

COMMISSIONING GUIDE SPECIFICATIONS

SECTION 01040 COORDINATION COMMISSIONING AUTHORITY AND GENERAL REQUIREMENTS

Spec writer:

The following guide specifications are intended to be reviewed, modified and inserted into the noted specification section to meet the specific commissioning needs and requirements for the current project. Any modifications to these specifications shall only be made after consultation with the Owner's representative and with approval of the engineer of record. Where there are check boxes or fill-in blanks, fill in as appropriate and delete all but the choice(s) that apply. Delete all direction boxes.

THIS VERSION (B) OF THIS SECTION APPLIES WHEN THE COMMISSIONING AUTHORITY IS HIRED BY THE GENERAL CONTRACTOR

(The Commissioning Authority is the party personally directing the day-to-day commissioning activities)

Alert the Contractor that this project will be commissioned and that the Contractor will be responsible to carry out the execution of the commissioning process under the approval of the Owner's Construction Manager.

Include the following section under PART 1 - GENERAL:

PART 1 - GENERAL

1.1 COMMISSIONING

- A. This project will have selected building systems commissioned. The equipment and systems to be commissioned are specified in Section 17100, Part 1.4. The commissioning process, which the Contractor is responsible to execute, is defined in Division 17. The commissioning process will be directed by a Commissioning Authority whose services will be provided by the Contractor. The commissioning will be approved by the Owner's Construction Manager.

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B. Abbreviations. The following are common abbreviations used in the *Specifications* and in the *Commissioning Plan*. Definitions are found in Section 17100, Part 1.6.

A/E-	Architect and design engineers	FT-	Functional performance test
CA-	Commissioning Authority	GC-	General contractor (prime)
CC-	Controls contractor	MC-	Mechanical contractor
CM-	Construction Manager (the Owner's Representative)	PC-	Prefunctional checklist
Cx-	Commissioning	PM-	Project manager (the Owner)
Cx Plan-	Commissioning Plan document	Subs-	Subcontractors to General
EC-	Electrical contractor	TAB-	Test and balance contractor

Alert the Contractor that they will be responsible to provide the services of a qualified Commissioning Authority as follows:

1.2 ADMINISTRATIVE / SUPERVISORY PERSONNEL

A. Commissioning Authority: The Contractor will provide the services of a qualified Commissioning Authority. The responsibilities of the Commissioning Authority are defined in Division 17. The Commissioning Authority will report directly to the Owner's Construction Manager.

1. Commissioning Authority Qualifications: The Commissioning Authority will satisfy the following requirements:

The A/E should modify the requirements as appropriate for the complexity of the systems to be commissioned in this building.

List other systems that are being commissioned. If they are highly specialized (fume hoods, clean room, security, communications, etc.) state that two parties may be hired, with one acting as lead, to fulfill the expertise required.

- a. Have extensive experience in the operation and troubleshooting of HVAC systems, energy management control systems and lighting controls systems. Extensive field experience is required. A minimum of _____ full years in this type of work is required.
- b. Knowledgeable in test and balance of both air and water systems.
- c. Direct experience in monitoring and analyzing system operation using energy management control system trending or stand-alone datalogging equipment.
- d. Excellent verbal and written communication skills, highly organized and able to work with both management and trade contractors.
- e. A bachelors degree in Mechanical Engineering is highly preferred and P.E. certification is desired, however, other technical training and past commissioning and field experience will be considered.
- f. The Commissioning Authority requirements cannot be fulfilled by the combined expertise of a company, but must be part of the skill and experience set of the one

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individual who will be the designated Commissioning Authority, unless specifically noted above.

- g. The Commissioning Authority will be an independent contractor and not an employee of the General Contractor or any other subcontractor on this project, including the A/E.
- h. The Commissioning Authority shall have been the prime commissioning agent for commissioning at least ____ facilities of _____ sf and similar complexity in system type in the last 5 years.
- i. The Commissioning Authority will provide a detailed description of at least three commissioning projects completed recently with their personal involvement, the names and telephone numbers of the Owner's project manager and the general contractor's site superintendent.

Spec Writer: To make this section more rigorous, consider using all or parts of the commissioning agent RFP solicitation found in Part I, Appendix 1 of the *Model Commissioning Plan and Guide Specifications*.

- 2. The Contractor will submit, with the construction bid proposal, the CA's resume and qualifications to the CM, the GSA Project Manager and the A/E for approval. The Owner reserves the right to require the Contractor to submit another party for the position, in the event the first party submitted is considered unqualified for the project. Final approval will reside with the Project Manager.

Extend the duties of the CM to cover their Cx responsibilities under Administrative Personnel.

- B. Construction Manager (CM): In general, the construction management services contractor is hired by the Owner to assist in the overall management of the project including supervising and on-site managing authority over a project's construction. The General Contractor reports to the CM. A qualified member of the CM team acts for the owner and reviews and approves the work of the Commissioning Authority and commissioning team and witnesses selected tests, as well as performing tasks specified in Division 17. This member of the CM shall have significant mechanical engineering training and expertise and have extensive field experience in troubleshooting, inspecting HVAC systems, controls and lighting systems and _____.

If the Test and Balancing Contractor (TAB) will be hired by someone other than the Owner, have the TAB qualifications submitted and approved by the Owner and refer to the requirement here, per the language below.

- C. Test and Balance Contractor (TAB) Qualifications. The Contractor will provide the services of a qualified test and balance contractor, approved by the Owner, as specified in Section 15990.
- D. Controls Contractor and Lead Technician Qualifications. The Control contractor and the lead technician shall be approved by the Owner as specified in Section 15950.

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Though not directly applicable to this section, an important reminder is made here:

The Spec Writer should review any quality assurance sections, particularly 01400, and make sure that any stock language about costs of testing being the Owner's responsibility are correctly reflected consistent with the commissioning specifications.

END OF GUIDE SPECIFICATION SECTION