



## Finance Department

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**Purchasing Services**

DATE: Friday, May 7th, 2021

RE: **ADDENDUM 1**  
10022-0-2021-BG  
Commissioning Consultant for Multiple Projects

Notice to All Bidders:

Please note the following responses to the questions received:

1). Section 2.1 indicates that the winning consultants and all assigned personnel must be licensed in the State of Wisconsin. Please confirm whether it's acceptable for non-licensed staff to complete work under the direction of a licensed WI PE.

Answer: Yes this is acceptable.

2). Section 2.4.3.5 refers to both a LEED v4.0 baseline and ASHRAE 90.1-2013; please confirm that this should be ASHRAE 90.1-2010.

Answer: Yes. V4.0 Baseline should be 90.1-2010.

3). Sections 2.4.5.5 and 2.4.5.6 refer to LEED v4.1. Please confirm that this should be LEED v4.0.

Answer: Yes. V4.0 is confirmed.

4). Section 2.4.5.13 indicates a 10% sampling rate for commissioning checklist verification. Please confirm if sampling of high-frequency equipment is permissible for functional performance testing.

Answer: No. All equipment should be functionally tested. No sampling for functional performance testing. However, once trending is established and point to point is verified, trending can be used to verify high-frequency equipment if so desired by the consultant. As indicated, sampling is permissible for checklist verification.

5). Section 2.4.6.3 includes site visits at 3 months and 12 months post-construction specifically for the review of data collection systems and trend data analytics, in addition to visits at 6 months and 10 months to supervise seasonal testing and warranty reviews, respectively. Can review of data collection system and trend data analytics be conducted remotely?

Answer: Yes. It could also be rolled into the 6 and 10 month seasonal testing/warranty review as well.

6). Does the City have a preferred software platform to be used for monitoring-based commissioning activities?

Answer: No. However it should be noted the City's Honeywell building automation system is operating on version n4, which provides many advanced analytics features that could be used with Monitoring Based Commissioning Activities. The City is currently not utilizing this software feature.

7). In Section 2.3.3, does the City have information on the existing GSF for the Fire Station 6 Remodel and also the planned GSF increase in capacity

Answer: Existing is ~11,900 SF. Addition would be fairly small, still TBD, but assume no more than +3,000 SF.

8). What if any modeling services are the selected AE's providing, specifically related to the integrative process credit?

Answer: Modeling scope outlined in Phase II: Schematic Design Phase (SD) would also apply to the integrative process credit and is included in the consultant's scope of work.

9). Are minimum LEED certification levels for each project established already?

Answer: No, however the City by ordinance strives to achieve Silver minimum ratings. It is likely that some projects will be able to exceed this minimum threshold and this would likely be known by the end of Phase III: Design Development Phase (DD). It is anticipated that Energy and Atmosphere credits will be a big contributor to the point totals and the modeling work will be a key component to this effort.

10). Will the Focus on Energy models be developed by Focus on Energy staff or the energy modeler?

Answer: City projects have participated in the Focus on Energy program using either approach and either approach is acceptable to the City. If the energy modeler develops the energy model for the Focus on Energy program we would assign the associated design team incentive to the energy modeler to offset their additional scope/fee. If the Focus on Energy program provides their own incentive model, we would expect the energy modeler to be an active project participant in the effort, to review results, provide feedback and coordinate as needed with the program as well.

11). Section 2.4 of the RFP identifies meetings with and presentations to various stakeholders throughout the design phases, but does not state whether these meetings will/can be virtual or in-person. Could you clarify?

Answer: I think a majority of stakeholder meetings during design can and will be, or continue to be, virtual for the foreseeable future.

Bidders must acknowledge receipt of this addendum accordingly on RFP Form B, Receipt Forms and Submittal Checklist.

Please direct any other questions to the Purchasing contact person below.

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