



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2006 Achievement of Excellence in Procurement Award
National Purchasing Institute**

Jerome Noble, Director



March 30, 2007

**Re: #07RFP55230K-JD – Standby Professional Services for Facilities
Related Planning, Design, Engineering and Assessments-Energy
Management and Integrated Building Commissioning Services**

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **#07RFP55230K-JD – Standby Professional Services for Facilities Related Planning, Design, Engineering and Assessments-Energy Management and Integrated Building Commissioning Services**.

Except as provided herein, all terms and conditions in the **#07RFP55230K-JD – Standby Professional Services for Facilities Related Planning, Design, Engineering and Assessments-Energy Management and Integrated Building Commissioning Services** referenced above remain unchanged and in full force and effect.

Sincerely,

Joyce Daniel

Joyce Daniel
Assistant Purchasing Agent

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Revision of Section 3, Proposal Requirements, Page 3-2, Scope of Work is revised as follows:

3.3 SCOPE OF WORK

Group 5 – Energy Management & Integrated Building Commissioning (EM/BC):

Integrated Building Commissioning Agent Services to be awarded as an independent contract(s) by the County for services including but not limited to the following:

- A. Provide energy audits
 - 1. Examine the target buildings, review existing drawings and specs, study ongoing energy programs,
 - 2. Collect and analyze 24-months utility bills and interview building operating personnel and occupants.
 - 3. Develop strategies to reduce energy consumption
- B. Provide utility rate analysis
 - 1. Review 12-24 months gas, electric and water bills
 - 2. Develop a strategy to reduce costs and rates
 - 3. Make recommendations for follow-up actions to realize savings
- C. Energy Master Planning - Evaluate choice of fuel(s), choice of utility provider, feasibility of peak shaving strategies, need for distributed generation, cost/benefit analysis of chiller or boiler plant centralization, and energy security.
- D. Provide QA/QC in design, construction and turnover of the facility
- E. Prepare a commissioning plan in the documents during program verification/schematic design phase
- F. Conduct interview session with General Services Department and user group at project start-up
- G. Provide design and engineering review of drawings and specifications
- H. Include reports in design progress meetings with County
- I. Assist in specification development and review
 - 1. Division 01
 - 2. Division 15

- 3. Division 16
- 4. Division 17 (if applicable)
- J. Shop drawing submittal review
- K. Assure appropriate operation of system controls including test and balance service and reports
- L. Assure proper as-builts, operation and maintenance manuals, and warranty manuals are provided
- M. Assure proper systems demonstrations and training is provided
- N. Construction administration to confirm systems are installed, connected and operate and communicate as designed and specified
 - 1. HVAC Controls
 - 2. Fire Alarm
 - 3. Security alarm
 - 4. Lighting controls
 - 5. Remote monitoring and control of systems
- O. Commissioning Record Development
- P. Seasonal Testing
- Q. Near Warranty End Review

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time **Monday, April 23, 2007, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2007.

Legal Name of Bidder

Signature of Authorized Representative

Title