



Solicitation Information

May 4, 2016

Addendum #1

RFP # 7550512

TITLE: Commissioning Services – Rhode Island Department of Education

SUBMISSION DEADLINE: Wednesday, May 11, 2016 at 2:00 PM (ET)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

Gail Walsh

Chief Buyer

Vendor A

#	Questions	Answers
	Is a Certified Commissioning Agent required to perform this job ?	No
	On Appendix A (page 3) - What is the difference between salary detail table and detail of consultant ?	Salary detail is for employees, detail of consultant is for consultants the firm would be using on a regular basis (if any).
	Can ICQ use a spreadsheet to summarize name, position title and hourly rate instead of completing salary detail table ?	Yes
	Can office supplies and printing expenses be submitted at cost ?	This solicitation is to create a Master Price Agreement with the State of Rhode Island. Vendors on the list will be contacted on as needed basis, and actual costs and scopes for each project will be negotiated upon award.
	Travel expenses can't be estimated without knowing job details.	See above
	What is the process for billing for overtime, weekend and holidays ?	See above
	What is the change order process ? (when applicable)	See above
	How does ICQ submit weekly timesheets and invoices ?	See above
9	Can ICQ define a salary range for each position ?	No. Hourly rates per position must be provided.
10	What does ICQ have to do with warranty items when vendor delivers materials or equipment ?	Please refer to section 3 of Appendix B of the solicitation.

Vendor B

1. The "Instruction and Notifications to Offerors" section of the RFP states that "Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements."

_____ is aware of the State's MBE requirements, and will attempt to have MBE sub-consulting participation on major projects. However, as we have learned from our historic RIDE Commissioning engagements, the participation of MBEs cannot be guaranteed across the varied range of project types and sizes that we anticipate bidding on. Is this acceptable? **MBE requirements will be addressed at the time a project award is made.**

2. Part one of the *Technical Proposal Required Elements / Evaluation Criteria* section refers to *Relevant Experience*. The RFP does not appear to request relevant work samples. In addition to providing information related to our firm's relevant experience, is it acceptable to provide relevant commissioning work samples that demonstrate this experience? **Yes**

Vendor C

- MBE Requirement – is 10% an average over multiple projects? For example a small project may not be feasible to have a team member, but large projects may necessitate MBE team partner being more than 10% of that project. **MBE requirements will be addressed at the time each individual project award is made.**
- Can we select the MBE team partner for each project? I.E. respond to RFP with most suitable MBE for the team for the project. **Yes**
- Architectural/Engineering Services: please confirm if there is any need for RI state registration of A/E. Commissioning services typically does not require A/E stamped design documents. It is common for A/E to commission projects in states other than where they are registered. Please confirm the intent of this section. **The commissioning agent does not stamp any design documents and does not need to be a registered architect in Rhode Island.**
- Item 4 (a completed and signed W-9 form) is not part of what can be downloaded on www.purchasing.ri.gov, only the RIVIP bidder sheet can be downloaded from there. Do they accept a standard W-9 given to the IRS **Please see link: <http://www.purchasing.ri.gov/RIVIP/publicdocuments/fw9.pdf>**
- Is there an editable spreadsheet version of "Budget Detail Sheet" **No, but vendor can submit the budget detail information a similar spreadsheet.**
- How many Commissioning Services companies are expected to enter into an MPA with RIDE? **A set number has not been determined, but the State strives to have at least three vendors on the list.**

Vendor D

1. On page 5, bullet 1 of Scope of Work, the RFP states: "Bring owner's needs and project requirements to the forefront at each phase of the project...". In a new design project, is _____ expected to be involved during schematic design to help develop Owner's Project Requirements? **Please refer to RIDE School Construction Regulations 1.09-2 Commissioning Agent Services, which states, "during schematic design and design development, the Commissioning Agent will verify that all standards have been met through meetings with the design team and review plans submitted by the design team." Furthermore, refer to the commissioning prerequisites in the NECHPS protocol.**
2. Is plumbing commissioning required? **Commissioning is required for all MEP (Mechanical, Electrical and Plumbing) scopes or work. Vendors will be contacted on an as needed basis, and specific scopes of work will vary per project.**
3. Is Life Safety "Special Inspector" commissioning required? **Commissioning is required for all MEP (Mechanical, Electrical and Plumbing) scopes or work. Vendors will be contacted on an as needed basis, and specific scopes of work will vary per project.**
4. Is Fire Alarm commissioning required? **Commissioning is required for all MEP (Mechanical, Electrical and Plumbing) scopes or work. Vendors will be contacted on an as needed basis, and specific scopes of work will vary per project.**

5. Is irrigation commissioning required? Commissioning is required for all MEP (Mechanical, Electrical and Plumbing) scopes or work. Vendors will be contacted on an as needed basis, and specific scopes of work will vary per project.
6. Is Fire Protection commissioning required? Commissioning is required for all MEP (Mechanical, Electrical and Plumbing) scopes or work. Vendors will be contacted on an as needed basis, and specific scopes of work will vary per project.
7. Is Testing and Balancing field verification required? If so, would an acceptable approach be to use a 10% field verification on addressed out of tolerance readings after submitted report? This solicitation is to create a Master Price Agreement with the State of Rhode Island. Vendors on the list will be contacted on as needed basis, and actual costs and scopes for each project will be negotiated upon award.
8. Please confirm the following manuals are required: Please refer to appendix B section 2.10
 - a. Systems manual
 - b. Energy manual

If so, would one comprehensive manual that combines both sections be acceptable? This solicitation is to create a Master Price Agreement with the State of Rhode Island. Vendors on the list will be contacted on as needed basis, and actual costs and scopes for each project will be negotiated upon award.

9. Is duct witness testing required or can _____ issue test protocols and review results? This solicitation is to create a Master Price Agreement with the State of Rhode Island. Vendors on the list will be contacted on as needed basis, and actual costs and scopes for each project will be negotiated upon award.
10. Is Pipe Hydrostatic Testing required or can _____ issue test protocols and review results? This solicitation is to create a Master Price Agreement with the State of Rhode Island. Vendors on the list will be contacted on as needed basis, and actual costs and scopes for each project will be negotiated upon award.
11. Is approach acceptable for all electrical contractor test? For example –Energizing panel boards and transformers? This solicitation is to create a Master Price Agreement with the State of Rhode Island. Vendors on the list will be contacted on as needed basis, and actual costs and scopes for each project will be negotiated upon award.
12. Are three design reviews – one at DD, two during construction document phase –expected to be completed? This question is not applicable to this MPA.
13. Are three review meetings with the team after each review expected? This question is not applicable to this MPA.
14. Please confirm that scope of work is based on 12 months after substantial completion. This solicitation is to create a Master Price Agreement with the State of Rhode Island. Vendors on the list will be contacted on as needed basis, and actual costs and scopes for each project will be negotiated upon award.