



## Building Commissioning Association - Eastern & Western Canada Chapters

Request for Commissioning Services Proposal – New Construction  
Request for Commissioning Services Proposal – Existing Building

December 1, 2014

To Owners and Those Seeking Commissioning Services

The Building Commissioning Association (BCA) is comprised of owners, engineers, architects, contractors, commissioning providers and users of commissioning services in their day-to-day operations. Members represent a broad cross-section of interests and are associated with many sectors of the facilities and construction community. The BCA states that the basic purpose of commissioning is *“to provide documented confirmation that building systems function in compliance with criteria set forth in the Project Documents to satisfy the owner’s operational needs.”*

In Canada the BCA is organized into two chapters, the Eastern Canada and Western Canada Chapters. In order to facilitate building and facility owners and others seeking commissioning services to prepare their Request for Proposal for Commissioning services two editable Standard Form Templates have been created, one for New Construction and the second for Existing Buildings which are available for download from the Eastern Canada BCA Chapter website, [www.bcxa.ca](http://www.bcxa.ca)

The intent is for the person procuring the commissioning RFP to have uniform terminology and the industry’s standard approach to commissioning. The RFP templates are meant to be edited to suit the particular project being procured, particularly in the sections highlighted in yellow. The templates are provided to adhere to commissioning process which can be adopted to specific aspects of the building systems where commissioning services are requested. The user will specify the project-specific scope of work in the relevant sections of the RFP.

The New Construction Commissioning RFP template can be downloaded as a Word document from the following location <http://www.bcxa.ca/resources.aspx> ; an English version is available now and a French version will be available soon. This provides Terms of Reference, the Scope of Work including a detailed phase by phase breakdown of commissioning work expected in the Pre-Design Phase, Design Phase, Bidding/Pre-Construction Phase, Construction Phase, Project Close-Out Phase as well as commissioning services that are excluded. Recommendations are made as to the proposal format and the provider selection process. Appendices are provided on LEED Commissioning, Systems to be Commissioned, Commissioning Authority Qualifications, Monitoring Based Commissioning and a Guideline for Mechanical and Electrical Pre-Functional and Functional Testing. This document can be edited to suit the project requirements either New Construction or a major addition to an existing building and used as a basis when preparing an RFP for the commissioning of very specialized systems.

The Existing Building Commissioning RFP template can be downloaded as a Word document from the following location <http://www.bcxa.ca/resources.aspx> ; there are both English and French versions of this document available. This provides sections on the Terms of Reference, Scope of Analysis including Data Collection, Master List of Findings, Savings Calculations and Systems Manual. Additional sections are provided on a detailed Scope of Work, Existing Building Commissioning Services Excluded, Systems to be Commissioned, Proposal Submission Format, CxA (Commissioning Authority) Qualifications and the Proposal Evaluation and Selection Criteria. This document can be edited to suit the project requirements.

Additional information and resources on commissioning can be obtained from the main BCA website, <http://www.bcxa.org>.