



**REQUEST FOR QUALIFICATIONS
BUILDING COMMISSIONING AGENT SERVICES
1010 W. JEFFERSON STREET COMMERCIAL SPACE AND PUBLIC PARKING FACILITY**

ADDENDUM NO. 1

Issued October 14, 2025

NOTICE TO PROPOSERS

- A. This addendum serves to clarify, revise, and supersede information in the Request for Qualifications.
- B. The Proposer shall acknowledge receipt of this Addendum as directed in the Request for Qualifications packet.
- C. The following questions were asked by Proposers. The following answers are provided by Owner to assist Proposers:

Q1: In the “consultant scope of work” section, the RFQ asks for a “operational concept manual” to be provided as part of the design phase commissioning plan. Can your team please provide some additional information and clarification as to what this manual should include? Are we looking for something which could later be converted into a systems manual which would provide a high-level operating guideline / standard operating procedure document? Or is this more of a confirmation of our understanding of the design and summary of the strategies for each space / system, etc.?

A1: The "Operational Concept Manual" referenced in the RFQ will outline the established performance criteria, operating limits, control sequences, and maintenance procedures necessary to ensure that building systems function as intended and maintain optimal efficiency after turnover.

Q2: There are several systems listed in the Scope of Services section which I would call “specialty” systems, which are not necessarily included in our scope of work on most project. These include the security camera, fire alarm, fire protection, and elevator systems. On some past projects we have handled commissioning of these systems via a “verify and document” strategy, wherein we witness the vendor start-up and testing of the systems, but do not necessarily develop and execute a custom functional performance test. This is normally because the system functions and programming are very vendor-specific. This is particularly true in the case of

elevator commissioning, for which we have searched in vain for a qualified sub-consultant in the past. My question is, is this approach to these specific systems acceptable to CCDC?

A2. For specialty systems, such as security cameras, fire alarm, fire protection, and elevators, a "verify and document" approach is acceptable to CCDC. This would include:

- Witnessing vendor-led startup and functional testing
- Confirming integration with emergency power systems (e.g., ensuring egress from the garage in a power failure)
- Documenting results to confirm operational readiness and key life-safety functionality

Q3: The scope of work section requires that the Cx agent prepare the testing, adjusting, and balancing specifications. These are normally prepared by the mechanical engineer as part of the mechanical specification. While we could certainly handle this work, I just want to be clear that this is the wish of CCDC, and that we will not be re-doing any work the engineer has already done. – As an alternative, we could review the TAB spec and provide comments. It's also worth noting that our division 23 Cx specification includes language stating that a 5% back-check of all TAB measurements is part of our Cx process and that the TAB contractor will be expected to participate in this, and in any commissioning meetings involving TAB. What approach would CCDC like to take on this item?

A3: MEP subconsultant, Cator Ruma & Associates, will be providing a test and balance specification for the TAB contractor to utilize. Commissioning Agent will be responsible for reviewing and providing comments on the engineer's TAB specification to ensure alignment with the commissioning plan.

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