

Bemidji State University
Energy Controls Replacement Project

Commissioning Services RFP
Responses to Submitted Questions
Date: 4/30/19

1. The Fee Breakdown chart listed on page 2 of the RFP lists Decker Hall as one of the projects, but we did not see any plans or specifications in the downloaded files. Is Decker Hall part of this project?

Response: I am going to eliminate Decker Hall from the Fee Breakdown. We are only going to bring three pieces of equipment online. Please put N/A in the space on the Fee Breakdown Chart.

Provide fee breakdown per the following table. BSU can pick any building in any order based on budget.

Building	Total Cost per Building
HEATING PLANT	
DEPUTY HALL	
BANGSBERG HALL	
P.E. RECREATION CENTER	
SATTGAST HALL	
A.C. CLARK LIBRARY	
DECKER HALL	N/A
BENSON HALL	
AMERICAN INDIAN RESOURCE CENTER	
BRIDGEMAN HALL	
HAGG SAUER HALL	
TOTAL FEES:	

2. “Testing, Adjusting and Balancing (TAB) work” is listed under “Commissioned Systems” on page 5 of the RFP. Is the intent of this item for the commissioning firm to review the work of the TAB contractor (hired by others), or is the commissioning firm to hire the TAB contractor as part of their commissioning services?

Response: Testing, Adjusting and Balancing work will be under the General Contractor and reviewed by the commissioning firm. The commissioning agent will be required to physically test 20% of the testing and balancing contractor’s work for verification purposes.

3. The “Operations Management Plan” on page 8 of the RFP lists several items to be included in the plan. Who is responsible to provide each of these items?

Response: Eliminate the following from Page 8 of the RFP.

The Operations Management Plan shall include supporting operations information such as:

- Systems Turnover Process (from Construction to Operations)
- Operations and Maintenance Manuals (O&M Manuals as per conventional contracts)
- Problem Response Plan
- Maintenance Plan
- Measurement and Verification Plan
- Systems Operations Manual
- Funding and Staffing plan

The commissioning plan is for campus use for emergencies, seasonal adjustment, startup and shutdown, and shall include instructions for energy savings operations and descriptions of the energy savings strategies in the facility. Manual shall also include recommendations for re-commissioning frequency by equipment type, energy tracking, and standard trend logs with a brief description of what to look for in them.

4. Follow up notes from the Informational Meeting on April 24, 2018 @ 10:00 am:
 - If possible, Remote access to the controls system will be allowed during construction to coordination with the IT department and the temperature controls contractor.
 - The construction project currently requires the temperature controls contractor to coordinate with the commissioning agent for all commissioning related activities.
 - The Fee breakdown costs should include all Reimbursable expenses.
 - Attached is a copy of the Preliminary Schedule.
 - Attached is the Sign in Sheet from the Information Meeting on 4/24/18.
 - All Proposal submissions are due on Friday May 4, 2018 @ 2:00 pm.

Preliminary Schedule
Bemidji State University
Energy Control Replacment

ID	Task Mode	Task Name	Duration	Start	Finish	Timeline											
						Qtr 2	2nd Half Qtr 3	Qtr 4	1st Half Qtr 1	Qtr 2	2nd Half Qtr 3	Qtr 4	1st Half Qtr 1	Qtr 2	2nd Half Qtr 3	Qtr 4	1st Half Qtr 1
1		Energy Controls Replacement	604 days	Mon 7/17/17	Thu 11/7/19	[Gantt bar spanning from Qtr 2 to Qtr 3]											
2		Pre-Construction	269 days	Mon 7/17/17	Thu 7/26/18	[Gantt bar spanning from Qtr 2 to Qtr 3]											
3		A/E Selection Process	50 days	Mon 7/17/17	Fri 9/22/17	[Gantt bar spanning from Qtr 2 to Qtr 3]											
12	✓	Schematic Design	50 days	Mon 9/25/17	Fri 12/1/17	[Task bar]											
13	✓	Owner Steering Committee Meeitng	1 day	Mon 10/2/17	Mon 10/2/17	[Task bar]											
14	✓	Schematic Design Estimate	5 days	Mon 11/20/17	Fri 11/24/17	[Task bar]											
15	✓	Owner Steering Committee Meeitng - Fianl Design review	5 days	Mon 11/20/17	Fri 11/24/17	[Task bar]											
16	✓	Schematic Design Submittial for Technical Review	5 days	Mon 11/27/17	Fri 12/1/17	[Task bar]											
17	✓	Design Development Drawings	45 days	Mon 12/4/17	Fri 2/2/18	[Task bar]											
18	✓	Design Development Estimate	10 days	Mon 1/22/18	Fri 2/2/18	[Task bar]											
19	✓	Design Development - Constructability review	10 days	Mon 1/22/18	Fri 2/2/18	[Task bar]											
20	✓	Final Construction Documents	49 days	Mon 2/5/18	Thu 4/12/18	[Task bar]											
21	✓	Final Construction document - Estimate	10 days	Fri 3/30/18	Thu 4/12/18	[Task bar]											
22	✓	Fianl Construction Document Review	10 days	Fri 3/30/18	Thu 4/12/18	[Task bar]											
23		Commissioning Agent Selection Process	35 days	Mon 4/16/18	Fri 6/1/18	[Gantt bar spanning from Qtr 3 to Qtr 4]											
24	✓	Publish Design RFP notice	1 day	Mon 4/16/18	Mon 4/16/18	[Task bar]											
25		Information Meeting @ 10:00 am	1 day	Tue 4/24/18	Tue 4/24/18	[Task bar]											
26		Deadline to receive Questions @ 2:00 pm	1 day	Fri 4/27/18	Fri 4/27/18	[Task bar]											
27		Post Response to Questions	1 day	Wed 5/2/18	Wed 5/2/18	[Task bar]											
28		Deadline for RFP Submission @ 2:00 pm	1 day	Fri 5/4/18	Fri 5/4/18	[Task bar]											
29		Review RFP Prosposal	4 days	Mon 5/7/18	Thu 5/10/18	[Task bar]											
30		Complete Selection Process	1 day	Fri 5/11/18	Fri 5/11/18	[Task bar]											
31		Deadline for Executing Contract	15 days	Mon 5/14/18	Fri 6/1/18	[Task bar]											
32		Submit for Permitting	35 days	Fri 4/13/18	Thu 5/31/18	[Task bar]											
33		Bid Project	15 days	Fri 4/13/18	Thu 5/3/18	[Task bar]											
34		Bid Review	5 days	Fri 5/4/18	Thu 5/10/18	[Task bar]											
35		Contract with Low bidder	10 days	Fri 5/11/18	Thu 5/24/18	[Task bar]											
36		Contracts to GC's Subcontractors	15 days	Fri 5/25/18	Thu 6/14/18	[Task bar]											
37		Shop Drawings & Submittals	30 days	Fri 6/15/18	Thu 7/26/18	[Task bar]											
38		Construction	380 days	Fri 5/25/18	Thu 11/7/19	[Gantt bar spanning from Qtr 3 to Qtr 4]											
39		Academic Buildings (Phase 1)	290 days	Fri 5/25/18	Thu 7/4/19	[Task bar]											
40		Academic Buildings (Phase 2)	295 days	Fri 7/13/18	Thu 8/29/19	[Task bar]											
41		Closeout	50 days	Fri 8/30/19	Thu 11/7/19	[Gantt bar spanning from Qtr 4 to Qtr 1]											
42		Substantial Completion / Construction Complete	1 day	Fri 8/30/19	Fri 8/30/19	[Task bar]											
43		O & M Manuals / As Built Drawing	49 days	Mon 9/2/19	Thu 11/7/19	[Task bar]											
44		Test & Balancing	29 days	Mon 9/2/19	Thu 10/10/19	[Task bar]											
45		Punchlist / Final Cleaning	49 days	Mon 9/2/19	Thu 11/7/19	[Task bar]											
46		Certificate of Occupancy	0 days	Thu 11/7/19	Thu 11/7/19	[Task bar]											
47		Project Complete	0 days	Thu 11/7/19	Thu 11/7/19	[Task bar]											

Project: Schedule 7.24.17
Date: Mon 4/23/18

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

BSU Energy Controls Replacement Project
Informational Meeting
Tuesday, April 24, 2018 @ 10:00 AM

<u>NAME</u>	<u>COMPANY</u>	<u>PHONE</u>	<u>E-MAIL</u>
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