



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

TO: Interested Vendors

FROM: City of Cambridge - Purchasing Department

RE: Answers to Vendors' Questions for the RFP For Commissioning Agent
File No. 5610

DATE: October 14, 2011

The following questions were received regarding the above referenced project.

Question:

1. Are there any guidelines and/or limits to the number of pages included in the RFP responses?

Answer:

Please keep to the requirements requested.

Question:

2. Is a State of Massachusetts Professional Registration required (e.g. P.E. LICENSE)? Can a general commissioning certification be acceptable (e.g. NEBB, BCA, ETC)?

Answer:

PE is preferred

Question:

3. The agreement within the RFP is for "designer services" between city of Cambridge and "The Architect". Will this contract utilize this agreement or one more suited to commissioning services and not design services?

Answer:

The agreement will be between the Commissioning Agent and the City of Cambridge

Question:

4. Under the Overview Section (Section 1, Page 1), a sentence reads "The Commissioning Agent will also act as the City's LEED Commissioning Agent responsible to facilitate the



LEED Certification process.” Please clarify: Will the Commissioning Agent be expected to handle LEED administrative duties relative to commissioning tasks (only), or will the Commissioning Agent be expected to handle LEED administrative duties relative to commissioning tasks and to coordinate other LEED administrative duties on behalf of the A/E Team and Construction Team?

Answer:

The Commissioning Agent shall be expected to handle LEED administrative duties related to Commissioning tasks and to coordinate other LEED administrative duties on behalf of the A/E and Construction team. Commissioning Agent will submit the project to the USGBC and be responsible for coordinating USGBC questions with the City, Design Team and the Contractor.

Question:

5. Under the **Systems to be Commissioned** Section (Section I, Page 4), there is no mention of building envelope commissioning. Will building envelope commissioning be part of the Commissioning Agent Services?

Answer:

To be determined, If the firms have the ability to perform commissioning of the building envelope you can provide with your firms information

Question:

6. What is the project construction budget and square footage?

Answer:

To be determined by the Architect during the Feasibility Study.

Question:

7. Are there any design narratives or discussion of building systems available for review?

Answer:

Not at this point in time, you could visit the City of Cambridge’s purchasing website and see what was available for the Architects RFP submittal for this project.

Question:

8. Does the RFP require separate resumes in addition to those included in the mandatory Application Form?

Answer:

If the question is do we require two resumes for each person the answer is no. The information must be submitted on the mandatory forms.

Question:

9. In the Proposal Submission Requirements on page 6, item 2 requests projects and item 3 request resumes of key staff. Are these requirements in addition to the Designer

Application Form sections 7 and 8 or do we meet the requirements by completing the form?

Answer:

If the question is do we require two resumes for each person the answer is no. The information must be submitted on the mandatory forms.

Question:

10. The RFP states "The Commissioning Agent will also act as the City's LEED Commissioning Agent responsible to facilitate the LEED certification process." Is the City of Cambridge looking for an individual to act as the LEED administrator for all projects or to act as the LEED Commissioning Gant interfacing with LEED and the associated Commissioning effort for the LEED Commissioning requirements? Please clarify "Facilitate the LEED certification process?"

Answer:

The Commissioning Agent shall be expected to handle LEED administrative duties related to Commissioning tasks and to coordinate other LEED administrative duties on behalf of the A/E and Construction team. Commissioning Agent will submit the project to the USGBC and be responsible for coordinating USGBC questions with the City, Design Team and the Contractor.

Question:

11. Provide additional details/information regarding Commissioning of Sustainable Building Materials. What kind of building materials? Is this refereeing to building envelope?

Answer:

To be determined, If the firms have the ability to perform commissioning of the building envelope you can provide with your firms information

Question:

12. The RFP states that the latest version of the LEEDTM NC Rating System will be used. At this time, can you confirm that LEED NC, not LEED SCH (LEED for Schools) is the intended rating system?

Answer:

LEED NC

Question:

13. When will the project be registered with LEED? Should we assume that the project will fall under the current LEED-NC Version 3 2009 system, or is it possible that the proposed 2012 system currently under review may apply? This clarification will us respond to the RFP direction to advise the City of Cambridge on the list of systems to be commissioned.

Answer:

The project is anticipated to start construction in 2013 and be complete in September 2015.

Question:

14. Is it known yet what types of on site renewable systems will be in the project? Any clarification will affect the list of systems to be commissioned, since LEED requires at least fundamental commissioning of PV, solar thermal, and on-site wind if applicable.

Answer:

Not yet known.

Question:

15. The feasibility study, which will provide the city with a recommendation of renovation or demolition/new construction for the school, is expected the quarter of 2012 and shall identify recommendations that could provide the Net Zero systems for the project. Will the commissioning team have the opportunity to work with the feasibility study team to help document the Owner's Project Requirements before the completion of the feasibility study?

Answer:

Yes

Question:

16. Is there an expectation with respect to the level of rigor and effort by the commissioning team with respect to both energy related systems such as HVAC and electric, as well as audio and visual control systems, telephone and data systems, building security systems, elevators and conveyance systems and equipment sound control systems? Or is this to be determined in Task 1 of your RFP, which references this topic?

Answer:

The City of Cambridge expects the Commissioning Agent to address the depth of their rigor with respect to the systems identified. For example, if the respondent does not believe a specific system requires Commissioning they should state that, or if there is something not identified, but critical the City would expect the Commissioning Agent to identify and recommend to the City and the design team.

Question:

17. Is it known yet what third party testing will be bought separate from the commissioning contract? Examples could be Test, Adjust, and Balancing, generator load bank testing, and specially testing such as acoustics.

Answer:

The examples you provide are usually part of the contractors responsibility, some witnessed by the Commissioning Agent.

Question:

18. The RFP states that the feasibility study will be complete in the first quarter of 2012 and that schematic design is expected in the third quarter of 2012, but the project construction start and finish schedule was not found. It is our understanding that project construction is expected to begin in summer 2012 with construction completion by 2014 – is this correct?

Answer:

Complete in 2015.

Question:

19. The RFP states that the commissioning authority will act, "...As the City's LEED™ Commissioning Agent responsible to facilitate the LEED™ Certification process." Will the Commissioning firm function as the LEED consultant for aspects not related to commissioning, such as sustainable sites prerequisites and credits, or materials selection under the Materials and Resources part of LEED NC?

Answer:

The Commissioning Agent shall be expected to handle LEED administrative duties related to Commissioning tasks and to coordinate other LEED administrative duties on behalf of the A/E and Construction team. Commissioning Agent will submit the project to the USGBC and be responsible for coordinating USGBC questions with the City, Design Team and the Contractor.

Question:

20. In addition to deferred seasonal testing, is the City open to considering additional warranty phase services for additional system tuning and building optimization during various seasons of the first year?

Answer:

Commissioning Agent shall perform a 10 month warrantee visit.

Question:

21. Can editbale version of the Application Form (8 pages) be made available for completion?

Answer:

We don't have the document but it may be on DCAM's website.

Question:

22. Section 7 of the RFP Application Form requests resume information. Can separate resumes be submitted in lieu of (and/or addition to) providing information in section 7 of the Application Form?

Answer:

No information must be in the DSB form.

Question:

23. Based on our review of the City of Cambridge Purchasing website, it appears that no Addenda, modifications nor additional information regarding this RFP has been posted. Please confirm.

Answer:

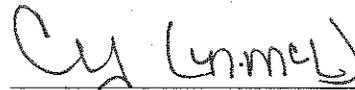
This will be Addendum No. 1.

Question:

24. As a firm, we have commissioned three projects over 100,000 square feet but one of the projects falls outside of the three year requirement. The projects are as follows: St. Joseph's Hospital in Nashua, NH; Wentworth-Douglas Hospital in Dover, NH and Dartmouth Hitchcock Medical Center in Nashua, NH, St. Joseph's Hospital was commissioned five years ago and the other projects are current being commissioned.

Answer:

Any firm submitting a proposal must meet the requirements specified in the RFP.



CYNTHIA H. GRIFFIN
PURCHASING AGENT

Addendum No. 1