

## Suggestions for Evaluating Commissioning (Cx) Proposals

We hear from our clients that evaluating commissioning (Cx) proposals is difficult, which is understandable given how variable each of the following can be:

- Scope of work
- Approach to commissioning
- Terminology used

**We recommend calling and asking questions of each potential Cx provider. At CCx, we welcome questions at *any time in your evaluation process, including multiple rounds of questions.***

<b>Scope of Work - things to look for:</b>	
<ul style="list-style-type: none"> <li>- Is there a specific number of hours committed by each vendor?</li> <li>- Is there a specific number of trips to the jobsite committed to by each vendor?</li> <li>- Is travel included in the fee? In the number of hours of professional services?</li> <li>- Does the commissioning provider verify in-person/onsite that issues are resolved?</li> <li>- Is 100% of equipment being fully tested, or just a subset?</li> <li>- In the event of unforeseen issues/circumstances, what processes do the Cx firm have in place to adhere to the agreed-upon fee, while still delivering all contracted services?</li> <li>- Are all deliverables stated in a way that is clear about what they are, how the firm will conduct Cx to produce each, and when each will be completed?</li> </ul>	
<b>Firm's Approach to Commissioning - things to look for:</b>	
<ul style="list-style-type: none"> <li>- Will any checks or tests be done remotely? (We do <b>not</b> recommend a remote approach.)</li> <li>- Will the commissioning provider be doing the checks and tests or just compiling those done by division contractors?</li> <li>- Who exactly will be directing the Cx process and doing the testing on-site? (How much Cx experience do they have?)</li> <li>- Will the commissioning provider help keep the project on schedule by proactively coordinating with various division contractors?</li> <li>- Is there any association between the commissioning provider and any other party involved in design or construction that could be a conflict of interest?</li> <li>- Please see our document: <a href="#">"Technical Commissioning Delivers Functional Buildings."</a></li> </ul>	
<b>Industry Terminology</b>	
<p><b>Check sheets</b>  <b>Checklists</b>  <b>Punch lists</b>  <b>Quality Control</b></p>	<p>All these are likely to refer to the checks done during construction, before equipment is up and running. All of these could <i>possibly</i> be used interchangeably – though we could talk to you all day about the differences between say, a contractor's punch list, and our Cx prefunctional checklists.</p>
<p><b>Functional Performance Testing (FPT)</b>  <b>Performance Functional Testing (PFT)</b>  <b>Integrated Systems Testing (IST)</b></p>	<p>These all mean the testing done after all equipment is up and running, TAB is finished, and the controls contractors have finished their work. <u>This is the core of any building commissioning process and these terms can (mostly!) be used interchangeably.</u></p>
<p><b>Commissioning Agent (CxA)</b>  <b>Commissioning Authority (CxA)</b>  <b>Commissioning Specialist (CxS)</b>  <b>Commissioning Provider (CxP)</b>  <b>Qualified Cx Provider (QCxP)</b></p>	<p>These are titles of people who will be conducting the commissioning process. Again, to some degree these terms are conceptually interchangeable, but Andy Cooper, who would be your commissioning agent on this project, has decades more experience than most commissioning specialists working in the field.</p>

*If the answers to any of the above questions aren't apparent in the proposal, please reach out to vendors! Commissioning by its nature deals with a huge number of details, touching nearly every party involved in the project, and depending on the firm providing the service, commissioning can be carried out in vastly different ways. At Cooper Commissioning we want all parties to understand the 'how' of what we do – because our approach delivers buildings that function.*