

# City of Cambridge

## PURCHASING DEPARTMENT

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Amy L. Witts  
Purchasing Agent

**TO:** All Bidders

**FROM:** City of Cambridge

**DATE:** April 26, 2016

**RE:** File No. 7214 – Request for Qualifications for Commissioning Agent- Addendum No. 2

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**This addendum is comprised of:**

- 1.) Revised bid open date
- 2.) Questions and Answers

1.) The proposal opening has been postponed from Thursday April 28<sup>th</sup> 2016 at 2:00 PM to Friday April 29<sup>th</sup> at 10:00AM

2.) The following questions were asked and answered:

Question: Please confirm that the LEED certification as mentioned In the overview, paragraph 1. is solely focused on the LEED commissioning process, documents and scope out of the LEED fundamental commissioning and Enhanced Commissioning credits.

Answer: In general, yes. The City may require, on certain projects, the Cx hire a LEED consultant to assist in the facilitation of the LEED certification process.

Question: Please confirm that any reference in the RFQ to design is meant for Commissioning and Sustainability scope only.

Answer: Yes.

Question: Is Building Enclosure Commissioning included under the RFP scope?

Answer: Yes, that is covered under “systems to be Commissioned” on page 6-7 as item “R” other systems as identified.

Question: Under the overview section on page 4 of the RFQ, it states that the firm(s) may be required to act as the City’s LEED Commissioning Agent responsible to facilitate a LEED

certification process. Will the commissioning firm function as the LEED consultant for all aspects not related to commissioning tasks only, or will the commissioning firm be expected to handle all LEED administrative duties relative to the commissioning tasks and do other LEED administrative duties on behalf of the A/E team and Construction team.

Answer: Intent is for Cx to act as the City liaison during the LEED certification process. The City may require, on certain projects, the Cx to hire a LEED consultant to assist in the facilitation of the LEED certification process.

Question: . Under the overview section on page 4 of the RFQ, it states that it is the goal of the City to construct /renovate building that meet the U.S. Green Building Council's LEED NC (latest version) Green Building Rating System Gold Level and the City's NET ZERO sustainability goals. The scope of services on page 4-7 does not make mention of the new options of the LEED v4 BD+C enhanced Commissioning Credit. This new LEED version now embraces two different options for compliance: Option 1 Path1 Enhanced CX or Option 1 path 2- Monitoring Based Cx or Option 2 – Building Envelope Cx. Should our RFQ response respond to the scope of services as presented in the RFQ or should it address LEED v4 Fundamental & Enhanced Commissioning with respect to New Construction and Major renovation projects?

Answer: City will require New Construction and Major renovations to meet the latest versions of LEED. City will determine, on a project specific basis, which path it will follow. A building envelope consultant may be required in certain cases.

Question: The Organizational chart o page 2 of the standard designer Application Form is clearly oriented toward a design team and not a commissioning team, is it acceptable to provide a typical NC Commissioning team org chart?

Answer: Yes.

Question: 1. The Org Chart included in the DSB form asks for the disciplines as listed in the advertisement. Can you clarify what those disciplines are?

Answer: It is up to the Cx to determine how to appropriately fill out the form with disciplines they see fit.

Question: Do all of the Disciplines need to have Professional Registrations? If so, do these registrations need to be Commonwealth of Massachusetts Professional Licenses?

Answer: All disciplines must be certified, as their field requires them, to perform their task/trade.

Question: If we team up with an electrical sub-consultant that has an Electrical PE, can that sub consultant also bid and work on design related work with the City of Cambridge?

Answer: No.

Question: The Section I Scope of Services list of Systems to be Commissioned indicates “Equipment Sound Control Systems and Testing.” Might you clarify the extent of sound control testing required and what types of systems it’s applied to?

Answer: Systems could range from basic office intercom testing to full auditorium A/V system commissioning.

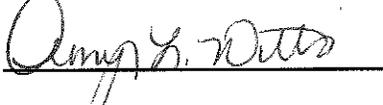
Question: The Section I Scope of Services list of Systems to be Commissioned indicates “Sustainable Building Materials.” Does the City require the commissioning agent to review to ensure LEED Materials Resources requirements are being met? Does this section apply to Building Envelope Commissioning?

Answer: Yes. The City may require, on certain projects, the Cx hire a LEED consultant to assist in the facilitation of the LEED certification process. A building envelope Cx agent may be required on certain projects at the determination of the City.

Question: How best shall we demonstrate that we meet the Living Wage Requirement?

Answer: CX consultant must meet the requirements of their contract.

**All other details remain the same.**



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