

Minnesota State Colleges and Universities



South Central College

Request for Proposals for Commissioning Agent

STEM and Healthcare Renovation

Date: 12/18/2017

ADDENDUM #1

1. The Sign-In sheet for the voluntary project informational meeting, held on Wednesday, December 12, 2017 is attached.

Questions submitted during the informational meeting and their responses are as follows:

2. Page 6 and 7 of the RFP under the B3 Submittal Requirements, states that the Commissioning agent shall lead, author, and prepare the P.1D: Safety risk assessment submittal for compliance with B3. Based on the December 12, 2017 pre-proposal meeting, please confirm that Kraus Anderson will prepare the safety risk assessment and the Cx Agent will review and comment on it. The B3 process lists the Guideline Leader (which is the Architect as the entity responsible for P.1D and P.1E. Generally, on CM projects, the CM actually prepares the documents. This will not be the Commissioning Agents Responsibility.
3. Page 6 and 7 of the RFP under the B3 Submittal Requirements, states that the Commissioning agent shall lead, author, and prepare the P.1E: Specifications Requiring Construction Air Quality Management Plan. Typically, this is a standard Division 1 specification section prepare by the design team. Please confirm that the commissioning provider is expected to prepare the Construction Air Quality Management Plan Specification instead of the design team? The B3 process lists the Guideline Leader (which is the Architect as the entity responsible for P.1D and P.1E. Generally on CM projects, the CM actually prepares the documents. This will not be the Commissioning Agents Responsibility.
4. Page 9 of the RFP states that the CA reviews and approves the preparation of the O&M manuals and as built drawings. Typically, the CA reviews and provides comments and the design team approves the documents after also reviewing them. Does the design team have a role in the O&M manuals and as built drawings review and approval or is this only the Commissioning agent's responsibility on this project? The CA will review and comment. The Design Team is responsible for approval.
5. Page 9 of the RFP states, provide punch list walkthrough verification that all systems are working as designed and specified. Is it correct to assume the Commissioning agent's responsibility is limited to testing and confirming that the systems are "working" as designed and specified and that the design team is responsible for

the traditional installation punch list, i.e., confirming that all equipment and components are installed properly? The CA typically provides a commissioning issues list which is separate from the design architects' and engineers' installation punch list. Please clarify roles and responsibilities for the punch list walkthrough verification. The AE and Owner's Representative are responsible for punch list. CA will provide a commissioning issues log.

6. Page 14 of the RFP states that the Proposals are to be sealed in mailing envelopes or packages with the RFP number, responder's name and address clearly written on the outside. What is the RFP number for this RFP? There is no RFP number. Please include "Commissioning Proposal" on the mailing envelope or package to ensure it is handled properly.
7. At the bottom of Page 8 of the RFP, it states, "Refer to the Specifications for further details." What Specification is that? There are no specifications at this time.
8. We understand that the construction phasing plan is yet to be developed. Based on the December 12, 2017 pre-proposal meeting, please confirm that the Cx Agent proposals should assume 3-4 separate construction phases. For proposal purposes please assume 4 separate construction phases.
9. Is it correct to assume that, although the construction will be executed in 3-4 phases, the SD, DD, and CD design will be for the entire project, i.e., there will be only one bid set of drawings and specification? Yes - there will be one set of construction documents which will show the final phasing plan.
10. Is the intent for the new systems and equipment to be added to the existing building automation system "as is"? Or will there be an upgrade to the central building automation system to accommodate the new equipment/systems? Or will a new building automation system be specified for the new equipment/systems? Or, are there other plans with respect to the building automation system?
11. Would the campus consider adding Fire Alarm to the commissioning scope? While it is not required by B3, if there are anticipated fire protection zone modifications, we encourage the verification of fire alarm systems. At this point in time the College does not intend to commission the fire alarm system.
12. During the informational meeting, there was a statement that the CxA would not be responsible for creating the OPR but, rather, to review the documentation created by the Owner, the Owner's Rep or the A/E firm. This contradicts the expectations of B3 and ASHRAE Standard 202. Can you confirm role of the CxA in the development of the OPR? The Owner's Project Requirements will be developed jointly by the Owner, AE and the Commissioning Agent. Please detail in your proposal how you recommend development of the OPR.
13. Can you expand on the anticipated phasing and CxA deliverable requirements at the end of each phase? For example, will each phase have a separate bid package, submittals, and/or CxA report? At this point in time, it is anticipated that there will be one set of Construction Documents for the entire project and the CD's will detail phasing plan. The CA will develop and issues log for each phase and write one report at the completion of construction.
14. In an interest of keeping the proposals comparable, does the campus wish to specify the number of required commissioning meetings during Construction Administration? For proposal purposes please assume there will be 4 commissioning meetings during construction. One for each phase of construction.
15. Is the project seeking LEED or any other certifications other than B3? NO

16. Will we be responsible for any parts of the Owner's P.2 Operations Credit? These typically aren't assigned to the Cx Agent. At this point in time we do not foresee the CA being responsible for P.2.
17. Are we responsible for writing the Owner's Project Requirements, or just reviewing? See response to question no. 11.
18. Are we responsible for the development of the Safety Risk Assessment, Construction & warranty Air Quality Plans, or just a review? These are not typically Cx Agent responsibility to develop. See response to question no. 1
19. What kind of building automation system do you have? Additional information on the BAS will be posted on Monday December 18.
20. Who is the automation contractor? Are they going to be sole sourced or will it be an open bid? Additional information on the BAS will be poste on Monday December 18.
21. Do you anticipate 3 or 4 testing phases? See response to question no. See response to question no. 7.
22. What version of B-3 will be used for this project? Version 3.0
23. Is it expected that the Commissioning Agent will be conducting and leading a charrette to assist in the creation of the Owner's Project Requirements? See response to question no. 11.
24. Who will physically write the OPR? Who will make the updates to the OPR? See response to question no. 11.
25. What is expected of the Commissioning Agent during the review of the OPR at the end of each design phase? The CA will be responsible for reviewing the design submittal to Minn State for conformance with the OPR.
26. Will light level verification be required as part of the functional testing process of the lighting controls? At this point in time we do not anticipate light level verification will be in the Commissioning scope of work.
27. Will daylight control (if incorporated into the lighting control design) be required as part of the functional testing process of the lighting controls? At this point in time we do not anticipate daylight control will be part of project.
28. Are plumbing fixtures and sensor operation to be included in the functional testing for plumbing commissioning? Yes
29. What are the Commissioning Agents responsibilities as far as B3 requirement P.2.A – Operations Process? See response to question no. 15
30. What are the Commissioning Agents responsibilities as far as B3 requirement P.1.D – Final Safety Risk Assessment? Review and comment.
31. What are the Commissioning Agents responsibilities as far as B3 requirement P.1.E – Specifications Requiring Construction Air Quality Management Plan? Review and comment
32. Who will develop the SB 2030 Energy Efficient Operations Manual (EEOM)? If required the EEOM will be developed by the AE.

33. What control contractors are currently used on campus? More information on the BAS will be posted on December 18.
34. Is the deionized water system part of the scope of the commissioning? No
35. What type of hoods are the “experiment hoods” in the predesign documents? Are these conventional lab hoods? These are laminar flow hoods.
36. Will the “experiment hoods” in the previous question be part of the scope of the functional testing? Yes the CA will be responsible for testing hoods.
37. Will the Commissioning Agent be required to prepare a Systems Manual? Yes
38. Will the systems manual be required to include all the information listed in Item 14 of ASHRAE Standard 202? Yes
39. Will this project require that the Commissioning Agent follow ALL items in ASHRAE Standard 202 or just the sections mentioned in B3? Yes

Summary of attachments:

1. December 12, 2017 voluntary informational project informational meeting Sign-In Sheet. Business cards are included for convenience when provided by the attendee but were not required.

END OF ADDENDUM #1

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