

The Checklist

The quarterly newsletter of the Building Commissioning Association



Message from the President

Spring 2006

The 2006 BCA Annual Meeting was a great success this year, as our members gathered in San Francisco to discuss issues regarding the association and to celebrate its accomplishments. BCA members have a lot to be proud of, as our increasing membership is a sign of the success of the association and the industry as a whole. The meetings were held in the historic Fairmont Hotel, where representatives from the founding members of the United Nations once gathered to draft its original charter. Similarly, at BCA Annual Meeting members from all across the country gathered together across their regional and professional barriers to improve the organization. Looking ahead, we are in a strong position for the future, and it is important that we retain this spirit of cooperation and dialogue between chapters, committees, and members themselves to ensure that we keep growing in the right way.

The BCA's Committee Chairs and Board Liaisons have been working hard to break down the barriers of communication between association members and because of their efforts, cross-committee collaboration is now at an all-time high. This has allowed the BCA to achieve some important milestones. The committee round robin and chapter round tables meetings at BCA Day reviewed some of these accomplishments and set the stage for more cooperative efforts between committees. Regional chapters are increasingly sharing resources with each other, and committees are offering each other support and volunteer hours to help get things done.

There are lots of exciting things that are happening now in the BCA. Enthusiasm is mounting for the next national BCA Expo, which is scheduled for early October in Austin, Texas. It will be a showcase event for the BCA, and our volunteers are working tirelessly to make it a success. If you know of any industry professionals that would benefit from attending, let the marketing committee know to be sure they get an invitation. With everyone's help, the Expo will be a well-attended event that serves as a great benefit to the building industry. Our members are making great strides in creating new marketing opportunities for the BCA to increase its visibility within the industry, and to update the association's website to ensure that

it is the online resource for commissioning. The BCA is also continuing its relationship with the University of Wisconsin to offer exclusive commissioning educational opportunities and trainings. The co-branded retrocommissioning workshop at this year's National Conference on Building Commissioning was a great achievement for the BCA thanks to presenters Chuck Dorgan and Don Davenport.

At the very memorable annual dinner set in the famous Polynesian-themed Tonga Room, the BCA extended its appreciation to volunteer members that went above and beyond the call of duty. This year we were thankful to have the efforts of Larry Ross, Kristin Heinemeier, Balaji Santhanakrishnan, Emmillee Hogan, Laurie Catey, Karl Stum, Wade Conlan, and President's Award winner Shannon Steward. For more about these esteemed members and their contributions, read on in The Checklist.

Thank you again to everyone involved in the Annual BCA Day. The success of the event and the outstanding contributions of BCA members at the 14th National Conference on Building Commissioning that followed is representative of the success of the entire organization. Attendance by BCA members was at all record high this year, and many of the conference speakers were BCA members. I look forward to seeing what this great group of members can achieve in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. C. E.', is written over the 'Sincerely,' text.



BCA Annual Meeting a Great Success!

Chapter Roundtable

The first chapter roundtable meeting was set up as a response from members who wanted to “change the face of the BCA and bring it back to the membership level,” according to BCA Director-at-Large Craig Hawkins. At the 2006 roundtable, Hawkins led the open forum for all members that wanted to get involved in chapter issues. The discussion focused on the key issues of communication and cooperation among the different regional chapters.

Several new chapters have started up (the Northwest, Northeast and Central Chapters were formed last year) and there have been challenges with membership recruitment and lack of funding.

At the roundtable, BCA members discussed solutions to these problems, and the possibility of the association supporting chapters that don’t have enough funding to hold regular meetings. The more established chapters also offered to help by publicly sharing documents (fliers, meeting tips) on the website for other chapters to use. Marketing chair Shannon Steward stressed the importance of being “strategic about information sharing to benefit every chapter” and to improve the association as a whole.

To take advantage of all opportunities for the association within all the regions, a prequalified speaker idea was brought up. “If one or two prequalified speakers were located in every chapter,” Steward said, each region would be prepared to take the opportunities that come up to represent the BCA.

Having representatives to organize and spearhead these efforts and to “be champions in each area who will commit to the success of the chapter” is important to new chapters, said Hawkins. With guidance from the board on discussion topics, each chapter could conduct meetings on a shared topic. Then, chapter liaisons could bring feedback to the board. “To find the leaders of tomorrow, get them on a committee today,” said Hawkins.

Committee Round Robin

At the committee round robin at the Annual Meeting, representatives from each BCA committee gathered to present their tasks and solicit support from other committees. The discussion was led by BCA President Mike English, who encouraged that all committees fill out a task form after the meeting to help identify and delegate duties from other committees.

Standards

The standards committee continues to work on providing the Cx templates, and tracking and getting feedback on those forms. They are looking for support to find which new forms are most needed to review the Best Practices document, help publicize the release of the documents, and for volunteers to take some administrative tasks from the BCA staff.

Member Services

The member services committee was happy to provide clothing items featuring the BCA logo at the Annual Meeting and at the BCA booth. Online orders will be available soon.

Certification

The certification committee will be working with the standards committee to incorporate the Best Practice guidelines into the certification test and the marketing committee to distinguish the CCP Exam program from other industry tests.

Marketing

The marketing committee is looking to set up a speaker’s bureau on the website for members who are willing to speak on behalf of the BCA and for people who are looking for speakers for their events.

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They also need help from all members on promoting the CCP exam and the BCA Expo.

BCA Annual Dinner

With over 80 people in attendance at it's annual dinner, the BCA proved once again that it knows how to kick back, relax and have a great time. This years annual dinner, held in the lush tropics of the Tonga room, BCA members and perspective new members dressed in colorful lei's and Hawaiian shirts and sipped on mai-tais and daiquiris during the EEI sponsored cocktail reception. After a wonderful Polynesian feast, the highlight of the evening was special recognition by Mike English of BCA volunteers who have gone above and beyond the call of duty and the presentation of the President's Award. In addition to great food, scenery and company, the BCA unveiled a new line of shirts and hats available for purchase. The clothing and hats will be available to members and non-members on the BCA website in the coming weeks.



From left to right: Tudi Haasl, Liz Fischer, Kristen Heinemeier and Emmillee Hogan enjoying Mai Tais at the BCA Annual Dinner



Shannon Steward receiving the President's Award from Mike English for her outstanding volunteer contributions to the BCA

President's Award

The 2006 BCA President's Award was presented to Shannon Steward for her significant contributions to the field of commissioning and to the BCA. Shannon founded the Southwest Chapter and served as president in 2003-2004 and a board member at-large from 2004-2005. She was also the Southwest Regional Representative in 2004 and 2005, and has been the chair of the Marketing Committee since 2004. Shannon received this year's award for her leadership and personal commitment to the BCA. She has made invaluable contributions to the Marketing Committee such as the Owner Presentation and newsletter content, and she is already well on her way to achieving her future goals of starting a Colorado BCA Chapter and realizing the BCA's 2006 Expo!

Board Initiatives

The following are the 2006 association initiatives that were announced at the BCA Board Meeting. All Initiative Reports will be posted on the website as they become available.

Certification Initiative

Champions: Central Regional representative Phil Saoud, Northeast Regional representative Tom Anderson, and Mike English, Association President.

The goal of the Certification task force is to first and foremost reinvigorate the Certification Committee by focusing on member recruitment and marketing. The task force will be working with the Marketing committee, to distinguish the CCP program from the others in the field.

Best Practices Initiative

Champion: Larry Ross, Association Treasurer

As one of its deliverables, the Best Practices task force has put together a document which will define what the BCA considers are the best practices in the commissioning industry. With the intention to improve and standardize the commissioning industry, the document will be reviewed by the board before being presented to the membership.

Energize the Volunteers Initiative

Champions: Southeast Regional representative Ben Coe, Northwest Regional representative Mark Haldean, and Mid-Atlantic regional representative Emmilee Hogan.

The Energize the Volunteers task force is working on ways to recognize, encourage and reward the BCA's invaluable volunteers. Part of that task will be to create paths of communication whereby chapter and

committee leaders can notify the board of the work being done within their sectors. The task force will be working closely with the Member Services, Marketing and External Relations committees.

Professional Development and Training Initiative

Champions: Director-at-Large Craig Hawkins, Director-at-Large Balaji Santhanakrishnan, and Southwest Regional representative Doug Cook.

The Professional Development and Training task force will be meeting to discuss the training needs of the BCA membership and how the BCA can provide or direct the membership to the desired trainings and resources. The committees that will be involved will be the PDC and Member Services.

Retrocommissioning Initiative

Champions: Association Vice-President Carl Lundstrom, Director-at-Large Phil Welker, and Association Secretary Jim Shoop.

With the attention that retrocommissioning is getting from across the industry, the RCx task force has recognized the importance of the BCA to create its own Best Practices document for retrocommissioning. Other goals for 2006 include producing a white paper on the benefits of retrocommissioning, developing a standard scope of services and an RCx RFQ, and looking into creating a retrocommissioning certification program.

The BCA at NCBC

The BCA was proud to be a Gold Sponsor at the 14th Annual National Conference on Building Commissioning. This year, BCA members had an enormous presence at the conference. From the pre-conference workshop led by Chuck Dorgan and Don Davenport to the 15 sessions with BCA members as speakers to the highly trafficked BCA booth at the exhibit show, BCA members were seen and heard at the event.

Photo caption: Gretchen Coleman, Summer Lewis and Amy Pallari in front of the BCA Booth.



Industry Pages



*Jim Shoop
EEI Engineers*

Two Steps to Commissioning Success

By James H. Shoop, CCP
Secretary, Building Commissioning Association

Building owners and managers are increasingly commissioning their buildings. But contracting commissioning services alone won't get the job done well. The quality of

the commissioning provider and the scope of commissioning services being contracted are essential to ensuring the commissioning investment pays off.

The basic purpose of building commissioning is to provide a quality-based process with documented confirmation that building systems are planned, designed, installed, tested, operated, and maintained in compliance with the owner's project requirements. In other words, commissioning helps an owner get what he or she is paying for. But like everything else, the idea of getting what you pay for applies to commissioning as well. Here's a look at the economics of investments in commissioning and some advice on how to help ensure that commissioning investments have a greater likelihood for maximum return.

Currently, the cost of commissioning new buildings averages about \$1 per square foot and the payback periods average 4.8 years (in 2003 dollars). Costs, which should be viewed as investments, vary widely with scope and supply/demand of commissioning providers. Paybacks and return-on-investment also vary, depending on the aforementioned factors and, among other things, the quality of the commissioning provider. In my own projects, clients have recovered my fees by the time a project was completed – provided that I was involved from design through completion of construction.

Direct and indirect benefits of commissioning buildings that factor into payback periods and return on investment include:

- Savings in energy cost and improved building performance

- Improved indoor air quality, comfort and increased productivity by building users
- Early detection of potential problems (the sooner problems are resolved, the less expensive they are to fix)
- Fewer change orders to the owner during construction
- Precise tune-up and operation of systems and applicable controls
- Better building documentation
- Trained building operators and maintenance staff
- Shortened occupancy-transition period
- Reduced maintenance, operation, and equipment replacement cost.

An important thing to consider is that the commissioning industry is growing and the field of commissioning providers is struggling to keep up. Between 2001 and 2004, the commissioning field is estimated to have grown 600%, with the scope of services ranging from test-and-balance (TAB) to full-scale independent third-party commissioning starting with pre-design and extending to one year after occupancy.

During this time, independent commissioning firms have sprouted wings, many engineering firms have opened commissioning divisions, and many folks just call themselves commissioning authorities. Like any other situation wherein one party contracts the services of another, it's "buyer beware."

What steps can an owner take to ensure that the commissioning provider hired will do a quality job? In addition to the usual vetting of documentation called for in a request-for-qualifications (RFQ), such as company information, staff resumes, and references from past projects, owners can require a commissioning provider to be a member of the Building Commissioning Association (BCA), a non-profit professional society for commissioning providers, building owners, and allied professionals. A second step is to require commissioning providers to hold a credible commissioning certification.

The BCA, which has more than 540 member firms and individuals nationwide, maintains a list of 13 "essential attributes of commissioning" considered being so fundamental to effective building commissioning that all members agree in writing to adhere to them whenever they serve as a project's commissioning provider.

The attributes cover everything from the knowledge and skills requirements of a commissioning provider to the way to conduct business. The BCA website has the attributes available to members and non-members alike on its website at www.bcx.org in the About BCA section.

Holding a credible certification is another step to ensuring that the commissioning providers that qualify for a RFP will have met explicit benchmarks for knowledge and experience. Currently, there are five or six different institutions that provide commissioning certifications, of which the most stringent are:

- The Building Commissioning Association (BCA)
- The National Environmental Balancing Bureau (NEBB)
- The American Air Balance Council (AABC)
- The University of Wisconsin at Madison

A solid certification process tests an applicant's knowledge of commissioning and buildings and establishes and enforces reasonable criteria for experience. Still, there are significant differences among certification programs. Owners wanting to compare the criteria among these certifications can visit the online commissioning library of the California Commissioning Collaborative at http://www.cacx.org/resources/provider_qual.html

Requiring that commissioning providers be members of the Building Commissioning Association and hold a credible commissioning certification raises the bar two notches for commissioning providers in today's environment of rapid growth of commissioning projects and providers.

References:

Michael G. Ivanovich, "What Owners Need to Know about Commissioning Buildings," *Owner's Perspective, Construction Owners of America*, Fall 2005, page 18-22.

James Shoop, CCP, is a BCA-certified commissioning provider for EEI Engineers and is secretary of the Building Commissioning Association. Jim is also an ASHRAE member and holds certifications in Test Adjust and Balance by NEBB and Building Systems Commissioning certification from NEBB. He has 15 years of commissioning experience and 35 years in the HVAC industry. Jim can be reached at jims@eeiengineers.com.

Have a paper that you want published in the Industry Pages of *The Checklist*?

Articles or editorials may be between 1,500 and 3,000 words, and can contain graphical elements such as tables, data graphs/charts, photographs, and drawings. Articles must be non-promotional of people, products, and trade names. Different types of articles are sought, including, but not limited to: How To..., Case Studies, Fundamentals, Fine Points, and Explanations. Articles should identify intended audiences (commissioning providers, building owner/executives, facility operators, architects, etc.). Other than author attributions and references, company names will not be included. Email your submissions to Checklist Editor Stephanie Callimannis at scallimannis@bcx.org.

Expo

The BCA Tools & Technology Expo is set for October 16-17 at the Austin City Center Marriott in Austin, Texas. This provider-focused event is a unique opportunity to network among a variety of industry professionals and to learn the latest in innovative commissioning equipment and tools. Sponsorships are now available. For more information, visit the BCA website. For registration information, contact Shannon Steward, Marketing Chair, at steward@emcengineers.com or Liz Fischer, Association Manager, at lfischer@bcx.org.

Upcoming CCP Exams

The July 15th CCP exam will be held at five locations throughout the country:

- San Antonio, Texas
- Portland, Ore
- Chicago, Ill.
- Allentown, Pa.
- Atlanta, Ga.
- Detroit, MI

The October 18th exam will be held after the BCA Expo in Austin, Texas.

For questions, application information and to confirm these locations, contact CCP Coordinator Amy Pallari at apallari@bcx.org or 1.877.666.2292.

Volunteer Spotlight

Balaji Santhanakrishnan, CEM, LEED AP

Company: Johnson Controls, Inc.

Position: Lead Performance Assurance Specialist,
Remote Operations Center

BCA Member Since: 2002

Family: Balaji is married and he has a seven-year-old son, Adithya, and a three-year-old daughter, Aishwarya.

What you might not know about Balaji: Balaji enjoys doing small science projects with his seven year old son.

Volunteer Positions Held: Past Vice President of Austin – San Antonio AEE Chapter, Past Member – DOE FEMP Commissioning / Retro-commissioning, Measurement & Verification working groups, Past Member – BCA CCP Test Writing Task Force, Board Liaison – BCA Professional Development Committee, Member – BCA Retro-commissioning sub committee, Member - BCA Commissioning Best Practices Committee and BCA National Board Member at-large.

Major BCA Accomplishments: Re-energized the BCA Professional Development Committee through seminars and training efforts, coordinated the training partnership with University of Wisconsin to provide nation-wide commissioning training program, Contribution to the

development of – BCA CCP program, commissioning Best Practices document development.

His other accomplishments outside BCA include the recipient of “Energy Manager of the Year 2003” regional award from the Association of Energy Engineers.

In His Own Words: “I am excited to be a part of this dynamic growing organization. I also enjoy working with the highly talented and committed individuals in the BCA, who provide their valuable time for the committee works. I strongly believe that building commissioning will help to achieve energy efficiency and sustainability. In my recent trip to India, I gave a presentation about BCA and commissioning to a group of university professors and commissioning providers and it was well received. I believe that we can grow well as an international organization in the near future.”



Each quarter the BCA will highlight a member who has done exceptional volunteer work either on a chapter, committee, board, or BCA initiative. If you know of someone you believe should be recognized for their tireless efforts, please send an email to info@bcxa.org. Include the name of the individual and a brief paragraph about why you are nominating them.

BCA Events Calendar

Here is a look at some of the upcoming events of 2006. Check the BCA events page at www.bcxa.org/events for more information on the events listed below.

Date	Event	Location
May 4	Professional Development Committee Meeting	Conference Call 1:00 pm EST
May 9	Member Services Committee Meeting	Conference Call 2:00 pm EST
May 16	Executive Committee Meeting	Conference Call 5:00 pm EST
May 26	External Relations Committee Meeting	Conference Call 1:00 pm EST
July 15	CCP Exam	Multiple Locations 10:00 am
October 16-17	2006 BCA Expo	Austin, TX
November 15-17	Greenbuild 2006	Atlanta, GA

Have an event you would like added to the BCA events calendar and web calendar? If you would like your event considered for inclusion in the BCA Checklist and on the BCA website's events page, please contact Summer Lewis at 503-595-4484 or slewis@bcxa.org.

Building Commissioning Association 2006 COMMITTEE VOLUNTEER FORM

Please complete and return to the BCA office

I would like to volunteer for the following committees:

Professional Development & Education

Provides members and interested professionals with professional development opportunities for all experience and expertise levels of commissioning to expand the body of knowledge for the professional on commissioning.

Member Services

Creates a program for membership development and retention, recommends criteria and conditions for membership, and develops products and services that add value to BCA membership.

Marketing/Communications

Assures that members and key stakeholders are kept informed about activities within the industry and the Association in a timely manner; that the Association utilizes appropriate media and technology to carry its communications; that members have ready access to resources of the Association; that members have opportunities to provide feedback and input; and that the Association's communications reflect high standards of quality.

External Relations

Promotes the profession and practice of commissioning to building owners, the construction industry, public policy makers, and key trade and professional organizations.

Certification

Provides commissioning professionals with a credible certification program that accurately validates their professional skill level, is accepted as the standard within the industry, and is recognized within the building community and governmental agencies.

Standards

Assures that the Building Commissioning Association is the leading source for industry standards within the commissioning profession and is an active advocate for public policy decisions that influence the conduct of commissioning and the quality of commissioning services.

Administration

Assures that the governance and management functions of the organization are conducted in the most effective and efficient manner possible, that the organization's activities conform to appropriate federal and state laws, and that members are encouraged and enabled to participate in governance functions.

___ I am willing to consider chairing or vice-chairing a committee.

___ No committee preference. Put me where I am needed most.

Firm: _____

Name: _____

Email: _____

Phone: _____

Fax: _____

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Email – apallari@bcxa.org



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Joe HigginsAt-Large Director
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Benjamin Coe.....Regional Representative
Emmillee Hogan..... Regional Representative
Phil Saoud Regional Representative
Tom Anderson Regional Representative
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