

THE SCHOOL DISTRICT OF PHILADLPHIA  
SCHOOL REFORM COMMISSION  
Office of Capital Programs  
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Philadelphia, PA 19130

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**Addendum No. 1**

**Subject: RFP to Retro-Commissioning Engineering Services  
Due Tuesday, May 1, 2018 at 2:00PM**

**Location: Thurgood Marshall Elementary School**

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**This Addendum, dated April 24, 2018, shall modify and become part of the RFP Proposal. Any items not mentioned herein, or affected by, shall remain strictly in accordance with the original document.**

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**Questions/Answers:**

**1. QUESTION:**

Section 8.0 Proposal Requirements requests information with a tab to include the following listed items. The last four items read more like indexing for a report. Should this be included in the introduction of our proposal with the cover letter and Table of Contents? See Below:

- Cover Letter: Provide a cover letter that references the RFP and confirms that all elements of the RFP have been read and understood. The cover letter shall be signed by an individual authorized to contractually bind the proposer.
- Table of Contents
- Verify air and water flow
- Verify all sensors and ensure proper operation
- Create a customized/targeted pre-functional and functional test checklist
- Identify mechanical and electro-mechanical components and equipment requiring replacement to meet the original mechanical system(s) design intent

**ANSWER: This information shall be included in the introduction of the proposal with the Cover Letter and Table of Contents.**

**2. QUESTION:**

Tab 2, Section B identifies key personnel as CM staff. Please confirm for this Cx assignment, we are to defer to staffing positions identified in the Fee Schedule for Commissioning staff?

**ANSWER: The key personnel are documented in Section 9.1.2 Staffing Paragraph and in the fee schedule of the RFP.**

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**3. QUESTION:**

Tab 3, Staffing Levels refer to level of effort during pre-construction, construction and post-construction phases. Since this is a retro-commissioning project, can we present hours corresponding to the phases in our proposed project approach (which will be presented in Tab 4)?

**ANSWER: No. The hours shall be included in the Lump Sum Bid Proposal.**

**4. QUESTION:**

Tab 5 – Project Schedule – The description refers to a CM assignment. Do you want a schedule based on milestones identified for this 10 week assignment or is this a refinement beyond utility?

**ANSWER: The project Schedule shall include all tasks necessary to complete the entire Retro-Commissioning work.**

**5. QUESTION:**

The drawings provided on the website are the gas and water service drawings for the building. Is it possible to get copies of the HVAC drawings, if available, as the RCx scope of work is only for HVAC Systems in the building.

**ANSWER: Yes, It is possible. However, the scheduled Site Visit was very thorough and all HVAC Systems, including the BAS, were all reviewed. Provide a bid on the drawings received and the Site Visit performed on Monday 4/16/18 @ 9:00 AM.**

**6. QUESTION:**

If the HVAC drawings are not available, could you please provide a listing with quantities of the HVAC Systems included in the project.

**ANSWER: As-Built Drawings H-1 through H-17 will be posted on the School District of Philadelphia RFP website.**

**7. QUESTION:**

Investigative work is anticipated to be during the summer months and/or at times when school is not in session, please confirm.

**ANSWER: This was discussed at the Site Visit meeting and it is correct.**

**8. QUESTION:**

Proposed repair work and/or related design is anticipated to be part of another contract.

**ANSWER: Confirmed. This information is located within the RFP**

**9. QUESTION:**

7.0 CxA to utilize approved RCx software. What software does SDP currently use? Does SDP have any

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preferred software?

**ANSWER: The SDP cannot recommend any Cx software. The CxA shall document and recommend the software typically used in retro-commissioning.**

### **10. QUESTION:**

7.1.2 – SDP facilities inventory database – What software does SDP use for this?

**ANSWER: The SDP cannot recommend any Cx software. The CxA shall document and recommend the software typically used in retro-commissioning**

### **11. QUESTION:**

7.1.4 – Attend meetings – Are Skype type meetings acceptable for some of the meetings?

**ANSWER: No.**

### **12. QUESTION:**

7.2 – Post Completion – this assumes that certain corrective actions have occurred. Some of these may be larger capital expenses, which would appear to be outside the scope. We are assuming that work entails bringing building back to as originally designed conditions and possibly some setpoint adjustment not needing any capital expenses. Punch list items assume there are issues or other capital expenses, which would be outside scope.

**ANSWER: Repairs to the HVAC recommended by the Retro-commissioning report shall be performed by the either the SDP maintenance Group or a Mechanical Contractor hired by the SDP**

### **13. QUESTION:**

Section 7.2.1: On-site staffing through final completion – we will have staff on site to perform Cx testing to determine corrections required and issue these details, however, while the corrections are being made by a contractor or maintenance staff, being on site should not be required since there is no way at this point to determine the list of corrections or repairs required. Once this list has been completed, monitoring the work on site should not be required either since we will return to the site to re-test the repairs/corrections to validate they have been completed correctly. If, during retesting, something does not work and can be repaired same day, then this on-site requirement is acceptable. Please confirm our understanding of the on-site requirement.

**ANSWER: This methodology to perform the retro-commissioning is at the discretion of the CxA and will be evaluated during the review.**

### **14. QUESTION:**

Section 7.2.5: as-built drawings review – since the R-Cx scope does NOT indicate any design or construction is included, any construction related activities resulting from future design performed by others would not be performed in this contract. Please confirm removal of this scope item.

**ANSWER: This shall remain as stated.**

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**15. QUESTION:**

Cx Agent Task list, General Requirement, paragraph 2 – this indicates “construction”, however, paragraph 3 below this last sentence states “the services for the Design Team, Contractor, and various subcontractors are NOT provided for under this Scope or Work and the CxA is not responsible for providing their services”. This would indicate that the next section “Design Intent Review Phase” and “Occupancy and Warranty Phase” scope of work would NOT be part of this RFP, please confirm. This scope seems to imply that after the R-Cx work is complete and new design requirements and implementing those new design requirements would be part of a future Cx scope RFP.

**ANSWER: The CxA shall warrant all his/her retro-commissioning work.**

**16. QUESTION:**

Test Equipment section – being on site full time with TAB contractor would increase the cost for the R-Cx work, please confirm it is acceptable to be on-site for the initial TAB work for a few days to verify the TAB methods and accuracy performed is acceptable, but have the TAB contractor finish the work, the CxA reviews and approves the TAB report.

**ANSWER: The CxA shall determine the methodology of the retro-commissioning.**

**17. QUESTION:**

Section 8.0 Proposal Requirements, Tab 1 – this lists “CM” experience, please confirm this should read “CxA experience” as this RFP is not a CM type project.

**ANSWER: Confirmed.**

**18. QUESTION:**

Section 8.0 Proposal Requirements, Tab 1, paragraph “A” – please confirm that Cx projects completed beyond 5 years is acceptable as we have several within 8 years.

**ANSWER: Confirmed**

**19. QUESTION:**

Section 8.0 Proposal Requirements, Tab 2 – paragraph “B” – this lists several project members that do not apply to this R-Cx RFP, please confirm only the Commissioning Specialist and associated R-Cx team member resumes apply.

**ANSWER: All team members shall provide resumes as stated in the RFP.**

**20. QUESTION:**

Section 8.0 Proposal Requirements, Tab 3 – paragraph “B” – this should be removed since Construction is not part of the RFP, please confirm.

**ANSWER: Removal is NOT necessary**

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**21. QUESTION:**

Section 8.0 Proposal Requirements, Tab 3 – paragraph “C” - this should be removed since Post-Construction is not part of the RFP, please confirm.

**ANSWER: This shall remain as stated.**

**22. QUESTION:**

Section 8.0 Proposal Requirements, Tab 3 – paragraph “D” – the reference to providing a Table for items “B” and “C” should be removed since Construction and Post-Construction is not part of the RFP, please confirm.

**ANSWER: This shall remain as stated.**

**23. QUESTION:**

Section 8.0 Proposal Requirements, Tab 5 – the first paragraph, second sentence asks for a schedule for “construction phase”, however, as noted above “construction phase” is not part of the RFP, please confirm this schedule is not required. This really would only a guess since the R-Cx work has not been done and the list of construction items is not yet known, so it would seem this would not be required.

**ANSWER: The schedule is required.**

**24. QUESTION:**

Section 8.0 Proposal Requirements, Tab 5, paragraphs “A” and “B” – please confirm this is not required since Design Phase is not part of the RFP.

**ANSWER: Paragraphs “A” & “B” are required.**

**25. QUESTION:**

Section 8.0 Proposal Requirements, Tab 5, second paragraph – “construction phase” understanding seems to not apply since Construction is not part of the RFP, please confirm.

**ANSWER: This shall remain as stated.**

**26. QUESTION:**

Section 8.0 Proposal Requirements, Tab 7, last paragraph – this references Construction Manager Services, please confirm this is not applicable as this is not a CM type RFP. We can provide our standard Professional Services Insurance coverages.

**ANSWER:**

**Delete all references to Construction Manager Services and revise to Engineering Services. Insurance coverages will be required in the amounts and types as listed in the sample contract posted to the web.**

**27. QUESTION:**

Section 8.0 Proposal Requirements, Tab 11 – we cannot submit a Financial Statement, please confirm it is acceptable to provide “company financial highlights” such as annual revenues the last couple of years, confirmation no Claims have been required for our services, etc.

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**ANSWER: We require financial statements as stated in the RFP.**

**28. QUESTION:**

Section 9.0 Proposal Requirements, section 9.1.2.6 – since the Design Phase is not part of the scope, this item should not be required, please confirm.

**ANSWER: This Member of your team is required and shall be included in all phases of the retro-commissioning process.**

**29. QUESTION:**

Section 9.0 Proposal Requirements, section 9.3 – please confirm the phases listed will be updated to include only the R-Cx work. Since this is a lump sum agreement type project, the billing would be monthly based on work % completed, hourly billing or hours spent is not part of the invoice requirements and would not be submitted. Please confirm this understanding of the RFP requirements.

**ANSWER: This section for Compensation and Payment shall be adhered to per the documented verbiage stated in the RFP.**

**30. QUESTION:**

Will the cost of a Controls Contractor be required to be included in our scope of work and cost?

**ANSWER: Yes**