



REQUEST FOR PROPOSALS
Commissioning Services for Maintenance Building Expansion

ADDENDUM ONE
July 6, 2026

The following statements, questions and answers are hereby incorporated into and are considered to be an integral part of Wor-Wic Community College's Request for Proposals for Commissioning Services for the maintenance building expansion.

Statements		
1	A pre-proposal meeting was held remotely on July 1, 2026. An attendee list is attached.	
2	Details are in the RFP, the four attachments (electrical, plumbing, HVAC, and general Commissioning requirements), and the Basis of Design. If any proposer does not have all of these documents email acanada@worwic.edu for copies.	
3	The expansion will be approximately 6,000 SF addition to the existing maintenance building. Construction timeframe is September 2027 - April 2027. The expansion includes offices, conference rooms, warehouse storage, and two vehicle bays.	
4	This RFP has a two-step evaluation process as outlined in the RFP document. First technical proposals will be reviewed for qualifications and experience and scored by an evaluation committee. Then pricing will be requested from only the highest scoring firms. Technical proposals must not include pricing. When pricing is requested, it will be a lump sum for the scope of work in this RFP, line item pricing for add-alternates, and hourly rates for any additional services that could be requested later.	
Questions		Answers
1	After technical proposals are submitted, when will the finalists be notified to submit pricing?	Price Proposals will be requested from the short-listed proposers by August 3, 2026 and Price Proposals are due prior to 2:00pm on August 10, 2026.
2	Will the installation checklist be executed by the contractor or commissioning agent?	Commissioning agent
3	If the design is scheduled to be complete in August 2026 and construction begins in September, will the commissioning agent be able to review 95% and 100% design documents?	The awarded commissioning agent will be able to review the Construction Documents in September to map out a schedule.
4	Page 4 states that the Commissioning agent will develop the Commissioning specs, but it seems they are already developed and in the RFP.	The specifications in the RFP are what the college expects the commissioning agent to do, but the commissioning agent is expected to create step-by-step requirements for the different trades.

5	The RFP states that the commissioning agent is to schedule, direct, witness start ups and document testing. Do we have to witness static testing and start up?	Yes
6	The RFP states that the commissioning agent is required to create certificates of readiness signed by the commissioning agent and the subcontractors. Can this be completed through a facility grid or commissioning software where it's tracked digitally rather than hand written?	Yes, as long as it verifies the details of what was involved.
7	Should a seasonal testing allowance be included in the proposal?	Yes, a seasonal testing allowance must be included.
8	The RFP states that for training modules provided by the subcontractors, the commissioning agent is to create an instruction program or document matrix with training documents and sign-in sheets to verify completion. Does the commissioning agent have to witness the training?	The commissioning agent does not have to witness the training. As long as the agent verifies the documentation that the training was provided, that is sufficient. The Commissioning agent does not have to be onsite to witness the training or drive the training process.
9	Does the campus have a standard BAS?	The college uses Niagara 4 and works with several different contractors. We are not tied to any specific type of controller. As long as it works with Niagara 4, it is acceptable.
10	The Basis of Design includes data, voice, network, AV, fire alarm, access control, and video intrusion. Should those be included as add-alternates?	Yes include them as add-alternates. The alarms in the existing part of the building are all new (4 months - 1 year) and panels are located in the electrical room. A trunk will be run from the existing main panels to the new addition. The camera system will be located in the IT closet.
11	Does the college have a list of the type of equipment, systems, and quantifies?	The Basis of Design gives a general indication of the types of equipment going into the building, but the details are still being developed as part of the design process.
12	Is envelope commissioning required?	Envelope commissioning is not required, but it should be reviewed as part of general commissioning. Do not include envelope commissioning in Price Proposals.
13	Is there a requirement for the commissioning agent to witness factory start up?	As long as the subcontractors provide the commissioning agent with the manufacturer start up documents to verify that it was completed, then the commissioning agent does not have to go to the factory to witness start up.

14	Are there any PE requirements of the commissioning agent to be licensed in the State of Maryland?	A PE is not required to be on the commissioning team. The company has to be registered to do business in the State of Maryland.
15	Are there any LEED goals?	No
16	Are there any required MBE or WMBE goals?	There are MBE goals for the construction project but not for the commissioning agent.
17	Are there any elevators or vertical transportation?	No
18	How many vehicle bays are there?	There will be two vehicle bays. One pull-in and one with a vehicle lift. There will be a CO2 system with sensors to trigger fans to take the exhaust out, a tailpipe that can hook up to exhaust on vehicles, and there will be makeup air. There will be infrared heating, gas heat (no oil burners), no air conditioning, and ceiling fans to circulate air. This is not a large vehicle repair shop. It will be used for oil changes, light inspections, and minor repairs. Large repairs will be sent to an off-campus auto repair shop. The college does not employ any certified mechanics. Some of the details in the Basis of Design will be changed based upon intended use of the vehicle bays and final design.
19	Will any systems be on backup generator power or need loss of power tests?	No
20	Are there any in-progress design drawings or even a previous schematic design issuance that could be shared?	We are in a value engineering stage for the current design which may affect square footage of the addition, so we don't have any drawings to share at this point.
21	Can blank RFP forms be provided in Word format?	Yes, see attached.

END OF ADDENDUM ONE

RFP – Commissioning Services for Maintenance Building Expansion

Pre-Proposal Meeting 7/1/26

Attendees:

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