

Addendum # 1

PROJECT: RFQ 27-006 Design Services for Controls Upgrades at Piney Grove Elementary School

Date of Issuance: 10-7-2026

The information contained herein is intended to modify and/or clarify the original scope of work. The Addendum shall and does become a part of the scope of work and shall be covered in the Contractor's solicitation for the work.

It is the Contractor's responsibility to assure that all changes and/or additions noted in the Addendum are included in the bid. Prime Contractors are responsible for assuring that their subcontractors and suppliers are in receipt of the information contained in all Addenda.

All bidders shall acknowledge receipt of this Addendum with their bid package.

Addresses RFIs received as of 10-5-2026

1. Will a pre-bid meeting be held? It is mentioned twice in the RFP but a date/location is not noted.
Answer: Any mention of Pre-Bid Meeting is referring to after the selection of the firm.
2. **Fee proposal.** Section 10 (Proposal Requirements) lists a "Fee proposal," and Section 11 (Selection Criteria) lists "Proposed fee." However, the Evaluation Criteria table includes no fee component, and the Contents of Qualifications Statement, section 3, requests only hourly billing rates by position type. Please confirm whether a lump-sum or not-to-exceed fee is required with the October 16 submittal, or whether the hourly rate schedule satisfies this requirement, with the fee negotiated with the selected firm. If a fee is required at this stage, will CMS schedule a pre-submittal walk-through and provide existing documentation so that all firms can price on a common basis? **Answer: A fee proposal will be required after the firm is selected.**
3. **Commissioning.** Section 6 requires the Engineer to "review commissioning plans." Section 8 requires the Engineer to "support commissioning activities." Site Visit No. 4 includes "functional testing observation" and "commissioning verification," and Task 5 requires a commissioning requirements specification. Please confirm whether CMS intends to retain a separate third-party Commissioning Authority for this project. If not, please clarify whether the Engineer is expected to author the commissioning plan and functional performance test procedures, and direct and witness functional testing. **The Engineer will be expected to develop the commissioning requirements specification and support commissioning activities. Detailed responsibilities related to the development of the commissioning plan, functional performance test procedures, and oversight of functional testing will be defined during contract negotiations and project scoping. We do not intend on hiring a 3rd party commissioning.**
4. **South Charlotte Middle School paragraph.** Following the "CMS Review and Approval" section (PDF page 11), the RFQ includes the heading "Design Services for Replacement of 13 Unit Ventilators and 2 Split Systems and 4 Air Handling Units for South Charlotte Middle School" and an accompanying Summary. Please confirm whether this paragraph was included in error or also applies to Piney Grove ES. **Answer: This RFQ is for Piney Grove Elementary. Disregard references to South Charlotte.**
5. **Control and balancing valves.** Will CMS require existing HVAC control valves and balancing valves to be specified, scheduled, and replaced under this project? If so, will hydronic and air TAB be part of the contractor scope specified by the Engineer? **Answer: Existing HVAC control valves, balancing valves, and associated hydronic components shall be evaluated by the Engineer as part of the existing conditions assessment. The Engineer shall identify any valves or devices that are incompatible with the proposed BAS/DDC upgrade,**

have reached the end of their useful life, or are otherwise required to support proper system operation and control. Replacements shall be specified only where necessary to achieve the project objectives.

Air and hydronic Testing, Adjusting, and Balancing (TAB) services shall be included in the construction documents to the extent necessary to verify proper operation of modified control sequences, control devices, and affected HVAC systems following implementation of the BAS/DDC upgrade.

6. **Variable frequency drives.** Will CMS require any existing variable frequency drives (VFDs) to be replaced under this project? **Answer:** Existing variable frequency drives (VFDs) shall be evaluated by the Engineer as part of the Existing Conditions Assessment. The Engineer shall assess the condition, age, functionality, compatibility with the proposed BAS/DDC upgrade, and overall suitability for continued service. Replacement of VFDs shall be specified only where the Engineer determines that existing drives are obsolete, incompatible with the new controls system, exhibiting reliability concerns, or otherwise unable to support the project objectives. The project is not intended to require wholesale replacement of all existing VFDs.
7. **Central plant and pumping.** Task 2 describes "control and monitoring" of the boiler plant and "integration and monitoring" of the chilled water system. Please confirm that mechanical and electrical improvements or replacements in the chilled water plant, boiler plant, and hydronic pumping systems are **not** included in the Engineer's scope. **Answer:** Mechanical and electrical improvements or replacements within the chilled water plant, boiler plant, and hydronic pumping systems are included in the Engineer's evaluation and design scope where required to achieve the project's BAS/DDC modernization objectives. The intent of this project is to provide complete monitoring, integration, and control of both the chilled water and hot water systems. The Engineer shall evaluate existing equipment, controls, instrumentation, and associated electrical components and recommend any modifications or replacements necessary to support reliable operation, integration, and full BAS functionality.
8. **Existing documentation.** Are existing mechanical, electrical, and controls drawings available in electronic format (PDF or CAD)? If only PDFs are available, will CMS require the Engineer to develop new AutoCAD drawings of all existing MEP systems, or only of the systems affected by this project, as part of the final deliverables? **Answer:** Full mechanical, electrical, and controls drawings that are available to CMS will be provided to the selected Engineer in PDF format. AutoCAD files are not currently available and are not required as part of the project deliverables. The Engineer shall develop construction documents necessary to support the BAS/DDC modernization project, but CMS does not require the creation of AutoCAD background drawings of all existing MEP systems. Documentation shall be limited to the systems and modifications necessary to support the project scope and final design deliverables.

Sign and Date