

SAN RAFAEL CITY SCHOOLS
310 Nova Albion Way San Rafael, CA 94903

ADDENDUM NO. 1
TO
REQUEST FOR QUALIFICATIONS

COMMISSIONING SERVICES

RFP # 23-08

Addendum Date: 08.16.2023

THIS ADDENDUM PROVIDES FOR:

CLARIFICATIONS AND RESPONSES TO QUESTIONS RECEIVED AS WELL AS
ADDITIONAL PROJECT INFORMATION.

- 1) Is this a required proposal scope for commissioning, or a draft? (ie. will electrical distribution, water usage, fire protection, fire alarms, security systems, cameras, speakers, clocks, and classroom technology upgrades be a requirement on all projects?)
 - a) **Response:** Firms should identify which of the building systems they are able to provide Cx services for. Typical Cx services utilized by the District are Title 24 Commissioning, although the District may occasionally want other building systems commissioned that fall outside Title 24 Commissioning.
- 2) Will site assessments and warranty reviews be required for all projects?
 - a) **Response:** No, not for all projects.
- 3) Will full life cycle assessments be required during the design phase?
 - a) **Response:** No.
- 4) Is the warranty review period 1 or 2 years?
 - a) **Response:** 2 years.
- 5) Is the Preventative Maintenance a service or a plan for service?
 - a) **Response:** A plan for service.
- 6) Deadline Extension – Is it possible to get an extension due to the proximity of the submission date?

- a) **Response:** Deadline has been extended to Monday, August 21st @ 5:00:00 p.m.
- 7) Certifications & Licenses (Section X - Section B, 3) – Can we just include the associated certifications & licenses in our RFQ package, or do you want a description? Typically, we just include them if requested.
- a) **Response:** Inclusion alone is acceptable; a description is not necessary.
- 8) MEP Equipment Cx Experience (Section X - Section B, 3) – Are there any specific systems outside of the systems identified as the phrase “other mechanical systems” can include a lot of other systems. If not, is it ok to directly address VRF Systems, Electric Heat Pumps and Hydronic Systems? Please provide clarification.
- a) **Response:** It is ok to only directly address VRF, electric heat pump & hydronic systems. Ideally, a firm would also address the most common systems seen at school campuses.
- 9) If some of the required information is not provided, will this effect a bidder’s score? Are there any items that must be included without exception? If so, can the district identify those items?
- a) **Response:** Firms should strive to include all the information identified in the RFQ. Firms must provide pricing information and enough information to determine that a firm is qualified to provide all or some of the services identified in the RFQ.
- 10) For the "Fee Information" is the district only seeking hourly rates, staffing plan and reimbursable schedule and nothing else? We ask because of the statement, “Based on the anticipated scope of services, provide detailed fee information that will enable District to evaluate Respondent’s pricing”. The statement is not clear if you want a sample fee to be developed at all based on Title 24 and ASHRAE deliverables for a prospective project. Please provide clarification.
- a) **Response:** District is only seeking hourly rates, staffing plan, and reimbursable schedule at this time.
- 11) Basic CxA Services (Exhibit A - Section B, 1) - Is the district looking to commission the building enclosure / envelope systems as well?
- a) **Response:** District may request this service on a limited number of projects.

- 12) Collaborative for High Performance Schools (CHPS) Certification (Exhibit A - Section B, 10) – Is the district seeking to have any projects be CHPS certified?
- a) **Response:** At this time, District does not expect to have projects be CHPS certified, only CHPS designed.
- 13) Piping Pressure Test (Exhibit A - Section E, 16) – Is it the district’s intent to have the Cx Agent administer the pressure and flushing tests? These tests are performed / executed by the installing contractor. This is typically witnessed / verified by the CxA but not executed by the CxA. Please provide clarification.
- a) **Response:** District expects Cx agent to witness and verify these tests, not perform the tests themselves.
- 14) Billing Rates (Exhibit B) – Is there a specific duration that the district would like to see for our billing rates? We didn’t see anything explicitly called out within the RFQ package. If so, please identify the duration.
- a) **Response:** District expects to see current billing rates for the current year.

[END OF ADDENDUM]