

ADDENDUM #1 March 10, 2023

RE: RFQ for Commissioning Services
 SBC 364/000-01-2023
 Tennessee Technological University
 Cookeville, Tennessee

From: Tennessee Technological University
 220 W. 10th Street, Rm 116
 Cookeville, TN 38505

To: All Prospective Commissioning Agents

This Addendum forms a part of the RFQ Commissioning Services' documents and modifies/supplements the original RFQ Documents issued February 16, 2023.

This Addendum consists of 3 pages.

Summary of Opening Remarks:

**Jim Cobb, Director
Capital Projects and Planning
Tennessee Technological University**

Good afternoon my name is Jim Cobb, Director of Capital Projects and Planning at Tennessee Tech University. This is the Pre-response meeting for the RFQ for Commissioning Services. We will briefly go over 1.1 of the RFQ which is on Page 10. Tennessee Tech University Capital Projects and Planning tends to secure a contract with a qualified company to provide building commissioning services for the University. Commissioning services may be required for both existing buildings and new construction and I should probably include our intent of existing buildings as if we're renovating any of those existing buildings. Commissioning services may also vary in scope based upon the needs of the University. Project locations shall be on the following campuses and we have basically four sites. The main campus and Shipley Farm here in Cookeville, which is about 3 miles from the main campus. We have the Appalachian Center for Crafts in Smithville on Center Hill Lake and we're in the process of acquiring a facility in Crossville. We're referring to that as the TAP facility but it was the former Trade-a-Plane printing and publishing facility in downtown Crossville. Projects will vary in number and location from year to year and are subject to availability of State funds. Typically commissioning services are requested for projects that are funded by the Legislature or disclosed projects that are funded by the University such as major renovations and new construction. Our intent is to select one commissioning service provider and enter into a contract for a maximum of up to five (5) years. We anticipate spending up to \$1,500,000 in five years, if our projects are approved and funded accordingly. We do have some active projects one being our New West Tucker Stadium entering schematic design and we want to get a commissioning agent on board for that as soon as possible. Another project that has just wrapped up the program verification phase and going into schematic design is the renovation of Johnson Hall which is our College of Business building. We also have our Advanced Construction and Manufacturing Engineering Building that we are soliciting CM/GC proposals on currently. The University has also submitted an Academic Classroom Building and in the next four to five years will be renovating two

engineering buildings and Memorial Gym. We plan to submit a Biology building and a third Engineering building as well. We hope to activate the JJ Oakley Innovation Center and Residence Hall in the next couple years. And finally, there is an Event Center (Student Union) planned that will have a lot of meeting space.

I will call your attention to the Schedule of Events, Notice of Intent to Propose Deadline. Please notify Jody Webb, our bid coordinator, of your intent to propose by this deadline. Comments deadline is 2:00 p.m. March 7th and we will respond to those by March 10th. The proposal deadline is 2:00 p.m. March 21st, 2023. We anticipate our evaluations to be complete and issue an Intent to Award notice on April 17, 2023 with State Building Commission approval May 11, 2023, and complete the contract by May 25, 2023.

Our website will be the official means of communication. We would ask that you refer to that frequently to keep up with any updates at <https://www.tntech.edu/capital-projects/sbc-capital/rfp-rfq.php>.

Questions/Comments & Answers:

1. Will there be any infrastructure projects encompassed with this? **Historically we have not utilized commissioning services for that. Usually the designing engineer takes care of this inhouse. That's not to say it will not be requested, but historically we have not done that.**
2. Will there be retro commissioning? **I don't anticipate the need for that.**

Written Questions/Comments Submitted:

1. Currently, we do not have a business license in Tennessee. We working towards completing our application. Could we still submit a proposal for Tennessee Tech University? **No, you could not submit a proposal unless the business license is active. Refer to Page 10 Section 4.6.1. of the RFQ. Before the response to this RFQ is submitted, the apparent successful Respondent (and Respondent employees and subcontractors, as applicable) must hold all necessary, appropriate business licenses(s) to provide service as required. The Owner may require any Respondent to submit evidence of proper licensure.**
2. Is it required that we have done "HPBr" projects? We have done LEED projects, do these apply? **Please refer to the Office of the State Architect's website for more information on HPBr and State of Tennessee requirements for sustainability on all State projects. <https://www.tn.gov/content/tn/osa/capital---real-estate/capital-projects/high-performance-building-requirements--hpbr-.html>. Previously completed HPBr projects are not required. LEED projects may be referenced in your proposal.**
3. Can the G-1 form be used for all references? **Please refer to Page 18 Section B.8.b. Arrange for written references to be sent directly to the RFQ Coordinator by the referee. *References must be other than those associated with the State of Tennessee and this agency.* Provided references shall report on current or recently completed projects.**

A Client Reference Form Attachment G-1 is provided for your referee's use in compiling and presenting their information. The owner reserves the right to contact references as well as any other sources available. Provide no less than three (3) and no more than five (5) references.

It is acceptable to submit example projects associated with the State of Tennessee and this agency (TTU) on Attachment G-2.

End of Addendum #1