

REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQ/P)

FOR PROFESSIONAL SERVICES



Request for Qualifications & Proposal for Professional Services

COMMISSIONING AGENT SERVICES

For the New Montrose Public Safety Complex Project
City of Montrose and Montrose Police Department

ADDENDUM #1
September 17th, 2020

Provided by: **DYNAMIC PROGRAM MANAGEMENT**



Request for Qualifications & Proposal – Addendum #1

A. Procurement Schedule Remaining

RFQ/P Clarification Responses	9.17.2020
RFQ/P Responses due by 2:00 PM	9.25.2020
Candidates Notified of Selection	10.2.2020
Contract Accepted by City Council	10.20.2020
Design Phase	08.2020-03.2021
Construction Operations	03.2021-07.2022
RFQ/P Clarification Responses	9.17.2020

B. Documents Issued to Date

- a. Montrose Public Safety Complex Commissioning Agent Services RFQP
 - i. Exhibit A – Proposed project schedule, subject to change
 - ii. Exhibit B – Conceptual Design
 - iii. Exhibit C – Proposed Contract

C. Documents Issued with this Addendum

- a. Montrose Public Safety Complex CxA – Addendum #1
- b. Montrose Public Safety Complex CxA - Clarification Q & A

End – Addendum #1

**Montrose Public Safety Complex
Clarification Q A**

9/17/2020

Question Number	Question	Response
1	RFQ/P, C. Scope of Work, states, "The Owner intends to participate in any design assistance programs that could provide energy utility provider rebates to the Owner. These rebates will require coordination by the CxA." What is included in "coordination by the CxA"?	Any action required for identifying and award of the available rebates through the utility provider. This may include, but is not limited to, coordination with the utility, coordination with the design team, and filling out applications required for the rebate program.
2	What types of HVAC systems are anticipated to be commissioned?	At this point the design is only conceptual and the HVAC system has not been identified.
3	Besides the domestic water heating, what other plumbing systems are anticipated to be commissioned? Sump pumps? Infrared faucets and flush valves?	The building will not have a basement, but the groundwater table is high in the area because of the Iron Mike spring. There is a sump pump in the existing building and will likely be needed for this building as well. There may be infrared faucets and flush valves included in the scope.
4	What renewable energy systems are anticipated for this facility?	There are none in the current scope, but solar panels mounted on car ports may be included as an add alternate.
5	Do the following meetings need to be in-person, or can they be conducted on-line? - Cx and scoping meetings? - Program review meetings? - Controls integration meeting? - Value engineering meeting? - Cx meetings? - Planning and job site meetings?	These meetings can be conducted remotely. In these times of COVID the project team has been using GoTo Meeting for many of the project meetings. Site walks and inspections will need to be conducted in-person on-site.
6	Since Schematic Design has already started, when will the program review meetings start?	The selected Commissioning Agent is expected to start program review upon award.
7	How many site visits during construction are anticipated?	An appropriate number to perform the scope outlined in the RFQP per the provided schedule.
8	How many planning and job site meetings are anticipated?	An appropriate number to coordinate the scope outlined in the RFQP per the provided schedule.
9	The RFQ/P states that CxA is to furnish temporary data loggers when needed points cannot be trended by the building automation system. Is it anticipated that the building automation system will NOT be monitoring necessary points? Or, can the building automation system be designed with assistance from the CxA to include monitoring of all the necessary points?	At this point the design is only conceptual and the building automation system has not been identified.
10	Page 7, Additional Services, Enclosure Commissioning: Please provide additional information on the requested scope of Building Enclosure Commissioning.	Building Enclosure Commissioning is a quality-based process for evaluating the performance of a facility envelope to determine if a project is meeting the defined objectives, standards, and requirements of the owner.
11	Page 7, Additional Services, Enclosure Commissioning: Please confirm which building enclosure systems will be commissioned for the Complex.	Please provided building enclosure commissioning requirements according to LEED v4.
12	Page 7, Additional Services, Enclosure Commissioning: Please confirm the expected building enclosure testing budget.	There is no budget specifically defined for the building enclosure testing budget.
13	Page 7, Additional Services, Enclosure Commissioning: Please confirm which building enclosure systems will be tested.	Please provided building enclosure commissioning requirements according to LEED v4.
14	Page 7, Additional Services, Enclosure Commissioning: Please confirm which building enclosure tests will be required for the Complex.	Please provided building enclosure commissioning requirements according to LEED v4.
15	Page 7, Additional Services, Enclosure Commissioning: Please confirm if the Cx Agent is to include building enclosure physical testing in their fee proposal or if the Contractor will be responsible for building enclosure physical testing.	Per the RFQP please provide a separate fee proposal for building enclosure commissioning as an add alternate to the base proposal.
16	Item 5, of the design phase indicates to "Develop owner's project requirements." Our intent is to host a meeting with the owners and user groups to understand the goals and objectives of the project. Please confirm the owner and user groups will be available for an Owner's Project Requirements meeting.	Yes, representatives of the Police Department and City will be made available for the Owner's Project Requirement Meeting.
17	Item 13, of the design phase indicates to review the energy model inputs and parameters. In order for this to be accomplished the energy model will need to be made available by the energy modeler and we will need to know what energy modeling software will be utilized. Please confirm this will be available.	Yes, the energy model will be made available to the selected candidate.

Montrose Public Safety Complex
Clarification Q A

9/17/2020

18	<p>Item 20, of the construction phase indicates to “Facilitate, oversee and review the training of Owner’s operating personnel. Oversee the videotaping of this training. Attend and participate in key training sessions.” Can you expand on the requirement to facilitate the training process. With training outlined in the specifications it is typically the general contractors responsibility to work with the sub trades to schedule the training sessions while the commissioning agent typically only confirms the training requirements identified in the specifications are meet as well as confirm the content of the training but do not facilitate the training. There is however value in having the Cx Agent facilitate this process but it can affect the cost of the Cx services.</p>	<p>Yes, the primary responsibility of trainings is with the General Contractor and their subcontractors, but the expectation is that the Cx Agent will confirm the training requirements are met as outlined in the Project Specifications.</p>
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