

**STONINGTON PUBLIC SCHOOLS
STONINGTON, CONNECTICUT
REQUEST FOR PROPOSALS FOR
COMMISSIONING AGENT SERVICES – RFP No. 2016-011
Addendum No. 1 – July 28, 2016**

The Town of Stonington, on behalf of the Stonington K-12 Building Committee is issuing this Addendum to address questions and modify the RFP scope and bid forms. Please note that the proposal time and date has not changed.

Questions:

1. What is the approximate project schedule for the design phase for each School?
 - *See attached Stonington Proposed Project Schedule dated 7-27-2016*
2. What is the approximate project schedule for the construction phase for each School?
 - *See attached Stonington Proposed Project Schedule dated 7-27-2016*
3. What is the approximate project budget for each School?
 - *Deans Mill School \$27,650,700*
 - *West Vine street school \$24,872,400*
4. Will the Schools be occupied during construction?
 - *Yes*

Changes to the RFP:

1. SPECIFICATIONS FOR COMMISSIONING AGENT SERVICES – RFP No. 2016 – Section II “SCOPE OF WORK” remove and replace subsections A - Commissioning Process during design and Subsection B - Commissioning process during the construction phase in their entirety with the following:

A. Commissioning Process during Design

The commissioning process activities completed by the commissioning authority during the design phase include:

1. Assist the District in development of the PBC’s Project Requirements documentation for clarity and completeness.
2. Review and comment on the Basis of Design with regard to the PBC’s Project Requirements.
3. Participate in one (1) Integrated Design Meeting prior to the development of contract documentation. *(MEETING #1 of 5 in the Design phase)*
4. Participate in meetings, design workshops and design phase meetings during the design phase.
5. Develop full commissioning specifications for all commissioned equipment. Coordinate this with the architect and engineers and integrate the commissioning specifications into the overall project specification package. The specifications shall follow the intent of ASHRAE Guideline 0-2005 *The Commissioning Process*. The commissioning specification will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements (including formats), alerts to coordination issues, deficiency resolution, construction checklist and startup requirements, the functional testing process, and specific functional test requirements including testing conditions and acceptance criteria for each piece of equipment being commissioned.
6. Conduct one (1) Controls Integration Meeting during the design phase. *(Meeting #2 of 5 in the design Phase)*
7. Conduct one (1) focused design review of the drawings and specifications prior *at 60%* design development documents phase. Participate in one meeting to review and discuss written design review comments. *(Meeting #3 of 5 in the design phase)*
8. *Paragraph Deleted.*
9. Perform the following additional commissioning design review at *95%* completion of the drawings and specifications. *And one back check meeting at 100% completion (Meetings 4&5 of 5 in the design Phase)*
10. Develop a commissioning plan encompassing the Design, Construction, Occupancy and Operations Phases.
11. Determine the commissioning requirements and activities to include in the construction documents, with review by the design team, for integration into the project’s construction specifications.
12. *Include two (2) additional building committee meetings to report on Commissioning progress, assume 2 hours per meeting.*

B. Commissioning Process during the Construction Phase

The commissioning process activities accomplished by the commissioning authority during the construction phase include:

1. Participate in one (1) pre-bid meeting and answer commissioning related RFI’s during the bidding process.

2. ***Participate in envelope pre-construction meetings.***
3. Participate in one (1) Integrated Design Meeting prior to the start of the construction phase.
4. Organize the commissioning process components and conduct a pre-bid and pre- construction meeting where the commissioning process requirements are reviewed with the commissioning team.
5. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines, schedules, and technical expertise.
6. ***Attend envelope mock-ups and review and observe contractor provided testing in field.***
7. Perform site visits, as necessary, to observe component and system installations. Accomplish a statistical review of construction focusing on the PBC's design intent and the quality process. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction-meeting minutes for revisions/substitutions relating to the PBC's design intent.
8. With necessary assistance and review from the installing contractors and A/E, develop and write construction checklists. Submit to PBC for approval.
9. Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope, coordinate, schedule activities and resolve problems. Commissioning meetings will be held at a minimum on a monthly basis during the construction phase and bi-weekly during system testing.
10. Review submittals concurrent with the design professional's review.
11. Work with contractors in completing construction checklists and tracking of checklist completion.
12. Verify completion of construction checklists on a periodic basis to verify that contractor's quality process is achieving the PBC's project requirements.
13. Verify systems startup by reviewing start-up reports and by selected site observation.
14. With necessary assistance and review from installing contractors, write the functional testing procedures. Submit to A/E and PBC for review and approval.
15. Coordinate, witness, document and recommend approval of test procedure performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
16. Review the air and water systems balancing report and verify report through statistical sampling and separate field verification.
17. Maintain a master issues log and a separate testing record. Provide to the design team, construction team and PBC written progress reports and test results with recommended actions.
18. Document the correction and retesting of non-compliance items by the contractor.
19. Develop a system and energy management manual.
20. Review, recommend pre-approval, and verify the training provided by the contractors.
21. ***Include six (6) additional building committee meetings to report on Commissioning progress, assume 2 hours per meeting.***

Changes to the RFP:

2. Remove and replace Exhibit B3: Pricing Table with Exhibit B3-1 Pricing Table Deans Mill Elementary School (S.P.N. 137-0047) and Exhibit B3-2 Pricing Table West Vine Street School (S.P.N.137-0048) which are separate pricing tables that are specific for each of the two schools - Attached

End of addenda #1

Exhibit B3-1: Pricing Table
Deans Mill Elementary School (S.P.N. 137-0047)

Task	Cost (\$)
Design Phase	
*1. Reviews of Design, OPR & BOD	_____
2. Design Phase Meetings (5 meetings- see Design Phase scope)	_____
3. Commissioning plan, specification development	_____
4. Building Committee Meetings (2 meetings 2 hrs. ea.)	_____
5. Other	_____
Subtotal	_____
Construction Phase	
1. Submittal reviews	_____
2. Checklist and Functional test writing	_____
3. Field Reviews-Checklists & Startups (# of Site Visits _____)	_____
4. OAC Meetings with Trades (Quantity of Meetings _____)	_____
5. Functional test execution and documentation	_____
6. O&M manual review and training review	_____
7. Compilation of commissioning record	_____
8. Systems manual development	_____
9. Envelope pre-construction (Quantity of Meetings _____)	_____
10. Envelope reviews in field (Quantity of Meetings _____)	_____
11. Building Committee Meetings (6 meetings 2 hrs. ea.)	_____
12. Other	_____
Subtotal	_____
Occupancy and Operations	
1. Seasonal testing	_____
2. Near-warranty end review	_____
3. Other	_____
4. Other	_____
Subtotal	_____
Total	

*Note – design team will provide CxA with the schematic document design package to create OPR and BOD, and Design team will modify drawings accordingly.

Exhibit B3-2: Pricing Table
West Vine Street School (S.P.N.137-0048)

Task	Cost (\$)
Design Phase	
*1. Reviews of Design, OPR & BOD	_____
2. Design Phase Meetings (5 meetings- see Design Phase scope)	_____
3. Commissioning plan, specification development	_____
4. Building Committee Meetings (2 meetings 2 hrs. ea.)	_____
5. Other	_____
Subtotal	_____
Construction Phase	
1. Submittal reviews	_____
2. Checklist and Functional test writing	_____
3. Field Reviews-Checklists & Startups (# of Site Visits_____)	_____
4. OAC Meetings with Trades (Quantity of Meetings_____)	_____
5. Functional test execution and documentation	_____
6. O&M manual review and training review	_____
7. Compilation of commissioning record	_____
8. Systems manual development	_____
9. Envelope pre-construction (Quantity of Meetings_____)	_____
10. Envelope reviews in field (Quantity of Meetings_____)	_____
11. Building Committee Meetings (6 meetings 2 hrs. ea.)	_____
12. Other	_____
Subtotal	_____
Occupancy and Operations	
1. Seasonal testing	_____
2. Near-warranty end review	_____
3. Other	_____
4. Other	_____
Subtotal	_____
Total	

*Note – design team will provide CxA with the schematic document design package to create OPR and BOD, and Design team will modify drawings accordingly.

