

**REQUEST FOR PROPOSAL Q01157
BSSC COMMISSIONING AGENT BUILDING I & J**

**ADDENDUM #1
June 18, 2024**

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following clarifications and additional information:

1. The Pre-Proposal meeting was not mandatory.
2. Respondents are encouraged to provide their best offer since proposals will be evaluated and shortlisted based on the initial offer.
3. There is an aspirational BEP participation goal of 30 percent. This is based on the total contract amount, including the Basic Services and any combination of Additional or Supplemental Services. BEP vendors must be registered with the State of Illinois.
4. Vendor interview dates are currently planned for July 24 and 25, 2024.
5. The awarded contract will be between Harper College and the selected vendor.
6. The following preliminary floor plans and equipment schedules dated June 7, 2024 – Issued for Design Development are included for information and reference only.
 - a. A1.01 – Overall Floor Plan – Level 1
 - b. A1.02 – Overall Floor Plan – Level 2
 - c. A2.00 – Exterior Elevations – Overall
 - d. M6.00 – Mechanical Schedules
 - e. M6.01 – Mechanical Schedules
 - f. M6.02 – Mechanical Schedules
 - g. M6.03 – Mechanical Schedules
 - h. P7.00 – Heat Exchanger Schedule
 - i. E5.00 – Electrical Diagrams
 - j. E5.01 – Electrical Diagrams
 - k. E6.00 – Electrical Schedules
 - l. F3.00 – Fire Protection Diagrams and Schedules
7. A copy of the Schematic Design Narrative dated January 18, 2024 is included for information and reference only.
8. A revised Price Proposal Form dated June 18, 2024 is included for use in responding to this RFP.

9. The Commissioning Agent will be responsible for completing the commissioning services, including coordination and scheduling of regular, monthly commissioning meetings during both the design and construction phases.

This addendum consists of responses to questions received:

1. Do you wish to have a breakdown of fee by phase?
 - a. **Response: Yes, that will be helpful. Please include the attached revised Proposal Form dated June 18, 2024 along with any qualifications and/or additional pricing information with the response to the RFP.**
2. Can copies of floor plans and equipment schedules be provided?
 - a. **Response: Yes, copies of the current floor plans and equipment schedules are included for information and reference.**
3. Is there a requirement to operate on Commissioning Software Platform like CX Alloy, Facility Grid?
 - a. **Response: There is no specific requirement to operate on a commissioning software platform. The Commissioning Agent can highlight the benefits as part of the project approach.**
4. Are there any alternative energy sources as part of the project.
 - a. **Response: No, not at this time.**
5. Can the number of meetings and/or site visits be clarified?
 - a. **Response: The Commissioning Agent will be responsible for completing the commissioning services, including coordination and scheduling of regular commissioning meetings during both the design and construction phases. Attendance at a minimum of one virtual meeting a month during the Construction Documents Phase, a kick-off meeting at the start of construction, and a monthly commissioning meeting while mechanical, electrical and plumbing work is in progress during the Construction phase is required.**
6. The building will be connected to the College's steam and chilled water systems. Will any upstream commissioning be required?
 - a. **Response: No, not at this time. Basic Services are limited to systems within the new facility.**
7. Are there 2 buildings (Buildings I &J) or is this a single building project?
 - a. **Response: Buildings I & J are connected and are considered a single building which will become Building I upon project completion.**

8. Due to the phased construction, will commissioning services also be phased?
- a. Response: No, not at this time. Commissioning Services for the new building will be completed in a single phase.**
9. Is there a preferred BAS supplier or software on campus?
- a. Response: Yes, the College utilizes Honeywell and/or JCI for the Building Automation System (BAS).**
10. Building Envelope Commissioning relies on ASHRAE/ANSI field testing standards, please confirm it is acceptable for the Building Envelope Commissioner to design the testing methods and place the performance testing in the specifications for the contractor to price at project bid.
- a. Response: Yes, this is acceptable.**
11. The campus Master Plan calls for decentralizing heating by providing local boiler plants at new buildings. During the pre-proposal call it was stated this building will include its own boiler plant matching the master plan and include chilled water from the campus chilled water loop. Please confirm.
- a. Response: The design is using the steam from the central plant that served buildings I&J. The steam is converted to Hot water with Heat exchangers. There is currently no gas at the building. The chilled water is from the campus loop.**
12. Is an OPR or concept narratives available? If not, are there any unique design features (e.g. MEP/Envelope/Renewable/Green Roof, EV Charging) that the College is looking to incorporate into this building?
- a. Response: The Schematic Design Narrative is included for information and reference only.**
13. Please provide a minimum number of meetings we are required to attend per phase (in person & or virtual)?
- a. Response: The Commissioning Agent will be responsible for completing the commissioning services, including coordination and scheduling of regular commissioning meetings during both the design and construction phases. Attendance at a minimum of one virtual meeting a month during the Construction Documents Phase, a kick-off meeting at the start of construction, and a monthly commissioning meeting while mechanical, electrical and plumbing work is in progress during the Construction phase is required.**
14. Please provide an equipment schedule for mechanical, electrical & plumbing equipment. Additionally, please provide a requirement for sampling % of each type of equipment.
- a. Response: A copy of the preliminary equipment schedules is attached for information and reference only. A sample rate of 20 percent for TABs is standard.**
15. Please provide specifications for utilization of software such as Procore, Facility Grid, Cx Alloy.
- a. Response: There is no specific requirement to operate on a commissioning software platform. The Commissioning Agent can highlight the benefits as part of the project approach.**

16. Will Cx have any requirements for videotaping training?
- a. Response: No. But the Owner or Construction Manager may record if desired.**
17. Is it safe to assume that if our total base bid is \$100,000, then \$30,000 of that fee is desired to be performed by an MBE registered in IL?
- a. Response: Correct.**
18. There is a requirement for Automated Fault Detection and Diagnostics (AFDD) for 12 months during warranty period. Some BMS systems including Trane & Siemens have embedded AFDD. Will the CXa need to provide software for AFDD or will the owner provide software and CXa monitor result and address AFDD discovered issues? Please explain in greater detail how this will work.
- a. Response: The CxA shall provide their own software for AFDD. Integral to that software is the algorithms they have developed.**
19. According to NIBS Guideline 3-2012, as referenced, a technical drawing and specification review of the envelope systems is required at each project phase. Will a document review and a meeting with the design team be required at Schematic Design (SD), Design Development (DD), and Construction Documents (CD)?
- a. Response: Please include a document review and meeting with the Design Team at the beginning of the Commissioning Services (Design Development) and Construction Documents phase.**
20. According to NIBS Guideline 3-2012 as referenced, a building enclosure commissioning specification section is required. Will the building enclosure commissioning process provider be required to create a building enclosure commissioning specification section?
- a. Response: Yes. The Commissioning Agent shall coordinate with the Architect and Construction Manager and be primarily responsible for providing a building enclosure commissioning specification.**
21. Will there be preconstruction and construction meetings that the building enclosure commissioning process provider is expected to attend? If so, how many?
- a. Response: Yes, the BECx provider should attend the preconstruction meeting and construction meetings as necessary to convey the BECx scope to the contractors and ensure that the BECx plan is being followed.**
22. According to NIBS Guideline 3-2012 as referenced, site visits are required to observe the installation of the envelope systems. Are site visits required? If so, how many site visits should be included in the scope?
- a. Response: A minimum of three (3) site visits will be required, although more may be necessary based on the construction schedule.**

23. According to NIBS Guideline 3-2012 as referenced, field testing of the envelope is required. Will there be field testing that will be observed or performed by the building enclosure commissioning process provider? What will those tests be?
- a. **Response: The required testing has not been defined at this time. The design team will work with the successful BECx provider to establish the required testing. Please provide unit pricing for testing to be determined later.**
24. Is there a set of drawings, narrative, BOD that can be reviewed in addition to the information within the RFP? If so, how do we get access to that information?
- a. **Response: A copy of the Design Development Drawings is included for information and reference only.**

Sincerely,

Jewell M. Jackson
Purchasing Manager
Purchasing@harpercollege.edu

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