance requirements of SHELD and its personnel. The Envelope CxA's services will include, but are not limited to, the following:

1. Review the building thermal envelope and all materials and components forming these systems including but not limited to walls, windows, curtain walls, doors, louvers, vents, grills, and sunscreens.
2. Review the roofing system and all materials and components forming a part of these systems but not limited to parapets, roof openings, penetrations, pipe chases, and skylights.
3. Complete operation and maintenance (O&M) manuals, as well as training on system operation, shall be provided to the building operators to ensure the building continues to operate as intended.
4. The Envelope CxA will be involved throughout the project from the beginning of

construction through the warranty phase.

5. During construction, the CxA will develop and coordinate the execution of a testing plan, which includes observing and documenting performance of all commissioned systems to ensure that they are functioning in accordance with the SHELD's objectives and contract documents. The testing will be conducted by the project's testing and inspection agency, or, where outside the scope of their capabilities, by the Envelope CxA.
6. The Envelope CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem-solving or addressing non-conformance issues or deficiencies.
7. Review and confirm building meets the Commonwealth of Massachusetts Stretch energy code.

3. SCOPE OF WORK

The Envelope CxA will be responsible for carrying out the following tasks: (The proposer is free to suggest changes and improvements to the following task list, but for this proposal it is assumed that these tasks will be completed.)

Any work performed by the CxA, without written authorization that differs from the Scope of Work, is done at the CxA's own financial risk.

Please see link below for Schematic Design Documents

<https://skanska.box.com/s/blqqis0zj6bfhojkgwx8b3zs967033>

Pre- Construction Phase

1. Review the Project's Plans and Specifications which will include specific performance criteria for some concepts.
2. Review the commissioning specifications for all commissioned systems. Prepare and coordinate the commissioning plan with the specifications of the architect and engineers.

Construction phase

1. Perform the tasks and functions required of an Envelope CxA.
2. 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, schedules, and technical expertise.
3. Coordinate the commissioning work with the contractor.
4. Develop the commissioning plan as required to include the scope and schedule.
5. Plan and conduct commissioning meetings and distribute minutes.
6. Request and review information required to perform commissioning tasks, including O&M materials, and checkout procedures. Work with the architect so that the Envelope CxA and Architect / Engineer comments are combined into one review submitted to the contractor.
7. Review and approve normal Contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E reviews.
8. Review relevant requests for information and change orders for impact on commissioning process. Assist in resolving any discrepancies.
9. Provide construction checklists for equipment systems within the scope of work to the contractors. Document construction checklist completion by reviewing completed checklists

- and by site observation.
10. Review material warranties to ensure that SHELD's responsibilities are clearly defined.
 11. Oversee and approve the training of SHELD's operating personnel.
 12. Review and approve the preparation of the O&M manuals for commissioned equipment.
 13. Compile a Commissioning Record, which shall include:
 - A. A brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods.
 - B. 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.
 - C. Also included in the Commissioning Record shall be issues log, commissioning plan, progress reports, submittal and O&M manual reviews, training record, test schedules and construction checklists.
 - D. Provide four paper copies and one electronic copy of the Commissioning Record to SHELD, A/E, Contractor, and General Contractor (GC).
 14. Review building operation with A/E, GC, and SHELD's representatives and provide a plan for resolving outstanding commissioning issues within one (1) year after completion.

Post Construction Phase/ Warranty Period

1. Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.
2. Return to the site at ten (10) months into the twelve (12) month warranty period and review with facility staff the current building operations and 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 buildings as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals.
3. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems. The Envelope CxA is not responsible for correcting deficiencies.

Firm Experience

It is SHELD's desire for the person/firm designated as the envelope commissioning agent to satisfy as many of the following requirements as possible:

1. Acted as the principal Envelope CxA for at least three (3) projects of this type and size.
2. Extensive experience in the operation and troubleshooting of Building Envelope systems and energy management control systems.
3. Extensive field experience with a minimum of five (5) full years in this type of work is required.
4. Knowledgeable and experienced in building envelope systems operation and maintenance and O&M training.
6. Experienced in energy-efficient design and control strategy optimization.
8. Excellent verbal and writing communication skills. Highly organized and able to work with professional designers, management and trade contractors.
9. Experienced in writing commissioning specifications.
10. A bachelor's degree in Architecture is strongly preferred. Other technical training, past commissioning, and field experience will be considered as well.
11. Membership with the Building Commissioning Association will be considered a plus.

5. PROPOSAL

Provide a fixed price proposal based on level of effort required to complete the scope of work. Also provide hourly rates for all personnel assigned to the project.

Proposals need not be voluminous, but shall provide sufficient information to allow SHELD to evaluate the Consultant's approach, experience, staff, and availability.

Sealed submissions of Two (2) hard copies and One (1) electronic copy via flash drive of the proposal must be mailed to the following location on or before 1:00PM August 27, 2026 to:

RFP: Envelope Commissioning
Director of Operations
South Hadley Electric Light Department
Adam St. Martin
85 Main St.
South Hadley, Ma, 01075

Documents received after the time specified may not be accepted by SHELD. The owner will evaluate the proposals and select the most responsive and responsible commissioning agency submitting the most advantageous proposal, taking into consideration experience, qualifications, references, and cost. The Owner reserves the right to accept or reject any proposals due to informalities if in the best public interest. Proposal/Bid requirements may be waived or informalities in the bidding process accepted by SHELD if doing so is in its best interest.

Any questions regarding this bid package should be directed to SHELD's Owner's Project Manager, Skanska USA Building Inc., by August 20th, 2026:

Tom Doolittle
Senior Program Manager, Skanska USA
tom.doolittle@skanska.com
Cell: 617-352-0681