

Commissioning Agent Scope of Work

The Service Provider shall retain the services of an independent Commissioning Agent who will be responsible for verifying that all building systems function as intended and meet established performance requirements.

Qualifications:

1. The commissioning agent must have a minimum of ten (10) years hands-on experience in the commissioning of building automation systems (BAS) and a proven track record of successfully completing at least three (3) projects of similar size, type, and scope.
2. Knowledgeable in total building commissioning, ensuring compliance with the latest edition of CAN/CSA Z8001: Commissioning of Health Care Facilities.
3. Highly organized and able to work with management, design consultants, and trade contractors.
4. The commissioning agent must hold certification in CSA Z317.13: Infection Control during Construction and Renovations in Health Care Facilities. They should also possess relevant industry qualifications such as Building Commissioning Professional (BCxP), Certified Commissioning Professional (CCP), Certified Commissioning Firm (CCF), and Certified Building Commissioning Professional (CBCP).

Scope of Work:

The commissioning services will cover all aspects of the project, from design through post-occupancy and the warranty period.

1. Concept/Schematic Design Phase

- Review the Owner's Project Requirements (OPR).
- Review the Basis of Design (BOD) prepared by the design team.
- Define the commissioning scope and preliminary commissioning budget, integrating it into the overall project budget.
- Create an initial commissioning plan, detailing roles and responsibilities for all team members.

2. Design Development Phase

- Conduct commissioning meetings specific to the design phase.
- Define project-specific commissioning responsibilities.
- Review the OPR and BOD for completeness and clarity.
- Perform a commissioning-focused review of design drawings and specifications at key project milestones.
- Develop commissioning specifications.
- Create verification checklists, functional test procedures, and staff training requirements.
- Create issue logs for reporting, tracking and addressing any issues.
- Update the commissioning plan.

3. Construction Phase

- Review contractor submittals and shop drawings for compliance with project requirements.
- Conduct commissioning meetings starting at 60% construction, increasing in frequency as completion approaches to ensure quality control.
- Notify the DSLTC once the commissioning meetings commence.
- Integrate commissioning activities into the overall project schedule.
- Perform static verification, equipment start-up, functional performance tests, and integrated systems testing.
- Finalize the commissioning plan, including the construction schedule.
- Address and document issues identified during testing.
- Review and document operations and maintenance (O&M) manuals.
- Assess and update the OPR and BOD as needed.
- Verify and oversee staff training sessions.

4. Pre-Occupancy Phase

- Finalize updates to the OPR and BOD.
- Review the installation verification checklists completed by the contractors for accuracy and completeness.
- Carry out functional performance testing with the trades. Record testing results and documents issues identified.
- Participate in user and operator training sessions. Document attendance and effectiveness of training.
- Review the operations and maintenance (O&M) manuals.
- Review the completed “As-Built” sequence of operations provided by the design consultant or controls contractor.
- As per CAN/ULC -S1001, test all systems integrated with the fire alarm system, including air handlers, door hold-open mechanisms, magnetic locks, elevators, nurse call systems, sprinklers, fire pumps, emergency generator, and combined fire & smoke dampers (it is recommended to test all dampers).
- Track any remaining integrated fire protection and life safety concerns, ensuring all items are documented and the issues log is up to date.
- Review the test and balancing reports for all air and water systems.
- Prepare the preliminary Commissioning Report

5. Post-Occupancy and Warranty Phase

- Conduct seasonal or deferred testing.
- Track the resolution and status of outstanding commissioning related issues.
- Perform a 10-month warranty review to ensure system performance and identify any remaining issues.
- Prepare and submit the final Issues Log.
- Submit the final Commissioning Report.
- Develop a recommissioning plan if required.