



EXHIBIT – SCOPE OF SERVICES

Systems Commissioning Services

Owner: **Minnesota State
Pine Technical & Community College
(PTCC)
Pine City, MN**

Project Name: **Technical/Trades Addition and
Renovation**

Address: **900 4TH Street SE
Pine City, MN 55063**

Contact: **John Stelten, Sr. P.M. CPMI
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612-963-1274**

Size: **Project Budget \$14,541,000**

*This EXHIBIT—Scope of Services format is being used in when issuing a request for proposal and for executing an ND.30 contract – see attached. **This EXHIBIT—SCOPE of SERVICES Form is incorporated by attachment to the Request for Proposal for the named service and project.***

1. Compliance

Project shall comply with the following:

- Minnesota State Facility Design Standards
- All state and local codes
- Use e-Builder for workflows and document management
- B3, version 3.0 and SB203 Energy Standards•

2. Description of General Responsibilities

*Provide Commissioning services during the design phase of the project consistent with responsibilities and deliverables per the MINNState ND.30 Contract, and per the MINNSTATE Design Standards, including assisting the owner and architect in establishing a basis of design (BOD) per section 8 of appendix F of ASHRAE 202 – 2013, and Owner’s project requirements (OPR), developing commissioning specifications, developing a commissioning plan, design/plan reviews and reports at SD, DD and CD phases of design, review of applicable shop drawings and submittals, periodic site inspections and reports during construction, issue functional checklists, commissioning of systems, verification of Testing and Balancing efforts, verification, attend and document owner training of commissioned systems, review of O&M’s, and preparation of a final Commissioning Report. – **Shaded items (NIC at this time)***

3. Deliverables

[CHECK ALL THAT APPLY]

General

- Project scope verification
- Studies and Reports
- Test Results
- Project status updates

Design

- Owner's Project Requirements
- Basis of Design
- Drawings for each phase
- Specifications for Commissioning
- Cost Estimate for each phase
- Schedule updates
- Design Reviews/Reports (SD, DD, CD)

Construction **(NIC at this time)**

- Field observations and reports
- T&B Verification
- Cx Meeting minutes
- Cx Relevant Submittal review

Close-out **(NIC at this time)**

- Record Drawings Review
- Commission Final Report
- O&M Manuals review
- Warranty Details

4. Required Tasks **(NIC at this time)**

- Coordinate and oversee the Cx process
- Oversee and document performance testing
- Review relevant submittals
- Review Test and Balance Report
- Commission specified equipment/systems - TBD

5. Additional Service

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