



# 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](http://www.concordnh.gov/Purchasing)

March 19, 2026

### ADDENDUM NUMBER TWO

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:

REPLACE: Pg.18 of the proposal documents with the attached insurance requirements. Please enclose this form with your proposal submission.

#### ADDITIONAL QUESTIONS RECEIVED:

Question 1: Will lighting control be included in the 20% sampling testing? *Yes.*

Question 2: Will plumbing fixtures be included in the Cx process? *No, not "terminal" fixtures. Domestic hot water heating and solenoid supply valves will be tested at 100%*

Question 3: Will plumbing fixtures be included in the 20% sampling testing? *Please see the answer to #2 above.*

Question 4: Will exterior lighting be included? *No, not "terminal" fixtures. Controllers at 20% as in #1 above.*

Question 5: Will building envelope Cx submittal review and comments be required? *Yes.*

Question 6: I understand from Addendum 1 that envelope field testing in the project specifications can be listed as alternate services in our proposal. In our base scope, how should we handle witnessing all of the field testing in the current specifications to be provided by either the owner's test agent or by the subcontractors?

- a. Be present to witness all field tests. Provide field reports from our observations.
- b. Be present to witness some field tests and describe in proposal which ones. Review test reports for all tests and comment on them.

- c. Witness tests only when they happen to coincide with site inspection. Review test report for all tests and comment on them.

*I'd direct to option "C", but with the caveat that we make every effort to coordinate site inspections to coincide with important milestones.*

Question 7: As a professional services firm that provides commissioning services—not a contractor responsible for building—we cannot provide performance or payment bonds. We don't have "performance" in the construction sense that we can guarantee, nor do we have a payment chain of suppliers to protect with a payment bond. Will the City consider waiving the performance/payment bond requirement? ***Upon further review, the City will not require payment/performance bonds as part of this project. We will however, require the appropriate level of professional liability coverage as part of our insurance requirements. Please see the attached Insurance Requirements form that will replace the current form on page 18 of the proposal documents.***

Question 8: In the Agreement section on Pg. 21 of the RFP, the completion date is listed as Nov. 1, 2028. This appears to be based on 30 days after completion of the Warranty Phase per the defined schedule. Given that the CX scope relies on project completion outside of CxA control, is CX scope completion within 30 days of warranty phase acceptable? ***Yes, we understand that the commissioning is subject to work completed by others. We offered the anticipated schedule in the interests of workload planning. It would be anticipated that the Cx portion of the project would be completed within 30 days of the actual warranty phase.***

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](http://www.concordnh.gov/Purchasing). **You must acknowledge receipt of this Addenda by including this form with your Proposal submission.**
2. The deadline to receive questions has passed (March 18, 2026 @ 5:00 PM). No further questions will be accepted or responded to.
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



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

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## Insurance Requirements

**Additional Coverage is Required if Checked** **Minimum Limits Required**

**Commercial General Liability**

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 10,000

- Occurrence
- Claims Made

**Additional Coverage to Include**

- Owners & Contractors' Protective – Limit
- Underground/Explosion and Collapse

**Commercial Automobile Liability**

Combined Single Limit	\$1,000,000
<input type="checkbox"/> Any Auto, Symbol 1	
<input type="checkbox"/> Include Employees as Insured	

**Additional Coverage to include:**

- |   |    |
|---|----|
| <input type="checkbox"/> Garage Liability               | NA |
| <input type="checkbox"/> Garage Keepers Legal Liability | NA |

**Workers Compensation**

NH Statutory including Employers Liability	
- Each Accident/Disease-Policy Limit/Disease-Each Employee	\$100,000/\$500,000/\$100,000

**Commercial Umbrella**

May be substituted for higher limits required above	\$1,000,000
<input checked="" type="checkbox"/> Follow Form Umbrella on ALL requested Coverage	

**Other**

- |  |             |
|--|-------------|
| <input checked="" type="checkbox"/> 1. Professional/Errors & Omissions | \$1,000,000 |
|--|-------------|

**(X) The City of Concord must be named as Additional Insured on a primary non-contributory basis with a waiver of subrogation in favor of the City, with respect to general and automobile liability**

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Respondent's Signature