



December 20, 2024

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Director of Finance and Business Operations  
Bethel Public Schools

Nancy Ryan  
Chair  
Town of Bethel  
Public Site and Building Commission

**Bethel High School HVAC Mechanical Upgrades Project  
Commissioning Agent Proposal Evaluation**

The Request For Proposals for Commissioning Agent issued by the Town November 14<sup>th</sup>, included the following criteria for the evaluation of Cx proposals:

- Price
- Experience with work of similar size and scope
- Past performance/references
- Project Schedule

We have reviewed each proposal against the requirements of the RFP and created the attached matrix consolidating all relevant information for each respondent. As a summary of our review, we offer the following:

Proposed lump sum price was provided by all four firms. Cost ranked from lowest to highest is listed below:

- FST                    \$23,218
- SES                    \$28,000
- Catalyst              \$29,100
- Colliers               \$48,390

All firms fulfill the minimum requirements of the RFP and all firms are qualified for consideration as the Commissioning Agent for the project. All firms have the requisite experience and certifications in commissioning activities for comparable school building renovations. The two firms with the greatest experience with commissioning school work in Connecticut are SES and Colliers.

Two of the firms are located in Connecticut (SES and Colliers) and include significant portfolio examples of work for Connecticut public school systems. One firm, FST is headquartered in New York City and also has done school work in Norwalk and Danbury. The fourth firm, Catalyst is headquartered in Pennsylvania, although has committed a Connecticut resident as the lead project manager. Location can

be considered in evaluating response time and commitment to the project. It will also be important to consider experience with CT State grant compliance in the contract award.

Based on our review of the proposals, SES describes the most complete Project Approach and scope of services. Colliers was the only firm to include a potential timeline (not specifically required in the RFP). All firms have committed to the current project schedule.

Submitted:

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Melanie O'Brien, Town of Bethel