

Procurement Department

Jennifer Horner, CPPB, Supervisor of Procurement
410-809-6044 • Jennifer.Horner@hcps.org

ADDENDUM #2

Bid #26-JHP-006

**Commissioning Services for New Combination
Harford Academy and Elementary School**

TO: ALL BIDDERS
FROM: Jennifer Horner, CPPB, Procurement Agent
DATE: October 28, 2025

This Addendum is issued in response to prospective bidder's inquiries and to add/clarify verbiage in the Bid.

1. **DELETE**: Page 32, Bid Form.

ADD: Page 32, Bid Form **REVISED**. See attached.

2. **ADD**: Page 26, Bid Specifications, Form of Proposal: Section 5.3 - Bidders are required to submit pricing for **every item** on the Bid Form. "Not applicable", "N/A", "No Bid", shall not be used. By not submitting a price for any of the line items, will deem the vendor non-responsive.
3. **DELETE**: Page 26, Bid Specifications, Award: Section 6.1 - Harford County Public Schools intends to award to the lowest responsive and responsible bidder meeting the specifications. The Contract will be awarded in its entirety to one (1) offeror for all services requested.

ADD: Page 26, Bid Specifications, Award: Section 6.1 - Harford County Public Schools intends to award by BASE PRICE, to the lowest responsive and responsible bidder meeting the specifications.

HCPS, at their discretion, may choose to award only the BASE PRICE or combine both the BASE PRICE and any of the OPTIONS into a single contract award. The Contract will be awarded in its entirety to one (1) offeror for all services requested.

4. **CLARIFICATION**: HCPS is pursuing basic commissioning services, along with Enhanced commissioning Option 1 (either Path 1 or 2) and Option 2 (as outlined in Attachment 1).
5. **QUESTION**: Will the CxA be responsible for including pricing for **Building Enclosure Blower Door Testing**, or will this be handled by a separate third-party firm?

ANSWER: No, CxA will be for verification only.

6. **QUESTION:** Will a **sampling strategy** be acceptable for non-critical systems (e.g., VAVs, unit heaters) during Functional Performance Testing?

ANSWER: No.

7. **QUESTION:** The only schedules provided were for HVAC systems. Could you please provide **plumbing and electrical system drawings** or confirm which systems (e.g., Domestic Hot Water, Lighting Controls) are required to be commissioned?

ANSWER: HVAC, lighting, emergency generator, and domestic water.

8. **QUESTION:** Can you provide an **approximate project schedule**, from design through turnover?

ANSWER: The project is currently in the construction document phase. Bidding is anticipated for Spring 2026, with building occupancy scheduled for Fall 2028, in time for the start of the school year.

9. **QUESTION:** Section 3.3.7 - Please confirm that the commissioning specifications required include other Divisions, including Division 22 (Plumbing) and Division 25 (Controls), since LEED requires these.

ANSWER: Per 3.3.7 – “ Divisions may include but are not limited to...”. CxA to include whatever is required for LEED certification.

10. **QUESTION:** Section 3.4.3 and 3.4.4 - Please confirm the source of the references: Level 3 Pre Functional Test) Checklists, Level 4 and Level 5 Functional Performance Test (FPT) plans – as these do not align with the LEEDv4 requirements for Fundamental and Enhanced Commissioning and are either a combination of Data Center Commissioning references or from another source.

ANSWER: This project is pursuing LEED Silver certification. The CxA works as part of the design team to ensure all LEED requirements are met.

- A Level 3 pre-functional performance test checklist confirms a system's readiness by including checks for installation, component verification, and basic functionality before full startup.
- A Level 4 functional performance test is where systems are tested to ensure they operate correctly under normal conditions and meet all specified performance requirements.
- A Level 5 functional performance test verifies that all installed systems and components operate together as a single, integrated unit under normal and simulated failure conditions.

11. **QUESTION:** Section 3.4.10 - Please confirm how you would like the CxA to witness up to 10% of the systems installed. Should the CxA bake into their fee estimate, up to 2 days of site visits to shadow the TAB contractor during TAB activities to meet this demand? The TAB schedule is usually set by others; thus, to witness up to 10% of the systems installed, what should the allotment be for proposals to ensure they include a time allowance for this?

ANSWER: TAB verification is required and will be a minimum of 10% of systems installed. CxA is required to allow whatever time the CxA needs to witness systems installed.

12. **QUESTION:** Section 11.2 - The Commissioning Authority (CxA) responsible for oversight of the commissioning process must be a registered Professional Engineer (P.E.) in the State of Maryland **AND** hold a CxA certification from the AABC Commissioning Group, NEBB (BSC certification), TABB (Commissioning Supervisor certification), CCP (Certified Commissioning Professional) certificate issued by BCA (Building Commissioning Association), CBCP (Certified Building Commissioning Professional) certificate issued by AEE (Association of Energy Engineers), or CPMP (Commissioning Process Management Professional) certificate issued by ASHRAE. Please confirm whether a CxA

certification, rather than a Professional Engineer (P.E.) license, in the state of Maryland will suffice, as it is very unusual, industry-wise, for certified CxA's also to be P.E.s.

ANSWER: The Commissioning Authority (CxA) responsible for oversight of the commissioning process must be a registered Professional Engineer (P.E.) in the State of Maryland.

13. **QUESTION:** It's not clear from the RFP which option and path project is pursuing under Enhanced Cx. Option1 path 1 or 2 or Option 2

ANSWER: Refer to Item #1 and #2 of this Addendum.

I hereby acknowledge receipt of Addendum #2 dated October 28, 2025 to Bid #26-JHP-006 Commissioning Services for New Combination Harford Academy and Elementary School.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Bidder shall sign and submit Addendum with submission. The same person signing the Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.

**HARFORD COUNTY PUBLIC SCHOOLS
102 SOUTH HICKORY AVENUE
BEL AIR, MD 21014**

BID FORM

BID #26-JHP-006 - REVISED

**Commissioning Services for New Combination
Harford Academy and Elementary School**

In compliance with the Invitation for Bid, and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish all necessary permits, labor, equipment, materials, supervision, tools, insurance, services, and all related incidentals required to provide commissioning services for New Combination Harford Academy and Elementary School, in full compliance with the accompanying specifications in accordance with the price listed below.

DESCRIPTION	AMOUNT
Base Price: Total Price of Commissioning Services for New Combination Harford Academy and Elementary School as per specifications	\$
<u>NOTE:</u> HCPS is pursuing basic commissioning services, along with Enhanced commissioning Option 1 (either Path 1 or 2), and Option 2 (as outlined in Attachment 1).	
Option 1, Path 1: EA Credit, Enhanced Commissioning: Option 1, Path 1	\$
Option 1, Path 2: EA Credit, Enhanced Commissioning: Option 1, Path 2, Monitoring-Based Commissioning	\$
Option 2: EA Credit, Enhanced Commissioning: Option 2, Envelope Commissioning	\$

Number of years of experience in providing commissioning services for commercial buildings (minimum of five (5) years of experience) (Section 11.1)	
Number of Years of experience in providing commissioning services for educational buildings	
Registered Professional Engineer in the State of Maryland (Y/N)?	

 Company Name

ADDITIONAL INFORMATION:

Contract Contact/Sales Rep Name:	
Phone Number:	
E-Mail Address:	

FORM OF PAYMENT (mark those you will accept)*:

	Do you accept credit card?	
	Is there a fee for using a credit card?	
	If yes, what is the fee amount?	
	ACH Payment	
	Conventional Check	

***NOTE:** Must request changes to payment method or bank information in writing.

ANY EXCEPTIONS TO THE SPECIFICATIONS MUST BE CLEARLY INDICATED.

ANY ALTERATIONS ON THE PROPOSED COST DATA ON THE BID FORM MUST BE INITIALED IN SCRIPT, IN INK, BY THE PERSON SIGNING THE BID.

 COMPANY

 NAME (TYPE OR PRINT)

 ADDRESS

 TITLE

 CITY, STATE and ZIP

 AUTHORIZED REPRESENTATIVE SIGNATURE

 TELEPHONE

 DATE

 FEDERAL TAX ID NUMBER

 E-MAIL ADDRESS