



City of Concord, New Hampshire

PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

(603) 230-3664; FAX: (603) 230-3656

www.concordnh.gov/Purchasing

March 12, 2026

ADDENDUM NUMBER ONE

RFP 14-26

BUILDING SYSTEMS COMMISSIONING SERVICES

TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the proposal and contract documents and technical specifications for the project named above. The following changes, additions and clarifications are made to the original Contract Documents:

NON-MANDATORY PREPROPOSAL CONFERENCE 3/11/26 @ 11:00 AM

1. Proposal Requirements
2. List of Attendees

QUESTIONS RECEIVED FROM ATTENDEES:

Question 1: The RFP states that you have to become familiar with the HVAC controls. You stated that the building is completely gutted is that correct? ***Yes, that's correct.***
So, all the systems will be brand new? ***Yes, everything will be brand new; a complete rebuild.***

Question 2: How many focused reviews would you like? The commissioning and construction phases states "conduct commissioning focus reviews of construction documents." Are you looking for the CxA to review the drawings and provide comments? ***Yes, a focused review after an in-depth review of all the documents would be appropriate.***

Question 3: You are asking the CxA to witness duct leakage and other construction testing. Did you have any specific testing that you want us to witness? ***Not specifically. A visual evaluation of the installation would be appropriate and review of the testing. Ideally, the CxA would be present during testing and that would become part of their commissioning report.***

Question 4: When will you be issuing the drawing specs? ***The specifications are sensitive in nature therefore, you must request a copy of the specifications directly from the purchasing manager.***

Question 5: When do you anticipate issuing Addendum No. 1? ***We anticipate issuing the addendum on March 12th.***

Question 6: Under Commissioning Phases, the RFP lists multiple tasks that could be applicable to building enclosure commissioning (such as submittal review, commissioning plan, commissioning report, warranty review). Should our proposal include these applicable building enclosure commissioning tasks, or should our proposal be limited only to items specifically listed under the Building Envelope Commissioning section? ***Proposal should be limited to items specifically listed under the BE section.***

Question 7: Please clarify what is intended by the task “perform air and water infiltration review as applicable” is that meant to be a design review of these details, or review on site during the requested construction observation site visits? ***This should be part of construction observation site visits.***

Question 8: There are multiple references to a variety of building enclosure tests throughout the project specifications that are to be performed by a testing agency engaged by the Owner. Will a separate RFP be issued for a testing agency scope, or shall we include optional services in our proposal to complete this testing? ***List ANY in-house tests that can be done as an optional service.***

Question 9: There are (2) commissioning specifications – 018110 “Commissioning” and 019113 “General Commissioning Requirements”. Should CxA provider follow RFP requirements only for commissioning or be referencing one of these specifications? ***Please use the RFP.***

Question 10: Is sampling of terminal / redundant equipment allowed? If yes, please provide the % and which equipment it applies to.

Functional Performance Testing Sampling

The Commissioning Authority (CxA) shall witness and verify functional performance testing of HVAC equipment and associated controls in accordance with the requirements of this specification. Testing shall include equipment start-up verification, control sequence verification, safety device operation, and operational performance under normal operating conditions.

Equipment Requiring 100 Percent Testing

Functional performance testing shall be performed on 100 percent of the following equipment types:

- *Air Handling Units (AHUs)*
- *Chillers*
- *Condensing Units*
- *Energy Recovery Ventilators (ERVs)*
- *Humidifiers*
- *Intake Hoods/Exhaust Hoods*
- *Dedicated Outdoor Air (DOAS/DAC/Split) Units – both inside and outside components*
- *Boilers*
- *Pumps*

Each unit shall be individually tested and documented.

Equipment Subject to Sampling (20 Percent)

*Functional performance testing shall be performed on **not less than 20 percent of the following equipment types:***

- *Cabinet Unit Heaters*
- *Variable Air Volume (VAV) Terminal Units*
- *Hydronic Unit Heaters*
- *Electric Unit Heaters*

The Commissioning Authority shall select the equipment to be tested. Selection shall represent a reasonable distribution of equipment locations, system zones, and control types.

Failure Threshold and Expanded Testing

*If **more than 50 percent of the sampled equipment tested under the 20 percent sampling requirement fails** to meet the specified functional performance criteria, the following shall apply:*

1. *The pertinent Contractor shall correct all identified deficiencies.*
2. *The sampling requirement shall be expanded to require **testing of 50 percent of that equipment type.***

*If **more than 50 percent of the sampled equipment tested under the 50 percent sampling requirement fails** to meet the specified functional performance criteria, the sampling requirement shall be expanded to require **testing of 100 percent of that equipment type.***

All additional testing required due to failure of the samples shall be performed on a Time and Materials basis and not part of the base bid.

Documentation

The Commissioning Authority shall document:

- *Equipment tested*
- *Test procedures performed*
- *Test results*
- *Deficiencies identified*
- *Corrective actions taken*
- *Retest results*

All documentation shall be included in the final commissioning report.

Question 11: Does CxP need to participate in facility staff training sessions?

Participation isn't required. CxP to be part of development of training and ensure owner is getting what the design requires and what CxP recommends.

Question 12: Will the recording be made available? *Yes. If you would like a copy of the recording please email the purchasing manager at twaterman@concordnh.gov*

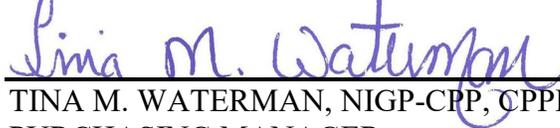
Questions 13: Is it possible to extend the due date of the proposal to Friday, 3/20/26? With answers to questions not coming out until Monday, 3/16 (at the earliest), it would be helpful to have a few extra days especially with the hard copy requirement.

The proposal submission due date will be extended to March 25, 2026 not later than 2:00 pm.

Please note that:

1. The complete set of RFP documents, to include any future addenda, will be posted on the City's website at: www.concordnh.gov/Purchasing. **You must acknowledge receipt of this Addenda by including this form with your Proposal submission.**
2. All questions regarding this RFP shall be submitted in writing no later than March 18, 2026 @ 5:00 PM.
3. Proposals, in response to this RFP, are due to the Purchasing office in hard copy (one (1) original & one (1) electronic copy (thumb/flash drive) not later than 2:00 pm on March 25, 2026
4. All proposals will be opened in confidence on November 30, 2022 and will not become public information until a contract is awarded.

CITY OF CONCORD, NEW HAMPSHIRE



TINA M. WATERMAN, NIGP-CPP, CPPB
PURCHASING MANAGER

twaterman@concordnh.gov

RFP 14-26
BUILDING SYSTEMS COMMISSIONING SERVICES
NON-MANDATORY PRE-PROPOSAL MEETING
March 11, 2026 @ 11:00 am

1. Welcome and thank you for attending and your interest in doing business with the City of Concord
2. Please sign-in
 - A. Please provide your name, email address and the name of the company you're representing in the chat box.
3. Proposals are due: not later than 2:00 pm on March 18, 2026
 - A. They may be mailed, overnighted or hand delivered to the Purchasing Office located at the Combined Operations and Maintenance Facility, 311 N. State St., Concord, NH 03301
 - (1) Proposals that are faxed or emailed will not be accepted.
4. This is a Request for Proposals and not a bid. Please note:
 - A. A Request for Proposals does not require us to accept the lowest price
 - B. All terms, conditions, specifications and prices are negotiable.
 - C. All proposals will be opened in confidence and will not become public information until a contract is awarded. This includes pricing.
5. What each Respondent must submit to be considered responsive:
 - A. Submit Proposal in one (1) original and one (1) electronic copy (thumb/flash drive)
 - B. SEE PROPOSAL SUBMISSION CHECKLIST – Submit Items 1 - 6
6. Contract Start Date: As soon as practicable after contract signing which is anticipated to be on or about April 16, 2026.
7. The successful contractor will be required to provide a Certificate of Insurance meeting the minimum required types of coverage, and the City must be named as an additional insured with respect to General liability.
8. If the contract value exceeds \$125,000 payment and performance bonds in 100% of the contract value will be required as well. A bid bond is not required.
9. Questions after today's meeting shall be submitted via email to Tina Waterman, Purchasing Manager at twaterman@concordnh.gov

RFP 14-26 Preproposal Conference
March 11, 2026 @ 11:00 AM

Attendees

Donna Tardy
BR+A

Katie Mason
Cx Associates

Andrew Romero
Colliers Project Leaders

Cassidy Crawford
Cx Associates

Carrie Napolitan
Cx Associates

Madelyn Bradley
Resilient Buildings Group

Vinny Ventosi
BR+A

Fran Patnode
RFS Engineering Inc.

Jay Burgess – City of Concord
Jaime Bardwell – City of Concord
Tina Waterman – City of Concord