**REQUEST FOR COMMISSIONING SERVICES**

***Project Name***

***Project Location***

**DFD Project No.**

FOR The STATE OF WISCONSIN

Department of Administration, Division of Facilities Development

State Administration Building, 101 East Wilson Street,

Madison, WISCONSIN 53703

**PROJECT INFORMATION**

The project generally consists of *general description, new remodeled, square footage, etc.*

Special commissioning requirements are to include *None or list major owner project requirements such as lab certification, LEED certification, etc.*

The owner’s project requirements are described in *program statement, date and prepared by*.

The construction estimate is **$** *construction dollars*with total project budget of **$***total project dollars*.

**Proposed Schedule**

Start of Design: *month/year*

Start of Construction *month/year*

Substantial Completion *month/year*

**Project Design Team**

Design team includes prime A/E *Firm Names and Cities* and primary subconsultants . *Firm Names and Cities*

**Agency Contact:** *Name, E-Mail Address, Telephone Number*

**COMMISSIONING SERVICES**

Commissioning services will be in accordance with DFD [Policy and Procedure Manual for A/E and Consultants](https://doa.wi.gov/DFDM_Documents/Forms-Templates/DOA-4518P-AE-PPM.pdf), Section Two - Commissioning. The intent is to verify that systems and equipment are installed and performs according to the owner’s project requirements, basis of design, and construction documents and that the building operator has received equipment and systems documentation and training.

The commissioning services provider (CxP) will be independent of the design team and will report directly to DFD.

DFD expects commissioning services to commence at *project Cx start*  phase.

Scope of commissioning activities and commissioned systems are indicated on the two attached tables.

**Deliverables**

Distribute the Commissioning Report as one hard copy and one electronic copy in PDF format to DFD, the Agency and A/E.

**LETTER OF INTEREST**

**Proposed commissioning team:** Identify who will be providing commissioning services, their roles and any sub consultants.

**Qualifications:** Provide documentation of expertise, qualifications and descriptions of relevant past projects for the consulting firm and for the individual(s) who will be performing the services.

*Select items to be included within the project commissioning scope.*

**COMMISSIONING ACTIVITIES / SERVICES**

The following activities correspond to DFD’s Commissioning policy and procedures that can be found in Section Two of the [Policy and Procedure Manual for A/E and Consultants](http://www.doa.state.wi.us/docview.asp?docid=610&locid=4). Reference the manual for a more detailed description of the required services.

|  |  |  |
| --- | --- | --- |
| **Commissioning Requirement** | **Cx Policy Reference** | **Table 2.1 & 2.2 Ref.** |
| **Design Phase** |
|[ ]  Review Basis of Design/Design Concept to evaluate if construction documents meet Owner’s Project Requirements and DFD guidelines. | 2.E.2.a | 4. |
|[ ]  Provide input to A/E for inclusion in the Construction Verification Checklists and Functional Performance Test forms into the project manual. | 2.E.2.b | 5. |
|[ ]  Review Preliminary Design documents to evaluate and comment on the design meeting the Owner’s Project Requirements and project goals. | 2.E.2.b | 5. |
|[ ]  Review Final Design documents to ensure incorporation of preliminary review comments, elimination of construction ambiguities and completeness of the Construction Verification Checklists and Functional Performance Test forms. | 2.E.2.b | 5. |
|[ ]  Review Bid documents for inclusion of DFD & CxP comments. | 2.E.2.b | 5. |
|[ ]  Develop a Commissioning Plan identifying the commissioning team, procedures, system tests, test sampling, milestones and responsibilities. | 2.E.2.c | 8. |
| **Construction Phase** |
|[ ]  Attend and participate in the Construction Progress Meetings and lead the commissioning team of contractors and consultants. Provide Commissioning Plan overview at the Pre-construction Conference. | 2.E.3.a/c | 10. |
|[ ]  Review Contractor’s Quality Control Plan, comment to DFD and incorporate into the Commissioning Plan. | 2.E.3.a | 9. |
|[ ]  Conduct regularly scheduled Commissioning Meetings and regularly update the Commissioning Plan tracking status and responsibilities. | 2.E.3.d | 9. |
|[ ]  Enter construction, functional performance, design discrepancies, etc. into the WisBuild Issues List. Track the issues to help move the issue to correction. When Contractor, A/E or DFD indicates an issue is corrected, verify and close the issue within WisBuild. | 2.E.3.e | 11. |
|[ ]  Perform field checks of the Contractor completed Construction Verification Checklists. Enter non-conformance items into the Issues List. If there is more than a 10% deficiency, Contractor to correct and CxP to recheck.  | 2.E.3.f | 12. |
|[ ]  Establish sampling protocol for Functional Performance Testing. Witness, record and document the testing and report any deficiencies on the Issues List. | 2.E.3.g | 13. |
|[ ]  Review HVAC testing, adjusting and balancing report, field verify with contractor, report deficiencies on the Issues List, track issues to resolution, verify corrections and close the Issues. | 2.E.3.h | 14. |
|[ ]  Review Operations and Maintenance Manuals and provide comments to the A/E so they can include with the A/E’s review comments. | 2.E.3.i | 16. |
|[ ]  Attend Agency training sessions, provide and collect attendee evaluation forms and evaluate training to ensure Agency training is adequate. | 2.E.3.k | 19. |
|[ ]  Complete draft Commissioning Report and distribute to DFD, A/E, Contractors and Agency Contact. | 2.E.4.a | 19. |
| **Post Construction Phase** |
|[ ]  Witness the Seasonal Functional Performance Testing, document the results and enter deficiencies into the Issues List and provide follow-up through closure. | 2.E.4.c | 23. |
|[ ]  Within 10 months of substantial completion coordinate and facilitate a substantial completion review meeting and document findings to complete the final commissioning report. | 2.E.4.d | 22. |
|[ ]  Complete final Commissioning Report and distribute to DFD, A/E and Agency Contact. | 2.E.4.c | 21. |
| **Optional Commissioning Activities/Services** |
|[ ]  Complete an Energy Modeling Review | 2.E.4.d | 24. |
|[ ]  Complete a M&V One-Year Report | 2.E.4.d | 24. |
|[ ]  Complete Systems Manual | 2.E.3.j | 17. |
|[ ]   |  |  |

**COMMISSIONED SYSTEMS -** The following systems will be commissioned:

|  |  |
| --- | --- |
| **Divisions 3 thru 14 - General Construction** |[ ]  Boilers and Fuel Fired Equipment  |
|[ ]  Concrete |[ ]  Boiler Feedwater and Blowdown Systems |
|[ ]  Masonry |[ ]  Terminal Units |
|[ ]  Waterproofing |[ ]  Fan Coils, Unit Ventilators, Unit Heaters |
|[ ]  Thermal Protection |[ ]  Energy Recovery Systems |
|[ ]  Building Envelope Sealing and Infiltration |[ ]  Humidifiers |
|[ ]  Roofing |[ ]  Smoke Control Systems |
|[ ]  Doors and Windows |[ ]   |
|[ ]  Division 11 Equipment |[ ]   |
|[ ]  Division 13 Equipment |  |  |
|[ ]  Elevators | **Division 26 – Electrical** |
|[ ]   |[ ]  Lighting and Daylighting Controls\* |
|[ ]   |[ ]  Lighting Fixtures and Contactors |
|  |  |[ ]  Exterior Site Lighting and Controls |
| **Division 21 - Fire Suppression** |[ ]  Conductors, Conduit, Raceway and Cable Tray |
|[ ]  Sprinkler and Standpipe Systems |[ ]  Grounding and Bonding |
|[ ]  Fire Pumps and Controls |[ ]  Switchboards and Panelboards |
|[ ]   |[ ]  Motor Starters and Motor Control Centers |
|[ ]   |[ ]  Disconnect Switches and Circuit Breakers |
|  |  |[ ]  Wiring Devices, Switches, Receptacles, Etc. |
| **Division 22 - Plumbing** |[ ]  Generators and Transfer Switches |
| [ ]  | Domestic Water Systems |[ ]  Metering |
|[ ]  Domestic Hot Water Systems\* |[ ]  Surge Protective Devices |
|[ ]  Plumbing Equipment |[ ]  Transformers |
|[ ]  Plumbing Fixtures |[ ]  Unit Substations |
|[ ]  Lab and Healthcare Gas and Vacuum Systems |[ ]  Medium Voltage Switchgear |
|[ ]  Laboratory and Healthcare Pure Water Systems |[ ]  Medium Voltage Cable |
|[ ]  Fuel Piping Systems |[ ]  Fire Alarm Systems |
|[ ]  Solar Thermal Systems |[ ]  Communication Cabling, Outlets and Equipment |
|[ ]  Food Service Equipment |[ ]  Audio/Visual Systems |
|[ ]  Swimming Pool Equipment |[ ]  Access Control Systems |
|[ ]   |[ ]  Video Surveillance Systems |
|[ ]   |[ ]  Nurse Call Systems |
|  |  |[ ]  Solar Photovoltaic Systems |
| **Division 23 – HVAC\*** |[ ]   |
|[ ]  Temp. Control and Building Automation Systems\* |[ ]   |
|[ ]  Testing and Balancing |  |  |
|[ ]  Variable Frequency Drives | **Divisions 32 & 33 – Exterior Improvements & Utilities** |
|[ ]  Piping Systems, Valves and Specialties |[ ]  Soil Preparation, Seeding and Plantings |
|[ ]  Pumps |[ ]  Bioretention and Bioinfiltration Systems |
|[ ]  Ductwork, Duct Accessories and Casing Systems |[ ]  Correctional Fencing |
|[ ]  Air Inlets and Outlets |[ ]  Water Distribution Systems |
|[ ]  Filtration |[ ]  Sanitary Sewer and Storm Drainage Systems |
|[ ]  Coils and Heat Exchangers |[ ]  Steam and Condensate Systems |
|[ ]  Fans and Air Handlers |[ ]  Chilled Water and Hot Water Systems |
|[ ]  Compressors and Condensing Units |[ ]  Fuel Storage and Distribution Systems |
|[ ]  Chillers and Cooling Towers |[ ]  Geothermal Well Systems |
|[ ]  Computer Room Air Conditioning Equipment |[ ]  Renewable Energy Systems\* |
|[ ]  Heat Pumps |[ ]  Underground Storm Water Retention |
|[ ]  Dry Coolers and Heat Rejection Equipment |[ ]   |

Systems followed by an asterisk (\*) are required to be commissioned in LEED® projects.

10/1/2012