

August 27, 2025

TO: Potential Proposers

FROM: Michelle Compton

RE: On Call MEP and Building Envelope Commissioning Consultant Services
RFP #91187 MC
Addendum #1 dated 08/27/2025

The following information is made available on the above referenced solicitation and is issued as Addendum #1 dated 08/27/2025

The due date and time for the Phase 1 Technical proposal is Wednesday, September 10, 2025 at or before 2:00 pm. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and including it within your Technical submission.

Clarifications:

1. The Pre-Proposal Sign In Sheet has been incorporated via this Addendum #1.
2. The Pre-Proposal Presentation has been incorporated via this Addendum #1.

Questions:

1. Can you please provide the name(s) of the previous awarded vendor(s) (incumbents).

Incumbent firms below:

- **MEP Commissioning**
 - Complete Commissioning, Inc.
 - FST-HEA, LLC
 - Bowman Consulting Group, Ltd.
 - RMF Engineering Inc.
- **BE Commissioning**
 - Coleman Consulting, LLC
 - Gale Associates, Inc.
 - FST-HEA, LLC

2. **Electrical Engineer Qualifications Clarification:**

Could you kindly confirm whether the Electrical Engineer listed under the commissioning team is required to hold both a Professional Engineer (PE) license and a Commissioning Authority (CxA) certification, or if one of these credentials alone would be sufficient to meet the qualification criteria?

One of these credentials alone will be sufficient.

3. **Commissioning Personnel Requirements Clarification:**

For the MEP Commissioning and Building Envelope Commissioning roles outlined on pages 57 and 58 of the RFP, is it mandatory to provide personnel for each individual position listed, or will it suffice to submit qualifications for the key roles only, with the understanding that additional support personnel will be assigned as needed during contract execution?

Please note that Pages 57 and 58 are part of Attachment B – Sample Price Proposal and are not to be included as part of the Phase 1 Technical Submission. Please refer to RFP Section III Article 1 for Phase 1 Technical Proposal Requirements.

4. Will multiple master contracts be awarded per category, and how many firms do you anticipate awarding?
Yes – multiple master contracts will be awarded per category. There is no limit on the number of firms that UMB anticipates awarding.
5. Can a firm provide a sub for BECx after submitting if they wish to pursue both MEP Cx and BECx?
Firms are expected to submit separate proposals for MEP Cx and/or BE Cx. Proposers should review the technical proposal requirements to make a determination whether they are able to submit for MEP and/or BE.
6. For 3.1.1, item IV, do you require a list of all current personnel by the disciplines listed in the firm? Or just the proposed personnel for the proposal?
Proposing firms should list all of the current personnel by the disciplines listed in RFP Section 3.1.1 item IV.
7. Are firms required to use a specific Cx software platform (e.g., Facility Grid, Cx Alloy, Procore)? Or traditional method is preferred by UMB
Firms are not required to use a specific Cx software platform. A software platform is not required but it is preferred.
8. Does the University require enhanced commissioning (LEED v4) on all applicable projects, or only when projects are pursuing certification?
Only when projects are pursuing certification. The scope of work for an associated project will be adjusted depending on the type of project.
9. For Building Envelope Cx, will the University require laboratory mockups and field testing on all new buildings, or is this project-specific?
This will be project specific.
10. Does the University require that the same proposed Key Personnel in the technical proposal remain throughout the entire contract term?
Yes, the expectation is that the proposed Key Personnel in the technical proposal remain throughout and act in the same roles, throughout the entire contract term.
11. What is the University's process if a proposed staff member changes mid-contract (e.g., departure, reassignment)?
Please refer to RFP Section II.1.E.2.6.
12. The contract allows UMB to terminate with 30 days' notice without penalty—are there provisions for reimbursable costs if a task order is partially completed?
Please refer to Schedule 2 to Consulting Agreement for Administrative or Technical Services item 8. Termination for Convenience.

13. Will task order contracts include negotiable terms, or must all task orders fully adopt the Master Contract terms?
Task Order contracts will not include negotiable terms. All task orders will fully adopt the Master Contract and solicitation terms and conditions.
14. Will there be a set MBE participation goal for all task orders, or only for those over \$100k?
UMB reserves the right to set MBE participation goals for all task order awarded off of this contract.
15. Are Cx firms required to pre-identify MBE subconsultants in their qualifications submission, or can these be project-specific?
No.
16. Does the University have a standard template for Cx Plans, Specifications, Checklists, and Issues Logs, or should firms use their own?
The only standard template the University has are Commissioning Specifications. These templates are provided to the CxA to make project specific when creation of Cx specs is required per the scope of work.
17. Are all deliverables required to be uploaded into Cx cloud platform or lets say only Final report are the printed hand delivered, or will there be some campuses allowed alternate platforms?
The CxA can use whatever Cx database they desire. All associated deliverables including field reports, issues logs, filled out checklists, final reports, etc. will need to be uploaded to the University's Project Management Information System (PMIS). There will be no printed hard copies of anything, all deliverables will be electronic.
18. Will the University require ongoing commissioning plans as a standard deliverable even if the project is not pursuing LEED Enhanced Cx?
This will not be a standard deliverable for projects not pursuing LEED. However, it may be included in the scope of work on a project by project basis.
19. What weighting criteria will be used in evaluating qualifications (e.g., experience, staff, approach, references)?
Please refer to RFP Section III.3.3.3.2.
20. Will shortlisted firms be required to provide oral presentations/interviews before final selection?
Phase 2 and Oral Interviews are at the sole discretion of UMB.
21. How will past performance with UMB institutions be factored into evaluations?
Please refer to RFP Section 3.1.3.
22. And what if the firm has no past performance or experience with the UMB - should we proceed in submitting the quals package?
Phase 1 Technical Proposal is open to all interested proposers.
23. Do you have any sample formats from past submissions that you can share to assist us in learning about the A-3 process.
An example A3 document has been included in the Pre-Proposal Presentation PowerPoint which is incorporated via attachment in this Addendum #1.

24. Can the due date be extended?

At this time, UMB is not anticipating a due date extension – any changes to the Due Date and time of the Phase 1 Technical Proposals would be issued via addendum.

END OF ADDENDUM #1 DATED 08/27/2025

Enclosed: Addenda Acknowledgment Form; Pre-Proposal Sign In Sheet; Pre-Proposal Presentation

RFP NO.: 91187-MC

RFP FOR: On Call MEP and Building Envelope Commissioning Consultant Services

DUE DATE: Wednesday, September 10, 2025, at or before 2:00 PM.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 08/27/2025

Addendum No. dated _

Addendum No. dated _

Addendum No. dated _

Addendum No. dated _

Addendum No. dated _

Signature _____

Printed Name _____

Title _____

Date _____