



---

ADDENDUM No. 1 FOR RFQ No. 131

**Commissioning Services**

Date: October 31, 2011

---

**Q1. Is this RFQ “invitation only?”**

A1. No

**Q2. Is the project manager required to be CxA certified?**

A2. No

**Q3. Please clarify the specific permits or licenses that will be required? Is it also acceptable these permits or licenses be a requirement for finalizing the contract rather than being considered during the RFQ phase?**

A3. Permits and licenses to operate a business in the state of California are required. (All firms can submit response submittal for review regardless of required permits and licenses needed. All required permits and licenses however, must be in place prior to the execution of a contract with the District.)

**Q4. Please confirm that three ring binders are required for the original and copies of the requested response submittal?**

A4. Three ring binders are not required.

**Q5. The list of projects appears to require architect and engineering services but is left off of the disciplines requested list?**

A5. It is not the District’s intent to have the CxA perform any architectural or engineering services for the scope of services required in this RFQ.

**Q6. There was a pre-proposal meeting on October 27th with a submission date of November 3<sup>rd</sup>. Is this correct? One week is not enough time to put together a representative response submittal.**

A6. With the RFQ being advertised on October 20<sup>th</sup> the District feels that two weeks is enough time to put together a representative response submittal.

**Q7. Is there specific software that you are using for OCR text recognition in the request for a PDF version of the response submittal?**

A7. No, use a typical PDF.

**Q8. Please provide the square footage for the buildings listed as part of this RFQ. Please provide the type of HVAC systems utilized in these buildings.**

A8. Square footages and types of HVAC systems will be provided when request for proposals are distributed to shortlisted firms.

**Q9. Please confirm that there have been no commissioning RFPs released at this time for the projects identified under this RFQ?**

A9. No RFPs have been sent out by the District for the projects identified under this RFQ.

**Q10. Hourly rates are to be submitted in a separate sealed envelope with the submitted qualifications packet (response submittal)?**

A10. Yes

**Q11. Will reimbursable expenses be identified at the time of RFPs?**

A11. Yes

**Q12. Since exact scopes of work are not yet identified for each of the projects identified in phase one, the CxA is not required to identify bill rates for potential subconsultants since knowing what subconsultants are needed for a given project are not know at this time, correct?**

A12. Correct

**Q13. Section 4.A.13 states that the general contractor and/or their subcontractor(s) will be responsible for retesting costs if the items are found to be in non-compliance by the CxA during the commissioning process, correct?**

A13. Correct

**Q14. Page 8, Section 4.B, second to last sentence of the paragraph - The term "Contractors" refers to the general contractor and/or their subcontractor(s) and not the CxA, correct?**

A14. Correct

**Q15. Section 4.B.3 - It is expected that the operations, maintenance, architects, engineers, general contractors, and their subcontractor(s) will provide the documentation to the CxA for use in developing the functional testing documents, correct?**

A15. Correct

**Q16. Items 11, 14, and 16 of Section 4.B will have further definition at the time of the individual project RFPs, so accurate scoping is provided for pricing, correct?**

A16. Correct

**Q17. Will there be electronic document transfer system provided for the projects, for example an FTP site or web-based document management system?**

A17. Yes

**Q18. Section 4.B.19, please clarify that the CxA will coordinate retesting by the general contractor and/or their subcontractor(s) not the CxA performing the retesting, correct?**

A18. Correct, the general contractor and/or their subcontractor(s) will be performing retesting.

**Q19. Is there a potential that factory acceptance testing witnessing might be required by the CxA?**

A19. Yes

**Q20. Section 4.B.27, Is it the intent of the program to have a contract with the general contractor and/or their subcontractor(s) to perform maintenance during the warranty period? Please clarify the intent of this line item statement.**

A20. No, the general contractor and/or their subcontractor(s) will not perform maintenance during the warranty period.

**Q21. It is the intent of the program management team to break out the work during this initial phase into four (4) projects:  
1) Central Plant/Field house/Corner Parcel  
2) Mayan Hall  
3) National City Building  
4) Cafeteria Building  
Correct?**

A21. The number of projects and scope of the projects will be clarified after the CxA firms are shortlisted.

**Q22. Will more than one firm be selected from this RFQ? It is also anticipated that more than one selected firm will receive work from one of the projects identified within the RFQ?**

A22. More than one firm will be selected for this RFQ. It is anticipated that one firm will be awarded work for each project. It is possible that the same firm may be awarded multiple projects.

**Q23. Please clarify that the subconsultants will be required to carry the same insurance coverage as the CxA firm?**

A23. Subconsultants are not required to carry the same insurance coverage as the CxA firm.

**Q24. The RFQ says that we need concise responses. Does the response have a page limit?**

A24. No

**-END OF DOCUMENT-**