

LEGAL NOTICE

REQUEST FOR PROPOSALS (RFP)

FOR INDEPENDENT SYSTEMS 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 Systems Commissioning Agent (Systems 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 “Systems 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 Proposal For Independent Systems Commissioning Services (RFP)

South Hadley Electric Light Department (SHELD, Owner) requests written proposals to secure Systems Commissioning Agent (Systems 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

Architect's MEP Engineer: CES – Consulting Engineering Services
811 Middle St
Middletown, CT 06457

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 fiberoptic internet service 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 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 Systems 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 commissioning process will document SHELD's criteria for system function, performance, and maintainability, as well as to verify and document compliance with these criteria throughout construction, start-up, and the initial period of operation. The Systems CxA's services will also include the following:

1. 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.
2. The Systems CxA will be involved throughout the project from the beginning of construction through the warranty phase.
3. 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.
4. The Systems 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.
5. Review and confirm building meets the Commonwealth of Massachusetts Stretch energy code.

3. SCOPE OF WORK

The Systems 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 Systems CxA, without written authorization that differs from the Scope of Work, is done at the Systems CxA's own financial risk.

Please see link below for Schematic Design Documents

<https://skanska.box.com/s/b1qqis0zj6bfhojkvgkwx8b3zs967033>

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 equipment. Coordinate the commissioning plan with the specifications of the architect and engineers.

Construction phase

1. Perform the tasks and functions required of a Systems 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, contractor start-up, and checkout procedures. Before startup, gather and review current control sequences and interlocks. Work with the architect so that the Systems 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.

9. Review coordination drawings to ensure that trades are making a reasonable effort to coordinate work. Coordinate submittal review with the architect so that the Systems CxA and A/E comments are combined into one review submitted to the contractor.
10. Write and distribute construction checklists for commissioned equipment.
11. Develop an enhanced start-up and initial systems checkout plan with contractors for selected equipment.
12. Perform site visits to observe component and systems installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/submissions relating to the commissioning process. Assist in resolving any discrepancies.
13. Witness HVAC piping pressure test and flushing to be confident that proper procedures were followed in accordance with specifications. Include testing documentation in the Commissioning Record.
14. Witness any ductwork testing and cleaning sufficient to be confident that proper procedures were followed in accordance with specifications. Include testing documentation in the Commissioning Record.
15. 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.
16. Document system startup by reviewing start-up reports and by selected site observation.
17. Approve air and water systems balancing by spot testing and by reviewing completed by selected site observation. Coordinate submittal review with the architect so that the Systems CxA and A/E comments are combined into one review submitted to the contractor.
18. With assistance and review from the installing contractor, Systems CxA will write the functional performance test procedures for equipment and systems. This will include manual functional testing, energy management control system trending and may include stand alone data-logging monitoring. Submit to SHELDD for review and approval if required.
19. Analyze functional performance trend logs and monitoring data to verify performance.
20. Coordinate, witness and document manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved. The functional testing shall include operating the systems and components through each of the written sequences of operation, and other significant modes and miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during construction check listing by the installing contractors and shop-checked by the Systems CxA during the functional testing.
 - A. Tests on respective HVAC equipment shall be executed during both the heating and cooling season. 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 confidence in proper system function, as deemed appropriate by the Systems CxA and by SHELDD.
21. Prepare test plans for, assist with execution of, and document tests of commissioned equipment overseen by regulatory authorities and ensure that such tests meet the testing rigor desired by SHELDD.
22. Maintain a master issues log and a separate record of functional testing. Report all issues as they occur directly to SHELDD's representative and the architect. Provide directly to SHELDD's representative and the architect written progress reports and test results with recommended actions.
23. Review equipment warranties to ensure that SHELDD's responsibilities are clearly defined.
24. Oversee and approve the training of SHELDD's operating personnel.
25. Review and approve the preparation of the O&M manuals for commissioned equipment.
26. 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. For each piece of commissioned equipment, the report should contain the disposition of the Systems CxA regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
 1. Equipment meeting the equipment specifications
 2. Equipment installation
 3. Functional performance and efficiency
 4. Equipment documentation
 5. Operator training.
 - 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 .the specific functional test, inspection, trend log, etc. where deficiency is documented.
 - C. Also included in the Commissioning Record shall be issues log, commissioning plan, progress reports, submittal and O&M manual reviews, training records, test schedules, construction checklists, start-up reports, functional tests, and trend log analysis.
 - D. Provide four paper copies and one electronic copy of the Commissioning Record to SHELD, A/E, Contractor, and General Contractor.
27. 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 building 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 Systems CxA is not responsible for correcting deficiencies.

Firm Experience

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

1. Acted as the principal Systems CxA for at least three (3) projects of this type and size.
2. Extensive experience in the operation and troubleshooting of HVAC systems, 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 operation and maintenance and O&M training.
5. Knowledgeable and experienced in testing and balancing of both air and water systems.
6. Experienced in energy-efficient equipment design and control strategy optimization.
7. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.

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 mechanical or electrical engineering is strongly preferred, and P.E. Certification is desired, however, other technical training, past commissioning, and field experience will be considered.
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) Hardcopies 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: Systems 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 20, 2026:

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