



South Hadley Electric Light D E P A R T M E N T

**New Administrative and Operations Facility
Request For Proposals For Independent Systems Commissioning Services (RFP)
Request For Proposals For Independent Exterior Commissioning Services (RFP)**

ADDENDUM #1

Issued – August 21, 2026

The attention of bidders submitting responses for the above-referenced RFPs is directed to Addendum One, which modifies the RFQ. Please note that this Addendum is applicable to BOTH RFPs for Systems and Exterior commissioning services. Whether omission, addition, substitution, or clarification; the information in Addendum One shall be a part of the Contract Documents and shall be included in the responses. Bidders shall include acknowledgement of this Addendum in the cover letter submitted with proposals.

I. Revisions to the RFQ: None

II. Supplementary Information: None

III. Questions and Responses

- A. The list of questions received and responses is provided as Attachment 2 to this Addendum.

Attachments:

- Attachment 1: Questions Received and Responses

END OF ADDENDUM No. 1

**South Hadley Electric Department
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Responses to Questions

#	Question	Answer
1	The RFP for MEP Cx does not provide a list of equipment to be commissioned. Can you please clarify which systems will be Cx'd? Recommendations would include HVAC, lighting controls, domestic HW, and generator/ATS based on equipment presented in the SD outline.	HVAC Systems for all the equipment listed in the narrative Building Management System Lighting controls domestic HW generator/ATS Emergency lighting systems Blower door test
2	This RFP requires a fixed-price proposal. Based on MGL Chapter 149 designer section requirements, will this be a qualification or fee-based selection?	Commissioning services are procured under MGL c.30B, not MGLc.7C, §§ 44-58 which applies to designer selections. The RFP indicates that the selection will be based on a combination of price and non-price proposals, which is permitted under c. 30B § 6.
3	Has a project testing and inspection agency been selected at this time?	No, the testing agency will be selected prior to construction
4	Are the only systems to be commissioned for to be HVAC, HVAC Control, and Building Envelope? Should the following systems be excluded from pricing a. Fire Alarm b. Fire Suppression c. Security d. Electrical Distribution Normal Power e. Electrical Emergency Power f. Plumbing / Hot Water Distribution g. Lighting Controls	Include Emergency Power, Plumbing/HW distribution and lighting controls – see response to #1 above.
5	When will the commissioning agent be onboarded? What is the duration of the expected contract/construction period?	The intent is to onboard the commissioning agents prior to the completion of the design development phase. Construction is anticipated to begin in March 2027 and finish in June 2028.
6	If envelope testing is to occur will that effort be provided by others? Such as blower door, window (air/water)?	SHELD has issued a separate RFP for envelope commissioning
7	What building envelope tests will be specified that the envelope CxA is to witness? Typical tests would include air and water leakage for fenestration components, building air leakage testing (compartmentalized or whole building blower door testing), etc.	Provide Whole Building Leakage Testing: The test includes setup, depressurizing the building, running the test and sometimes performing an IR Test and/or Smoke Test to identify areas of leakage. Witness the test and provide an observation report.
8	The envelope commissioning RFP scope of work does not state performing site visits during construction. It is assumed that this was an error and site visits should be included. Please clarify.	Yes, site visits will be required
9	The envelope commissioning RFP scope of work does not state attending preconstruction meetings for envelope components. This is something the envelope CxA would typically do. Please clarify if this should be included in the scope and if such meetings will be held virtually or in person.	Yes, preconstruction meetings will be required. It has not been determined if these will be virtual or in person
10	Envelope Cx components typically included in this scope would be foundations, slab on grade, AVB, fenestration, windows/storefronts/curtain wall, roofing, thermal bridging and insulation. Please clarify envelope components included in the scope for this project.	Include window/curtain wall/storefront testing (Both air and water) witnessed by the CX agent.
11	What are the anticipated construction start and complete dates for commissioning?	March 2027 to June 2028
12	What MEP systems outside of typical HVAC, lighting controls, and domestic hot water plant are to be included in the commissioning scope?	See response to questions #1 and #4.
13	Regarding #3. Scope of Work (p. 2 of 5) "Preconstruction Phase" Item 1. "Review the Project's Plans and Specifications which will include specific performance criteria for some concepts": How many Design Reviews are you anticipating for this project? We typically recommend two: one at 100% DD and one at 90% CD. We can provide the DD review as an optional service if you prefer.	One review at the completion of DD and one review at the end of CDs is acceptable
14	Would you like the CxP to commission the bulk water control layers on the storage shed?	The roof of the storage shed does not require commissioning
15	Regarding #2. Objectives (p. 2 of 5) Item 2. "The Systems CxA will be involved throughout the project from the beginning of construction through the warranty phase" and #3. Scope of Work (p. 2 of 5) "Preconstruction Phase" Item 1. "Review the Project's Plans and Specifications which will include specific performance criteria for some concepts": Are any formal commissioning design reviews requested (including providing comments to the design team), or is the intent of the review noted under #3 to familiarize the Systems CxA with project-specific requirements as needed to develop the commissioning plan only?	Refer to the answer to question #13
16	Beyond HVAC, Electrical, and Plumbing: are there other systems (Fire Alarm, Fire Protection that you require be commissioned?	See response to questions #1 and #4.

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17	The RFP states that we will be reviewing the commissioning spec. Please confirm we will be reviewing and not providing the commissioning specification(s).	The commissioning agents will provide the commissioning specifications
18	Please confirm that 100% of the specified equipment shall be functionally tested. If not 100%, please indicate an acceptable sampling rate for any repetitive equipment and clarify which systems are acceptable to sample.	Provide 100% functional testing
19	The RFP indicates that the Commissioning Provider shall review and confirm compliance with the Commonwealth of Massachusetts Stretch Energy Code. Please clarify the systems anticipated to be included in the commissioning scope for code compliance purposes. Based on the current project documentation, these systems may include HVAC equipment, HVAC controls, service hot water systems, lighting controls, emergency power systems, life safety interfaces, and other building systems. If available, please provide a preliminary list of systems intended to be commissioned.	See response to questions #1 and #4.
20	Please provide the anticipated construction commencement, substantial completion, and occupancy milestones.	See response to questions #11. Occupancy expected June 21, 2028
21	Please clarify whether the Commissioning Provider may utilize a representative sampling approach for functional performance testing of repetitive equipment, or if functional testing of 100% of commissioned equipment is anticipated.	Provide 100% functional testing
22	The RFP indicated the Design Development phase will conclude on September 24th 2026. Please provide any additional dates regarding the project timeline if available.	See response to questions #11. Occupancy expected June 21, 2028
23	Is Fire Protection System commissioning included as part of the Commissioning Agent scope of work?	No
24	Please confirm the project will not have a solar photovoltaic system installed and is only intended to be "solar ready."	Correct
25	The RFP indicates review of Commissioning Specifications as part of the scope of work, but no section was found in the provided SD Specification set. Will the Cx Agent be expected to provide these specifications to the project team for inclusion in the project manual?	The commissioning agents will provide the commissioning specifications
26	Several Add/Alts are noted in the provided documents package including for an Air-To-Water Heat Pump System and a Radiant Floor System. Have any changes been made regarding these options and their inclusion in the project	These will be add alternates in the bid documents.
27	For Envelope Commissioning no required tests are outlined in the RFP. Please specify the types of tests to be included in the Cx scope of work for Envelope Commissioning.	See response to questions #7 and #10