

**TOWN OF WATERFORD, CONNECTICUT
CONSTRUCTION PHASE LEED CERTIFICATION SERVICES
WATERFORD HIGH SCHOOL, ADDITIONS AND RENOVATIONS**

INVITATION TO SUBMIT PROPOSALS

The Town of Waterford is seeking proposals from LEED certification consulting firms to provide LEED certification services to the construction team during the construction phase of the Waterford High School Additions and Renovations project. The proposals should be addressed to Kate Rotella, Purchasing Agent, Town of Waterford, 15 Rope Ferry Road, Waterford, CT, 06385-1886 and will be received until 3:00 p.m. local time on February 24, 2010. Immediately following, all proposals will be opened publicly and read aloud. The Town of Waterford reserves the right to accept or reject any or all proposals, in whole or in part, and to waive any informality in any proposals when such action is deemed to be in the best interest of the Town.

The Waterford High School Additions and Renovations project consists of a 125,000 SF three-story addition, renovation of 106,000 S.F. of the existing building and demolition of the remaining 125,000 S.F. The project is being designed to a LEED Silver rating.

The Architect for the project is JCJ Architecture. Construction of the project is anticipated to begin in June 2010 and be completed August 2013. If there are any questions on the project, contact Joe Giacobbe at O&G Industries, Inc. (860) 496-4824 or joegiacobbe@ogind.com.

The scope of services that the LEED consultant will be performing will include:

- Task One: Review Meeting with Primary Design and Construction Team Members – The goal of this meeting is to revisit and review schedule, and review existing LEED documentation and credit strategies. Prior to start, the LEED consultant will be responsible for reviewing the project specifications and design documents and to develop a detailed project document control checklist listing the required documentation for each specified material, activity or work practice in order to achieve the targeted LEED credits. The LEED consultant will be responsible for updating the checklist every two weeks and submit it to the CM.
- Task Two: MR Credit 2: Construction Waste Management – Collect and review all documentation for construction waste diverted from landfills, calculate percentages and report final numbers for credit compliance. The LEED consultant will be responsible for compiling all the necessary documentation into a three ring binder, scanning it into a PDF document, saving it onto a CD and submitting it to the project LEED AP for uploading into LEED online.
- Task Three: MR Credit 4: Recycled Content – Collect and review all submittals for recycled content, work with the Construction Manager to obtain additional information where needed, calculate percentages and report final numbers for credit compliance. The LEED consultant will be responsible for compiling all the necessary documentation into a three ring binder, scanning it into a PDF document, saving it onto a CD and submitting it to the project LEED AP for uploading into LEED online

- Task Four: MR Credit 5: Regional Materials – Collect and review all submittals for regional materials, work with the Construction Manager to obtain additional information where needed, calculate percentages and report final numbers for credit compliance. The LEED consultant will be responsible for compiling all the necessary documentation into a three ring binder, scanning it into a PDF document, saving it onto a CD and submitting it to the project LEED AP for uploading into LEED online
- Task Five: MR Credit 7: Certified Wood – Collect and review all submittals for FSC Certified Wood, work with the Construction Manager to obtain additional information where needed, calculate percentages and report final numbers for credit compliance. The LEED consultant will be responsible for compiling all the necessary documentation into a three ring binder, scanning it into a PDF document, saving it onto a CD and submitting it to the project LEED AP for uploading into LEED online
- Task Six: IEQ Credit 4: Low Emitting Materials – Collect and review all submittals for low emitting materials (paint, adhesives, sealants, etc.), work with the Construction Manager to obtain additional information where needed, calculate percentages and report final numbers for credit compliance. The LEED consultant will be responsible for compiling all the necessary documentation into a three ring binder, scanning it into a PDF document, saving it onto a CD and submitting it to the project LEED AP for uploading into LEED online
- Task Seven: Site Visits: Visit the job site no less than twice per calendar month to obtain necessary LEED documentation from the subcontractors for all of the above-mentioned credits. During these visits, investigate and report any compliance issues with Construction Waste Management, including photos showing non-compliance with the Construction Waste Management Plan. Additionally, photos will be taken as evidence of compliance with all of the above-mentioned credits. These visits will be arranged with the on-site Project Manager. Visit the job twice a month. Provide a monthly report to document Project LEED status as well as actions that are implemented on site. Include in this report all necessary project photos and updated project document control checklist.
- Task Eight: IEQ Credit 3.1: Construction IAQ Management Plan – Review the existing IAQ Plan prepared by the Construction Manager for the construction phase of the project, modify the plan as needed and as directed by the Construction Manager, and work with the Construction Manager during construction to ensure that it is carried out to meet the requirements of the credit. Special attention is needed for this credit because it is a phased project.

In your proposal, include the credentials of staff who will be working in this project, a listing of recent projects in which your firm has undertaken similar LEED construction phase activities along with your proposed fee. Three copies of your proposal should be submitted.