

REQUEST FOR PROPOSALS

BUILDING ENVELOPE AND MECHANICAL COMMISSIONING

Warren Town Highway Garage

Date: October 14, 2026

REQUEST FOR PROPOSALS

The Town of Warren is requesting proposals from qualified firms to provide building-envelope testing and mechanical commissioning services required for compliance with the 2024 Vermont Commercial Building Energy Standards (CBES). The project consists of a new approximately 14,000-square-foot Town Highway Garage in Warren, Vermont. The project is currently under construction with completion expected in March, 2027.

The selected consultant shall provide the following services.

1. BUILDING ENVELOPE AIR-LEAKAGE TESTING

Provide building-envelope air-leakage testing in accordance with 2024 Vermont CBES Section C402.4 and the applicable referenced testing standard.

Testing shall:

- Be performed upon completion of the building thermal envelope and prior to final acceptance, where practical.
- Determine compliance with the applicable CBES maximum air-leakage rate.
- Document the building thermal-envelope area used in the calculation.
- Document the test pressure, test procedure, equipment, and results.
- Identify significant air-leakage locations if the building fails to meet the required leakage rate.
- Provide a written test report documenting compliance or noncompliance.

The consultant shall perform one initial whole-building air-leakage test.

If the building fails the required test, the consultant shall identify significant leakage locations and provide the Owner with the test results necessary for the Contractor to undertake corrective work.

Additional testing or diagnostic investigation following a failed initial test shall be identified as an additional service unless specifically included in the consultant's fee proposal.

2. MECHANICAL SYSTEM COMMISSIONING

Where required by 2024 Vermont CBES Sections C403.2.5 and C407, provide commissioning of the building's applicable mechanical systems.

The commissioning scope shall include the systems and equipment subject to the requirements of C407, including, as applicable:

- Heating systems;
- Cooling systems;
- Ventilation systems;

- Air-handling systems;
- Heat pumps;
- Fans;
- Pumps;
- Controls; and
- Other mechanical systems subject to the commissioning requirements of the CBES.

The consultant shall:

1. Review the applicable mechanical construction documents and sequences of operation.
2. Develop functional performance tests appropriate to the installed systems.
3. Verify that applicable mechanical systems have been installed and started in accordance with the construction documents.
4. Functionally test applicable equipment and controls.
5. Verify operation in accordance with the approved sequences of operation.
6. Review Test and Balance reports for compliance.
7. Verify controls sequence and setpoints.
8. Document deficiencies identified during commissioning.
9. Verify correction of identified deficiencies.
10. Document completed commissioning tests.

The commissioning scope shall be limited to the requirements of 2024 CBES Section C407 and shall not include enhanced or third-party commissioning services beyond those required by the code.

3. COMMISSIONING DOCUMENTATION

Provide the documentation required by 2024 CBES Section C407, including:

- Commissioning plan;
- Functional performance testing procedures;
- Test results;
- Identified deficiencies;
- Corrective actions;
- Documentation of completed tests; and
- Final commissioning report.

The final report shall be provided to the Owner in electronic PDF format.

4. CBES COMPLIANCE DOCUMENTATION

The consultant shall provide documentation of the building-envelope testing and mechanical commissioning activities necessary for the Owner and project team to complete the 2024 CBES Certificate and supporting affidavits, as applicable.

5. PROPOSAL REQUIREMENTS

Proposals shall include:

A. Qualifications

Brief description of the firm's experience with:

- Commercial building-envelope air-leakage testing;
- Mechanical commissioning;
- Vermont Commercial Building Energy Standards; and
- Similar-sized commercial or municipal buildings.

B. Project Personnel

Identify the individual responsible for performing the work and provide relevant qualifications and experience.

C. Scope and Fee

Provide a lump-sum fee for:

Service	Lump-Sum Fee
Building-envelope air-leakage testing	\$_____
Mechanical commissioning	\$_____
Final commissioning documentation	\$_____
Total	\$_____

Clearly identify any services or testing that are excluded from the lump-sum fee.

Provide hourly rates for services requested beyond the minimum scope described above.

The consultant shall coordinate testing and commissioning with the project construction schedule.

7. CODE BASIS

The work shall be performed in accordance with the 2024 Vermont Commercial Building Energy Standards, including:

- C402.4 – Air Leakage – Thermal Envelope
- C403.2.5 – Mechanical Systems Commissioning and Completion Requirements
- C407 – System Commissioning
- Applicable referenced standards incorporated by the CBES.

8. Questions & Due Dates

- Questions may be directed to Rebecca Campbell on or before Friday, October 23rd at 2:00 p.m.
Responses to this RFP are due Friday, November 6th by 2:00 p.m.
- Proposals shall be provided as a PDF document and submitted via email to the following address:

Rebecca Campbell: rcampbell@warrenvt.org
- The Town of Warren reserves the right to accept, reject, or seek modifications to any response.
- The Town of Warren is an Equal Opportunity Employer. Women Owned, Minority Owned, and Locally Owned businesses are encouraged to apply.

Attachments:

-IFC building & site plans link for reference: [Warren Town Highway Garage](#)

END OF RFP