

# PARKS, RECREATION & CULTURE

## REQUEST FOR PROPOSALS

Independent Commissioning Agent  
RFP50150 - Addendum 2

Release date: January 19, 2017

Proposals will be received up to  
3:00:00 pm local time on Thursday, January 26, 2017

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## 1. QUESTIONS

- 1.1 Background: RFP page 14, bullet 9 indicates: “oversee and attend training provided by the General Contractor, based on requirements to be specified in commissioning specifications prepared by the ICA”

Question: Typically the ICA is to verify completeness of operator training and attend a sampling, usually 25%. Is the ICA required to attend 100% of operator training?

Yes. The ICA will provide insight into the operations of the systems being demonstrated by the General Contractor and will provide additional input to ensure training is completed. The ICA will not be required to attend duplicate sessions if the same training is offered more than once.

- 1.2 Background: RFP page 14, bullet 14 indicates: “attend commissioning meetings (and chair same if requested by the Project Manager or Prime Consultant);

Question: In most cases, we recommend commissioning meetings begin at roughly 40% construction and continue on a monthly basis until substantial completion. For consistent scoping, can proponents be provided with a more definitive statement surrounding frequency of commissioning meetings?

Commissioning meetings will occur on the same day that the General Contractor hold the Jobsite Meetings. These meetings will be held every two weeks starting when construction is 40% complete.

- 1.3 Background: RFP page 14, bullet 15 indicates: “attend meetings to review feasibility of General Contractor proposed sequencing of the work;

Question: In most projects of this size, we recommend ICA participation in 4 construction meetings. For consistent scoping, can proponents be provided with a more definitive statement surrounding frequency or number of construction meetings the ICA is required to attend?

Attend four (4) meetings to review feasibility of General Contractors proposed sequencing of the work.

- 1.4 Background: RFP page 15, first paragraph indicates: “East Hants will engage a third party inspection company to perform building Envelop testing and commissioning. The ICA will be responsible to work with this agent around activities of common interest and will incorporate the result of this testing into their final report.”

Question: Is the ICA required to witness all envelope testing by the third party inspection agency?

No, the ICA is not required to witness the envelope testing. The ICA will only be responsible to incorporate the results of the envelope testing into their final report.

- 1.5 Background: RFP page 17, second bullet indicates: “verify that start-up tests have been completed”

RFP page 18, mechanical and control systems indicates: “The testing of all pool, mechanical, electrical and control systems is the responsibility of the General Contractor. Spot verification shall be the responsibility of the ICA, which shall perform individual tests, and witness and verify functional performance of the systems.”

RFP page 17, Functional Performance Verification indicates “The ICA shall witness point-to-point testing of controls, which are to be performed by the General Contractor.”

RFP page 16, ICA indicates: “The Prime Consultant shall ensure that all tests performed by sub-trades, suppliers, and equipment manufacturers are conducted and documented. The ICA will witness these tests. If the ICA is not available, alternate arrangements, approved by East Hants, will be considered.”

Question: The above statements allude to the ICA being responsible for verification that start-up testing has been completed and to witnessing all of the start-up testing (prior to Functional Performance Testing). Typically, the ICA will witness 100% of major equipment start-up tests and verify a portion (25-50%) of minor equipment (thermostats, baseboards, VAV boxes, terminal controls, etc) start-up tests. Is it the intent that the ICA witness 100% of the start-up, installation verification testing procedures (performed by GC) for all commissioned equipment?

It is the intent that the ICA will witness 100% of the start-up of major equipment and verify 100% of minor equipment.

