



Professional Commissioning Services RFQ

Stevens Center Phase 2 Renovation Project

Addendum #1 – Q&A

05/15/2025

Responses to this RFQ are due at 2:00 PM EST on Thursday, May 22, 2025. All response should be delivered electronically in PDF format via email to Jimmy Norwood norwoodj@uncsa.edu and Justin Foy at justin@riethjones.com. Hard copies are not required for this solicitation.

ADDENDUM #1 – Questions & Answers

UNCSA would like to address the following questions received as of 05/12/2025 from potential respondents:

Question #1: Could you please advise whether Building Enclosure Commissioning (BECx) is intended to be included as part of the commissioning scope for this project?

Answer: Building Envelope Commissioning was performed during Phase 1. Services are not anticipated for Phase 2.

Question #2: Is there a page limit to the RFQ response?

Answer: Submission must be formatted as indicated under the “Response Format” section. There are no restrictions on the page limits.

Question #3: Please clarify the required minimum participation goal (%) for the Small/Minority/Women/Veteran Enterprise or HUB?

Answer: At UNCSA, as with all UNC System institutions, we are committed to increasing Minority Business Enterprise (MBE) participation in all capital projects. This commitment extends beyond construction to include essential project-related services such as commissioning, special inspections, and materials testing. The project team has established MBE goals of 25% and we will continue to actively collaborate with our design and construction partners to achieve them. The Commissioning Agent selected through the RFQ process will be an integral part of this team and will contribute to the broader institutional efforts to expand opportunities for minority- and small-business participation across campus.

Question #4: Could you please clarify if the RFQ intent is to award a contract to single or multiple bidders?

Answer: Single

Question #5: Are front and back covers allowed? If so, can images be used on them?

Answer: Yes, front and back cover pages are allowed.

Question #6: Can our logo be used on the bottom of our response pages?

Answer: Yes

Question #7: Is LEED Administration required under the RFQ scope of work or assistance with documentation?

Answer: LEED Administration is not required.

Question #8: Is Low Voltage / Security System commissioning required under the scope of work

Answer: Low Voltage / Security System commissioning is not required.

Question #9: Is Renewable Energy System commissioning required under the scope of work?

Answer: Renewable Energy System commissioning is not required.

Question #10: Is the owner providing a design drawings and specifications to the bidders?

Answer: Design drawings and specifications will be provided to the firm awarded the commissioning contract.