Addendum # 1
RFP 2021-22 Britt Hall Commissioning Services
Questions and Answers

Q1: Southern Oregon University is seeking LEED-EBOM for the Britt Hall project. It is noted that "the Cx selected under this RFP will assist SOU with the set-up for ongoing LEED monitoring and reporting.". Please clarify how we can help SOU achieve their goals in regard to LEED-EBOM. Your response will help determine the professional we will propose to use in support of your goals. Associated fee will also be determined by this information.

A. The HVAC Controls contractor (Delta Connects) will set up control points and trends for LEED-EBOM monitoring. A preliminary list of points to be monitored is attached. The selected Commissioning agent will assist SOU by verifying the set-up and accuracy of EBOM control points and trends. After building occupancy, he SOU sustainability director will download and submit data as required by LEED

Q2: What version of LEED O+M is being pursued?

A. LEED v4.1 Operations & Maintenance.

Q3: Does the client want fees/proposal on any other LEED O+M items, such as the mandatory ASHRAE Level I energy audit?

A: Proposals for additional items are allowed. Clearly define the scope and cost for each additional service.

Q4: Can you confirm that there will be no design review from the CP?

A: Confirmed. No design review required.

Q5: Can you confirm if there is an existing Owner's project requirement document to reference?

A: No OPR document is available for this project

Q6: How many site visits are expected as part of point 10 of the Construction Phase activities?

A: The CP will determine the number of site visits. List the proposed number of site visits in your Proposal.

Q7: We are assuming that the CP develops functional performance test scripts. Is this correct?

A: Correct.

Q8: Can you confirm that no other systems are to be included in the scope? Such as lighting, plumbing, and electrical.

A: Confirmed. Systems other than HVAC and energy use monitoring will be commissioned by others.

Q9: Regarding the metering scope, the document notes under Energy Monitoring that the following systems will be metered and monitored at the building level:

a. domestic water usage,
b. electricity usage,
c. low-pressure steam usage,
d. chilled water usage.

The RFP then states: Systems to be commissioned include Building energy metering. Can you confirm if the building energy metering will be tied into the building automation system or an EMS, or will they be manual? To what extent does the project require commissioning of the meters?

A: The four systems listed above will be tied into the Delta BAS. The CP is expected to use data loggers or other methods to confirm that the meters are reporting accurately. Include a brief statement in your proposal on your proposed methodology to verify the metering. Should data loggers be set up to ensure that readings are accurate? Additional detail about your assumptions for this scope would help us approach and price it accurately.

Q10: Is transmittal letter exempt from page count?

A: The transmittal will not count towards the 10-page limit.

Q11: Can we enclose additional fee proposal scope clarifications as an appendix? Will this count against our 10 page limit?

A: All exclusions, qualifications or alternate fee proposals are part of the 10-page limit.

LEED EBOM – Ongoing Cx Suggested BAS Points

Air-handling units

- Supply air temperature
- Mixed air temperature
- Return air temperature
- OA temperature
- OA humidity
- OA damper position
- RA damper position
- Exhaust damper position
- Supply static
- Supply and return fan VFD status
- Chilled water coil valve position
- Hot water coil valve position
- Representative room temperatures

VAV with Reheat units

- VAV box damper position
- Hot water coil valve position
- Discharge Airflow
- Discharge Air Temperature
- Zone Temperature

Fan Coil Unit

- Fan Status
- Hot water coil valve position
- Chilled water coil valve position
- Discharge Air Temperature
- Zone Temperature