

**HVAC Pre Bid Questions and Answers**  
**May 22, 2024**

1. **Page 6/Item #7 Performance Bond: In my 3 decades of furnishing OPM Services, I have not furnished a Performance Bond for Professional Services. Could you revisit?**

We do not require a performance bond for either the OPM or Commissioning Agent. We will address concerns in the contract regarding performance.

2. **Page 7/ Items #11 Retainage: Also, in my 3 decades of furnishing OPM Services, My Contracts for Professional Services never included retainage. Could you revisit? A retainage will increase the Hourly Rate.**

No Retainage is required, but payment terms will be addressed in the contract.

3. **Page 7/ Items #14 Term of Contract: Paragraph reads for 13 weeks. Isn't it the intention for 13 months of Professional Oversight?**

You are correct that the 13 weeks should read as a minimum of 13 months based on projected time periods and projected completion.

4. **At the Bid Opening, are you going to open up the Qualifications and Fee Envelopes? My experience is that only the Qualification Envelope is read publicly. Please clarify?**

Yes, we will open both the qualifications envelope as well as the fee envelope. We will post fee schedules but not qualifications.

5. **My firm intends to submit on both RFP's since we provide both OPM and Commissioning services, and we feel that we could provide a cost savings to Columbia by offering an efficiency of a hybrid role or at least a combined team to tackle both tasks. Formal question: Would a single firm be eligible to be selected for both the Commissioning Agent and Owner's Project Management position(s)?**

We would allow the same firm to make proposals for both the OPM and the Commissioning Agent or as a combined proposal as long as the qualifications for both services are met. Please note on the outside envelope that it is a combined bid.

6. **We are interested in responding to your commissioning RFQ. I noticed that there is a mandatory pre-submission meeting on May 23 at 10 am and I didn't see any information regarding registering for the meeting and if it would be held virtually or not. Any information that you could share with me would be greatly appreciated.**

The pre-bid meeting is mandatory and in person only with a sign in. There is no pre-registration.