



Appendix A

Sample Commissioning Specification

NOTES TO APPENDIX A

This appendix contains a sample Request for Proposal (RFP) for Commissioning Services as would be issued by an Owner, or a representative of the Owner, to selected independent commissioning agencies inviting them to submit a proposal to act as the commissioning agent for a specific project.

This sample RFP is included solely as an example. ACG assumes no responsibility for how the material in this Appendix may be utilized by users of the Guideline; the users assume full responsibility for any and all liability that may arise from any reference to, or use of, this material.

This sample RFP includes all the items considered important to include in such a document.

The wording of this sample RFP is generic. Therefore, it contains no project specific information. Such information is required in many locations, which are indicated as follows: ***[square brackets containing text in italics – with the text describing the project specific information required at that location]***

A. SOLICITATION OF PROPOSALS

1. *[Insert the name of the owner, company, organization, etc. soliciting the proposals]* , hereinafter referred to as “the Owner”, invites qualified, independent commissioning agencies to submit sealed proposals for Commissioning Services for *[Insert the name of the project]* in accordance with the requirements and instructions set forth in this Request for Proposal.
2. Project description and applicable information is as follows:

[Include here a description of the project; as much information as is known concerning use and occupancy, floor area, number of floors, configuration, types of HVAC systems, and other applicable information; conceptual or schematic drawings, if available; and any issues of particular importance to the owner. Also include names and contact information for:

- *Architect*
- *Mechanical engineer*
- *Electrical engineer*
- *Construction manager (if applicable)*
- *Contractor (if known)]*

B. SUBMITTAL OF PROPOSAL

1. All proposals shall be delivered to *[Insert the name of the company, organization and/or person who is to receive the proposal]* at the following address:
[Provide address here]
2. Proposals will be accepted at this address until *[Insert date and time]*. Proposals received after this time will be returned to the sender unopened. The Owner will not be responsible for mail delivery delays.
3. Proposals shall be submitted in a sealed envelope, bearing the proponent’s company name, and plainly marked: “Proposal for Commissioning Services for *[Insert the name of the project]*.”
4. Proposals shall be subject to acceptance by the Owner as submitted within sixty (60) days from the deadline for receipt of proposals.

C. TAXES

1. *[Indicate which federal, state or local taxes are applicable to the work. If the owner is exempt from some or all taxes, so indicate. Indicate how applicable taxes are to be accounted for in the proposal.]*

D. COMPLIANCE WITH RFP REQUIREMENTS

1. Unless the proposal clearly states otherwise, the Owner will assume that all conditions and requirements listed in this RFP will be met by the proposal. The proponent shall clearly list every specific condition or requirement that will not be met by the proposal, and either declare an exception or describe how the proponent will meet the intent of the RFP by other means.

E. MANDATORY PRE-BID MEETING

1. Commissioning agencies wishing to submit a proposal in response to this RFP are required to attend a mandatory pre-bid meeting that will take place *[insert date, time and place of meeting]*. It is the responsibility of all proponents to register their attendance with the Owner's representative at the tour site. Proposals from companies who do not attend, and register at, the pre-bid meeting will have their proposals returned unopened.

F. PROPOSAL EVALUATION AND AWARD

1. In reaching a decision on awarding a contract for the subject commissioning services, the Owner will consider and evaluate, for each proponent, the following:
 1. experience and qualifications
 2. the proposal quality
 3. the references submitted
 4. the proposed fee
 5. any other applicable factors
2. The Owner reserves the right to negotiate and accept any proposal, to reject any or all proposals, and to offer to accept any proposal subject to the deletion of any item or group of items of work from the scope of work. However, in such a case, the scope of work and fees proposed by the Owner are subject to the agreement of the proponent.
3. The proponent shall be prepared to attend an interview as part of the Owner's evaluation of the proposals submitted. The Owner may request a presentation identifying company qualifications, key staff, relevant experience, and the suggested approach to undertaking this project. In addition, the proponent shall be prepared to provide a sample of documentation created for previous commissioning services projects including commissioning reports and systems manuals.

The proponent shall bear all costs associated with preparing for and attending such an interview and presentation. Failure to attend when requested will disqualify the company from being selected to provide commissioning services for this project.

The owner shall issue a Notice to Proceed, with its attachments, to the successful company. When received by the company, this Notice, the RFP, the company's proposal, and documentation of all agreed variations from either the RFP or the proposal shall constitute the entire contract, and is to be interpreted, construed, and given effect in all respects according to the laws of *[Insert the name of the appropriate jurisdiction]*.

G. INVOICES AND PAYMENT

1. Invoices shall be submitted in duplicate to the Owner at the address in Article B.1.
2. Invoices shall be submitted on a monthly basis by the *[Insert the appropriate day]* of the month, covering work carried out since the previous invoice.
3. The owner shall pay all invoices in full within 30 days of the invoice date.

H. COMPLIANCE WITH LAWS

1. The equipment or services furnished or used on this project shall comply with all applicable federal, state, and local laws, codes and regulations.
2. All items provided shall have proper labeling, and material safety data sheets shall be submitted to the Owner at the address in Article B.1, as required by *[Insert a reference to the applicable law or regulation]*.

[When required for security reasons, the following item should be included]

3. The successful proponent shall obtain employee background checks for all employees who will work on the project according to *[Insert a reference to the applicable law or regulation]*, and ensure these are on file with the Owner prior to starting work on-site.

I. DEFAULT

1. In the event that any equipment or service provided by the successful proponent under a contract or purchase order should not conform to the requirements or specifications in the contract, the Owner may reject such equipment or service. In such an event, the Owner shall instruct the company to remove any rejected equipment without expense to the Owner, and to replace it with such equipment as conforms to contractual requirements, and/or to provide additional or alternative services that conform to contractual requirements.

J. QUALIFICATIONS AND EXPERIENCE

1. At a minimum, the proponent company's qualifications and experience shall include the following:
 - (a) Membership in the AABC Commissioning Group (ACG) and commissioning certification from that organization.
 - (b) At least 10 years of experience with the types of building, HVAC and control systems included in this project.
 - (c) Knowledge of operations and maintenance requirements.
 - (d) A thorough knowledge of testing, adjusting, and balancing (TAB) procedures and methods.
 - (e) Knowledge and experience with applicable life safety codes, regulations, and procedures.
 - (f) Successful experience working with multi-disciplinary teams,
 - (g) Excellent oral and written communications skills.

K. SUBMITTAL REQUIREMENTS

1. The proposal shall include the following:
 - A statement of qualifications and experience, as detailed in Article J.
 - Resumes of all key staff to be employed on the project.
 - Identification of the following staff to be assigned to this project:
 - a. Project manager - having overall project management authority, and
 - b. Field supervisor - having supervisory authority on-site.
 - An outline of your company's general approach to undertaking this project, demonstrating an understanding of the scope of work and a capability to carry it out successfully
 - References for projects similar in nature and scope to this one completed within the last five (5) years. For each referenced project, identify the project, include name and contact information for the Owner or his representative, and describe the scope of work undertaken by your company.
 - A firm fixed fee quotation to perform the commissioning services required for the pre-design and design phases of the project.
 - A budget, not-to-exceed, fee estimate to perform the commissioning services required for the construction, acceptance, and post-acceptance phases of the project, with negotiation of a firm fixed fee for these phases to be concluded with the successful company before the end of the design phase. [*It is suggested to proponents that they state the basis for this estimate in the proposal*]
 - Hourly charge-out rates for key staff to be assigned to the project that will apply to any extra work authorized by the Owner.
 - Technical information on the test, and any other, equipment and instrumentation proposed to be used by the commissioning authority in providing the required services.

2. The proposal shall be signed by an authorized officer, whose name and title shall be printed below the signature along with the date of signing.
3. The proponent's company name shall be clearly visible on every page of the proposal by stamp, label, printed header/footer, or some other satisfactory means.

L. REQUIRED SCOPE OF COMMISSIONING SERVICES

1. Commissioning services are to be provided in five (5) phases: pre-design, design, construction, acceptance, and post-acceptance, in accordance with the ACG Commissioning Guideline.
2. During the pre-design phase, the commissioning agency shall carry out the following scope of work:
 - Provide input to the Owner's requirements for the mechanical systems.
 - Review the Design Intent Document and verify the initial design intent with the Owner and engineer.
 - Prepare the pre-design commissioning outline.

[If the owner is implementing "construction HVAC commissioning", instead of "comprehensive HVAC commissioning, then the preceding item will not be relevant]

3. During the design phase the commissioning agency shall carry out the following scope of work:
 - Review the design documents (drawings and specifications) as they are prepared to ensure inclusion of material covering the contractor's responsibilities for commissioning; provide comments and suggestions for designer consideration.
 - Prepare the design-phase commissioning plan.

[If the owner is implementing "construction HVAC commissioning", instead of "comprehensive HVAC commissioning, then the preceding item will not be relevant]

4. During the construction phase the commissioning agency shall carry out the following scope of work:
 - Organize and lead the commissioning team.
 - Review shop drawings and equipment submittals for information affecting the commissioning process.
 - Update the commissioning plan to reflect equipment and controls data from the submittals, and provide commissioning schedule information that the contractor can integrate into the project schedule.
 - Schedule and lead commissioning meetings.
 - Establish and maintain a system for tracking issues needing resolution.
 - Review the project schedule periodically to ensure commissioning activities are properly incorporated; provide feedback to the designer as needed.
 - Perform on-site observations during construction.

- Monitor correct component and equipment installation; including controls point-to-point checkouts. Document all observations.
 - Witness equipment and system start-ups as deemed necessary. Ensure complete documentation of same.
 - Other related work.
5. During the acceptance phase the commissioning agency shall carry out the following scope of work:
- Review and inspect, on a sample basis, the testing, adjusting and balancing work that has been carried out by another agency.
 - Conduct functional performance testing of sub-systems, systems, and interactions between systems, leading to acceptance of the completed work. Document results of all tests witnessed.
 - Organize and direct the training of O & M personnel.
 - Videotape O&M staff training sessions.
6. During the post-acceptance phase the commissioning agency shall carry out the following scope of work:
- Conduct functional performance testing of sub-systems, systems, and interactions between systems that could not be carried out prior to acceptance due to unsuitable weather conditions.
 - Prepare and submit a final commissioning report.
 - Provide follow-up for quality performance during the guarantee period.
7. The scope of work as described in Articles L.2 through L.6 shall be provided for the following base building systems:
- Supply air.
 - Return air.
 - Exhaust air.
 - Chilled water.
 - Condenser water.
 - Hot water.
 - HVAC control system.
8. In addition to the HVAC systems listed in Article L.7, include in the proposal a fee quotation to carry out the scope of work in Articles L.2 through L.6 as applicable for each of the following systems as an “add-on” alternate:

[The preceding item 8 will not be applicable if the owner limits the RFP to commissioning of HVAC systems. However, if the owner is considering extending commissioning to non-HVAC system, then this item will be applicable, and it will need to include a list of these systems. The following is a partial list of possible systems. It will have to be edited and possibly extended as applicable to a specific project.

- ***Domestic water heating and distribution systems***
- ***Domestic water treatment***
- ***Electrical power distribution systems***

- *Lighting control systems*
- *Fire alarm system*
- *Security and intrusion detection systems*
- *Sprinkler system*
- *Telephone and intercommunications systems*
- *Cable TV and CCTV systems]*

M. SCHEDULE

1. *[Include here information on schedule milestones]*
2. A copy of the preliminary project schedule is attached.