

ADDENDUM NO. 3

(Issued December 18, 2024)

Request for Qualifications and Proposals

Commissioning Agent Services

McClymonds High School Modernization Project

The following changes, additions, modifications and corrections hereinafter set forth shall apply to the proposal documents for the project and shall be made a part thereof and subject to all the requirements thereof, as if originally specified and/or shown.

District Addition #1: Drawings from the District’s archive have been uploaded to the Shared Folder.

District Addition #2: Construction Drawings and Specifications (100% CDs) submitted to DSA have been uploaded to the Shared Folder. The Construction Document set shall supersede the Design Development set as the reference document for this RFQ/P.

The Shared Folder link is as follows:

https://drive.google.com/drive/folders/1Zvt_Q6g84R7YAtalyNqB5eG7xLtDA7pS

Question #1

The scope per page 5 of the RFP clearly requests Retro Commissioning services. Reviewing the provided drawings would indicate that the existing HVAC systems are being demolished and replaced with new.

Retro Commissioning is typically a process that investigates performance of existing systems that are being retained with CxA reviewing performance and then making recommendations to modify and or upgrade and implement operational changes to those existing systems to perform more effectively and efficiently, typically the existing systems would remain in operation.

We are wondering if the Scope of services as presented in the RFQ -P best serves the need of this project as commissioning scope associated with new construction may be more appropriate. Investigation phase tasks appear to be all relevant to reviewing performance of the current existing HVAC systems and equipment and we don’t see value for the District to pay for the effort to test and analyze the performance of these systems if they are going to be torn out and replaced with new.

District Response #1

Project Scope Clarification:

HVAC. The assessment that the commissioning scope for the HVAC equipment should be for new construction is correct. Spaces served by the existing central steam boiler system will be demolished. The campus is being converted to all-electric systems (except for gas-fed equipment noted in the Basis of Design Document). The proposed mechanical design is based on a distributed systems approach.

Plumbing System. According to the Basis of Design Document, the plumbing system will require retro-commissioning as portions of the domestic water system that have been repaired or replaced remain serviceable. As noted in the BOD, the primary directive of the plumbing scope is to replace all water mains to ensure that lead or other contaminants will not be in the water. Additionally, new equipment for the electric hot water system must be included the commissioning plan.

Electrical System. The Basis of Design Document for the Electrical Systems stated that, due to the proposed building systems, the need to increase electrical service capacity, compliance with current energy codes, and the modernization of the system, a new 480V utility service and comprehensive building-wide distribution upgrades are necessary.

The proposed lighting scope as outlined in the BOD is to replace degraded lighting and where modifications in the ceiling and walls will be made. Inadequate emergency lighting will be made to meet code. The Electrical CD Drawings indicated that new building lighting and controls, and a demand management system are to be furnished and installed. Commissioning services shall address this project scope for electrical work.

The Commissioning Consultant shall perform the Title 24 mechanical and lighting acceptance tests.

The electrical BOD noted crucial to the functionality and reliability of the new systems before they are fully operational is testing and commissioning during the transition phase.

Fire Alarm and Intrusion Systems. The Commissioning Consultant shall not be responsible for commissioning these systems. The Commissioning Consultant shall collect and integrate data by others and include it in the general list of recommendations for the HVAC, electrical, and plumbing systems.

Envelope Commissioning. See District Response #2 to item 3f.

Question #2

We understand the campus to consist of Buildings A, B, C, D, E, & H. The RFQ as written seeks a Retro-Commissioning agent and indicates 3 phases of Retro Commissioning. Retro-Commissioning is typically performed on existing equipment in existing buildings. The reference documents, specifically the 100% DD mechanical plans, indicate replacement of almost all HVAC equipment for buildings A, B, D, & H.

1. Is existing equipment to be Retro-Commissioned *prior to replacement*? If so, which equipment?
2. Is new equipment provided per the Construction Documents to be Commissioned?
3. Which Systems are to be commissioned?
 - a. HVAC & Controls?
 - b. Lighting?
 - c. Renewable Energy?
 - d. Electrical Distribution?
 - e. Emergency Power?
 - f. Building Envelope?
4. The RFQ Planning Phase Item 1 specifies the Retro-Cx Provided should document the current operating requirements and review the OPR. The OPR has been provided as part of the RFQ process, is additional review & development required?
5. The RFQ Investigation Phase identifies Functional Testing with District Staff:
 - a. Is this intended to occur prior to demolition/construction?
 - b. Will district Staff participate?
 - c. Will the district hire a controls system specialist to participate in the Retro Cx team activity?
6. The RFQ Implementation Phase specifies a Cost-Benefit Analysis be provided. *Presumably* this refers to the cost benefit of potential Operational Improvements identified in the Investigations Phase. Is this activity required? Which equipment shall it cover? Existing Only? Which building systems (e.g. HVAC)? Shall it include replacement/new equipment?

District Response #2

Response #2 to 1: See District Response #1

Response #2 to 2: Yes.

Response #2 to 3: See District Response #1. The OPR (item 9) indicated that the Project will have renewable power but the photovoltaic panels work scope is not shown on the Construction Documents drawings. This will be considered an Additional Service once the scope has been fully defined. Also, as noted in the OPR (item 8) and confirmed on Sheet G5-01 of CD set, the Project would not meet the CHPS Designed Criteria. Therefore, envelope commissioning is not requested.

Response #2 to 4: A review and comments to the OPR would be required to ensure there is a mutual understanding of the commissioning work scope.

Response #2 to 5: The OUSD Buildings and Grounds Department will be participating in all functional testing. Demolition Phase will not be included in the commissioning work scope.

Response #2 to 6: Given the Project's combination of retention of existing and installation of new equipment and systems, the Commissioning Agent is being requested to develop an Implementation Plan with a comprehensive Cost-Benefit Analysis. Submit an Implementation Summary Report. Include re-testing with District Staff and Prepare Final Report.

Question #3

1. "A. Scope of Services" states that the Reference documents "Including 100% Design Developments Drawings and Specifications, OUSD Design and Material Standards, Owner's Project Requirements (OPR), and Basis of Design (BOD) can be found at the following link". However, these documents were not found at the link.
 - Please provide as-built drawings, specifications, sequences of operations, controls submittals, etc. for the existing buildings
 - Please provide any previous commissioning documents (Cx Plans, FPTs, systems manuals, final report, etc.) for the existing building.
 - Please provide any current facilities requirements & operations and maintenance plans for the existing buildings
2. The RFP requires the RCxA to be a Certified Acceptance Test Technician; however, it is unclear whether this is required as this is a retro-commissioning project and Acceptance Testing is typically implemented for new buildings. Typically, contractors provide any required certified acceptance test technicians. Clarification requested.
3. There is a "B. Project Scope" which refers to system upgrades including "full domestic water replacement, modifications to HVAC, electrical", etc. Commissioning of a systems retrofit/upgrade project is typically considered a retrofit commissioning, not retro-commissioning. Please provide further details on the planned the domestic water replacement, HVAC modifications, and electrical modification projects. Is retro-commissioning required, or will this be more of a retrofit commissioning project of planned upgrade projects?
4. The "B. Project Scope" section includes upgrades that are typically outside of an energy-focused retro-commissioning scope. Can it be assumed that building enclosure, fire suppression, and other non-energy-related upgrades are outside of the commissioning scope?
5. There are several references to new-building commissioning scope items that are typically not required for a retro-commissioning scope. For example,

- Section "A. Scope of Services" refers to "100% Design Development Drawings"; should this reference "As-Built Drawings" instead?
- "Retro-Commissioning Authority (RCxA)" Section refers to "early design phase through at least 10 months of occupancy"; however, it is understood that the building is already occupied.
- "Planning Phase" Section refers to reviewing the "Owner's Project Requirements (OPR)" and the "Basis of Design (BOD)"; however, this is typical for a new building commissioning project. For a retro-commissioning project it is expected that there will be a "Current Facilities Requirements and O&M Plan". Will the owner be providing this document? Should scope for working with the owner to provide guidance in developing this document be included in the proposal?
- In the "Planning Phase" section, it states that the commissioning agent shall "develop the retro-commissioning plan for the general contractor" and "assemble the retro-commissioning team". To what extent shall involvement from a contractor be expected for the existing systems? Typically for a retro-commissioning project, the facilities team provides significant support as the equipment is existing and there may not be contractors with scope to support the retro-commissioning of existing equipment.
- "Hand-Off Phase" Section refers to "Final Commissioning Report"; should this reference "Final Retro-Commissioning Report"?
- "Hand-Off Phase" Section refers to "Systems Manual"; this is typically a deliverable in a new-construction commissioning project and requires contractors to provide as-built SOOs, final drawings, etc. Should this refer to verifying the Current Facilities Requirements and O&M plan has been updated?
- The "Hand-Off Phase" Section refers to "Provide Staff Training"; this is typically provided by contractors for any work they have performed. Is staff training by the RCxA required?
- There is a "10-month Operations and Maintenance review" section that refers to "Substantial Completion". This is typical for a new-building commissioning project. In the case of RCxA, should this refer to a review 10 months after "Hand-Off Phase" rather than "Substantial Completion"? Is ongoing commissioning and/or development of an ongoing commissioning plan required?

Can you please provide clarification?

6. In section "1.Intent - Retro-Commissioning" it states that, "All new Energy Management System installed shall meet OUSD requirements. Alerton is Building Automation Control District Standard". The RCxA may make energy efficiency / controls sequence recommendations but is typically not responsible for specifying products or hiring contractors. Please confirm that RCxA is not responsible for developing any design documents or subcontracting any contractors.
7. The "Investigation Phase" section states that the RCxA is required to "Analyze the integration of proposed improvements to the HVAC, Plumbing, Electrical, and Fire Alarm and Intrusion Systems". Typically, retro-commissioning is focused on energy systems (such as HVAC, plumbing, and lighting) and does not include fire alarm and intrusion systems.
 - Can you please provide more details on the required commissioning scope for fire alarm and intrusion systems? Is the fire alarm scope limited to the interactions with the HVAC systems (fire smoke dampers, etc.)?

- Is full testing of the existing intrusion systems required? What security upgrades are expected and is the RCxA expected to identify security upgrade recommendations?
 - Is there any DAS (distributed antennae system) scope expected?
8. Will the project be phased, or will retro-commissioning of all of the buildings occur concurrently?
 9. Should the project deliverables be completed on a campus-level, or are separate commissioning documents, reports, etc. required for each building?
 10. Without drawings, sequences of operations, and details on the existing building systems, it is difficult to provide accurate pricing for the project. Please provide any as-built drawings available.
 11. Until the completion of the Investigation Phase where the owner decides what retro-commissioning recommendations to implement, it is difficult to price the implementation and hand-off phases for the project. Will it be acceptable to provide an initial estimate for these phases and revisit the pricing after the Investigation Phase?

District Response #3

Response #3 to 1: Requested documents have already been uploaded to the Shared Folder. Drawings from the District's archive have been uploaded. Other documents requested are not readily available at this time. The District will conduct a search through its archives and provide available documents to the selected firm.

Response #3 to 2: See District Response #1. The Project includes retention of existing and installation new equipment and systems. Therefore, appropriate commissioning criteria shall be applied.

Response #3 to 3: Commissioning Agent shall determine commissioning criteria based on the current documents provided by the District (i.e., OPR, BOD, Construction Document Drawings and Specs). Proposal may include proposed work scope, scope considered to be additional services, and work scope exclusions.

Response #3 to 4: See District Response #3 to 2 above.

Response #3 to 5: See District Response #3 to 2 above.

Response #3 to 6: Correct. Alerton is Building Automation Control District Standard and shall remain as the standard.

Response #3 to 7: See District Response #1.

Response #3 to 8: Project Phasing is noted in the OPR (item #6).

Response #3 to 9: Deliverables shall be by the phases noted in the OPR (item #6).

Response #3 to 10: As-built drawings are not readily available. Design and/or OSA/DSA approved drawings from the District's archive have been uploaded to the Shared Folder.

Response #3 to 11: Submit proposal per District Response #3 to 3 above.

RECEIPT OF THIS ADDENDUM (AS WELL AS PREVIOUSLY ISSUED ADDENDA) MUST BE ACKNOWLEDGED IN THE PROPOSAL.