ENGINEERING EDUCATION & DESIGN CENTER
Response to Questions for Request for Qualifications

This is a Response to Questions (RTQ) regarding the Request for Qualifications (RFQ) for Commissioning Agent services dated October 6, 2018 for the Engineering Education and Design Center project at the University of Maine located in Orono, Maine. These responses have been prepared based upon comments received from prospective commissioning agents in written form and are intended to clarify the RFQ. Where information is conflicting, the RTQ shall govern and italicized text that follows represents a question from a prospective commissioning agent.

1. **Please identify the intent of the “CxA firm’s fee structure including billing rates associated with pertinent personnel and prices for anticipated direct reimbursable costs.”**
   
   **Response:** The CxA will be responsible to develop the commissioning scope of work, including identifying the anticipated schedule of activities through completion of the project. The intent of the fee structure will be determined based on the scope of work to be developed. As a basis the CxA is to provide their expected hourly billing rates and direct reimbursable costs for the duration of the project in a separately sealed envelope.

2. **Section III, item 12 under section “CxA services will include:” states “Blower door testing of building and/or compartments.” Can you please elaborate on the testing requirements and if full building blower door or compartments is required. Will this be execution or witnessing?**
   
   **Response:** To be determined as the design and scope are developed.

3. **Section III, item 13 under section “CxA services will include:” how many windows and doors are to be tested?**
   
   **Response:** To be determined as the design and scope are developed.

4. **Can UMaine please clarify CxA service 14? It states “14. Prepare and maintain facilities requirements and operation and maintenance plan.”**
   
   **Response:** A full scope of O & M documents are anticipated to be delivered to the Owner upon completion of the project; including mechanical, electrical, building operating, and laboratory systems. The CxA will compile, review and present the documents to the Owner.

5. **Please clarify if normal power systems should be included in the commissioning scope of work.**
   
   **Response:** The normal power system is not anticipated to be part of the commissioning.

6. **Are subcontracts to the CxA permitted for some systems to be commissioned (e.g. building envelope)?**
   
   **Response:** Subcontractors are acceptable.

7. **In Section III, the RFQ indicates “CxA Services will include....5) Testing, adjusting and balancing of these systems; verifying operation of systems under building management control.” Typically, the mechanical contractor or GC subcontracts TAB Services. Please confirm that intent is for TAB to be a subcontractor to the CxA.**
   
   **Response:** The CxA scope of work will be developed along with whom the TAB contractor will be working for.

8. **Has the OPR already been developed by UMaine and if so does it include building enclosure criteria?**
   
   **Response:** OPR to be developed through the design with the assistance of the CxA.
9. *Does the University of Maine have a campus wide design standard? If so, is this something we would be able to have access to during the qualification/proposal process?*

   **Response:** The University of Maine Design Criteria will be incorporated in the design as the project moves forward.

Prospective commissioning agents are reminded that the Statement of Qualifications is intended to demonstrate previous experience with similar projects which are relevant to this project. The inclusion of prospective solutions for the Engineering Education and Design Center project in the submission will not be considered for selection purposes. Prospective commissioning agents are also reminded that the Statement of Qualifications must be submitted in accordance with the RFQ. Submissions in electronic format alone are not acceptable.

END OF RESPONSE TO QUESTIONS