

ADDENDUM #1

Date: November 26, 2018

From: Karen DePersia, Senior Project Manager

Subject: **ADDENDUM #1: RFQ/P Commissioning Services**
Oxford Middle School, Town of Oxford, CT
CT Project #108-0043 N

- Question 1:** Confirm desire to fulfill the intent of CTHPBS by having the CxA perform a review of the Owner’s Project Requirements and Basis of Design documentation.
Answer: Yes. Review of Owner’s Project Requirements and Basis of Design shall be included in the CxA’s commissioning plan.
- Question 2:** Will two design reviews be required per CTHPBS, or more?
Answer: Two design reviews will be required.
- Question 3:** Will commissioning specifications per CTHPBS be required?
Answer: Yes.
- Question 4:** From the RFP, “CxA is to determine if construction documents require others to perform infrared scan of building walls and roof and provide a summary report of results to the OPM, owner, contractor, and design team, during a presentation meeting conducted by the CxA, with areas of concern identified for further investigation.”
Will CxA be responsible for carrying time for this, or will the CxA simply facilitate the process?
Answer: The CxA will facilitate the process which will include, observation of the testing, preparation of a summary report, presentation of findings to the OPM, owner, architect, construction manager, and contractor(s). Should findings identify area(s) of concern, CxA shall follow-up with further investigation; additional testing observation, preparation of a follow-up report and presentation to all parties listed above.
- Question 5:** Besides the three building committee meetings, are there any other meetings the CxA will be expected to attend?
Answer: In addition to the three building committee meetings stated in the RFQ/P, CxA should anticipate up to one meeting a month, bearing in mind project completion August 2020. Periodic meetings will be required with the design team, construction manager and contractors.
- Question 6:** Page 6, item E of the RFP states three post-occupancy meetings are requested. CT HPB only requires one at the 10-month period and is stated in section XIII, Item B on page 10 of the RFP. Please clarify if all three are actually desired.

Answer: A total of three (3) post-occupancy reviews are required per section IV, I: Commissioning Plan, B: Item E, page 6: at 2 weeks, 3 months, and 10 months.

7. **Question 7:** Section XI, page 9, item B states; “Videoed training will be conducted after the O&M manuals have been distributed to the facility’s maintenance personnel.” Is this video recording to be provided by the commissioning authority or contractors?

Answer: The construction manager will be responsible for providing a videographer. The CxA is expected to attend all training sessions and confirm video recording is provided by the construction manager prior to the start of training.

8. **Question 8:** Is there a DD set of drawings available to review?

Answer: At this time schematic design floor plans and SD level MEP narrative are available on the Town of Oxford website www.oxford-ct.gov under ‘purchasing’, and the CT DAS website at <http://das.ct.gov/cr1.aspx?page=12>.

9. **Question 9:** Per the MEP SD narrative, the building will have an emergency generator. This is not listed in the scope of systems listed in section VI, F. Should this be included in the scope?

Answer: Yes.

10. **Question 10:** Per the MEP SD narrative, division 28 discusses electronic safety and security and includes access control, intrusion detection and video surveillance. The scope of systems listed in section VI, F simply states “security systems.” Please clarify what systems should be included in the commissioning scope.

Answer: Include access control, intrusion detection and video surveillance.

11. **Question 11:** Are there project narratives or preliminary drawings available that we can use for bidding the project?

Answer: Schematic design floor plans and SD level MEP narrative are available on the Town of Oxford website www.oxford-ct.gov under ‘purchasing’, and the CT DAS website at <http://das.ct.gov/cr1.aspx?page=12>.

12. **Question 12:** The Exhibit B Fee Schedule currently does not include a line for the design phase commissioning tasks. Can the fee schedule be updated to include this?

Answer: Include design phase tasks in items 2 through 4.

13. **Question 13:** Exhibit B Fee Schedule tasks 6 and 9 are the same. The both say “Perform functional test procedures.” Task 6 most likely should say “Develop functional test procedures.” Please clarify.

Answer: Item 6 should read; “Develop functional test procedures.”

END OF ADDENDUM #1