



# DIVISION OF FINANCE – PURCHASING DEPARTMENT

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## ADDENDUM #1 RFP #25-0016 SOUTH CENTRAL REGIONAL MENTAL HEALTH HOSPITAL BUILDING COMMISSIONING

February 4, 2024

The following is to ensure that vendors have complete information prior to submitting a proposal. Here is a clarification/addition identified in **red** regarding the proposal for South Central Regional Mental Health Hospital Building Commissioning. For reference to the building plans, specifications and construction addendums, please use the following link:

<https://www.sedgwickcounty.org/construction-projects/24-0073/>

### **Clarification #1:**

#### A. Pre-Construction Phase

1. Within eight (8) weeks of the contract award, the commissioning provider shall produce a project specific commissioning plan outlining all activities, procedures, and communications for owner and contractor review. The plan shall be coordinated with the roles and responsibilities outlined in the construction documents, specifically, sections 019100, 220800, 230800, and 263215.
2. Pre-construction phase activities shall be tailored to produce improved system coordination, project turnover, and reduced maintenance costs. As a minimum, pre-construction phase activities shall include the following:
  - Provide Review of the Construction Documents and Specifications with a written report of findings.
  - Prepare project specific Pre-Functional Checklists (PFCs) for each piece of equipment in the Commissioning Scope and include in the commissioning plan.
  - Prepare project specific Functional Performance Tests (FPTs) that define acceptable results of the tests to be performed and include in the commissioning plan.
  - Plan and conduct a pre-construction commissioning meeting prior to construction start. Meetings shall also be conducted prior to each phase of the commissioning process and during each phase of construction.
  - **The commissioner will use approved submittals to determine manufacturer maintenance requirements and intervals and provide record of each piece of equipment and requirements in an owner provided format CMMS**

## **Clarification #2:**

B. Construction Phase Activities 1. Construction phase activities shall use a technical approach, with the commissioning provider making field observations, conducting testing, attending onsite meetings, and administering commissioning activities. As a minimum construction phase activities shall include the following:

- a. Coordinate and direct the commissioning activities in conjunction with the contractor and/or construction manager. Meetings will be held as necessary to coordinate the process.
- b. Ensure master construction schedule contains commissioning activities and that schedule of systems to be commissioned are complete.
- c. Review start-up procedure forms prior to start-up.
- d. Witness start-up on main equipment.
- e. Review start-up documentation after equipment has been started.
- f. Perform site visits weekly starting with the placement of equipment to be commissioned. Increase the frequency as necessary as equipment rough-in begins and the project progresses to the equipment start-up and functional testing phases.
- g. The CA shall execute pre-functional checklists by documenting installation of equipment and systems as they are installed. The purpose of this process will be to document that the installation is per the contract documents as the work is installed. The intent of installation verification is periodic verification conducted as the installation progresses. This is achieved through frequent site visits and contractor walks during equipment installation. Performing FIV review after installation is complete will not be adequate.
- h. Execute functional performance test procedures (FPTs). Test individual pieces of equipment, systems, and system integration with other systems. Prepare a testing schedule in conjunction with the construction team. Document test results and recommend system for acceptance.
- i. Maintain a master issues log and separate testing record. Provide to the Owner written progress reports and test results with recommended actions.
- j. Review testing, adjusting, and balancing (TAB) execution plan.
- k. Review testing, adjusting, and balancing (TAB) final report.
- l. Document testing, adjusting and balancing for each piece of equipment in the owner required format/  
CMMS

**Clarification #3:**

C. Warranty Phase

1. Provide three (3) seasonal tests, peak summer, mild spring or fall in October, April, and peak winter. Coordinate this required seasonal testing with the owner and contractor.
2. Return to the site at 10 months into the 12-month warranty period and review with facility staff the current building operation and the condition of the outstanding issues related to the original and seasonal commissioning.
3. Provide a final commissioning report.
4. Update records in the CMMS as required by the owner
5. Provide a detailed training plan two (2) weeks prior to training taking place.
  - a. Training to be recorded for owner use.
  - b. Training to include detailed information on all systems and the control of those systems.

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 pm CST, Tuesday, February 18, 2025**. Late proposals will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.”**

Sincerely,

*Joseph Thomas*

Joe Thomas, NIGP-CPP, CPSM, CPSD, C.P.M.  
Director of Purchasing

JT/ch