

## ✓ RFP Checklist for Retrocommissioning Services

- Include clear objectives and assign priority to each has (energy, comfort, building control, etc.)
- Provide information about the building. At minimum include:
  - A brief building description
  - Square footage
  - A general HVAC description (central plant as well as distribution systems for both heating and cooling); controls system description
  - A list of major equipment, including number and age of each type
  - A brief renovation, retrofit, and equipment replacement history
  - A building use description
- Provide as much information on the trending capabilities of the EMCS as possible. Ideally, a complete points list should be provided. This increases the bidders' ability to more accurately budget the data acquisition tasks. Also, state whether the system can be accessed remotely (by modem).
- Provide a list of available up-to-date building documentation.
- Include as complete a scope of work as possible. State the type of commissioning expected (existing-building, new equipment, or combined new and existing systems). If it is unclear what the scope of work can realistically include, allow step one of the project to address developing a detailed scope of work. Or, hire an experienced commissioning consultant to help develop the scope of work for inclusion in the RFP. The scope of work should include a list of equipment needing commissioning. Also, clearly state for each phase of the project (planning, investigation, implementation, and integration) what the in-house building staff's and/or service contractor's responsibilities include and what the commissioning provider responsibilities include. (For guidance, refer to Appendix I.)
- If the preferred data acquisition methods are known (datalogging, trending, functional testing) state them, otherwise specifically ask that the bidder detail their approach on these issues.
- Indicate what is expected for each of the retrocommissioning phases (planning, investigation, implementation, and hand-off). It is especially important for the bidders to know whether the contract proceeds through the implementation phase or ends with the investigation phase (detailed site assessment).
- Request the Commissioning Provider's general approach and a skeletal commissioning plan for the project.
- List the specific support that the Commissioning Provider can expect from the facility staff and service contractors (particularly the controls vendor) and give the skill level of each of the facility staff. State how much testing and investigation can be done by facility staff.
- When requiring savings calculations/estimates, state the desired method for completing the work (qualitative ranking of measures for implementation using expert judgment, cost estimates and engineering calculations of savings, costs from actual bids and bin or computer simulations of savings).
- Any cost or energy savings calculations or estimates required of the Commissioning Provider prior to implementation and after post-verification should be clearly stated with the desired method.
- List the required Commissioning Provider qualifications and qualifications for any subcontractors.
- Request work examples from previous projects (final report, Master List of Findings etc.)
- List the RFP selection criteria.
- Give a cost range for the project.
- Provide a list of required deliverables (see section titled "Selecting a Commissioning Provider").
- Other RFP checklist items:  

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