ALBUQUERQUE PUBLIC SCHOOLS
PROCUREMENT DEPARTMENT

November 24, 2015

ADDENDUM #1

RFP # 16-020MM-SL

Project: On Demand Independent Building Commissioning

RFP Submittal Deadline: December 10, 2015 @ 2:00 p.m. local time
Albuquerque Public Schools
Offsite Procurement Office
Attn: Michael Madrid, CPPB - Construction Buyer
915 Locust St., SE Room 7
Albuquerque, NM 87106

Attachments:

- Extended Maintenance Agreement
- RFP Check-off Sheet
- Pre-proposal Conference Attendance Roster

Changes:

Page 15, Section III Response Format and Organization, Paragraph B – is changed to read:

Offerors shall provide one original, five (5) copies, and one digital copy of their proposal to the location specified in Section II paragraph B on or before the close date and time of receipt of proposals.

Page 22, Paragraph 3 – Project History – is changed to read:

Provide historical documentation of no more than three previous commissioning projects your firm has completed within the last three (3) years. Projects should be comparable to K-12 facilities, preferably with LEED certification. Identify the individual(s) responsible for each project and whether or not they are still employed by your firm. Also list any consultant(s) used.

Clarifications:

1. Resumes are excluded from the mandatory 20 page count.

2. Testing, Adjusting and Balancing Services ("TAB") may be offered as additional scope to the Commissioning Firm on certain projects. However, this is not a requirement of award under the Commissioning RFP. If your firm is interested in providing TAB, either in-house or through a sub-contractor, please include details of your plan and/or experience for our consideration.

Question 1:

- Resident Preference and Veteran certificates are listed as attachments but they do not appear to have any point/weight with regards to the overall evaluation. Will these have points assigned to them or not?

Response 1:

- Resident Preference will be applied at a rate of 5 points. Each evaluator's total score will be adjusted by 5 points for each offeror that has provided a valid resident preference certificate.

- Resident Veteran Preference Certification affords three different levels of preference.

    - 10 Points for a Company referencing revenue less than $1M from prior year.
    - 8 Points for a Company referencing revenue from $1M to $5M from prior year.
    - 7 Points for a Company referencing revenue more than $5M from prior year.

    The application of this preference will be the same as referenced for the resident preference.

Please note that if your company has both a Resident and a Veteran Preference, you will receive only the higher of the two. We will not add the two preferences together.

Question 2:

- How many firms are likely to be awarded an on-demand contract?

Response 2:

- The district anticipates a multiple award with an approximation of three offerors being selected. However we reserve the right to increase or decrease the quantity based on the quality of proposals received in response to this procurement.

Question 3:

- Can an existing energy modeling company with an on-call contract with APS work as a sub-contractor to a commissioning company for this RFP?

Response 3:

- Yes, however, the role of Building Commissioning must be independent of the hired project designers and contractors. A given firm may not perform both design functions (i.e. energy modeling informing design) and commissioning services on the same project.

Question 4:

- Does APS have an idea of quantity of schools that will need commissioning over the next three years?

Response 4:

- The number of projects designed and constructed is directly dependent on available funding. Assuming the February 2016 Bonds for APS Capital are passed by voters, we could see thirty or more projects requiring commissioning over the next three years. It is important to note that being selected under this procurement does not guarantee any project award(s).

Question 5:

- During the Pre-Proposal Conference the subject of Retro-Commissioning was briefly introduced, and that this service may be considered as part of this RFP. The RFP does not refer to Retro-Commissioning as part of the scope of work. Can this be considered similarly to the two separate disciplines of "MEP Systems" vs. "Building Envelope Systems" commissioning, where either or both may be proposed? Is it possible for an offeror to be awarded a contract to provide only Retro-Commissioning? Is it desirable, by the selection committee, for both disciplines of Retro-Commissioning and MEP Systems to be provided by a single offeror?

Response 5:

- APS does not have an established plan for Retro-Commissioning. Furthermore, the specifics of its application vary. Therefore, it is not included in the scope of work for this procurement, and is not a requirement of the award. However, the District is interested in the Retro-Commissioning experience and capabilities of your firm for future consideration, and requests that you include such information in your qualifications under "MEP Systems." There is not a separate category of award for Retro-Commissioning.

NOTE: Your acknowledgement of this Addendum #1 shall be provided with your response.
Thank you for your interest in Albuquerque Public Schools.

ACKNOWLEDGE ADDENDUM WITH RFP:

_____
COMPANY/FIRM NAME

_____
SIGNATURE

_____
DATE

SECTION 01 9310

POST-WARRANTY SERVICE & 3-YEAR MAINTENANCE AGREEMENT

******* The Design Professional shall include the following requirements as noted and complete this section with information for the specific project in coordination with Section 00 7200 - General Conditions*******

PART 1 - GENERAL

1.1 SUMMARY

*******Specifier to list all Sections below that include equipment and systems to be covered under the separate 3-Year Service & Maintenance Agreement.*******

A. This specification outlines provisions of the full coverage Service & Maintenance Agreement to be provided under a separate 3-year contract with the Mechanical Contractor. The Agreement is project-specific, and includes the following equipment and systems:

1. [HVAC and controls systems specified in Sections - [_____].]

2. [Other Systems as identified_____]

B. The purpose and intent of the Agreement is to ensure reliable, continuous operation of the identified building systems by the party responsible for installing them, and to do so for an adequate period of time to remedy any performance or systemic issues that emerge after the systems have been in use for one or more seasonal cycles. The purpose is further to provide practical, realistic, hands-on training to the APS staff who will ultimately take over operation of the building.

C. The Mechanical Contractor shall be responsible for all Service & Maintenance requirements included in this section through a direct contract with the Owner, which is separate from the contract for Construction. Inclusion of qualified subcontractors needed to complete this work (e.g. controls contractor, etc.) is the responsibility of the Mechanical Contractor.

D. Service and maintenance responsibilities must cover complete operation of these systems, including HVAC control system(s) programmed to the specified Sequence(s) of Operation.

E. Administration of this extended service contract will be by APS' Maintenance & Operations Department. All work performed will be initiated, logged and tracked in School Dude, APS' online project tracking system.

1.2 TIME PERIOD

A. Contractor shall furnish maintenance coverage for three full years, plus service/repair for two years beyond the project's one-year warranty period. Agreement's time frame shall begin upon completion of Test & Balance and Commissioning functional testing.

1.3 SUBMITTALS

A. Submit in accordance with Section 01 3300 - Submittal Procedures:

1. Copy of completed Service & Maintenance Agreement at Substantial Completion of the project, showing specific systems and equipment being covered along with the manufacturer's recommended Preventive Maintenance schedule(s). This will be reviewed by Owner and adapted as needed for use by School Dude. Use form provided as Section 01_9311.

2. Copy of fully-executed Service & Maintenance Agreement at Project Closeout.

3. Completed Maintenance Checklists as required by this Section and all final maintenance records at completion of 3-year Service & Maintenance Agreement period.

1.4 QUALITY ASSURANCE

A. Perform service and maintenance work using competent and appropriately licensed/certified personnel. Service personnel shall be familiar with all aspects of installed systems and knowledgeable of equipment and its maintenance/repair procedures.

B. Provide Owner names of service supervisor and other designated personnel. Immediately notify Owner of any changes in personnel.

C. Provide Owner with single emergency service telephone number as well as telephone number where service supervisor can be reached at all times.

D. Service and maintenance shall not be assigned or transferred to any agent or subcontractor without prior written consent of Owner. Work must always be performed only by appropriately licensed/certified personnel.

E. Display Service & Maintenance Contractor contact information listed in 1.4-B & C above by providing (8½ X 11 inch) framed document mounted prominently in central custodial area or office for duration of Agreement.

1.5 OWNER'S RESPONSIBILITIES

A. Operate HVAC and controls systems according to instructions provided in training sessions, as well as Operation and Maintenance manuals.

B. Provide Service & Maintenance Contractor access to site, all Covered Equipment, and School Dude website for purposes of maintenance, inspection, service, repair, and other work specified in this section. Provide keys to site, if needed. Ensure that Contractor is adequately trained on use of School Dude.

C. Report to Service & Maintenance Contractor any failures, defects, or other problems associated with systems to be maintained.

D. Participate fully in training/hand-off activities as outlined in Section 3.2 B.

PART 2 - PRODUCTS

2.1 PARTS

A. Maintain adequate stock of parts and materials for emergency purposes.

B. Use original equipment manufacturer (OEM) parts whenever available.

C. Contractor must provide at their expense any temporary heating or cooling needed during repairs to Covered Equipment.

PART 3 - EXECUTION

3.1 SERVICE & MAINTENANCE - GENERAL

A. Service & Maintenance Contractor shall offer, as an Alternate to the construction Base Bid, the total cost proposal for three years of the contract period. (See Section 3.1 C for exclusions.) Service & Maintenance Contractor shall invoice an equal portion of the fixed fee quarterly, unless specified otherwise in the Contract Documents.

B. Service & Maintenance Contractor shall provide all labor, parts and materials to repair, service, and maintain HVAC and controls equipment installed under this Agreement. If beyond the manufacturer's warranty period, Contractor will be reimbursed for equipment deemed defective through no fault or negligence of the Contractor. Controls system components (including software, programming, wiring,

panels, actuators, sensors and other devices) are to be covered in full at no charge to APS for the life of the contract. [NOTE: Per APS' standard contract, the controls systems are fully warranted for two (2) years by the Controls Contractor.]

C. Any costs for service or repair work normally required to fulfill standard first year warranty responsibilities shall not be included in the Service & Maintenance Agreement fee, but shall instead be included in the Base Bid amount of the Construction contract.

D. Maintenance/repairs shall be accomplished in a manner and time schedule that minimizes discomfort to building occupants and potential damage to the building or systems.

E. Refrigerant shall be handled in accordance with U.S. Environmental Protection Agency (EPA) Clean Air Act of 1990 with amendments. Any recovery of refrigerant shall be executed by an EPA certified technician and delivered to an EPA certified reclaimer.

F. Trash and debris from maintenance, service or repair activities shall be removed from the site at the end of each working day.

G. Care shall be taken to minimize impact to the roof surface when servicing roof-mounted equipment. This includes walking, spills, dropping of materials/tools, etc. Contractor will be held liable for negligent damages.

H. Upon completion of work, Contractor is responsible for ensuring all utilities are restored to equipment shut down for maintenance, service or repair, and that equipment is returned to normal operating mode.

3.2 PREVENTIVE MAINTENANCE – MAINTENANCE CONTRACTOR'S RESPONSIBILITIES

A. General Responsibilities:

1. For the full three (3) years of this Agreement, Contractor is responsible for labor and materials to perform all maintenance (preventive and otherwise) associated with the Covered Equipment. In addition, Contractor shall provide all necessary repair services for two years after the construction project Warranty Period expires.

B. Years 1 - 3 Responsibilities:

1. Check in with APS Maintenance & Operations Department and sign in at the school's Administrative office upon arrival for service or maintenance.

2. Review equipment logs, operational problems, and any emergency work performed by Maintenance & Operations personnel.

3. Perform required service or maintenance on equipment. Update project status on School Dude as directed.

4. Complete a Maintenance Checklist form for each piece of equipment. Include copies of Maintenance Checklist(s) with each payment request.

5. Check out with Maintenance & Operations Department and sign out at Administrative office upon completion of service or maintenance. Return any checked out keys that have been issued by the Lock Shop.

6. Maintain a log of all maintenance completed during the contract period.

7. On an annual basis, conduct a site walk with Maintenance & Operations Dept. and project Commissioning Agent to review system performance.

C. Year 3 Additional Responsibilities:

1. Deliver maintenance log for each major piece of equipment, including required maintenance schedule, repairs made during the contract period, and any unique problems or considerations with the equipment. To effectively transfer knowledge and history, walk Maintenance & Operations Department technician and/or Supervisor through each operational procedure required for the equipment.

2. Provide repeat or refresher training for Owner personnel as specified in the Contract.

3.3 SERVICE AND REPAIR – MAINTENANCE CONTRACTOR RESPONSIBILITIES

A. Respond to service requests sent directly from the Maintenance & Operations Department to the Service & Maintenance Contractor, via phone, School Dude, facsimile, etc., within the following timelines:

1. Initial contact within two (2) hours of receipt.

2. Service representative on site for repairs within 48 hours of receipt.

3. On site within two (2) hours in cases of equipment emergencies.

B. Check in with Maintenance & Operations Department and sign in at the school's Administrative office upon arrival for service or repairs.

C. Maintain a log of each service call and actions taken for each piece of equipment. Include copies of service call log(s) with each payment request.

D. Review service and repair work performed with Maintenance & Operations Department personnel.

E. Check out with Maintenance & Operations Department and sign out at school's Administrative office upon completion of service call.

3.4 MAINTENANCE CHECKLISTS

A. Maintenance Checklist forms to be completed by Service & Maintenance Contractor for various equipment types are available on School Dude, and will be automatically generated at the required intervals established at Substantial Completion of the construction project (see Section 1.3 A 1).

B. The Service & Maintenance Contractor shall have personnel with direct knowledge complete the individual checklists to verify that proper Preventive Maintenance procedures have been performed during each scheduled visit.

C. ***These checklists do not replace any manufacturer-recommended procedures or repairs due to system malfunction.***

D. Any work performed outside the scheduled Preventive Maintenance procedures still requires a Work Order through School Dude for proper tracking. In such cases, Contractor is to contact APS Maintenance & Operations HVAC Supervisor to describe scope and request Work Order.

END OF SECTION

SUBMITTALS CHECK OFF LIST
RFP # 16-020MM-SL
INDEPENDENT BUIDING COMMISSIONING SERVICES

	Appendix	Yes/No	Signed
1.	Campaign Contribution Disclosure Form (Appendix A)		
2.	CEC Partnership Notice of Interest (Appendix B)		
3.	Resident Preference/Resident Veterans Preference Certifications (Appendix C)		
4.	NM Employees Health Coverage Form (Appendix D)		
5.	Conflict of Interest and Debarment Suspension Certification Form (Appendix E)		
6.	Offeror Information Signature Page (Appendix F)		
7.	Cost Response Form Appendix G)		
8.	Certificate of Insurance		
9	Acknowledgement of Addenda(s)		

ALBUQUERQUE PUBLIC SCHOOLS

Maintenance & Operations / Facilities Design & Construction

On-Demand Independent Building Commissioning
RFP 16-020MM-SL

Pre-Proposal Conference Attendance Roster
November 17, 2015 - 2:00 pm

	Name	Organization	Phone	Email
1	Loren Morris	TMCx Solutions	602-722-9076	lmorris@tmcxsolutions.com
2	CHRIS WRIGHT	TMCx SOLUTIONS	505-697-0466	CWRIGHT@TMCXSOLUTIONS.COM
3	Daren O'Brien	MEP Commissioning	720-475-6141	daren@mepcxinc.com
4	Paul Ricketts	EnySense Co	575993-9566	paul@enysco.com
5	STEVE ALSCHULER	BATH GROUP INC	505-362-9311	SALSCHULER@BATHGROUP.COM
6	JAMES McLANE	ROCKGAP ENG.	505-235-0226	JAMESMC@ROCKGAP.COM
7	MARK A. LUCERO	ROCK GAP ENGINEERING	(505) 366-7241	MARKL@ROCKGAP.COM
8	Rose Davenport	Vibrantcy	505-504-3243	rose@vibrantcy.org
9	USA LOGAN	NORESCO	505-908-5379	LLOGAN@NORESCO.COM
10	Pam Lentini	WHPacific	505.247.0294	plentini@whpacific.com
11	Jim Miller	WHPacific	505-247-0294	jmiller@whpacific.com
12	Daniel Skellie	Working Buildings	404-944-3671	dskellie@workingbuildings.com
13	TYSON PARKER	AVOCET BUSKIN Consulting	505-242-7627	SALARAM@ME.COM
14	Michael Madrid	APS Procurement	505-848-8826	michael.madrid@aps.edu
15	Adam Martinez	APS Hvac Controls	975-6146	Martinez_adam@aps.edu
16	Tony Sparks	APS FD&C	848-8816	tony.sparks@aps.edu
17	Bill Thompson	MEP commissioning		bill@mepcxinc.com
18				