

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
REQUEST FOR PROPOSALS NO. 20-265-RFP**

ADDENDUM NO. 01

Arlington County (hereinafter referred to as the "County") Request for Proposals No. 20-265-RFP for Construction Commissioning Services is amended as follows:

- 1. THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS ITB. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.**
 - **Question 1: Do you anticipate extending the bid due date?**
Answer 1: No, the County does not anticipate extending the proposal due date.

 - **Question 2: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?**
Answer 2: Proposal evaluation will be conducted as described in solicitation Section V, paragraph 6, Proposal Evaluation Criteria and Weights.

 - **Question 3: Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?**
Answer 3: No, the County does not post solicitations to that website.

 - **Question 4: Other than your own website, where was this bid posted?**
Answer 4: All County solicitations are posted to Vendor Registry and the Commonwealth's electronic procurement website eVA.

 - **Question 5: Please clarify the professional engineering license (PE) requirements as relate to performing commissioning services under this contract, in reference to the RFP Part II-12." REGISTRATION OF PROFESSIONAL SERVICE PROVIDERS"**
 - **Answer 5:** The proposed Commissioning Team shall meet every requirement of RFP Section IV, Paragraph J. Commissioning Agent(s) must be a registered professional engineer in the Commonwealth of Virginia, with commissioning training and commissioning experience. As the services require the work of a registered professional engineer, the Offeror must meet the requirements provided in Part II-12 of the RFP, unless exempt.

 - **Question 6: In the RFP Scope of Services Part IV Page 12, it appears that "HVAC systems and associated controls" have been omitted. Please clarify.**
 - **Answer 6:** HVAC systems and associated controls commissioning and Building Enclosure commissioning were omitted in error and are now included.

- **Question 7:** In reference to page 15 of the RFP Section IV Part J Commissioning Agents: Does Arlington County require that each Commissioning Agent meet every requirement of Section J or can the entire proposed Commissioning Team compiled meet the Commissioning Agents requirement as written in Section IV Part J?
- **Answer 7:** Please see Answer 5.

- **Question 8:** In Section IV Part B Items 3, 4, and 5, these tasks are typically the responsibility of the A/E firm. Is it the intent of Arlington County to utilize the Commissioning Agent in that capacity to perform these design engineering tasks?
- **Answer 8:** For clarification, the intent of these tasks is as it relates to the Commissioning Agent review of the design intent document, prepared by the County and engineer of record to establish a commissioning outline and test activities of the considered building systems such as HVAC and Controls, Building Envelope, Lighting, and Lighting Controls.

- **Question 9:** What is the expected response time for as-needed services?
- **Answer 9:** Contractor must respond to a request for proposal from a County Project Manager within ten (10) Business Days. Once a task order award is finalized, response time is project based. For each project request the County will typically provide a tentative schedule for the Design Phase and Construction Phase work.

- **Question 10:** Has or do you expect the COVID-19 pandemic to impact the RFP and/or Award Tentative Schedule(s)? If so, will a new schedule be issued?
- **Answer 10:** No, the County does not anticipate issuing a new schedule at this time.

- **Question 11:** Does Arlington County typically include seasonal or re-commissioning as part of their commissioning scope of work on their projects?
- **Answer 11:** Yes, the County typically includes seasonal commissioning in a project's scope. In addition, the County may include retro-Commissioning for older buildings that are being commissioned for the first time in a project's scope.

- **Question 12:** Can you confirm if each Commissioning Agent must also be a Professional Engineer (PE) in VA? Or will it be acceptable to have one VA PE licensed Commissioning Agent in each discipline and the rest of the Commissioning staff have commissioning certifications, but no VA PE license?
- **Answer 12:** Please see the Answer 7.

- **Question 13:** Was there a previous Commissioning IDIQ and if so, who was holding it?
- **Answer 13:** No, there was not a previous Commissioning IDIQ. Previously, Commissioning was included as part of the Construction Management IDIQ.

- **Question 14:** What type of buildings are anticipated - offices, schools, recreation center, ...?
- **Answer 14:** The County manages a variety of public building types including office buildings, fire stations, police stations, courthouse, recreation centers, community centers, etc.

- **Question 15:** The RFP says that the Commissioning Agents need to be registered PEs with the Virginia. Is this a requirement in order to submit, or would you consider firms that do not

have a Virginia PE on staff? My firm is a registered business in Virginia with the SCC, but we are Maryland based and our Commissioning Agents that are also Mechanical Engineers are PE are registered in Maryland. We have commissioning professionals that hold certifications from the University of Wisconsin-Madison, The Building Commissioning Association, ASHRAE, The AABC Commissioning Group, and the Association of Energy Engineers.

- **Answer 15:** Please see Answer 5.

- **Question 16:** Should the Non-Disclosure Agreements (Exhibits C & D) be included in our proposal? If so, should they be included as attachments?
- **Answer 16:** No, the Contract Terms & Conditions and Exhibits C and D are provided for reference purposes only and do not need to be completed as part of the proposal submission.

- **Question 17:** Is there supposed to be an Exhibit A – Scope of Work included in the RFP? If so, could you please provide this?
- **Answer 17:** Scope of Services are provided in section IV of the solicitation. Upon award, the Scope of Services shall become Exhibit A of the Agreement.

- **Question 18:** Is there supposed to be an Exhibit B – Contract Pricing included in the RFP? If so, could you please provide this?
- **Answer 18:** Pricing will be requested from the highest evaluated proposers after initial evaluation. Upon award, the negotiated pricing will become Exhibit B of the Agreement.

- **Question 19:** On the Proposal Form, it states, “Electronic proposals will be received by the county via Vendor Registry not later than 4:00 P.M., August, 2020.” Can you confirm the date is August 21, 2020?
- **Answer 19:** Confirmed. Electronic proposals will be received by the county via Vendor Registry not later than 4:00 P.M., August 21, 2020.

- **Question 20:** The RFP states the Offeror needs to have a business license in Arlington County. Would a business license in Hanover County be acceptable?
- **Answer 20:** The RFP states that the *successful* Offeror must comply with provisions of Chapter 11 of the Arlington County Code, if applicable. Please follow the instruction in Section II Paragraph 16 for applicability.

- **Question 21:** IV Scope Of Services item B.3 indicates updating of the design intent documents. These documents are prepared by the design team and are not something that the CxA would be responsible for modifying or updating as it relates to the designer of record’s services. We would recommend changes so that it conforms with the Owner’s Project Requirements (OPR) document. Please clarify the intent of what’s required of the CxA.
- **Answer 21:** Please see Answer 8.

- **Question 22:** IV Scope Of Services item B.4 indicates that as part of the Cx scope the CxA is to identify applicable codes, standards and regulations. This is the responsibility of the design professionals and is not something a CxA would be tasked with performing. Other than design firms that perform Cx, a CxA is not typically insured for code compliance. Please confirm that this will not be part of the Cx Scope.

- **Answer 22:** For clarification, the Commissioning Agent shall not be responsible for identifying or establishing the applicable codes, standards, and regulations. The intent of this scope relates to the Commissioning Agent’s knowledge and understanding of the codes, standards, and regulations to be able to coordinate and establish a commissioning outline and test activities of the considered building systems such as HVAC, Controls, Building Envelope, Lighting, and Lighting Controls.
- **Question 23:** IV Scope Of Services item B.5 indicates that as part of the Cx scope the CxA is to identify the consumption and cost goals of the energy systems. This is the responsibility of the design professionals related to the systems designed and is not something a CxA would be tasked with performing except with energy audits or retro-commissioning work. Please confirm that this will not be part of the Cx Scope or if the CxA is to merely include this information from the design professionals into the OPR document.
- **Answer 23:** For clarification the Commissioning Agent shall not be responsible for producing or establishing the energy consumption and cost goals of the energy systems. The Commissioning Agent shall review and understand the energy consumption and cost goals of the energy systems of the project to be able to provide information for establishing commissioning test criteria.
- **Question 24:** IV Scope Of Services item D.4 indicates that as part of the Cx scope the CxA is to videotape the training sessions. This is not typically something that the CxA provides. Normally the construction contractor is responsible and the CxA would witness the videotaping. Please confirm if this will remain part of the scope of services.
- **Answer 24:** The commissioning scope shall not include managing, organizing, or videotaping of the training sessions. However, the sequence and timing of the commissioning activities must also be coordinated with these close-out activities.
- **Question 25:** There is no mention of Building Enclosure Commissioning (BECx) requirements in the Scope of Work section of the RFP. Will BECx services be required as part of the Cx services provided under this contract?
- **Answer 25:** Please see Answer 6.
- **Question 26:** As the RFP specifies that only electronic submissions are allowed in the form of a vendor registry electronic upload under section 2 on page 16, can we disregard the request for “dividers with numbered tabs for each of the proposal elements” under section 7 on page 17? Our electronic submission will be ‘bookmarked’ which are ‘electronic dividers’. Are you OK with this format?
- **Answer 26:** Yes, that is acceptable.
- **Question 27:** As the RFP specifies that only electronic submissions are allowed in the form of a vendor registry electronic upload under section 2 on page 16, can we disregard the request for “original and copies as detailed above” under section 7, item 1 on page 17?
- **Answer 27:** Yes, please disregard.
- **Question 28:** As the RFP specifies that only electronic submissions are allowed in the form of a vendor registry electronic upload under section 2 on page 16, are we still required to get a notary statement with a seal on the Conflict of Interest Statement form?

- **Answer 28:** Yes, the notary statement with a seal is required on the Conflict of Interest Statement form.
- **Question 29:** Other than the mandatory contract terms and conditions under RFP Section VI. (indicated by an asterisk (*)), will Contractor be allowed to negotiate fair and mutual contract terms and conditions, if and once the RFP is awarded, or does the Contractor need to identify/propose additional or modified contract terms and conditions with its proposal on August 21, 2020?
- **Answer 29:** Offerors may submit additional or modified contract terms for other than mandatory contract terms and conditions with their proposal or wait to negotiate during the negotiation phase of the process.
- **Question 30:** Page 12, Item E: The list of systems to be commissioned appears to not include cooling equipment and distribution, building envelop/enclosure systems, sustainability and energy system, or power generation systems. Would these systems be included in the RFP list?
- **Answer 30:** Please see Answer 6.
- **Question 31:** Page 12, Item F: Will the County use one (1) Commissioning Management Software for all of the County projects, or multiple software? We have own our commissioning management software that we would like to use, if selected, at no additional cost to the County. We can provide training to other commissioning providers at minimal cost when compared to other software.
- **Answer 31:** The County, at this time, will be flexible to the use of Commissioning Management Software. The County has no selected Commissioning Management software; however, the County must be given the opportunity to evaluate the software of the awarded Contractor.
- **Question 32:** Page 13-14: Discussing the hourly fee schedule contained in the overall contract: Would you require more labor categories, such as Electrical Commissioning Specialist, Mechanical/Energy Commissioning Specialist, and Enclosure Commissioning Specialist?
- **Answer 32:** At this initial submission, the hourly fee schedule is not required. The County will request an hourly fee schedule from the highest evaluated Offerors only. Labor categories shall include Electrical Commissioning Specialist, Mechanical / Energy Commissioning Specialist, and Enclosure Commissioning Specialist.
- **Question 33:** Are rates required in this proposal, or upon award?
- **Answer 33:** Rates are not requested in the proposal. Rates will be requested from the highest evaluated Offerors after initial evaluation.
- **Question 34:** Do you have any projects scheduled for this program?
- **Answer 34:** There will be future projects for the awarded duration of this term contract.
- **Question 35:** Page 17, item 7 mentions copies of proposals. Please confirm that since submittals are via the portal, copies are not necessary.
- **Answer 35:** Confirmed.

- **Question 36:** Page 31, item 36 references financial and that a vendor "must provide to the County the complete findings and all components of an independent certified public accountant's audit of its finances and program operation within two months after the close of Contractor's fiscal year financials". Is this a requirement if awarded or is there room for exceptions?? Our firm a privately capitalized C-corporation that does not disclose financial reports. We have rigorous cost controls that are followed, maintaining sufficient liquidity and cash flow ratios without the assumption of debt to fund normal business operations. Our firm is financially viable and solvent and possesses sufficient experience, licenses, authority, personnel and working capital able to deliver on the services described in this proposal.
- **Answer 36:** Please see Answer 29.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 01.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____