PTCC-17 Regional Workforce Training Modernization and Expansion
REQUEST FOR Proposals (RFP) for
Commissioning Agent

November 6, 2019

ADDENDUM #1

Addendum #1 is added and shall become part of the October 14, 2019 RFP document. Respondents shall acknowledge receipt of this Addendum in their proposal.

1. Attendance for the voluntary project informational meeting, held on Thursday, October 31, 2019 is noted below. Business cards are included as a courtesy and are incorporated as Attachment #1.
   a. Steve Lange – PTCC
   b. Derick Podratz – Dunham, 50 South Sixth Street, Suite 1100, Minneapolis, MN 55402, 612-465-7667 Derick.podratz@dunhameng.com
   c. Garett Karalus, - IEA, 9201 West Broadway, Brooklyn Park, MN 55445, 651-307-3468 cell, garett.karalus@ieasafety.com

2. The scope of the project, schedule, timeline for selection, and implementation was reviewed. No issues were noted from the attendees.

3. Refer to Section II. Vendor Requirements, Responsibilities. Modify the following paragraph to read as
   “Develop commissioning specifications, requirements, functional checklists and procedures. Review and approve O&M manuals, prepare final reports. Perform Design review as soon as the contract for Commissioning is in place.”

4. Refer to Section II. Vendor Requirements, Responsibilities. Omit the following objectives:

Minnesota State is an affirmative action, equal opportunity employer and educator.
• Ensure that the campus’ operating personnel are trained in the maintenance and operation of commissioned systems.
• Ensure energy saving strategies are implemented and maintained with 10 month review.

5. Refer to Section II. Vendor Requirements, Responsibilities. **Omit** the following Deliverables:
   • Owner’s Project Requirements (OPR)
   • Basis of Design (BoD)

6. Refer to Section II. Vendor Requirements, Responsibilities. **Modify the** Commissioned systems to read as:
   - Ductwork
   - Air handling units, make-up air units, and energy recovery systems
     - Paint room Exhaust and Make up Air unit
     - Bluing room Exhaust
     - Plasma cutter canopy hood and exhaust snorkel
     - AHU #4 – supplies air to Student Lounge
     - AHU #9 – Affected by Bluing Room make up air unit
   - **Verifying** Testing, Adjusting and Balancing (TAB) work by spot checks.
   - Use the Building automation system (system checkout and calibration) to test the systems being commissioned.
   - Lighting and Lighting Controls (Hallways on Building Automation system, other spaces on occupancy sensors).

7. Refer to Section II. Vendor Requirements, Responsibilities. **Add the following** paragraph:
   “Commissioning agent shall coordinate with the Contractor to document the existing diffuser flow settings/rate. The replacement diffusers shall be tested and balanced to existing flow settings/rate.”
Summary of Attachments:

END OF ADDENDUM #1