DESIGN & CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242

ADDENDUM NO. 2 TO PROJECT NO. 47667

CONSTRUCTION, HVAC, PLUMBING AND ELECTRICAL WORK
RENOVATE 4TH FLOOR
ADAM CLAYTON POWELL JR STATE OFFICE BUILDING
163 W 125TH ST
NEW YORK, NEW YORK

August 22, 2025

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

GENERAL REQUIREMENTS – COMMON

1. Page 011000.01 – 4, Article 1.10 L, Add the following Paragraph:

   "L. Use of Existing Elevators:
   3. Freight elevator will be available for Contractor use. All major deliveries to be performed off hours. Freight elevator dimensions:
   Door Clearance – 38'' W x 84'' H
   Elevator Interior – 109'' H x 7'' W x 68'' D "

CONSTRUCTION WORK SPECIFICATIONS

2. Page 096519 – 6, Paragraph 3.3.I: Delete this Paragraph in its entirety.

HVAC WORK SPECIFICATIONS

3. SECTION 019113 GENERAL COMMISSIONING REQUIREMENTS: Add the accompanying Section (pages 019113-1 through 019113-8) to the Project Manual.

PLUMBING WORK SPECIFICATIONS

4. SECTION 019113 GENERAL COMMISSIONING REQUIREMENTS: Discard the Section bound in the Project Manual in its entirety.

5. SECTION 220800 COMMISSIONING OF PLUMBING: Discard the Section bound in the Project Manual in its entirety.

ELECTRICAL WORK SPECIFICATIONS

6. SECTION 019113 GENERAL COMMISSIONING REQUIREMENTS: Add the accompanying Section (pages 019113-1 through 019113-8) to the Project Manual.

APPENDIX – PLUMBING WORK

7. COMMISSIONING PROCESS: Discard the Commissioning Process bound in the Project Manual in its entirety.

END OF ADDENDUM

Brady Sherlock, P.E.
Director, Division of Design
Design & Construction

SECTION 019113 - GENERAL COMMISSIONING REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. This Section specifies the Contractor's responsibilities in the commissioning process. Commissioning requires the participation of the Contractor to ensure that all systems are operating in a manner consistent with the Contract Documents.

B. The commissioning process integrates the traditionally separate functions of system documentation, equipment startup, performance testing and training. Commissioning during the construction phase is intended to achieve the following specific objectives in accordance with the Contract Documents:

1. Verify and document that applicable equipment and systems are installed according to the manufacturer's recommendations, contract requirements, and industry standards and that they receive adequate operational checkout by installing contractors.
2. Verify and document proper performance of equipment and systems.
3. Verify and document that O&M documentation is complete.
4. Verify and document that the Facility operating personnel are properly trained.

C. The systems and equipment to be commissioned are listed in this Section. The Contractor's general commissioning requirements and coordination are detailed in this Section. Specific requirements for commissioning of each system or piece of equipment are detailed in the specification Section for the individual systems or pieces of equipment. A detailed description of the overall commissioning process is included in the appendix.

D. The commissioning process does not reduce the responsibility of the Contractor to provide finished and fully functional systems and equipment.

1.2 SYSTEMS TO BE COMMISSIONED

A. The following systems will be commissioned in this project. Specific requirements for the commissioning of each system are included in the related specification Section.

1. HVAC Work Contract:

a. Temperature Control System
b. HVAC Piping
c. Variable Air Volume Boxes
d. Testing and Balancing

B. Example Commissioning Documents: Example Pre-Functional Checklists and Functional Test Procedures are provided following the specification Sections of equipment and systems that are scheduled to be commissioned. These documents are included to provide the Contractor examples of the type of documentation that will be required as part of the commissioning process.

Equipment and system specific Pre-Functional Checklists and Functional Test procedures will be developed by the Commissioning Authority based on approved submittals, and then will be provided to the Contractors.

1.3 DEFINITIONS

A. Acceptance Phase: Phase of construction after startup and initial checkout when functional performance tests, O&M documentation review and training occurs.

B. Approval: Acceptance that a piece of equipment or system has been properly installed and is functioning in the tested modes in accordance with the Contract Documents.

C. Commissioning authority (CA): An independent agent responsible for the direction and coordination of the commissioning activities. The CA responsible to the Director's Representative.

D. Commissioning Plan: An overall plan that provides the structure, schedule and coordination planning for the commissioning process.

E. Commissioning Team: The members of the commissioning team consist of the Commissioning Authority, the Director's Representative, the Contractor, the architect and design engineers. The owner and the building or plant operator/engineer also may be members of the commissioning team.

F. Deferred Functional Tests: Functional tests that are performed after substantial completion, due to partial occupancy, seasonal requirements, design or other site conditions that prevent the test from being performed prior to substantial completion.

G. Deficiency: A condition in the installation or function of a component, piece of equipment or system that is not in compliance with the Contract Documents.

H. Factory Testing: Testing of equipment on-site or at the factory by factory personnel.

I. Functional Performance Test (FT): Test of the dynamic function and operation of equipment and systems using manual (direct observation) or monitoring methods. Functional testing is the dynamic testing of systems (rather than just components) under full operation. Systems are tested under various modes, such as during low cooling or heating loads, high loads, component failures, unoccupied, varying outside air temperatures, fire alarm, power failure, etc. The CA develops the functional test procedures in sequential written form. The CA coordinates, oversees and documents the actual testing. The Contractor performs the functional tests. FTs are performed after prefunctional checklists and startup are complete.

J. Phased Commissioning: Commissioning that is completed in phases (by floors, for example) due to the size of the structure or other scheduling issues, in order to minimize the total construction time. Commissioning shall be provided for each phase according to the schedule for that phase. Some repetition and/or remobilization may be required.

K. Prefunctional Checklist (PC): A list of items to inspect and component tests to conduct to verify proper installation of equipment prior to initiating functional testing.

L. Startup: The initial starting or activating of dynamic equipment, including executing prefunctional checklists.

1.4 COORDINATION

A. The CA is hired by, and works for, the Director. The CA directs and coordinates the commissioning activities. All members of the commissioning team shall work together to fulfill their contractual responsibilities and meet the objectives of the Contract Documents.

B. The CA will work with the Contractor according to established protocols to schedule the commissioning activities. The Contractor shall integrate all commissioning activities into the approved progress schedule. All parties will address scheduling problems and make necessary notifications and changes in a timely manner in order to expedite the commissioning process and maintain the approved progress schedule.

1.5 COMMISSIONING PROCESS

A. Commissioning Plan. The commissioning plan provides guidance in the execution of the commissioning process. Following the initial commissioning scoping meeting the CA will update the plan which is then considered the "final" plan, although it may be revised as the project progresses.

B. Commissioning Process. The following narrative provides a brief overview of the typical commissioning tasks during construction and the general order in which they occur. A more detailed description of the commissioning process can be found in the Appendix.

1. Commissioning during construction begins with a scoping meeting conducted by the CA where the commissioning process is reviewed with the Commissioning Team.
2. Additional meetings will be required throughout construction, scheduled by the Director's Representative, to plan, scope, coordinate, and schedule future activities and to resolve problems. When possible, commissioning meetings will be scheduled immediately following construction meetings.
3. Equipment documentation is submitted to the CA during the submittal process, including detailed start-up procedures.
4. The CA works with the Contractor to develop startup activity lists and startup documentation. The CA provides prefunctional checklists to be completed by the Contractor during the startup process.
5. In general, the checkout and performance verification proceeds from simple to complex; from component level to equipment to systems and intersystem levels. In each case prefunctional checklists are completed, submitted, and approved before functional testing begins.
6. The Contractor executes and documents the prefunctional checklists, and provides notification to the Director's Representative and the CA. The Contractor performs startup and initial checkout. The CA documents that the checklists and startup were completed according to the approved plans.
7. The CA develops specific equipment and system functional performance test procedures. The Contractor reviews the procedures and submits suggestions or comments. Procedures are finalized by the CA.

8. The procedures are executed by the Contractor, under the direction of the CA.
9. Items of non-compliance in material, workmanship, or setup are corrected and retested at the Contractor's expense. The Contractor is responsible for providing all resources, manpower, and materials necessary to rectify deficiencies as per requirements of the approved schedule.
10. The O&M documentation prepared by the Contractor is reviewed for completeness by the CA.
11. Commissioning is completed before Substantial Completion.
12. The CA reviews, pre-approves and coordinates the training provided by the Contractor and verifies that is was completed.
13. Deferred testing is conducted, as specified or required.

1.6 CONTRACTOR'S RESPONSIBILITIES

A. The Contractor's commissioning responsibilities are as follows (all references apply to commissioned systems and equipment only):

1. Construction and Acceptance Phase:

a. Attend the commissioning scoping meeting and other necessary meetings scheduled by the Director's Representative to facilitate the commissioning process.
b. Facilitate the coordination of the commissioning work by the CA, and with the CA ensure that commissioning activities are being scheduled into the approved progress schedule.
c. Provide detailed manufacturer installation and start-up, operating, troubleshooting and maintenance procedures, factory test reports, and full warranty information, including all responsibilities of the Director to keep the warranty in force. The installation, start-up and checkout materials that are actually shipped with the equipment and the actual field checkout sheet forms to be used by the factory or field technicians shall be submitted to the CA. The CA may request further documentation necessary for the commissioning process.
d. In each purchase order or subcontract written, include requirements for submittal data, O&M data, commissioning tasks and training.
e. Ensure that all subcontractors execute their commissioning responsibilities according to the Contract Documents and approved progress schedule.
f. Assist in the process of writing detailed test procedures by clarifying the operation and control of commissioned equipment.
g. Review test procedures to ensure feasibility, safety and equipment protection and provide necessary written alarm limits to be used during the tests.
h. Develop a full start-up and testing plan using manufacturer's start-up procedures and the prefunctional checklists from the CA for all commissioned equipment. Submit to the CA for review and approval prior to startup.
i. During the startup and initial checkout process, execute all portions of the prefunctional checklists for all commissioned systems and equipment. Verify that system installations include all ports, gages, thermometers, access doors, valves, etc., required for specified functional performance testing.
j. Provide all special tools and instruments (only available from vendor, specific to a piece of equipment) required for testing equipment.

k. Perform and clearly document all completed startup and system operational checkout procedures, providing a copy to the CA.
l. Address incomplete Work before functional performance testing.
m. Provide skilled technicians to execute startup of equipment and to execute the functional performance tests. Ensure that they are available and present during the agreed upon schedules and for sufficient duration to complete the necessary tests, adjustments and problem-solving.
n. Provide skilled technicians to perform functional performance testing under the direction of the CA for specified equipment. Provide Manufacturer's Representative as required and as specified in the Specification. Assist the CA in interpreting the monitoring data, as necessary.
o. Correct deficiencies (differences between specified and observed performance) as directed by the Director's Representative.
p. Prepare O&M manuals according to the Contract Documents, including clarifying and updating the original sequences of operation to as-built conditions. Provide a copy of the O&M manuals and submittals of commissioned equipment to the CA for review and approval.
q. Provide training as specified.
r. Coordinate with equipment manufacturers to determine specific requirements to maintain the validity of the warranty.

2. Warranty Period:

a. Execute seasonal or deferred functional performance testing in accordance with the specifications
b. Correct deficiencies and make necessary adjustments to O&M manuals and as-built drawings for applicable issues identified in any seasonal testing.

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT

A. All standard testing equipment required to perform startup and initial checkout and required functional performance testing shall be provided by the Contractor.

B. Specified special equipment, tools and instruments (only available from vendor, specific to a piece of equipment) required for testing equipment shall be provided by the Contractor and turned over to the facility at the completion of the Work.

C. Datalogging equipment and software required to test equipment will be provided by the Contractor but shall not become the property of the Director's Representative.

D. All testing equipment shall be of sufficient quality and accuracy to test and/or measure system performance with the tolerances specified in the Specifications. All equipment shall be calibrated according to the manufacturer's recommended intervals. Calibration tags shall be affixed or certificates readily available.

PART 3 - EXECUTION

3.1 MEETINGS

A. Scoping Meeting. Prior to the commencement of construction, the CA will schedule, plan and conduct a commissioning scoping meeting with the Commissioning Team.

B. Miscellaneous Meetings. Other meetings will be planned and conducted by the CA as construction progresses. These meetings will cover coordination, deficiency resolution and planning issues with the Contractor, appropriate sub-contractors and suppliers, the Owner's Representative, and the Director's Representative.

3.2 START-UP, PREFUNCTIONAL CHECKLISTS, AND INITIAL CHECKOUT

A. Prefunctional checklists and initial checkout shall ensure that the equipment and systems are hooked up and operational. Each piece of equipment receives full prefunctional checkout. No sampling strategies are used. The prefunctional testing for a given system must be successfully completed prior to formal functional performance testing of systems or equipment.

B. Start-up and Initial Checkout Plan. The CA shall assist the commissioning team members responsible for startup of any equipment in developing detailed start-up plans for all equipment. The primary role of the CA in this process is to ensure that there is written documentation that each of the manufacturer's recommended procedures have been completed.

C. Execution of Prefunctional Checklists and Startup.

1. Four weeks prior to startup, the Contractor shall schedule startup and checkout with the Director's Representative.
2. The Contractor shall execute startup and provide the CA with a signed and dated copy of the completed start-up and prefunctional tests and checklists.

3.3 FUNCTIONAL PERFORMANCE TESTING

A. Development of Test Procedures. Using the requirements in the specifications, the CA shall develop specific test procedures and forms to verify and document proper operation of each piece of equipment and system. The Contractor shall provide assistance to the CA in developing the procedures. Prior to testing, the CA shall provide a copy of the test procedures to the Contractor who shall review the tests for feasibility, safety, equipment and warranty protection.

B. Functional performance testing shall document that each system is operating in accordance with the Contract Documents. During the testing process, areas of deficient performance shall be identified. Deficiencies shall be corrected by the Contractor and functional testing shall be re-scheduled. The Contractor shall be responsible for all costs associated with re-testing for functional performance.

C. Each system shall be operated through all modes of operation. Proper responses to such modes and conditions as power failure, freeze condition, low oil pressure, no flow, equipment failure, etc. shall also be tested.

D. Test Methods. Each function and test shall be performed under conditions that simulate actual conditions as closely as possible. The Contractor shall execute the test and shall provide all necessary materials, system modifications, etc. to produce the necessary flows, pressures, temperatures, etc. necessary to execute the test according to the specified conditions. At the completion of the test, the Contractor shall return all building equipment and systems affected by these temporary modifications to their pre-test condition.

3.4 OPERATION AND MAINTENANCE MANUALS

A. Standard O&M Manuals. The specific content and format requirements for the standard O&M manuals are detailed in Section 017716.

B. The Contractor shall compile and prepare commissioning documentation for all equipment and systems and include this information in the O&M manuals.

3.5 TRAINING

A. The Contractor shall be responsible for coordinating, scheduling, and documenting that all required training has been completed successfully.

B. The Contractor shall have the following training responsibilities:

1. Provide a training plan two weeks before the planned training.
2. Provide comprehensive orientation and training in the understanding of the systems and the operation and maintenance of each piece of equipment.
3. Training shall normally start with classroom sessions followed by hands-on training on each piece of equipment.
4. The training sessions shall follow the outline in the Table of Contents of the operation and maintenance manual and illustrate whenever possible the use of the O&M manuals for reference.
5. Training shall include:

    a. Use of the printed installation, operation and maintenance instruction material included in the O&M manuals.
    b. A review of the written O&M instructions emphasizing safe and proper operating requirements, preventative maintenance, special tools needed and spare parts inventory suggestions. The training shall include start-up, operation in all modes possible, shut-down, and any emergency procedures.
    c. Discussion of relevant health and safety issues and concerns.
    d. Discussion of warranties and guarantees.
    e. Common troubleshooting problems and solutions.
    f. Explanatory information included in the O&M manuals and the location of all plans and manuals in the facility.
    g. Discussion of any peculiarities of equipment installation or operation.

3.6 DEFERRED TESTING

A. Unforeseen Deferred Tests. If any check or test cannot be completed due to project conditions, required occupancy condition or other deficiency, execution of checklists and functional testing may be delayed upon approval of the Director's Representative. These tests will be conducted in the same manner as the seasonal tests as soon as possible.

B. Seasonal Testing. Seasonal testing (tests delayed until weather conditions are closer to the system's design conditions) shall be completed as part of this contract. Make any final adjustments to the O&M manuals and as-builts resulting from information gained during testing.

END OF SECTION 019113

SECTION 019113 - GENERAL COMMISSIONING REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. This Section specifies the Contractor's responsibilities in the commissioning process. Commissioning requires the participation of the Contractor to ensure that all systems are operating in a manner consistent with the Contract Documents.

B. The commissioning process integrates the traditionally separate functions of system documentation, equipment startup, performance testing and training. Commissioning during the construction phase is intended to achieve the following specific objectives in accordance with the Contract Documents:

1. Verify and document that applicable equipment and systems are installed according to the manufacturer's recommendations, contract requirements, and industry standards and that they receive adequate operational checkout by installing contractors.
2. Verify and document proper performance of equipment and systems.
3. Verify and document that O&M documentation is complete.
4. Verify and document that the Facility operating personnel are properly trained.

C. The systems and equipment to be commissioned are listed in this Section. The Contractor's general commissioning requirements and coordination are detailed in this Section. Specific requirements for commissioning of each system or piece of equipment are detailed in the specification Section for the individual systems or pieces of equipment. A detailed description of the overall commissioning process is included in the appendix.

D. The commissioning process does not reduce the responsibility of the Contractor to provide finished and fully functional systems and equipment.

1.2 SYSTEMS TO BE COMMISSIONED

A. The following systems will be commissioned in this project. Specific requirements for the commissioning of each system are included in the related specification Section.

1. Electrical Work Contract:

a. Lighting Fixtures
b. Lighting Controls and Occupancy Sensors

B. Example Commissioning Documents: Example Pre-Functional Checklists and Functional Test Procedures are provided following the specification Sections of equipment and systems that are scheduled to be commissioned. These documents are included to provide the Contractor examples of the type of documentation that will be required as part of the commissioning process. Equipment and system specific Pre-Functional Checklists and Functional Test procedures will be

developed by the Commissioning Authority based on approved submittals, and then will be provided to the Contractors.

1.3 DEFINITIONS

A. Acceptance Phase: Phase of construction after startup and initial checkout when functional performance tests, O&M documentation review and training occurs.

B. Approval: Acceptance that a piece of equipment or system has been properly installed and is functioning in the tested modes in accordance with the Contract Documents.

C. Commissioning authority (CA): An independent agent responsible for the direction and coordination of the commissioning activities. The CA responsible to the Director's Representative.

D. Commissioning Plan: An overall plan that provides the structure, schedule and coordination planning for the commissioning process.

E. Commissioning Team: The members of the commissioning team consist of the Commissioning Authority, the Director's Representative, the Contractor, the architect and design engineers. The owner and the building or plant operator/engineer also may be members of the commissioning team.

F. Deferred Functional Tests: Functional tests that are performed after substantial completion, due to partial occupancy, seasonal requirements, design or other site conditions that prevent the test from being performed prior to substantial completion.

G. Deficiency: A condition in the installation or function of a component, piece of equipment or system that is not in compliance with the Contract Documents.

H. Factory Testing: Testing of equipment on-site or at the factory by factory personnel.

I. Functional Performance Test (FT): Test of the dynamic function and operation of equipment and systems using manual (direct observation) or monitoring methods. Functional testing is the dynamic testing of systems (rather than just components) under full operation. Systems are tested under various modes, such as during low cooling or heating loads, high loads, component failures, unoccupied, varying outside air temperatures, fire alarm, power failure, etc. The CA develops the functional test procedures in sequential written form. The CA coordinates, oversees and documents the actual testing. The Contractor performs the functional tests. FTs are performed after prefunctional checklists and startup are complete.

J. Phased Commissioning: Commissioning that is completed in phases (by floors, for example) due to the size of the structure or other scheduling issues, in order to minimize the total construction time. Commissioning shall be provided for each phase according to the schedule for that phase. Some repetition and/or remobilization may be required.

K. Prefunctional Checklist (PC): A list of items to inspect and component tests to conduct to verify proper installation of equipment prior to initiating functional testing.

L. Startup: The initial starting or activating of dynamic equipment, including executing prefunctional checklists.

1.4 COORDINATION

A. The CA is hired by, and works for, the Director. The CA directs and coordinates the commissioning activities. All members of the commissioning team shall work together to fulfill their contractual responsibilities and meet the objectives of the Contract Documents.

B. The CA will work with the Contractor according to established protocols to schedule the commissioning activities. The Contractor shall integrate all commissioning activities into the approved progress schedule. All parties will address scheduling problems and make necessary notifications and changes in a timely manner in order to expedite the commissioning process and maintain the approved progress schedule.

1.5 COMMISSIONING PROCESS

A. Commissioning Plan. The commissioning plan provides guidance in the execution of the commissioning process. Following the initial commissioning scoping meeting the CA will update the plan which is then considered the "final" plan, although it may be revised as the project progresses.

B. Commissioning Process. The following narrative provides a brief overview of the typical commissioning tasks during construction and the general order in which they occur. A more detailed description of the commissioning process can be found in the Appendix.

1. Commissioning during construction begins with a scoping meeting conducted by the CA where the commissioning process is reviewed with the Commissioning Team.
2. Additional meetings will be required throughout construction, scheduled by the Director's Representative, to plan, scope, coordinate, and schedule future activities and to resolve problems. When possible, commissioning meetings will be scheduled immediately following construction meetings.
3. Equipment documentation is submitted to the CA during the submittal process, including detailed start-up procedures.
4. The CA works with the Contractor to develop startup activity lists and startup documentation. The CA provides prefunctional checklists to be completed by the Contractor during the startup process.
5. In general, the checkout and performance verification proceeds from simple to complex; from component level to equipment to systems and intersystem levels. In each case prefunctional checklists are completed, submitted, and approved before functional testing begins.
6. The Contractor executes and documents the prefunctional checklists, and provides notification to the Director's Representative and the CA. The Contractor performs startup and initial checkout. The CA documents that the checklists and startup were completed according to the approved plans.
7. The CA develops specific equipment and system functional performance test procedures. The Contractor reviews the procedures and submits suggestions or comments. Procedures are finalized by the CA.

8. The procedures are executed by the Contractor, under the direction of the CA.
9. Items of non-compliance in material, workmanship, or setup are corrected and retested at the Contractor's expense. The Contractor is responsible for providing all resources, manpower, and materials necessary to rectify deficiencies as per requirements of the approved schedule.
10. The O&M documentation prepared by the Contractor is reviewed for completeness by the CA.
11. Commissioning is completed before Substantial Completion.
12. The CA reviews, pre-approves and coordinates the training provided by the Contractor and verifies that is was completed.
13. Deferred testing is conducted, as specified or required.

1.6 CONTRACTOR'S RESPONSIBILITIES

A. The Contractor's commissioning responsibilities are as follows (all references apply to commissioned systems and equipment only):

1. Construction and Acceptance Phase:

a. Attend the commissioning scoping meeting and other necessary meetings scheduled by the Director's Representative to facilitate the commissioning process.
b. Facilitate the coordination of the commissioning work by the CA, and with the CA ensure that commissioning activities are being scheduled into the approved progress schedule.
c. Provide detailed manufacturer installation and start-up, operating, troubleshooting and maintenance procedures, factory test reports, and full warranty information, including all responsibilities of the Director to keep the warranty in force. The installation, start-up and checkout materials that are actually shipped with the equipment and the actual field checkout sheet forms to be used by the factory or field technicians shall be submitted to the CA. The CA may request further documentation necessary for the commissioning process.
d. In each purchase order or subcontract written, include requirements for submittal data, O&M data, commissioning tasks and training.
e. Ensure that all subcontractors execute their commissioning responsibilities according to the Contract Documents and approved progress schedule.
f. Assist in the process of writing detailed test procedures by clarifying the operation and control of commissioned equipment.
g. Review test procedures to ensure feasibility, safety and equipment protection and provide necessary written alarm limits to be used during the tests.
h. Develop a full start-up and testing plan using manufacturer's start-up procedures and the prefunctional checklists from the CA for all commissioned equipment. Submit to the CA for review and approval prior to startup.
i. During the startup and initial checkout process, execute all portions of the prefunctional checklists for all commissioned systems and equipment. Verify that system installations include all ports, gages, thermometers, access doors, valves, etc., required for specified functional performance testing.
j. Provide all special tools and instruments (only available from vendor, specific to a piece of equipment) required for testing equipment.

k. Perform and clearly document all completed startup and system operational checkout procedures, providing a copy to the CA.
l. Address incomplete Work before functional performance testing.
m. Provide skilled technicians to execute startup of equipment and to execute the functional performance tests. Ensure that they are available and present during the agreed upon schedules and for sufficient duration to complete the necessary tests, adjustments and problem-solving.
n. Provide skilled technicians to perform functional performance testing under the direction of the CA for specified equipment. Provide Manufacturer's Representative as required and as specified in the Specification. Assist the CA in interpreting the monitoring data, as necessary.
o. Correct deficiencies (differences between specified and observed performance) as directed by the Director's Representative.
p. Prepare O&M manuals according to the Contract Documents, including clarifying and updating the original sequences of operation to as-built conditions. Provide a copy of the O&M manuals and submittals of commissioned equipment to the CA for review and approval.
q. Provide training as specified.
r. Coordinate with equipment manufacturers to determine specific requirements to maintain the validity of the warranty.

2. Warranty Period:

a. Execute seasonal or deferred functional performance testing in accordance with the specifications
b. Correct deficiencies and make necessary adjustments to O&M manuals and as-built drawings for applicable issues identified in any seasonal testing.

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT

A. All standard testing equipment required to perform startup and initial checkout and required functional performance testing shall be provided by the Contractor.

B. Specified special equipment, tools and instruments (only available from vendor, specific to a piece of equipment) required for testing equipment shall be provided by the Contractor and turned over to the facility at the completion of the Work.

C. Datalogging equipment and software required to test equipment will be provided by the Contractor but shall not become the property of the Director's Representative.

D. All testing equipment shall be of sufficient quality and accuracy to test and/or measure system performance with the tolerances specified in the Specifications. All equipment shall be calibrated according to the manufacturer's recommended intervals. Calibration tags shall be affixed or certificates readily available.

PART 3 - EXECUTION

3.1 MEETINGS

A. Scoping Meeting. Prior to the commencement of construction, the CA will schedule, plan and conduct a commissioning scoping meeting with the Commissioning Team.

B. Miscellaneous Meetings. Other meetings will be planned and conducted by the CA as construction progresses. These meetings will cover coordination, deficiency resolution and planning issues with the Contractor, appropriate sub-contractors and suppliers, the Owner's Representative, and the Director's Representative.

3.2 START-UP, PREFUNCTIONAL CHECKLISTS, AND INITIAL CHECKOUT

A. Prefunctional checklists and initial checkout shall ensure that the equipment and systems are hooked up and operational. Each piece of equipment receives full prefunctional checkout. No sampling strategies are used. The prefunctional testing for a given system must be successfully completed prior to formal functional performance testing of systems or equipment.

B. Start-up and Initial Checkout Plan. The CA shall assist the commissioning team members responsible for startup of any equipment in developing detailed start-up plans for all equipment. The primary role of the CA in this process is to ensure that there is written documentation that each of the manufacturer's recommended procedures have been completed.

C. Execution of Prefunctional Checklists and Startup.

1. Four weeks prior to startup, the Contractor shall schedule startup and checkout with the Director's Representative.
2. The Contractor shall execute startup and provide the CA with a signed and dated copy of the completed start-up and prefunctional tests and checklists.

3.3 FUNCTIONAL PERFORMANCE TESTING

A. Development of Test Procedures. Using the requirements in the specifications, the CA shall develop specific test procedures and forms to verify and document proper operation of each piece of equipment and system. The Contractor shall provide assistance to the CA in developing the procedures. Prior to testing, the CA shall provide a copy of the test procedures to the Contractor who shall review the tests for feasibility, safety, equipment and warranty protection.

B. Functional performance testing shall document that each system is operating in accordance with the Contract Documents. During the testing process, areas of deficient performance shall be identified. Deficiencies shall be corrected by the Contractor and functional testing shall be re-scheduled. The Contractor shall be responsible for all costs associated with re-testing for functional performance.

C. Each system shall be operated through all modes of operation. Proper responses to such modes and conditions as power failure, freeze condition, low oil pressure, no flow, equipment failure, etc. shall also be tested.

D. Test Methods. Each function and test shall be performed under conditions that simulate actual conditions as closely as possible. The Contractor shall execute the test and shall provide all necessary materials, system modifications, etc. to produce the necessary flows, pressures, temperatures, etc. necessary to execute the test according to the specified conditions. At the completion of the test, the Contractor shall return all building equipment and systems affected by these temporary modifications to their pre-test condition.

3.4 OPERATION AND MAINTENANCE MANUALS

A. Standard O&M Manuals. The specific content and format requirements for the standard O&M manuals are detailed in Section 017716.

B. The Contractor shall compile and prepare commissioning documentation for all equipment and systems and include this information in the O&M manuals.

3.5 TRAINING

A. The Contractor shall be responsible for coordinating, scheduling, and documenting that all required training has been completed successfully.

B. The Contractor shall have the following training responsibilities:

1. Provide a training plan two weeks before the planned training.
2. Provide comprehensive orientation and training in the understanding of the systems and the operation and maintenance of each piece of equipment.
3. Training shall normally start with classroom sessions followed by hands-on training on each piece of equipment.
4. The training sessions shall follow the outline in the Table of Contents of the operation and maintenance manual and illustrate whenever possible the use of the O&M manuals for reference.
5. Training shall include:

    a. Use of the printed installation, operation and maintenance instruction material included in the O&M manuals.
    b. A review of the written O&M instructions emphasizing safe and proper operating requirements, preventative maintenance, special tools needed and spare parts inventory suggestions. The training shall include start-up, operation in all modes possible, shut-down, and any emergency procedures.
    c. Discussion of relevant health and safety issues and concerns.
    d. Discussion of warranties and guarantees.
    e. Common troubleshooting problems and solutions.
    f. Explanatory information included in the O&M manuals and the location of all plans and manuals in the facility.
    g. Discussion of any peculiarities of equipment installation or operation.

3.6 DEFERRED TESTING

A. Unforeseen Deferred Tests. If any check or test cannot be completed due to project conditions, required occupancy condition or other deficiency, execution of checklists and functional testing may be delayed upon approval of the Director's Representative. These tests will be conducted in the same manner as the seasonal tests as soon as possible.

B. Seasonal Testing. Seasonal testing (tests delayed until weather conditions are closer to the system's design conditions) shall be completed as part of this contract. Make any final adjustments to the O&M manuals and as-builts resulting from information gained during testing.

END OF SECTION 019113