



**RFP 2023-21-080P
ADDENDUM # 1**

**COMMISSIONING SERVICES –
PABLO TAC MODERNIZATION PROJECT**

The following changes, additions, deletions, clarifications, or corrections shall become part of the Request for Proposals for the above-listed project. This Addendum #1 forms a part of the RFQ document and modifies the original documents. **Addendum #1 MUST Be acknowledged in the cover letter.** Failure to do so may subject response to disqualification.

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|--|-------------------------------|
| Oceanside Unified School District | Program Management: CCM/MAAS |
| RFP 2023-21-080P | Program Manager: Penny McGrew |
| Commissioning Services – Pablo Tac Modernization Project | |

| Informational Updates |
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| 1. Additional information regarding this RFP, including scope of work and dropbox links to site plans, is attached to this addendum, Attachment 1. |

| Question | Response |
|---|-------------------|
| 1. May we have access to the project drawings? The drawings shall provide important information such as square footage, existing HVAC equipment, and new HVAC equipment. This information is important so that we have a better idea of the project scope and commissioning requirements. | See Attachment 1. |

END OF ADDENDUM #1

RFP 2023-21-080P
ADDENDUM # 1 – ATTACHMENT 1

COMMISSIONING SERVICES –
PABLO TAC MODERNIZATION PROJECT

1. GENERAL INFORMATION

1.1 TYPE OF PROFESSIONAL SERVICES

The primary role of the commissioning provider is to develop and coordinate the execution of a testing plan and observe and document that performance is in accordance with the Contract Documents. Services shall be based on the goal for all new construction projects to achieve a LEED certification. Systems to be commissioned include HVAC, building controls, lighting, electrical, security, plumbing and other systems as needed. *(Refer to Section 3.1 Minimum Requirements)*

2. SCOPE OF WORK

2.1 LOCATIONS AND DESCRIPTIONS OF POTENTIAL PROJECTS

Various potential projects are located throughout the District and are shown on the District's website in addition to miscellaneous campus projects. The first project for consideration will be the Campus Modernization Project at Pablo Tac School of the Arts located at 3535 Hacienda Drive, Oceanside, CA 92054.

2.2 PROJECTED TIMETABLE

Individual projects will be scheduled throughout the funding life of the projects. Contract negotiations for individual projects will include time constraints for the specific project in question.

2.3 DETAILED SCOPE OF WORK

All firms will be required to comply with all applicable codes. The scope of work in complexity and scope of services may include the following:

A. Design Phase

- Review District's design objectives and intent for clarity and completeness.
- Perform a focused review of the design development documents.
- Develop clear commissioning specifications and functional testing requirements for the project design team to include in the bid documents.

B. Construction Phase

- Conduct a scoping meeting to review the commissioning process with the commissioning team members. Schedule and coordinate regular commissioning meetings through construction to resolve issues.
- Review contractor equipment submittals to ensure compliance with commissioning requirements and detailed start-up procedures.
- Develop an enhanced start-up and initial systems checkout plan with the subcontractors. Provide pre-functional checklists to be completed by subcontractor during the startup process.
- Perform site visits to observe component installation and attend job-site meetings as necessary. Witness systems performance testing including,

RFP 2023-21-080P
ADDENDUM # 1 – ATTACHMENT 1

COMMISSIONING SERVICES –
PABLO TAC MODERNIZATION PROJECT

but not limited to: HVAC pipe testing and flushing procedures, ductwork testing and cleaning, and air/water balancing testing during these visits.

- Witness startup of subcontractor equipment.
- Develop specific equipment and system functional performance test procedures to be performed by subcontractors. Document results.
- Maintain a non-compliance log and follow up with subcontractor to ensure deficiencies are corrected at the sub-contractor's expense.

C. Close-Out

- Review the Operation and Maintenance documentation for completeness.
- Coordinate an Owner training schedule with the subcontractors. Verify that all training is completed by subcontractor.
- Provide a final commissioning report, which shall include:
 - An executive summary, list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods.
 - For each piece of commissioned equipment, the report should contain the disposition of the commissioning authority regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
 - Equipment meeting the equipment specifications,
 - Equipment installation,
 - Functional performance and efficiency,
 - Equipment documentation and design intent, and
 - Operator training. All outstanding non-compliance items shall be specifically listed.
 - Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
 - The functional performance and efficiency section for each piece of equipment, shall include a brief description of the verification method used (e.g., manual testing, BAS trend logs, data loggers, etc.) including observations and conclusions from the testing.
 - Appendices shall contain acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, etc. Pre-functional checklists and functional tests, along with blanks for the operators, and monitoring data and analysis will be provided in a separate labeled binder.

RFP 2023-21-080P
ADDENDUM # 1 – ATTACHMENT 1

COMMISSIONING SERVICES –
PABLO TAC MODERNIZATION PROJECT

- Develop a Systems and Concepts Manual that consists of the design narrative (design intent, design concept descriptions, design basis and systems description), space and use descriptions, single line drawings and schematics for major systems, control drawings, sequences of control, table of all set points and implications when changing them, schedules, instructions for operation of each piece of equipment for emergencies, seasonal adjustment, startup and shutdown, instructions for energy savings operations and descriptions of the energy savings strategies in the facility, recommendations for re-commissioning frequency by equipment type, energy tracking recommendations, and recommended standard trend logs.

2.4 SCOPE OF BASIC SERVICES

The scope of basic services required by this RFP shall include some or all of, but is not limited to, the following:

- A. Consultant shall provide all necessary expertise and services to professionally and diligently prosecute the work authorized on a per project basis to be issued by District. Consultant shall:
1. Contract for or employ at Consultant's expense, Sub Consultants or personnel to the extent deemed necessary for the work. District reserves the right to reject the use of any Sub Consultant. Preference is for consultant to have in-house personnel that hold multiple classifications.
 2. Consult, as necessary, with normal and customary employees, agencies, and/or representatives of District regarding the work assigned.
 3. Attend meetings with District, other professionals employed by District and local and regional agencies, as needed, and directed by District to perform the work.
 4. Cooperate with other professionals employed by District.
 5. Abide by all regulations imposed by funding sources, such as auditing requirements and payroll affidavits.
 6. Be responsible for the professional quality, technical accuracy and the coordination of Consultant's entire work product and provide a professional level of review of all deliverables to assure quality and technical accuracy of all documents furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or revise any errors in its documents and other services.
- B. Provision of the Work: Work shall be provided in accordance with a notice to proceed, to be issued under each Master Agreement resulting from this RFP and shall be subject to the provisions of the Master Agreement including any additional provisions specified in each assignment with regard to schedule, key personnel, and Sub Consultants.

RFP 2023-21-080P
ADDENDUM # 1 – ATTACHMENT 1

COMMISSIONING SERVICES –
PABLO TAC MODERNIZATION PROJECT

2.5 PROJECT AUTHORIZATION

- A. OUSD shall authorize Consultant to perform work on a specific project by issuing to Consultant a project specific project authorization letter. Each project authorization letter will identify the campus and project name(s), the project-specific scope of services, the schedule for providing the services and the required deliverables.
- B. Project authorization letters will be primarily based upon fixed fees negotiated for the specific project, including but not limited to, cost of travel and all incidentals necessary to complete the project scope of work. District may, at its discretion, negotiate either hourly fee rates or fixed fees for the described services.
- C. Consultant shall submit an estimated cost breakdown based upon the project specific scope which shall include all necessary hours to perform the project specific scope of services, all estimated hours of labor and the corresponding hourly rate, along with any other estimated additional costs for services, including but not limited to, and Sub Consultants, research, travel time, mileage and per diem, etc. Identify any provision (such as temporary office, furniture, phone, etc.) expected from the District for the inspector to adequately perform their scope of work.
- D. District will review Consultant's cost and negotiate, as needed. If Consultant's estimated cost is reasonable, District may issue a project authorization letter authorizing the start of work.
- E. District, at its discretion, may combine two (2) or more projects to be handled as a single Project assignment. If a Project assignment includes multiple projects, Consultant shall provide a separate invoice for each individual project for which services are provided under the single Task Order.
- F. Consultant may be assigned various projects and tasks that may or may not involve DSA and which may have different funding sources.

3. ADDITIONAL DOCUMENTATION

The links below contain additional documentation for the Pablo Tac modernization:

Pablo Tac bid docs, plans, scope, etc.:

https://www.dropbox.com/sh/15ek2rw6vpaukup/AACfPLhty4n_WFIXGmEmakr6a?dl=0

Modular bid docs:

https://www.dropbox.com/sh/b25h95pc32i5a8a/AABYuGh-H_USm_3rF1HByB9Sa?dl=0