

August 20, 2018

# **Addendum #01**

## **On-Call Building Commissioning Consultant Services for the County of San Mateo Projects**

To All Proposers,

Please carefully review the answers provided below and incorporate the information as directed into your Proposals due to the Project Development Unit on **August 21, 2018**. Proposals that do not reflect the information provided below may be considered non-responsive and the submittals may be rejected.

1. Will the county provide any drawings for review to get a better understanding of how your MEP systems are set up? Could you clarify what you would like to see with regards to the fee schedule? Or are you able to provide an example?

**ANSWER** – This is an On-call Services Contract to select a minimum of three (3) qualified firms to deliver the range of Commissioning Consultant services outlined in the RFP. The exact scope varies from project to project. The selected qualified firms will be solicited for fee proposals and provided with more info for each project requiring the Services, to be issued as Task Orders upon approval. See RFP Sections 4 and 6.5. Proposers shall follow the requirements in this RFP to provide your compensation structure and to demonstrate your qualifications and experiences to deliver the required Services.

2. Section 2: Scope of Services
  - a. I did not see a design review specifically listed under Phase A: Pre-Construction/Design Phases, as I expected to. Does “C: Review Project Contract Documents[...]” include a Construction Drawing review? I’m assuming yes but would like to confirm.
  - b. How many design reviews do you normally request? LEED requires just one (1) prior to the 50% CD phase, although many clients like additional reviews. The sample “Exhibit B” scope includes 2 design reviews, one at 50% and one at 90% CDs.

**ANSWER** – See also Response #1 above. The exact scope will vary from project to project. Selected qualified firms on the On-call list will be requested to provide fee proposals with clearly defined scope

for each of the project requiring the Services. Each project will have its own detailed requirements for LEED/Cx execution depending on the project requirements.

3. Section 3: Systems to be Commissioned

I'm assuming that "Architectural: Building Envelop Assemblies" does not include full Building Enclosure Commissioning? The earlier references to T24, CalGreen, and LEED Fundamental and Enhanced make me think this is so but I would like to confirm. (Note that we do include review of envelope assemblies in design reviews under a normal LEED and T24 scope as well as check their installation and integration with building systems, but my question is focused on full BECx, by a building enclosure specialist, with mockup testing etc.)

**ANSWER** – See Responses above. Each project will have its own detailed requirements for LEED/Cx execution and the precise Cx items will be determined on a project-by-project basis. Proposers shall include the hourly rate for a Building Enclosure Specialist (as well as their qualifications and experience).

4. The web site listed for addenda, additional information, responses, questions, and changes to the RFP listed on RFP Page 7, #6 does not work. Should we use the link on page 9, #7 instead?

**ANSWER** – The URL provided on page 7 (<https://cmo.smcgov.org/public-notifications>) is functional as of the date of this document. If the hyperlink doesn't work from your end, please type in the exact address in your browser.

5. Can you provide the current status of the projects listed on your home page (i.e., schematic design, construction documents, etc.).

**ANSWER** – See Response #1 above. The Projects are currently at various design phases.

6. Can a letter of interest and table of contents be excluded from the 10 page limit?

**ANSWER** – This is acceptable provided the other formatting requirements are followed.



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