



**ROCKFORD BOARD OF EDUCATION  
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES  
FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

RFQ No.      **16-67 Commissioning Agent Services**

DATE:        **Friday, June 17, 2016**

RE:          **ADDENDUM NO. 2**

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To All Bidders:

Attached are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

**All questions should be emailed to Tamara Pugh at [tamara.pugh@rps205.com](mailto:tamara.pugh@rps205.com)**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Purchasing Process Manager by email at [tamara.pugh@rps205.com](mailto:tamara.pugh@rps205.com).

## Rockford Public Schools

### ADDENDUM TWO

**DATE: June 17, 2016**

**RE: RFQ 16-67 Commissioning Agent Services**

1. The RFQ indicates the scope of services provided are to comply with Section C408 of the IECC 2015 codes. We are familiar with these codes, but have several questions regarding the deliverables and contractual scope we are to include as follows:
  - a. The code requires the Cx authority to develop and maintain a commissioning plan for the duration of the project. We assume this will be required to be provided and maintained by the selected firm(s), is this accurate? **Yes**
  - b. The code has several portions related to system adjusting and balancing noted. Is it the desire of the District for the selected firm(s) to carry the contract of testing, adjusting and balancing (TAB) of all HVAC and domestic hot water return systems, or for the selected firm(s) to conduct a verification of a sample of the TAB results conducted by a separate party? **Verification by appropriate sampling only.**
  - c. The code requires functional testing from a component to a system level, but this is not indicated as a deliverable. We assume this is to be included, is this accurate? **Yes**
  - d. The code requires the provision of an operations and maintenance manual. Typically, this has been fulfilled by a review of the contractor provided manuals to ensure the code minimum components are present and the manuals comply with the contract documents, is this acceptable? **Yes**
  - e. The code specified the scope of commissioning is limited to HVAC and lighting control systems. We assume these are the only systems to be included in our scope and approach, is this correct? **Yes**
2. What level of cost estimating is expected in terms of the deliverable noted under item C? Specifically, is a lump estimate for contractor Cx involvement sufficient, or will a detailed labor and expense estimate by trade be required? **Lump sum by specialty trade contractor**
3. Item F of the deliverables notes attendance at various meetings throughout design and construction of the facility. We have the following questions related to this requirement:
  - a. Is there a preliminary schedule available to indicate the anticipated start dates and duration of design and construction for each facility? **Construction is spring 2017 through summer of 2018 (approximately 15 months)**
  - b. Does the District have a number of meetings to anticipate for the design and construction phases for each facility? **Number of meetings to be negotiated with selected Cx firm.**
  - c. Does the District desire the Cx authority to conduct walkthroughs in conjunction with these meetings? We see no specified deliverable requiring this and the referenced code only calls for functional testing at the close of the project. **Number of walkthroughs to be negotiated with selected Cx firm.**

4. There is no indication within the referenced code or the RFQ as to the acceptable sampling methodology to be employed during functional testing. Does the District have a required sampling methodology, or should we propose and utilize industry standard methodology? **Cx firm to propose methodology.**
5. There is no indication within the referenced code or the RFQ as to the desired approach for re-testing as it pertains to identified deficiencies from functional testing. What is the District's policy for re-testing and associated costs for the Cx authority? **Approach to retesting will be negotiated with the selected Cx firm.**
6. Within the submittal requirements item E-4 requires a one page narrative on the approach to these projects and item F-1 requires a one page approach to achieve the tasks described in the RFQ. Is the intent of E-4 to clarify our proposed approach to manage multiple projects simultaneously, or is there another intent beyond what is asked for under F-1? **E.4 is more of a high-level, philosophical description. F.1 is a detailed listing of work tasks.**
7. On page 3 of the RFQ, paragraph 3, it mentions signing and returning an "RFQ Offer Form". We do not see this form included in the RFQ packet or in Addendum #1. Can you please provide the RFQ Offer Form, or provide clarification as to which form it is referring to? **The RFQ Form is not required in this case.**
8. We understand that a W9 form is to be faxed in to the fax number provided. Do we need to include an original signed hard copy of this form with our submission as well? If so, where should the form be placed in the qualification response? **A hard copy only is required. Please include in the response with the other required forms.**
9. In regards to the 12 additional questions in Addendum #1, under what section of our qualification response (A-H) should these questions be addressed? If they are to be included under a new section, what should that section be titled? **Addendum One**
10. I wanted to confirm the submittal requirements – we are to submit one (1) hard copy of the proposal with the required forms and one (1) electronic copy of the proposal with the required forms on CD or flash drive. Please submit one CD-ROM or flash drive with a PDF of your submission and three (3) bound hard copies of your firm's letter of interest and statement of qualifications before Thursday, June 23, 2016 at 11:00 a.m. to the attention of Stacie Talbert Scott, 501 7<sup>th</sup> Street, Rockford, IL 61104.