



SHEPHERD
UNIVERSITY

Addendum #2 to RFP SU26-06

**For a Commissioning Authority (CxA) to perform Commissioning Services
Of All Required Equipment and Systems as it Pertains to
The Construction of the Dining Hall Multipurpose Building
February 11, 2026**

https://bfmarchitects-my.sharepoint.com/personal/dbrenneman_bfmarchitects_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fdbrenneman%5Fbfmarchitects%5Fcom%2FDocuments%2FShepherd%20Athletic%20Facility%2FFull%20Set%20of%20Drawings%20%2D%20%2E4%2E26%2FShepherd%20University%20DiningMultipurpose%20Building%20%2D%20Full%20Set%20of%20Drawings%20%2D%20%2E4%2E26%2Epdf&parent=%2Fpersonal%2Fdbrenneman%5Fbfmarchitects%5Fcom%2FDocuments%2FShepherd%20Athletic%20Facility%2FFull%20Set%20of%20Drawings%20%2D%20%2E4%2E26&ga=1

Q1. Is the intent of this RFP to be for construction services or professional services that would need to adhere to West Virginia Code 5G?

A1. The intent of this RFP is for professional commissioning services. Construction is being performed by a different contractor.

Q2. Will this be a LEED project? If so, has it been decided which version the project will pursue?

A2. This will not be a LEED project.

Q3. Whether the project is LEED or not, is there a requirement for commissioning of the building envelope?

A3.

Q4. Is it acceptable to hand delivery the proposal to your office?

A4. Yes.

Q5. Is there a place to download a fillable copy of Attachments A and J? The scanned copy of the RFP is slightly skewed and a little fuzzy.

A5. Attachment A is affixed to this Addendum. Attachment J can be found at the URL below:

<https://www.wvhepc.edu/wp-content/uploads/2018/12/19089-Exhibit-C-Purchasing-Affidavit.pdf>

Q6. Please confirm that the Purchasing Affidavit is required to be notarized?

A6. Yes, the Purchasing Affidavit does need to be notarized.

Q7. For repeat equipment, is there are acceptable sample rate? Implementing an effective sampling strategy can reduce cost and testing duration. We test 100% in critical environments or when requested by the Owner. If sampling is allowed, our standard practice is to test 100% of any equipment with 10 or fewer on the project. When there are more than 10 of like equipment in the project, we typically test 50% up to 20 units. If there are more than 20 identical units, we typically test 33%. If any unit in the sample fails, then we test consecutive units until not less than seven pass after recalculating the sample.

A7. Shepherd University would like to have 100% of the equipment tested for this building.

Q8. Can you please confirm the building envelope/enclosure commissioning is not required?

A8. The commissioning of the building envelope/enclosure will need to be performed at the status of the building when the commissioning contract becomes effective forward. At this time, the building already has had the foundation slab poured.

Q9. For comparison purposes, do you want to define the minimum number of site visits to include on our commissioning scope?

A9. For comparison purposes, please include 36 visits to the site. The number of visits may increase or decrease depending on the phasing of the construction activities. Please include an hourly rate for commissioning services in the pricing section of the proposal.

Q10. How often are the Waynesboro Construction Progress Meetings held so we can include the appropriate number of commissioning scope?

A10. The Waynesboro Construction Progress Meetings are held every two weeks. The last one occurred on Tuesday, February 10, 2026.

Q11. Should we include as-built documentation review in our commissioning scope of work?

A11. Yes.

Q12. Should we include TAB spot-checking to verify the balancing results in our commissioning scope?

A12. Yes.

Q13. Should we include compiling and assembly of a System Manual in our commissioning scope?

A13. The General Contractor will provide As-Built Drawings and Operation & Maintenance Manuals. However, the commissioning agent will review these items for accuracy and completion of documentation.

Q14. Are the proposal hardcopies and the USB required, or can we submit our proposal via email?

A14. The proposals are required to be submitted via hardcopies with a USB.

DATE 2/6/2026 RFB/RFP NUMBER SU26-06

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