

Oneida County Department of Public Works

Division of Engineering
5999 Judd Road, Oriskany, New York 13424

Request for Proposal
Professional Consulting Services
for

BUILDING COMMISSIONING SERVICES

Construction Phase Engagement

Mohawk Valley Community College, Science & Technology Building

Oneida County Bid Ref. No. 2307 | MARCH No. 23000

and

Cornell Cooperative Extension, Addition and Alterations

Oneida County Bid Ref. No. 2292 | MARCH No. 23036

RFP 2026 – 454

Addendum 1

September 1, 2026

Purpose of Addendum:

This Addendum provides clarifications to Lead Commissioning Authority requirements, fee formats, County contract conditions, clarifications to sampling requirements, insurance limits, commissioning scope by system for both buildings, and commissioning certification criteria.

Q1 — Lead CxA Professional Requirements: Does the Lead CxA need to have both (a) the NYS PE (Mechanical) license and (b) one of the commissioning certifications — OR can these be held by two different people?

A1 — The commissioning team must include a New York State Licensed Professional Engineer with a Mechanical Engineering discipline and an individual holding one of the required commissioning certifications listed in section 5. These qualifications may be held by the same individual or by separate members of the proposed team. Both credentialed individuals must be full-time employees of the prime firm. The individual holding the commissioning certification shall serve as the Lead CxA responsible for day-to-day commissioning activities.

Q2 — Fee Proposal Format: Fee format — Is Appendix F sufficient, or must proposers provide a lump sum broken out per project and per phase?

A2 — Appendix F must be accompanied by a separate schedule showing lump sum fees itemized per project and per phase in accordance with Section 3.

Q3 — Standard Oneida County Conditions (Clauses 1–21): Can the County provide the ‘Standard Oneida County Conditions (clauses 1–21)’ referenced in Appendix E?

A3 — These conditions will be issued with this Addendum and are incorporated into the RFP.

Q4 — Certified Commissioning Firm Certification: Does the “Certified Commissioning Firm Certificate” issued by BCxA satisfy the commissioning certification requirement for the Lead CxA?

A4 — “Firm-level certifications (e.g., BCxA Certified Commissioning Firm) do not satisfy the individual certification requirement for the Lead CxA.”

Q5 — Sampling: Section 3.2.4, 8. regarding sampling for functional testing states that all primary equipment (AHUs, boilers, chillers, VRF units, DOAS) shall be tested at 100%. Is there a different sampling rate for VAV boxes, cabinet unit heaters, lighting controls and other repetitive terminal equipment/systems?

A5 — For repetitive terminal equipment or systems, the County will accept sampling at 25% of installed units for functional testing. Sampling methodology must be documented and submitted for County review. If more than one unit fails within the sample, sampling shall be extended per Specification Section 01 91 13 §3.05.D.3.

Q6 — Insurance Requirement: An excess/umbrella liability limit of \$5 million is quite high for commissioning given the limited scope and liability of the service. Will Oneida County accept \$3 million in excess/umbrella?

A6 — The County will accept an excess/umbrella liability limit of \$3,000,000 for this Commissioning Services RFP.

Q7 — Systems Included/Excluded from Commissioning Scope: The General Commissioning Specifications 019113 section 1.02 lists the following equipment that is beyond what is outlined in the RFP. Please confirm that these are excluded from the scope of commissioning.

- Elevating and conveying systems.
- Welding gas systems.
- Power quality.
- Uninterruptible power systems
- Voice and data systems.
- Public address/paging.

A7 —

Include: Welding Gas Systems, Emergency Power, UPS, PA systems

Exclude: Elevating/Conveying Systems, Voice & Data Systems, Power Quality

All other terms and conditions of RFP 2026-454 remain unchanged

Instructions to Respondents:

Respondents (Proposers) must acknowledge receipt of this amendment in their proposals.

For any questions or clarifications, please contact Christopher Henry at (315) 793-6213 or dpwcapital@oneidacountyny.gov.

Jeffrey Quackenbush
Commissioner
Oneida County Department of Public Works