

ADDENDUM 2

REQUEST FOR QUALIFICATIONS and PROPOSALS for COMMISSIONING AGENT SERVICES for the EAST LYME ELEMENTARY SCHOOLS PROJECTS (FLANDERS ELEMENTARY, LILLIE B. ELEMENTARY AND NIANTIC CENTER SCHOOL)

QUESTION 1

Can you please clarify how many copies of qualifications we are required to submit if we are responding to all three of the above-referenced school projects? If we are planning to respond to all three schools, can we provide three separate fee proposals and 12 copies of our qualifications? Or, do we need to provide 12 copies of our qualifications for each school along with three sealed fees?

ANSWER

Only 12 copies of the qualifications need to be provided; not 36.

QUESTION 2

Per the RFP the project shall be meet the Connecticut High Performance Building Requirements (CT HPB) 16a-38k-3(a). This requirement states that the Commissioning Authority (CxA) must perform various design phase tasks including performing commissioning design reviews of the design prior to the construction documents set and of the construction documents prior to bid. The design phase appears to be completed with bids received. No design phase services have been outlined in the RFP. Will design reviews be required along with all other CT HPB design phase commissioning requirements?

ANSWER

No –design reviews will be eliminated. We will not use the High Performance as a basis and design reviews will be eliminated.

QUESTION 3

For compliance with CT HPB commissioning requirements, the CxA would normally develop the owner's project requirements during the design phase. As the design phase appears completed is this scope item still required. Please clarify.

ANSWER

OPR is not needed as that defines the goal of the project, and we are well past that.

QUESTION 4

In review of the project specifications for all three projects, commissioning specifications have not been incorporated into the project specifications. This would normally be done in the design phase by the CxA and is required per CT HPB. Shall development of the commissioning specifications be included in the CxA's scope?

ANSWER

Yes, the CX should develop commissioning specs. The design included a paragraph in relevant spec sections, but a CX will provide more detail.

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QUESTION 5

Per the CT HPB requirements, envelope commissioning must be included in the project. Page 4 of the RFP does not include the building envelope under section A. Systems. Please confirm if envelope commissioning is required.

ANSWER

We do not need Building Envelope Commissioning

QUESTION 6

In Section VI of the RFP, #2 states that descriptions of three similar projects should be provided. Would you like us to limit our proposal to include only three similar projects, or can we provide more than three?

ANSWER

You can provide more projects

QUESTION 7

Is existing HVAC equipment that may be staying in the schools needs to be commissioned?

ANSWER

Existing HVAC equipment does not need to be commissioned

QUESTION 8

We plan to provide an alternate price for Building Envelope Commissioning. Is there any additional information available that might be useful in preparing that price?

ANSWER

We do not need Building Envelope Commissioning

QUESTION 9

On Page 2 of the RFP it states “One digital copy of the RFQ only”. Can we use a CD or do you prefer a USB?

ANSWER

A USB drive is preferred

QUESTION 10

Is there a page limit?

ANSWER

There is no page lime

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QUESTION 11

“Staff licensed as Professional Engineers in mechanical or electrical engineering is required. Trade and contracting licensure is also desirable.”

Does this mean entire staff should be licensed or does having 1 licensed principal fit this requirement?

ANSWER

Having a licensed principal will meet the requirement

QUESTION 12

The Commissioning Agent staff shall be certified in building commissioning by a nationally recognized organization such as ASHRAE, the Building Commissioning Association, the Associated Air Balance Council Commissioning Group, the Association of Energy Engineers, or the National Environmental Balancing Bureau.

Does this mean entire staff or does having 1 certified principal fit this requirement?

ANSWER

Having a certified principal will meet the requirement