

VA



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National Cemetery Administration Commissioning Process Manual

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1 Introduction

Guidelines and Policy: Commissioning for all new and renovation construction projects is mandated by the Energy Policy Act and several Executive Orders that have been issued to execute the requirements of this legislation. The following information provides the background that supports this mandate.

Executive Order 13423 – Strengthening Federal Environmental, Energy, and Transportation Management (January, 2007) requires that Federal Agencies to ensure new construction and major renovations comply with the *2006 Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (MOU) which was signed by the Department of Veterans Affairs and other federal agencies. The MOU creates a sustainable federal government and serves as a lynchpin for the sustainable building provisions of EO 13423 and EO 13514.*

Executive Order 13514 *Federal Leadership in Environmental, Energy, and Economic Performance* mandates that federal agencies implement high performance sustainable Federal building design, construction, operation and management, maintenance, and deconstruction by:

- Beginning in 2020 and thereafter, ensuring that all Federal buildings that enter the planning process are designed to achieve zero-net-energy by 2030.
- Ensuring that all new construction, major renovation, or repair and alteration of Federal buildings complies with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings
- Ensuring that at least 15% of the agency's existing buildings (above 5,000 gross square feet) and building leases (above 5,000 gross square feet) meet the Guiding Principles by fiscal year 2015 and that the agency makes annual progress toward 100% conformance with the Guiding Principles for its building inventory;
- Pursuing cost-effective, innovative strategies, such as highly reflective and vegetative roofs, to minimize consumption of energy, water, and materials;
- Managing existing building systems to reduce the consumption of energy, water, and materials, and identifying alternatives to renovation that reduce existing asset's deferred maintenance costs.
- When adding assets to the agency's real property inventory, identifying opportunities to consolidate and dispose of existing assets, optimize the performance of the agency's real-property portfolio, and reduce associate environmental impacts, and;

- Ensuring that rehabilitation of federally owned historic building utilizes best practices and technologies in retrofitting to promote long-term viability of the buildings.

Updated High Performance and Sustainable Building guidance was issued by the Office of Management and Budget in December, 2008. Among other things, this guidance includes a revised set of *Guiding Principles for New Construction and Major Renovations* and a new set of *Guiding Principles for Sustainable Existing Buildings*.

The *2008 Guiding Principles for New Construction and Major Renovation*, sets forth the following five guiding principles:

I. Employ Integrated Design Principles

Use a collaborative, integrated planning and design process that:

- Initiates and maintains an integrated project team as described on the Whole Building Design Guide (http://www.wbdg.org/design/engage_process.php) in all stages of a project's planning and delivery
- Integrates the use of OMB's A-11, Section 7, Exhibit 300: *Capital Asset Plan and Business Case Summary*.
- Establishes performance goals for siting, energy, water, materials, and indoor environmental quality along with other comprehensive design goals and ensures incorporation of these goals throughout the design and lifecycle of the building
- Considers all stages of the building's lifecycle, including deconstruction.

Commissioning: Employ commissioning practices tailored to the size and complexity of the building and its system components in order to verify performance of building components and systems and help ensure that design requirements are met. This should include an experienced commissioning provider, inclusion of commissioning requirements in construction documents, a commissioning plan, verification of the installation and performance of systems to be commissioned, and a commissioning report.

II. Optimize Energy Performance

III. Protect and Conserve Water

IV. Enhance Indoor Environmental Quality

V. Reduce Environmental Impact of Materials

Commissioning of new construction and major renovation projects is one of several key factors that are an integral part of the Department of Veterans Affairs compliance with the various energy and sustainability mandates.

The commissioning process outlined in this NCA Commissioning Process Manual is intended to implement the requirements included in EO 13423, EO 13514, and the *Guiding Principles for New Construction and Major Renovations*, as shown in the 2008 *High Performance and Sustainable Buildings Guidance*. The intent is to seamlessly integrate commissioning into the Department of Veterans Affairs' (VA) processes for the design and construction of new facilities. The tasks and deliverables included in this commissioning process either utilize the documentation required by the existing VA process or supplement the requirements of this process to improve accountability and the transfer of information and knowledge to each member of the construction and operations team.

Commissioning and acceptance testing is integral to the design and construction process, not additive. Execution of commissioning tasks is intended to enhance the ability of the design and construction team to meet demanding building performance requirements while maintaining project budget and schedule. The Commissioning Agent is charged with identifying the 'performance impacts' of all significant design and construction decisions so that the VA can make informed decisions when budget, schedule or convenience impact the outcome of a project.

In accordance with ASHRAE Guideline 0, the anticipated outcomes of the VA Commissioning Process are:

Document VA Owner's Project Requirements (OPR)

Document and improve the quality of project deliverables

Document systems performance in accordance with OPR

Verify adequate documentation is provided to VA

Verify and document proper training of VA's personnel

Provide a uniform delivery process for construction projects

Deliver completed construction projects that conform to the OPR

Verify proper coordination among systems, equipment, and assemblies in completed project

1.1 References

- a. Executive Order 13514: "Federal Leadership in Environmental, Energy and Economic Performance"
- b. Executive Order 13423 "Strengthening Federal Environmental Energy and Transportation Management"
- c. High Performance and Sustainable Buildings Guidance, www.wbdg.org/pdfs/hpsb_guidance.pdf

- d. Memorandum of Understanding on Federal Leadership in High Performance, www.fedcenter.gov/kd/Items/actions.cfm?action=Show&item_id...
- e. ASHRAE Guideline 0 – The Commissioning Process, American Society of Heating, Refrigeration and Air Conditioning, 2013
- f. ASHRAE Guideline 1.1 – The HVAC&R Technical Requirements for the Commissioning Process, American Society of Heating, Refrigeration and Air Conditioning, 2008
- g. NEBB Procedural Standards for Whole Building Systems Commissioning of New Construction – Third Edition, National Environmental Balancing Bureau, 2009, www.nebb.org
- h. VA Sustainable Design Manual, Department of Veterans Affairs, May 2014, <http://www.cfm.va.gov/til/sustain/dmSustain.pdf>
- i. National Cemetery Administration (NCA) Facilities Design Guide VA PG 18-15 Volume D, A/E Design Submission Requirements

1.2 Acronyms

List of Acronyms

Acronym	Meaning
A/E	Architect / Engineer Design Team
AHJ	Authority Having Jurisdiction
ASHRAE	Association Society for Heating Air Condition and Refrigeration Engineers
BOD	Basis of Design
BSC	Building Systems Commissioning
CCTV	Closed Circuit Television
CD	Construction Documents
CMMS	Computerized Maintenance Management System
CO	Contracting Officer (VA)
COR	Contracting Officer's Representative (see also RE)
CPC	Construction Phase Commissioning
Cx	Commissioning
CxA	Commissioning Agent
DPC	Design Phase Commissioning

Acronym	Meaning
FPT	Functional Performance Test
GBI	Green Building Initiative
HVAC	Heating, Ventilation, and Air Conditioning
LEED	Leadership in Energy and Environmental Design
NCA	Department of Veterans Affairs, National Cemetery Administration
NEBB	National Environmental Balancing Bureau
O&M	Operations & Maintenance
OPR	Owner's Project Requirements
PFC	Pre-Functional Checklist
PFT	Pre-Functional Test
PM	Project Manager (VA)
RE	Resident Engineer (VA)
SD	Schematic Design
SO	Site Observation
TAB	Test Adjust and Balance
VA	Department of Veterans Affairs
VA CFM	VA Office of Construction and Facilities Management
VACO	VA Central Office
USGBC	United States Green Building Council

1.3 Definitions

Acceptance Phase Commissioning: Commissioning tasks executed after most construction has been completed, most Site Observations and Static Tests have been completed and Pre-Functional Testing has been completed and accepted. The main commissioning activities performed during this phase are verification that the installed systems are functional by conducting Systems Functional Performance tests and Owner Training.

Accuracy: The capability of an instrument to indicate the true value of a measured quantity.

A/E: See Design Professional.

Back Check: A back check is a verification that an agreed upon solution to a design comment has been adequately addressed in a subsequent design review

Basis of Design (BOD): The Engineer's Basis of Design is comprised of two components: the Design Criteria and the Design Narrative, these documents record the concepts, calculations, decisions, and product selections used to meet the Owner's Project Requirements (OPR) and to satisfy applicable regulatory requirements, standards, and guidelines.

Benchmarks: Benchmarks are the comparison of a building's energy usage to other similar buildings and to the building itself.. For example, ENERGY STAR Portfolio Manager is a frequently used and nationally recognized building energy benchmarking tool.

Calibrate: The act of comparing an instrument of unknown accuracy with a standard of known accuracy to detect, correlate, report, or eliminate by adjustment any variation in the accuracy of the tested instrument.

CCTV: Closed circuit Television. Normally used for security surveillance and alarm detections as part of a special electrical security system.

Commissionability: Defines a design component or construction process that has the necessary elements that will allow a system or component to be effectively measured, tested, operated and commissioned.

Commissioning Agent (CxA): The qualified Commissioning Professional who administers the Cx process by managing the Cx team. Where CxA is used in this manual it means the Commissioning Agent, members of his staff or appointed members of the commissioning team.

Commissioning Checklists: Lists of data or inspections that should be verified to ensure proper system or component installation, operation and function. Verification checklists are developed and used during all phases of the commissioning process to verify that the Owner's Project Requirements (OPR) is being achieved.

Commissioning Design Review: The commissioning design review is a collaborative review of the design professionals design documents for items pertaining to the following: owner's project requirements; basis of design; operability and maintainability (O&M) including documentation; functionality; training; energy efficiency, control systems' sequence of operations including building automation

system features; commissioning specifications and the ability to functionally test the systems.

Commissioning Issue: Any condition identified by the Commissioning Agent or other member of the Commissioning Team that adversely affects the commissionability, operability, maintainability or functionality of a system, equipment or component. Any condition that is in conflict with the Contract Documents and/or performance requirements of the installed systems and components.. (See also – Commissioning Observation)

Commissioning Observation: An issue identified by the Commissioning Agent or other member of the Commissioning Team that does not conform to the project OPR, contract documents or standard industry best practices. (See also Commissioning Issue)

Commissioning Plan: A document that outlines the scope and defines responsibilities, processes, schedules, and the documentation requirements of the Commissioning Process.

Commissioning Process: A quality focused process for enhancing the delivery of a project. The process focuses upon verifying and documenting that the facility and all of its systems, components, and assemblies are planned, designed, installed, tested, can be operated, and maintained to meet the Owner's Project Requirements.

Commissioning Report: The final commissioning document which presents the commissioning process results for the project. Cx reports include an executive summary, the commissioning plan, issue log, correspondence, and all appropriate check sheets and test forms.

Commissioning Specifications: The contract documents that detail the objective, scope and implementation of the commissioning process as developed in the Commissioning Plan.

Commissioning Team: Individual team members whose coordinated actions are responsible for implementing the Commissioning Process.

Construction Phase Commissioning: All commissioning efforts executed during the construction process after the design phase and prior to the Acceptance Phase Commissioning.

Contract Documents (CD): Contract documents include design and construction contracts, price agreements and procedure agreements. Contract Documents also include all final and complete drawings, specifications and all applicable contract modifications or supplements.

Construction Phase Commissioning (CPC): All commissioning efforts executed during the construction process after the design phase and prior to the Acceptance Phase Commissioning.

Coordination Drawings: Drawings showing the work of all trades that are used to illustrate that equipment can be installed in the space allocated without compromising equipment function or access for maintenance and replacement. These drawings graphically illustrate and dimension manufacturers' recommended maintenance clearances. On mechanical projects, coordination drawings include

structural steel, ductwork, major piping and electrical conduit and show the elevations and locations of the above components.

Data Logging: The monitoring and recording of temperature, flow, current, status, pressure, etc. of equipment using stand-alone data recorders.

Deferred System Test: Tests that cannot be completed at the end of the acceptance phase due to ambient conditions, schedule issues or other conditions preventing testing during the normal acceptance testing period.

Deficiency: See “Commissioning Issue”.

Design Criteria: Documents outlining the project design requirements, including its source. These are used during the design process to show the design elements meet the OPR.

Design Intent: The overall term that includes the OPR and the BOD. It is a detailed explanation of the ideas, concepts, and criteria that are defined by the owner to be important. The design intent documents are utilized to provide a written record of these ideas, concepts and criteria.

Design Manual: Documents outlining the system infrastructure requirements for the project.

Design Narrative: A written description of the proposed design solutions that satisfy the requirements of the OPR. The preparation of this document is the responsibility of the Engineer during the SD-1, SD-2 and DD-1 phases. The narrative should include a description of the systems selected and why they were chosen. It should also include reasons other systems were considered and rejected. Acceptance of the items in the Design Narrative should be the consensus of both the Owner and the Engineer. The Design Narrative is updated by the Commissioning Agent during the DD-2, CD-1, and Final Design phases to maintain a record of design changes, reasons for the changes, and the approval authority for each change.

Design Phase Commissioning (DPC): All commissioning tasks executed during the design phase of the project.

Design Phase Commissioning Report: The commissioning document prepared at the end of the Design Phase which presents the commissioning process results for the project design phase. Cx reports include an executive summary, the design phase commissioning plan, design review comment log, Owners Project Requirements, Design Narrative, meeting notes, correspondence, and other design phase commissioning documents.

Design Professional: The architect(s) or engineer(s) of record of the project.

Environmental Systems: Systems that use a combination of mechanical equipment, airflow, water flow and electrical energy to provide heating, ventilating, air conditioning, humidification, and dehumidification for the purpose of human comfort or process control of temperature and humidity.

Executive Summary: A section of the Commissioning report that reviews the general outcome of the project. It also includes any unresolved issues, recommendations for the resolution of unresolved issues and all deferred testing requirements.

Functionality: This defines a design component or construction process which will allow a system or component to operate or be constructed in a manner that will produce the required outcome of the OPR.

Functional Test Procedure (FTP): A written protocol that defines methods, steps, personnel, and acceptance criteria for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.

Industry Accepted Best Practice: A design component or construction process that has achieved industry consensus for quality performance and functionality. Refer to the current edition of the NEBB Design Phase Commissioning Handbook for examples.

Installation Verification: Observations or inspections that confirm the system or component has been installed in accordance with the contract documents and to industry accepted best practices.

Integrated System Testing: Integrated Systems Testing procedures entail testing of multiple integrated systems performance to verify proper functional interface between systems. Typical Integrated Systems Testing includes verifying that building systems respond properly to loss of utility, transfer to emergency power sources, re-transfer from emergency power source to normal utility source; interface between HVAC controls and Fire Alarm systems for equipment shutdown, interface between Fire Alarm system and elevator control systems for elevator recall and shutdown; interface between Fire Alarm System and Security Access Control Systems to control access to spaces during fire alarm conditions; and other similar tests as determined for each specific project.

Issues Log: A formal and ongoing record of problems or concerns – and their resolution – that have been raised by members of the Commissioning Team during the course of the Commissioning Process.

Lessons Learned Workshop: A workshop conducted to discuss and document project successes and identify opportunities for improvements for future projects.

Maintainability: A design component or construction process that will allow a system or component to be effectively maintained. This includes adequate room for access to adjust and repair the equipment. Maintainability also includes components that have readily obtainable repair parts or service.

Manual Test: Testing using hand-held instruments, immediate control system readouts or direct observation to verify performance (contrasted to analyzing monitored data taken over time to make the ‘observation’).

Owner’s Project Requirements (OPR): A written document that details the project requirements and the expectations of how the building and its systems will be used and operated. These include project goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information.

Peer Review: A formal in-depth review separate from the commissioning review processes. The level of effort and intensity is much greater than a typical commissioning facilitation or extended commissioning review. The VA usually hires an independent third-party (called the IDIQ A/E) to conduct peer reviews.

Precision: The ability of an instrument to produce repeatable readings of the same quantity under the same conditions. The precision of an instrument refers to its ability to produce a tightly grouped set of values around the mean value of the measured quantity.

Pre-Design Phase Commissioning: Commissioning tasks performed prior to the commencement of design activities that includes project programming and the development of the commissioning process for the project

Pre-Functional Checklist (PFC): A form used by the contractor to verify that appropriate components are onsite, correctly installed, set up, calibrated, functional and ready for functional testing.

Pre-Functional Test (PFT): An inspection or test that is done before functional testing. PFT's include installation verification and system and component start-up tests.

Preplaced Crypt: A precast concrete burial vault container that is preset into the ground prior to time of need/usage to receive a casket or caskets at a future date when a burial needs to occur.

Procedure or Protocol: A defined approach that outlines the execution of a sequence of work or operations. Procedures are used to produce repeatable and defined results.

Range: The upper and lower limits of an instrument's ability to measure the value of a quantity for which the instrument is calibrated.

Resolution: This word has two meanings in the Cx Process. The first refers to the smallest change in a measured variable that an instrument can detect. The second refers to the implementation of actions that correct a tested or observed deficiency.

Schematic Design (SD): A conceptual image of the projects engineering requirements. Load calculations, preliminary system selection, and flow sheets are developed in this phase of the project. This phase could represent the project at approximately 35% of the design effort.

Site Observation Visit: On-site inspections and observations made by the CxA or CxC for the purpose of verifying component, equipment, and system installation, to observe contractor testing, equipment start-up procedures, or other purposes.

Site Observation Reports (SOR): Reports of site inspections and observations made by the CA. Observation reports are intended to provide early indication of an installation issue which will need correction or analysis.

Special System Inspections: Inspections required by a local code authority prior to occupancy and are not normally a part of the commissioning process.

Static Tests: Tests or inspections that validate a specified static condition such as pressure testing. Static tests may be specification or code initiated.

Start-Up Tests: Tests that validate the component or system is ready for automatic operation in accordance with the manufactures requirements.

Systems Manual: A system-focused composite document that includes all information required for the owners operators to operate the systems.

Test Procedure: A written protocol that defines methods, personnel, and expectations for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.

Testing: The use of specialized and calibrated instruments to measure parameters such as: temperature, pressure, vapor flow, air flow, fluid flow, rotational speed, electrical characteristics, velocity, and other data in order to determine performance, operation, or function.

Testing, Adjusting, and Balancing (TAB): A systematic process or service applied to heating, ventilating and air-conditioning (HVAC) systems and other environmental systems to achieve and document air and hydronic flow rates. The standards and procedures for providing these services are referred to as “Testing, Adjusting, and Balancing” and are described in the Procedural Standards for the Testing, Adjusting and Balancing of Environmental Systems, published by NEBB or AABC.

Thermal Scans: Thermographic pictures taken with an Infrared Thermographic Camera. Thermographic pictures show the relative temperatures of objects and surfaces and are used to identify leaks, thermal bridging, thermal intrusion, electrical overload conditions, moisture containment, and insulation failure.

Training Plan: A written document that details, in outline form the expectations of the operator training. Training agendas should include instruction on how to obtain service, operate, startup, shutdown and maintain all systems and components of the project.

Trending: Monitoring over a period of time with the building automation system.

Unresolved Commissioning Issue: Any Commissioning Issue that, at the time that the Final Report or the Amended Final Report is issued that has not been either resolved by the construction team or accepted by the VA. The Commissioning Agent shall make all reasonable attempts to resolve every issue. Commissioning Agent shall provide documentation of attempts to achieve a resolution of each unresolved issue with the VA

Validation: The process by which work is verified as complete and operating correctly:

1. First party validation occurs when a firm or individual verifying the task is the same firm or individual performing the task.
2. Second party validation occurs when the firm or individual verifying the task is under the control of the firm performing the task or has other possibilities of financial conflicts of interest in the resolution (Architects, Designers, General Contractors and Third Tier Subcontractors or Vendors).
3. Third party validation occurs when the firm verifying the task is not associated with or under control of the firm performing or designing the task.

Verification: The process by which specific documents, components, equipment, assemblies, systems, and interfaces among systems are confirmed to comply with the criteria described in the Owner’s Project Requirements.

Warranty Phase Commissioning: Commissioning efforts executed after a project has been completed and accepted by the Owner. Warranty Phase Commissioning

includes follow-up on verification of system performance, measurement and verification tasks and assistance in identifying warranty issues and enforcing warranty provisions of the construction contract.

Warranty Visit: A commissioning meeting and site review where all outstanding warranty issues and deferred testing is reviewed and discussed.

2 Commissioning Process Overview

2.1 General

This document is intended as a guide for all parties involved with the Commissioning Process in NCA's new and renovation projects. The NCA implies members of the Department of Veterans Affairs National Cemetery Administration and Office of Construction and Facilities Management (CFM).

The Implementation Guide for Executive Order 13423 describes Commissioning and the Commissioning Process as:

Building Commissioning is a systematic approach to improving system performance, operation & maintenance, indoor air quality & thermal comfort, and energy efficiency, as well as benefits like improving occupant comfort, health & welfare, and productivity, in both new and existing buildings. These activities are not, as many owners and managers believe, part of the typical design and construction process or part of standard operation & maintenance service contracts. Commissioning goes beyond testing, adjusting and balancing (TAB) and traditional inspections. Commissioning involves functional testing to determine how well the building systems, like Heating, Ventilating and Air Conditioning (HVAC) and Lighting, work together. Commissioning also seeks to determine whether the installed building equipment (e.g. chillers, boilers, motors, airflow system) meets a facility's goals or whether it needs to be adjusted to improve the efficiency and overall performance, consistent with the original design intent. The long-term life-cycle benefits of commissioning far outweigh the short-term up-front investments, as borne out by many documented case studies, both in the public and private sector building/facility infrastructure. Green building rating systems and certification programs have given a significant boost to the role of Building Commissioning, as part of the Efficient and High Performance Building stock.

Through this executive order and the interagency memorandum of understanding, incorporating commissioning into NCA Construction projects is a legal obligation.

2.2 Introduction to Commissioning

Commissioning information, guidance, and resources can be addressed under the following four broad principles:

Establish Measureable Project Performance Requirements,
Plan and Execute the Commissioning Process,
Verify and Document Compliance with Requirements, and
Effectively Transfer Knowledge to the Building Operations Team.

It is important to note that all four principles are applied over the life of a capital design and construction project.

2.3 Commissioning Goals

Whole Building Commissioning is a collaborative process for planning, delivering, and operating buildings to work as NCA and Designer intended. Commissioning begins with project planning and includes design, construction, start-up, acceptance and training and warranty phase services. The goals of the commissioning process are to:

- a. Define, document, and maintain a clearly stated set of measureable integrated system performance requirements throughout the design and construction of the project;
- b. Verify and document compliance with these requirements at each completion milestone in;
- c. Establish a clear set of tasks, deliverables, and schedule milestones for every member of the commissioning team to drive building delivery to a successful conclusion;
- d. Demonstrate and document effective integrated buildings performance through a rigorous process of system testing;
- e. Verify that operation and maintenance personnel and occupants are properly trained; and
- f. Provide documentation, training tools, and building performance metrics that will allow NCA to sustain High Performance Building systems over the life of the building.

2.4 Commissioning Principles

Regardless of the extent to which the commissioning process is applied to a project, there are four overarching principles in the Commissioning Process that begin at project inception and continue through Occupancy and Operations.

- a. Establish Measureable Project Performance Requirements,

As projects progress through successive Design Stages, the design team establishes Owner's Project Requirements, project work scopes and design solutions that meet the needs of the operation that will be housed in the new facility. It is the task of the commissioning process to establish **measureable dynamic system performance requirements** that can be definitively measured through field testing methodologies. These criteria, properly documented and measured, ultimately form the basis for project final acceptance.

Since building performance decisions are successively refined over the course a of project's life cycle, it is imperative that these 'measureable

requirements' be refined and documented at the same time. During the pre-design and design phases of a project, the critical objectives of the commissioning process include:

- Develop Owner's Project Requirements (OPR)
 - Define Dynamic Performance Requirements of the Project, including:
 - Environmental Control Criteria
 - Response to Threats, Risks, and Failures
 - Static and Dynamic Performance Requirements
- Review Design Documents for Compliance with the OPR
 - Design Narrative (Basis of Design) Document
 - Plans & Specifications
- Document Design Development Decisions
 - Deviations for OPR or Design Narrative
 - Value Engineering Decisions & Consequences
- Document the Process
 - Develop & Maintain a Project Commissioning Plan
 - Develop the Commissioning Specifications

b. Plan and Execute the Commissioning Process

Since Commissioning is a collaborative process involving multiple parties with potentially conflicting interests, it is critical that the process be well planned, documented and communicated to all project team members. Planning is accomplished through development and maintenance of the project Commissioning Plan. Planning must include

- Clear Roles and Responsibilities for all Team Members
- Establish clear means and methods of communications between all Team Members
- Well Defined Commissioning Work Scope and Deliverables
- Project Commissioning Schedules
- Effective Inspection and Testing Plans
 - Pre-Functional and Functional Test Plans
 - Integrated System Test Plans
 - Special testing needs for unique or innovative assemblies

- Clear Commissioning Specifications consistent with the Project Commissioning Plan
- Clear Definitions of Training Requirements to Support Long Term Sustainability

c. Verify and Document Compliance with Requirements

Commissioning serves as the historical record of both NCA's expectations for project performance and the performance achieved in the construction process. Commissioning documentation should provide a record of standards of performance for building systems and level of performance achieved in the delivered facility. Commissioning documentation should include

- A clear history of Project Development, Execution and Turnover
- A definitive record of all inspections, tests, performance issues and deficiencies and issue resolutions
- A clear methodology to evaluate building performance against that standard achieved at final acceptance of the Project (Re-Commissioning Plan)

d. Effectively Transfer Knowledge to the Building Operations Team

In order for the commissioning process to deliver sustainable results, the operations team responsible for the facility after final acceptance must be adequately prepared to assume responsibility for the installed equipment and systems at Final Acceptance of the project. It is a primary responsibility of the Commissioning Team to manage the training process to effectively prepare this team to understand and properly operate the high performance systems that will be required to sustain NCA mission. To this end, the Commissioning team should

- Engage the Operations Team in the Commissioning Process as early as possible,
- Organize and prepare all Contractors and Vendors to deliver coherent training to the Operations Team,
- Provide Systems Training and Key Performance Criteria to guide operators in monitoring and evaluating their operating systems,
- Provide Training, O&M, Performance and Re-Commissioning Documentation that will allow a facility to maintain a knowledgeable and effective operations team for the life of the facility.

2.5 Contractual Relationships

For any construction project, NCA establishes A/E Design contracts for Design Phase and Construction Period Services. NCA also establishes a construction contract with a Prime Contractor to provide construction services. Both contracts are administered by a

CO or his/her designated representative. During the Design Phase, this representative is the Project Manager; during the construction phase, it is the Resident Engineer. On every project, the authority to modify any contract is strictly limited to the CO and his/her designated representative.

In this structure, all communications on contractual issues are strictly limited to communications between NCA and these two prime contractors (A/E Team and Prime Contractor). It is the practice of NCA to require that communication between other parties to the contracts (A/E Sub-consultants, Subcontractors and Vendors) be routed through these two prime contractors and NCA.

Commissioning is a process that relies upon high levels of communications and collaboration between all parties to the construction process. By its nature, the levels of communication and cooperation between the Commissioning Agent and all other parties to the construction process (Architects, Engineers, Subcontractors, Vendors, third party testing agencies, etc.) is essential to the success of the Commissioning effort. In the absence of these relationships, cooperation and support created by this communication, the Commissioning Process will likely fail to achieve its ends.

The Commissioning Agent must develop effective methods to communicate with every member of the construction team while simultaneously respecting the exclusive contract authority of the CO and his/her Designated Representative. Thus, all procedures outlined in this manual must be executed within the following limitations:

- a. The Commissioning Agent may maintain a continuous open communication with the A/E team, including Sub-consultants, the Contractor and Subcontractors and NCA's team to facilitate a collaborative commissioning process subject to the following parameters:
- b. All communications shall be copied to Project Manager (Design Phase) and Resident Engineer (Construction Phase).
- c. All Communications shall include specific reference to these contract limitations (e.g., *"All issues identified in this Commissioning Issues Log are subject to 'Specification Section 01 91 00: Paragraph 1.2: Contractual Relationships.'"*)
- d. All information from the Commissioning Agent to any party to the project must be transmitted with the following parameters:
 - No communications (verbal or written) will be deemed to constitute direction that modifies the terms of any contract between the Department of Veterans Affairs - NCA, and any party to the construction project.
 - Commissioning Issues communicated in writing to the Contractor or A/E Team and copied to the PM/RE are provided to all parties to the contract to expedite communication. All issues must be understood as the professional opinion of the Commissioning Agent and suggestions

for issue resolution only until expressly approved as direction by the Project Manager or Resident Engineer.

- In the event that any Commissioning Issues and suggested resolutions are deemed to require either an official interpretation of the construction documents or are determined to require a modification of the contract documents, CO or designated Project Manager (Design Phase) or Resident Engineer (Construction Phase) will issue an official directive to this effect.
- All parties to the Commissioning Process shall be individually responsible for alerting the PM/RE of any issues that they deem to constitute a potential contract change prior to acting on these issues.
- Authority for design and construction issues resolution rests solely with the CO and his/her designated representative with appropriate technical guidance from the A/E Team and/or Commissioning Agent.

2.6 Budgeting for Commissioning

Commissioning should be included in Design and Construction budgets for Design/Bid/Build projects and the Construction budget for Design/Build projects. Commissioning should also be included as a separate line item in the Capital Improvement Plan. It is the responsibility of the Project Managers to ensure adequate budgeting is provided during the Design process.

Architect and contractor bids should be reviewed to ensure that costs associated with the commissioning process and activities are included. Commissioning Agent bids should be reviewed to ensure that it is based on the full design, construction and warranty period.

3 Applying the Commissioning Process

3.1 Projects to be Commissioned

The VA Office of Construction and Facilities Management has determined that in order to effectively implement the *Guiding Principles for Sustaining New Construction and Major Renovation*, all new construction and major renovation projects, will be commissioned. The commissioning process should be tailored to the size and complexity of the project and its system components in order to optimize and verify performance of fundamental building systems.

3.2 Systems to be Commissioned

While buildings are comprised of static systems (e.g., building envelope, building structure) and dynamic systems (e.g., HVAC, emergency power), the commissioning process is intended to address the ‘integrated dynamic performance of the ‘building system.’ Therefore, when considering which building systems to commission, the primary considerations are driven by the impacts of any given system on the overall performance of the building as a whole. So, for example, the building envelope, while a static system, will have a substantial impact on the performance of the building environmental controls, particularly if the air or vapor barriers installed are deficient. The list of commissioned systems included below is intended to identify those major systems that can have a significant impact on the ability of the integrated building system to achieve the patient safety, comfort, reliability and energy performance goals established by the OPR in the commissioning process.

The intent of the NCA Standard is to subject all building systems to the commissioning process. On a case by case basis, NCA recognizes that the nature of the project and its attendant budget may require that systems be selectively commissioned to maximize the value delivered by the process. The following criteria should be applied to evaluating each installed system (listed below) for inclusion in the commissioning process.

- a. Systems with the most significant impacts on the environmental performance, or reliability of the installed ‘building system’ should have highest priority in the commissioning process.

[For example, the building HVAC systems, central heating/cooling plant systems, Building Management Systems, Emergency Power Systems, and Security Systems]

- b. Systems that have traditionally caused performance or maintenance problems on a site (or similar sites) should have a high priority in the process.

[For example, the Building Envelope Systems, Electrical Power Distribution Systems]

- c. Systems that have a significant dynamic performance component but may have a moderate impact on the net environmental building system performance should have a priority in the process.

[For example domestic water distribution]

The specific list of 'Systems to be Commissioned' included on any given project must be driven by the nature of the project, the installed systems and the opportunity to impact the quality of the installed system during the construction of the project.

It is important to note that the list of 'Systems to be Commissioned' will change over the course of the project's design phases. The list should be developed early and be kept updated throughout the Design Phase.

Finally, it is important to engage the facilities operating staff, if available, to consult on any list of commissioned systems. While the judgments of the operating team may not be final, their input will add significant value to the effort to collaborate in the commissioning process.

The Sample Commissioning Plan (Appendix F) provides a list of typical systems used in NCA facilities that should be commissioned. The list is intended for guidance only and is not considered comprehensive. Definition of the specific list of systems to be commissioned is the responsibility of the NCA project team in consultation with the local operators of the NCA facility, designers and the commissioning agent.

Click the link below to view Sample Commissioning Plan:

[Sample Commissioning Plan](#)

- d. Commissioning Specification Requirements

In order for the Commissioning Process to be successfully integrated into the construction of NCA projects, the obligations of all parties to the construction project must be clearly delineated in the Project Specifications. While the Commissioning Plan is intended to include task and responsibilities for Commissioning from Design through Warranty Phases, the construction specifications establish the legal and binding obligations of the construction team members for participation in the process.

Commissioning Specifications are specifically designed to address the obligations of parties to the commissioning process in regard to the services, technical personnel and documentation required to satisfy the need

- to successfully demonstrate integrated system performance,

- to document the performance in a manner that enhances long term sustainable operation of the systems, and
- to effectively train the facility operating teams to maintain high performance operation of the installed building systems.

As part of the development of these specifications, it is the obligation of the Commissioning specification writer to verify the training requirements specified in other specifications sections are consistent with training obligations and scheduling requirements in the Commissioning Specification and Commissioning Plan. Coordination of the commissioning specifications with other pertinent sections of the specification is essential to avoiding conflicts and misunderstandings in the construction phase of a project.

It is essential to the success of the process that Commissioning responsibilities be referenced in each applicable section of the specifications along with references to the Commissioning Specification Section.

As a minimum, the following specification sections should be included in each Project Specification Manual to the extent the systems referenced in these sections are included in the commissioning process. It is the responsibility of the A/E Team and the Commissioning Agent to review all specification sections and include language in every appropriate section based on the scope of Commissioning activities on the project.

General Requirements (Division 1)

Building Exterior Closure (Divisions 7)

Fire Protection (Division 21)

Plumbing (Division 22)

HVAC (Division 23)

Electrical (Division 26)

Communications (Division 27)

Electronic Safety and Security (Division 28)

Exterior Improvements (Division 32)

Utilities (Division 33)

Renewable Energy Systems (Division 48)

In addition to the above specification sections, the equipment and technical specification sections may need to be modified to include commissioning-related requirements. The commissioning-related language that may need to be added to the equipment or technical sections includes requirements for submittal review by the Commissioning Agent; notifying the Commissioning Agent of equipment/systems startup so the

Commissioning Agent can witness the startup; completion and submission of Pre-Functional Checklists; operating systems during Functional Testing; attending Commissioning Meetings; submitting Operations & Maintenance Data/Manuals for review by the Commissioning Agent; training requirements; and reporting on issue resolution.

3.3 Building Envelope Commissioning

The commissioning process described in this manual is primarily focused on the dynamic building infrastructure systems such as HVAC, electrical, plumbing, fire protection, etc. Commissioning static building infrastructure systems such as building envelope require a different approach. A successful whole building commissioning process will carefully validate interfaces and possible interferences between all building systems, including the building envelope. Due to the integration and interdependency of facility systems, a performance deficiency in one system can result in less than optimal performance by other systems. The building envelope has a significant impact on the HVAC systems and the overall indoor environmental quality.

The objective of building envelope commissioning is to address any performance objectives required by the NCA for the exterior closure including the control of heat flow, air flow, noise, fire, light, infrared, ultraviolet, rain penetration, moisture, structural performance, durability, security, reliability, aesthetics, value, constructability, maintainability, and sustainability.

The building envelope commissioning process places the greatest emphasis on design phase. It is during the design when the building performance requirements are determined and implemented in the design. Design reviews and other building envelope related commissioning activities are aimed at early verification of the performance requirements, verification that the building envelope design will result in a system that meets the performance requirements, review of constructability, maintainability, reliability, and sustainability. Early identification of building envelope issues during the design phase provides an opportunity to resolve the issues before bidding and construction start. It is far easier, and much more cost effective, to resolve building envelope issues during design than after bricks and mortar are being constructed.

3.3.1 Pre-Design Phase Building Envelope Commissioning

General information about the building envelope requirements is gathered and reviewed. This information includes (a) program requirement (e.g. facility interior conditions); (b) community context (e.g. reflectance limits on glazing); (c) design standards, guidelines, and regulations; and (d) site and climate (e.g. outdoor air design conditions).

3.3.2 Design Phase Building Envelope Commissioning

The Commissioning Agent's building envelope specialist should review documents developed by the A/E relative to the building envelope. These documents include (a) the Owner's Project Requirements; (b) Design

Narrative; (c) design submissions (e.g. SD-1, SD-2, DD-1, DD-2, CD-1 and Final) The objectives of the review process is to:

- a. Verify that each exterior closure system fulfills NCA requirements and that the various enclosure systems are coordinated with each other and with other related systems.
- b. Develop commissioning process requirements for inclusion in the Construction Documents such as submittals, periodic inspections, laboratory testing, field testing, mock-ups of exterior assemblies, and documentation.
- c. Developing preliminary construction checklists, pre-functional checklists, and functional performance test procedures.
- d. Performing commissioning-focused design review to check proposed design solutions against NCA requirement. Reviews should also focus on inter-disciplinary coordination.

3.3.3 Construction Phase Building Envelope Commissioning

During construction, the Commissioning Agent's building envelope specialist coordinates with the construction and design teams to fulfill the following objectives:

- a. Assist with developing construction details for elements not addressed or coordinated during the design phase.
- b. Observe field testing, including coordinating the need for additional field testing, alteration of installation details, and resolution of issues identified during field or laboratory testing. .
- c. Field review aesthetic and functional mock-ups; review the interface conditions to verify that they meet the design requirements; verify that the required level of water and air tightness can be achieved; review of iterative repair submittals; and testing prior to actual construction.
- d. Submittal review of shop drawings, mock-ups, sample constructions, project schedules and sequencing, and building enclosure components to verify the required level of water and air tightness can be achieved.
- e. Review of the contractor's site-specific quality plans for the building enclosure.
- f. Field verification of actual construction for conformance to design and manufacturers' requirements.
- g. Field observation of contractor's testing.
- h. Assist in resolution of any issues identified during field reviews or testing.

3.3.4 Warranty Phase Building Envelope Commissioning

During the warranty, the Commissioning Agent's building envelope specialist coordinates with the RE and NCA Facilities Operations staff to fulfill the following objectives:

- a. Review and comment on contractor's documentation including (a) Operations and Maintenance Manuals; (b) manufacturers' conformance records; (c) field test records; (d) record drawings; (e) exterior envelope preventive maintenance program; and (f) manufacturer's and contractors' warranties..
- b. Documentation of non-conforming performance levels relative to exterior closure systems
- c. Verification of exterior closure performance levels prior to warranty expiration.
- d. Coordination of corrective actions relative to exterior closure systems.
- e. Coordination of seasonal testing of exterior closure systems.
- f. Developing the re-commissioning or ongoing commissioning program.

3.4 Crypt Commissioning

Similar to building envelope systems, crypts are a static system and require discussion related to the approach.

The objective of crypt commissioning is to address any performance objectives required by NCA for the structure including the control of rain penetration, moisture, structural performance, durability, reliability, value, constructability, maintainability, and sustainability.

The crypt commissioning process places the greatest emphasis on the construction and testing phases. It is during the construction and testing phases when the foundations for the crypts are laid and the crypts themselves are placed. The commissioning process will rely on a combination of site observations during the construction process and review of test reports specified in NCA specification "034821 precast concrete burial crypts". Tests to be reviewed may include: Crypt functional load tests, concrete cylinder compression, surveyor's rough grading report, subgrade and sub-base compaction reports, location/elevation surveys, and stamped certification that crypts are at design location, properly aligned, and at correct elevation and slope.

3.4.1 Pre-Design Phase Crypt Commissioning

It is not expected that there will be significant effort related to Crypts during this phase.

3.4.2 Design Phase Crypt Commissioning

The Commissioning Agent's specialist should review documents developed by the A/E relative to the ground preparation. These documents include (a) the Owner's Project Requirements; (b) Design Narrative; (c) design submissions (e.g. SD-1, SD-2, DD-1, DD-2, CD-1 and Final). The objectives of the review process are to:

- a. Verify that ground preparation is sufficient to properly support crypt installation.
- b. Develop commissioning process requirements for inclusion in the Construction Documents such as submittals, periodic inspections, laboratory testing, field testing, and documentation.
- c. Performing commissioning-focused design review to check proposed design solutions against NCA requirement.

3.4.3 Construction Phase Crypt Commissioning

During construction, the Commissioning Agent's specialist coordinates with the construction and design teams to fulfill the following objectives:

- a. Observe field testing, including coordinating the need for additional field testing, alteration of installation details, and resolution of issues identified during field testing.
- b. Review of the contractor's site-specific quality plans for the crypts.
- c. Sample field verification of actual construction for conformance to design and manufacturers' requirements.
- d. Field observation of contractor's testing.
- e. Assist in resolution of any issues identified during field reviews or testing.

3.4.4 Warranty Phase Crypt Commissioning

During the warranty, the Commissioning Agent's building envelope specialist coordinates with the RE and NCA Facilities Operations staff to fulfill the following objectives:

- a. Documentation of non-conforming performance levels relative to crypt systems
- b. Verification of crypt performance levels prior to warranty expiration.
- c. Coordination of corrective actions relative to crypt systems.

3.5 Adapting the Commissioning Process to Specific Projects

The process can be adapted by tailoring the commissioning process to the specific project.

Each user of this manual should review and understand the Commissioning Process described in the sections that follow before attempting to tailor the process to a specific project.

The level of rigor for systems testing generally remains constant for each system test regardless of the project size and scope. See discussion in paragraph 3.2 above for guidance on selecting the systems to be commissioned.

Determining the test sample size is another means of tailoring the commissioning scope to the specific project. Generally, the major HVAC systems (chilled water, heating hot water, air handling systems, etc.) should be a 100% sample size. Other systems where there are large numbers of the same type of equipment, i.e. air terminal devices, fire alarm devices, etc., a sample size of 20% - 50% can be an effective means of tailoring the scope of commissioning to the project.

There are other portions of the commissioning process that can be tailored to specific projects. The level to which the Commissioning Agent is involved in the design and construction includes the scope of:

- a. Design Phase Controls Meetings
- b. Design Reviews
- c. Design Review Meetings
- d. Owner's Project Requirements Updates
- e. Design Narrative Updates
- f. Design Phase Commissioning Plan
- g. Commissioning Specifications
- h. Duration Schedule for Commissioning Activities
- i. Systems to be Commissioned
- j. Construction Phase Commissioning Progress Meetings
- k. Construction Phase Project Meetings
- l. Construction Observation Visits
- m. Witnessing Equipment Startup and Contractor Testing
- n. Factory Witness Testing Observation
- o. TAB Verification
- p. Periodic Warranty Phase Site Visits

The decision to seek LEED or Green Globe certification will also impact the scope and fees for the Commissioning Agent. LEED requires fundamental commissioning as a pre-requisite to earning other point in the Energy & Atmosphere section of the rating

system. LEED requires the commissioning for mechanical, electrical, plumbing, building envelope, and renewable energy systems and assemblies.

The LEED prerequisite requirements for commissioning as described in LEED v.4 (2012) are as follows:

By the end of the development phase, engage a Commissioning Agent (CxA).

The CxA must have documented commissioning authority experience in at least 2 building projects. The experience must extend from early design phase through at least 10 months of occupancy

The individual serving as the CxA may be a qualified employee of the owner, an independent consultant, or an employee of the design or construction firm who is not part of the project's design or construction team, or a disinterested subcontractor of the design or construction team.

For projects smaller than 20,000 square feet, the CxA may be a qualified person on the design or construction management team who has the required experience.

The CxA must report results, findings, and recommendations directly to the owner.

The Owner shall document the Owner's Project Requirements (OPR). The design team shall develop the Basis of Design (BOD), including requirements for exterior building enclosures. The CxA shall review the OPR, BOD and design documents for clarity and completeness. The Owner and design team shall be responsible for updates to their respective documents.

Review contractor submittals

Confirm incorporation of Cx requirements into the construction documents.

Develop construction checklists and system test procedures and verify system test execution

Maintain an issues and benefits log throughout the Cx process.

Prepare a final Cx process report.

Prepare and maintain a current facilities requirements and operations and maintenance plan that includes the following:

1. Sequence of operations
2. Occupancy schedule
3. Equipment run-time schedules
4. Setpoints for all HVAC equipment
5. Set lighting levels
6. Minimum outside air requirements
7. Any changes in schedules or setpoints for different seasons, days of the week and times of day

8. Systems narrative describing the mechanical and electrical systems and equipment
9. Commissioning program that includes periodic commissioning requirements, ongoing commissioning tasks, and continuous tasks for critical facilities

In addition to the Fundamental Commissioning requirements above, the LEED v4 (2012) Enhanced Commissioning Energy and Atmosphere Credit 3 minimum requirements (3 points) are as follows:

- Verify inclusion of systems manual requirements in construction documents
- Verify inclusion of operator and occupant training requirements in construction documents
- Verify systems manual updates and delivery
- Verify seasonal testing
- Review building operations 10 months after substantial completion
- Develop and on-going commissioning plan

An additional point can be achieved by developing monitoring based procedures and identify points to be measured and evaluated to assess performance of energy and water consuming systems. Two additional points can be achieved by applying the enhanced commissioning process to the building envelope.

The Green Globe program requires the following:

- Engage a Commissioning Agent
- Review the Design Intent and Basis of Design
- Commissioning requirements are included in the Construction Documentation
- Develop a Commissioning Plan

4 Pre-Design Commissioning

4.1 Commissioning Agent Contracting Methods

Commissioning Services are most appropriately contracted as a Professional Service to the Department of Veterans Affairs. With responsibility spanning from the Pre-Design Phase through the Warranty Phase, the Commissioning Agent will be charged with representing critical NCA interests in the design, construction, testing, acceptance, and operation of NCA facilities. The responsibilities associated with Commissioning best match the responsibilities of Professional Service Providers to NCA rather than construction providers.

4.1.1 Direct Contracting with the Department of Veterans Affairs

It is the policy of the National Cemetery Administration to acquire Commissioning Services at the Pre-Design Phase of the project. The preferred method of acquiring Commissioning Services is through Indefinite Delivery Indefinite Quantity (IDIQ) contracts with qualified Commissioning Agents. This method of acquisition provides a readily available; qualifications-based selection of the Commissioning Agent. It is important that the Commissioning Agent be selected as a Professional service with primary allegiance to the interests of NCA.

For specific large projects, as determined by the CO, NCA may elect to acquire Commissioning Services through a direct, stand-alone contract between NCA and the CxA.

In acquiring the Commissioning Agent, it is the intent of the NCA to award a contract to an experienced and qualified Commissioning Agent. It is the intent of NCA that a single Commissioning Agent will be acquired for the entire project, subject to satisfactory performance.

During the Commissioning Agent acquisition process, NCA will provide experienced Commissioning Agents with the project Feasibility Study or other programming documents that describes the project, anticipated design period, and anticipated construction period. The expectation is that prospective Commissioning Agents will submit qualifications and pricing proposals that separately identify fees for the Design Phase, Construction Phase, Acceptance and Testing Phase and the Warranty Phase. NCA will most likely structure the contract as a Base Contract for Design Phase Commissioning Services with two options – Option 1 – Construction Phase Commissioning (including both Construction and Acceptance Phase commissioning services) and Option 2 – Warranty Phase commissioning services. In the event a project is put on hold, or there are difficulties with the Commissioning Agent performance, NCA can elect not to award the options

4.1.2 Alternate Contracting Methods

Recognizing that the acquisition of IDIQ or Stand-Alone contract relationships with qualified Commissioning Agents may take some time, it may be necessary to utilize other contracting arrangements to secure the services of qualified providers in the interim. The following information provides guidance regarding the options, risks and benefits of each contracting arrangement.

- a. Commissioning services can be procured through GSA Schedule Contracts with qualified Commissioning Agents. This avenue allows NCA to select Commissioning Agents on a qualifications basis and solicit competitive bids or sole source providers depending on the circumstances of each individual project.
- b. For Design-Bid-Build projects, the Commissioning Agent can be engaged through the A/E Contract. In this contracting method, the selection of the Commissioning Agent is the sole responsibility of the A/E. Unless the solicitation for the A/E is structured to require that the A/E include the prospective Commissioning Agent as a key member of the design team in a manner similar to providing qualifications for the MEP Engineer, Structural Engineer, Fire Protection Engineer and other key consultants, this arrangement does not provide CO and PM/RE with an opportunity to review the Commissioning Agent qualifications and to develop a relationship that encourages direct communication between the Commissioning Agent, NCA and all other members of the commissioning team.

The most significant risk of engaging the Commissioning Agent through the A/E is that the Commissioning Agent, as a sub-consultant to the design team, may be more reluctant to surface design issues than when directly contracted to NCA. PM/RE can mitigate this risk by both reviewing the A/E's prospective Commissioning Agent's qualifications and by requiring the open communication outlined in this manual between all parties. In particular, all communications from the Commissioning Agent must be delivered simultaneously to the A/E team and PM.

- c. An alternative occasionally employed in other federal agencies is to procure Commissioning Agent services through the Contractor. This method is not recommended because the conflicts of interest created by the relationship between the Commissioning Agent and the Contractor can seriously impact both the rigor of commissioning and the open communication that is critical to the success of the commissioning process.

4.1.3 Design-Build Projects

For Design-Build projects, the Commissioning Agent should be contracted directly with NCA. In this procurement environment, the Commissioning Agent can provide technical support and representation of NCA most vital

interests when contracted either through a professional services contract or a GSA Schedule contracting contract.

- a. In other federal agencies, the commissioning provider is often procured through the Design Build contract with a Construction Manager or General Contractor. Under a contract to the Prime Design Build entity, the Commissioning Agent will be faced with conflicts of interest at every stage of the construction process.

4.2 Pre- Design Commissioning Kickoff Meeting

Once a Commissioning Agent is contracted for a project, a Pre-Design Commissioning Kickoff Meeting should be held with the selected Commissioning Agent to confirm the work scope. This will allow both the Commissioning Agent and NCA to - better understand the project, project team and develop a Preliminary Commissioning Plan that is responsive to both the project objectives and the particular make-up of the project team.

Attendees at the Pre-Design Commissioning Kickoff Meeting should include, but not limited to the following:

- a. CO
- b. PM
- c. Commissioning Agent
- d. Key A/E Design Team representatives

The Pre-Design Commissioning Kickoff Meeting should address the following:

- a. Project Scope of Work and Critical Objectives
- b. Project Schedule and Budget Requirements and Limitations
- c. Significant Project Challenges
- d. Commissioning Team Members that can be identified at the time of this meeting, including strengths and weaknesses of these participants.
- e. Administrative Requirements for Commissioning Contract Management

Commissioning Agent Task/Deliverables Description
Pre-Design Phase

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
PRE-DESIGN PHASE		
Pre-Design Commissioning Kickoff Meeting	Conduct Pre-Design Commissioning Kickoff Meeting with the VA and the Design Team. Establish or review Owner's Project Requirements (OPR), goals, objectives, and preliminary schedule. Establish commissioning goals and objectives. Establish the purpose and proposed process for commissioning the project. Establish the individual roles of each participating commissioning team member. Establish systems to be commissioned and preliminary acceptance criteria.	Draft Commissioning Plan Meeting Minutes Preliminary Owner's Project Requirements

5 Design Phase Commissioning

5.1 Design Phase Commissioning Objectives

The objectives of the Commissioning Process in the Design Phase of a project are as follows:

- a. Establish project 'Acceptance Criteria' for the project and the systems to be incorporated into the project that are clear and measurable. This will provide a clearly defined methodology for establishing 'substantial completion' and 'final acceptance' of the commissioned project based on delivered system performance;
- b. Provide the Commissioning Agent with a clear understanding of the designer's response to the Owner's Project Requirements. This understanding allows the Commissioning Agent to act as an advocate for these design requirements and to protect the designer's intent during the construction process; and,
- c. Provide technical support for the design team in developing construction documents that meet the requirements of NCA and provide systems that are functional, maintainable and commissionable, and that provide an effective response to the Owner's Project Requirements (OPR).

5.2 Design Phase Commissioning Team

The table below identifies the necessary members of the Design Phase Commissioning Team. As part of the Commissioning Plan, the list of responsible parties noted below will be tailored to the project team and populated with names and contact information. It is critical that this information be kept current throughout the project.

Commissioning Team

Design Phase

Designation	Team Member	Description
CFM	Construction and Facilities Management	Key Stakeholders from the VA Office of Construction and Facilities Management
CO	Contracting Officer	Contracting Officer Responsible for the Contract between NCA and the Commissioning Agent (or NCA and the prime consultant holding the Commissioning Agent contract). Contracting Officer Responsible for the Contract between NCA and the A/E Team, if different from above.
PM	Project Manager	Representative of Contracting Officer responsible for project delivery during the Design Phase.
NCA	NCA Facilities Management	Representatives of central and local cemetery staff responsible for Facilities Operation & Maintenance, Construction Coordination and/or other NCA departments.
A/E	Architect/Engineer Design Team	Representatives of the Architect and Engineering Design Team responsible for Design Phase Services
CxA	Commissioning Agent	Representatives of the independent 3rd Party Commissioning Contractor
IDIQ-A/E	Peer Review A/E	Representatives of the A/E firm(s) selected to perform Peer Reviews during the Design Phase

5.3 Commissioning Agent Tasks

The following table summarizes the Commissioning Agent Tasks during the Design Phase. Further details on the tasks are provided in the paragraphs that follow the table.

Commissioning Agent Task/Deliverables Description

Design Phase

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
SD1 PHASE		
Design Submission Review	<p>Complete a thorough commissioning review of the SD1 submittal documents and submitted criteria to establish the systems to be designed and installed in compliance with the Owner's Project Requirements (OPR). Review is conducted in conjunction with the IDIQ-AE Peer Review.</p> <p>Documents provided to the Commissioning Agent should include, SD1 Design Narrative and other submittal documents required by PG 18-15 Volume D, as well as other pertinent documents.</p>	<p>Design Phase Commissioning Issues Log (Incorporate Commissioning Agent review comments into Dr Checks for Project Tracking – Retain for Design Phase Cx Report)</p>
Basis of Design Report	<p>Review and Reconcile the Project Design Narrative. Narrative should incorporate OPR requirements from NCA Standards and other Project Documents. Design Narrative should describe designer's approach to the project requirements.</p> <p>Basis of Design (BOD) should include the Owner's Project Requirements (OPR), Design Narrative and sustainability goals. Likewise separate documents can be developed and retained in the project record.</p>	<p>Basis of Design Report</p> <p>Design Phase Commissioning Issues Log (Incorporate commissioning review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)</p>
Commissioning Plan	<p>Develop the Project Design Phase Commissioning Plan that outlines preliminary scope, process requirements, deliverables, roles, design concerns, responsibilities, schedule and milestones.</p> <p>Provide a copy of the Commissioning Plan to the A/E. The A/E will incorporate the Commissioning Plan into the Design Narrative as described in NCA PG 18-15, Volume D.</p>	<p>Project Design Phase Commissioning Plan</p>
Duration Schedule for Commissioning Activities	<p>Based on the Project Design Phase Commissioning Plan, prepare a duration schedule for the design phase commissioning activities required by the commissioning plan. This duration schedule should include Design Phase Activities. The Duration Schedule should provide sufficient detail to comply with the AE Team CPM scheduling requirements as outlined in PG 18-15, Volume D.</p>	<p>Design Phase Commissioning Duration Schedule – Incorporate into Commissioning Plan</p>

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Design Review Meeting	Attend and participate in SD1 Design Review Meeting. Provide clarifications for identified Commissioning Issues as appropriate. Incorporate other comments or issues identified at Review Meeting that impact project commissioning into Commissioning Issues Log.	Revised Design Phase Commissioning Issue Log. (Note that resolution of some issues may be deferred to later design stages.)
SD2 PHASE		
Design Submission Review	Complete a thorough commissioning review of the SD2 submittal documents and submitted criteria to establish the systems to be designed and installed in compliance with the OPR. Documents provided to the Commissioning Agent should include, SD2 Design Narrative, calculations, room locations and preliminary layouts and other submittal documents required by PGA 18-15, Volume D, as well as other pertinent documents.	Design Phase Commissioning Issues Log (Incorporate commissioning review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)
Design Narrative	Review the updated Project Design Narrative. The Design Narrative should incorporate OPR requirements from NCA Standards and other Project Documents. Design Narrative should describe designer’s approach to the project requirements.	Design Phase Commissioning Issues Log (Incorporate review comments into Dr Checks for Project Tracking – Retain for Design Phase Cx Report)
Commissioning Plan	Update the Project Design Phase Commissioning Plan. Provide a copy of the Commissioning Plan to the A/E. The A/E will incorporate the Commissioning Plan into the Design Narrative as described in PG 18-15, Volume D.	Updated Project Design Phase Commissioning Plan
Duration Schedule for Commissioning Activities	Based on the Project Design Phase Commissioning Plan, prepare a duration schedule for the Design Phase commissioning activities required by the commissioning plan. This duration schedule should include Design Phase Activities. The Duration Schedule should provide sufficient detail to comply with the AE Team CPM scheduling requirements as outlined in PG 18-15 Volume D.	Design Phase Commissioning Duration Schedule – Incorporate into Commissioning Plan
Commissioning Specifications	Provide List of Commissioning Specifications Sections utilizing NCA Master Construction Specifications. Specifications shall be submitted in accordance with the requirements of PG 18-15, Volume D.	List of Required Commissioning Specifications Specification Coordination Matrix for Commissioning Agent/A/E coordination.

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Design Review Meeting	Attend and participate in SD2 Design Review Meeting. Provide clarifications for identified Commissioning Issues as appropriate. Incorporate other comments or issues identified at Review Meeting that impact project commissioning into Commissioning Issues Log.	Revised Design Phase Commissioning Issue Log Note that resolution of some issues may be deferred to later design stages.
Design Phase Issue Log Resolution	Update the Commissioning Issues Log by recording resolutions to identified Commissioning Issues.	Revised Design Phase Commissioning Issue Log
DD1 PHASE		
Design Submission Review	Complete a thorough commissioning review of the DD1 submittal documents and submitted criteria to establish the systems to be designed and installed in compliance with the OPR. Documents provided to the Commissioning Agent should include: DD1 Updated Design Narrative, calculations, equipment schedules, system and control schematic diagrams and appropriate schematics and other submittal documents required by PG 18-15 Volume D, as well as other pertinent documents.	Design Phase Commissioning Issues Log (Incorporate review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)
Design Narrative	Commissioning Agent to update, review and reconcile the Project Design Narrative. The Design Narrative should reflect the evolution of the project design and note all significant deviations from prior version for ease of review and reconciliation. Design Narrative should describe designer’s response to the project requirements. Submit the updated Design Narrative to the AE team for review and comment. Incorporate review comments into the updated Design Narrative as necessary.	Design Phase Commissioning Issues Log
Design Phase Controls Meeting	Meet with the Design Team and NCA to develop HVAC and other system control strategies, sequences of operation, trending, and alarms. The Commissioning Agent acts as advocate for NCA and the facilities operations staff to assist the Design Team in developing realistic operating strategies and sequences of operations that will enable the facilities operations staff to operate the building systems to sustain the operational, energy and other systems parameters throughout the project life cycle.	Meeting Notes

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Commissioning Plan	<p>Update the Project Design Phase Commissioning Plan, including any revisions to Commissioning Team Members, Schedules and other modifications required by the progress of the project.</p> <p>Prepare a Draft Construction Phase Commissioning Plan, including systems to be commissioned, an outline of construction phase roles and responsibilities, and an outline of required system documentation requirements.</p> <p>Provide a copy of the updated Design Phase Commissioning Plan to the A/E. The A/E will incorporate the Commissioning Plan into the Design Narrative as described in PG 18-15, Volume D</p>	<p>Updated Project Design Phase Commissioning Plan</p> <p>Draft Construction Phase Commissioning Plan</p>
Duration Schedule for Commissioning Activities	<p>Based on the Project Design Phase Commissioning Plan, prepare a duration schedule for the commissioning activities required by the commissioning plan. This duration schedule should include Design Phase Activities. The Duration Schedule should provide sufficient detail to comply with the AE Team CPM scheduling requirements as outlined in PG 18-15, Volume D.</p> <p>Based on the Draft Construction Phase Commissioning Plan, prepare a preliminary duration schedule for Construction Phase Commissioning Activities. Incorporate the draft duration schedule into the Draft Construction Phase Commissioning Plan.</p>	<p>Commissioning Duration Schedule – Incorporate into Commissioning Plan</p> <p>Draft Construction Phase Commissioning Duration Schedule – Incorporate into the Draft Construction Phase Commissioning Plan.</p>
Commissioning Specifications	<p>Provide Draft Commissioning Specifications Sections utilizing NCA Master Construction Specifications. Specifications shall be submitted in accordance with the requirements of PG 18-15, Volume D.</p> <p>Provide a Specification Coordination Matrix that outlines the commissioning-related language that needs to be included in the individual equipment and technical specifications.</p>	<p>Draft Commissioning Specifications</p> <p>Specification Coordination Matrix for Commissioning Agent/A/E coordination.</p>
Design Review Meeting	<p>Attend and participate in DD1 Design Review Meeting. Provide clarifications for identified Commissioning Issues as appropriate. Incorporate other comments or issues identified at Review Meeting that impact project commissioning into Commissioning Issues Log.</p>	<p>Revised Design Phase Commissioning Issue Log.</p> <p>(Incorporate review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)</p> <p>(Note that resolution of some issues may be deferred to later design stages.)</p>

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Design Phase Issue Log Resolution	Update the Commissioning Issues Log by recording resolutions to identified Commissioning Issues.	Revised Design Phase Commissioning Issue Log (Incorporate review comments into Dr Checks for Project Tracking – Retain for Design Phase Cx Report)
DD2 PHASE		
Design Submission Review	Complete a thorough review of the DD2 submittal documents and submitted criteria to establish the systems to be designed and installed in compliance with the OPR. Documents provided to the Commissioning Agent should include: DD2 Updated Design Narrative, calculations, equipment schedules, system and control schematic diagrams, floor plans and appropriate schematics and other submittal documents required by PG 18-15, Volume D as well as other pertinent documents.	Design Phase Commissioning Issues Log (Incorporate review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)
Design Narrative	Commissioning Agent to update, review and reconcile the Project Design Narrative. The Design Narrative should reflect the evolution of the project design and note all significant deviations from prior version for ease of review and reconciliation. Design Narrative should describe designer’s response to the project requirements. Submit the updated Design Narrative to the AE team for review and comment. Incorporate review comments into the updated Design Narrative as necessary.	Design Phase Commissioning Issues Log
Commissioning Plan	Update the Project Design Phase Commissioning Plan, including any revisions to Commissioning Team Members, Schedules and other modifications required by the progress of the project. Update the Construction Phase Commissioning Plan, including systems to be commissioned, an outline of construction phase roles and responsibilities, and an outline of required system documentation requirements. Include the updated Commissioning Plan in the revised Design Narrative	Updated Project Commissioning Plan

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Commissioning Specifications	<p>Provide Preliminary Commissioning Specifications Sections utilizing NCA Master Construction Specification. Specifications shall be submitted in accordance with the requirements of PG 18-15, Volume D.</p> <p>Review individual equipment and technical sections to ensure commissioning-related language has been included as provided in the Commissioning Specification Coordination Matrix.</p>	<p>Preliminary Commissioning Specifications</p> <p>Marked up equipment and technical specification sections showing any revisions to commissioning-related language.</p> <p>Specification Coordination Matrix for Commissioning Agent/A/E coordination.</p>
Duration Schedule for Commissioning Activities	<p>Based on the Project Design Phase Commissioning Plan, prepare an updated duration schedule for the design phase commissioning activities required by the commissioning plan. This duration schedule should include Design Phase Activities. The Duration Schedule should provide sufficient detail to comply with the AE Team CPM scheduling requirements as outlined in PG 18-15, Volume D.</p> <p>Based on the Project Construction Phase Commissioning Plan and the DD2 Phase design submission, update the draft Construction Phase Commissioning Duration Schedule. Incorporate the revised Construction Phase Duration Schedule into the Draft Commissioning Phase Commissioning Plan.</p>	<p>Design Phase Commissioning Duration Schedule – Incorporate into Design Phase Commissioning Plan</p> <p>Construction Phase Commissioning Duration Schedule – Incorporate into Construction Phase Commissioning Plan</p>
Develop Preliminary Pre-Functional Checklists (PFC's)	<p>The Commissioning Agent will prepare Preliminary Pre Functional Checklists (PFC) for type of system to be commissioned and distribute to all Cx Team members for review and comment. A completed PFC indicates the system and its related equipment is ready for Systems Functional Performance Testing.</p> <p>Preliminary Pre-Functional Checklists shall be included in the Construction Phase Commissioning Plan and the Commissioning Specifications.</p>	<p>Preliminary Pre Functional Checklists (PFC's)</p>
Develop Preliminary Systems Functional Performance Test (FPT's) Procedures	<p>Based on the systems to be commissioned and the systems shown in the DD2 submittal, the Commissioning Agent will prepare Preliminary Systems Functional Performance Test Procedures (FPT's).</p> <p>Preliminary FPTs shall be included in the Construction Phase Commissioning Plan and the Commissioning Specifications.</p>	<p>Preliminary Systems Functional Performance Test Procedures (FPT's)</p>

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Design Phase Controls Meeting	<p>Meet with the Design Team and NCA to update HVAC and other system control strategies, sequences of operation, trending, and alarms.</p> <p>The Commissioning Agent acts as an advocate for NCA and the facilities operations staff to assist the Design Team in developing realistic operating strategies and sequences of operations that will enable the facilities operations staff to operate the building systems to sustain the operational, energy and other systems parameters throughout the project life cycle.</p>	Meeting Notes
Design Review Meeting	<p>Attend and participate in DD2 Design Review Meeting. Provide clarifications for identified Commissioning Issues as appropriate.</p> <p>Incorporate other comments or issues identified at Review Meeting that impact project commissioning into Commissioning Issues Log.</p>	<p>Revised Design Phase Commissioning Issue Log. (Incorporate review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)</p> <p>(Note that resolution of some issues may be deferred to later design stages.)</p>
Design Phase Issue Log Resolution	<p>Update the Commissioning Issues Log by recording resolutions to identified Commissioning Issues.</p>	<p>Revised Design Phase Commissioning Issue Log (Incorporate review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)</p>
CD1 PHASE		
Design Submission Review	<p>Complete a thorough commissioning review of the CD1 submittal documents and submitted criteria to establish the systems to be designed and installed in compliance with the OPR.</p> <p>Documents provided to the Commissioning Agent should include: calculations, equipment schedules, system and control schematic diagrams, floor plans and appropriate schematics and other submittal documents required by PG 18-15, Volume D as well as other pertinent documents.</p>	<p>Design Phase Commissioning Issues Log (Incorporate review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)</p>

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Design Narrative	<p>Commissioning Agent to update, review and reconcile the Project Design Narrative. The Design Narrative should be updated to reflect the evolution of the project design and note all significant deviations from prior version for ease of review and reconciliation. Design Narrative should describe designer's response to the project requirements.</p> <p>Submit the updated Design Narrative to the A/E team for review and comment. Incorporate review comments into the updated Design Narrative as necessary.</p>	Revised Design Narrative
Commissioning Plan	<p>Update the Project Design Phase Commissioning Plan, including any revisions to Commissioning Team Members, Schedules and other modifications required by the progress of the project.</p> <p>Update the Construction Phase Commissioning Plan, including systems to be commissioned, an outline of construction phase roles and responsibilities, and an outline of required system documentation requirements.</p> <p>Include the updated Commissioning Plan in the revised Design Narrative</p>	<p>Updated Design Phase Project Commissioning Plan</p> <p>Updated Construction Phase Project Commissioning Plan</p>
Duration Schedule for Commissioning Activities	<p>Based on the Project Design Phase Commissioning Plan, prepare a duration schedule for the commissioning activities required by the commissioning plan. This duration schedule should include Design Phase Activities. The Duration Schedule should provide sufficient detail to comply with the A/E Team CPM scheduling requirements as outlined in PG 18-15, Volume D.</p> <p>Based on the Project Construction Phase Commissioning Plan and the DD2 Phase design submission, update the draft Construction Phase Commissioning Duration Schedule. Incorporate the revised Construction Phase Duration Schedule into the Draft Commissioning Phase Commissioning Plan.</p>	<p>Design Phase Commissioning Duration Schedule – Incorporate into Design Phase Commissioning Plan</p> <p>Update Construction Phase Duration Schedule – Incorporate into Construction Phase Commissioning Plan</p>

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Commissioning Specifications	<p>Provide Final Commissioning Specifications Sections utilizing NCA Master Construction Specifications. Specifications shall be submitted in accordance with the requirements of PG 18-15, Volume D.</p> <p>Review individual equipment and technical sections to ensure commissioning-related language has been included as provided in the Commissioning Specification Coordination Matrix.</p>	<p>Final Project Commissioning Specifications</p> <p>Marked up equipment and technical specification sections to identify any changes to commissioning-related language.</p>
Develop Draft Pre-Functional Checklists (PFC's)	<p>The Commissioning Agent will update the Preliminary Pre Functional Checklists (PFC) to Draft Pre-Functional Checklists for each type of system to be commissioned and distribute to all Cx Team members for review and comment.</p> <p>Draft Pre-Functional Checklists shall be included in the Construction Phase Commissioning Plan and the Commissioning Specifications.</p>	Draft Pre Functional Checklists (PFC's)
Develop Draft Systems Functional Performance Test (FPT's) Procedures	<p>Based on the systems to be commissioned and the systems shown in the CD1 submittal, the Commissioning Agent will update the Preliminary Systems Functional Performance Test Procedures (FPT's) to become Draft Systems Functional Performance Test Procedures. .</p> <p>Draft FPTs shall be included in the Construction Phase Commissioning Plan and the Commissioning Specifications.</p>	Draft Systems Functional Performance Test Procedures (FPT's)
Design Phase Controls Meeting	<p>Meet with the Design Team and NCA to update HVAC and other system control strategies, sequences of operation, trending, and alarms.</p> <p>The Commissioning Agent acts as advocate for NCA and the facilities operations staff to assist the Design Team in developing realistic operating strategies and sequences of operations that will enable the facilities operations staff to operate the building systems to sustain the operational, energy and other systems parameters throughout the project life cycle.</p>	Meeting Notes

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Design Review Meeting	Attend and participate in CD1 Design Review Meeting. Provide clarifications for identified Commissioning Issues as appropriate. Incorporate other comments or issues identified at Review Meeting that impact project commissioning into Commissioning Issues Log.	Revised Design Phase Commissioning Issue Log. (Incorporate review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report) (Note that resolution of some issues may be deferred to later design stages.)
Design Phase Issue Log Resolution	Update the Commissioning Issues Log by recording resolutions to identified Commissioning Issues.	Revised Design Phase Commissioning Issue Log
BID PHASE		
Design Final Design Submission Review	Review Final Design Submission for resolution of Outstanding Commissioning Issues	Design Phase Commissioning Issues Log (Incorporate review comments into Dr. Checks for Project Tracking – Retain for Design Phase Cx Report)
Design Narrative	Commissioning Agent to provide a Final Design Narrative to Include all modifications and/or deviations from CD1 Design Narrative. The Design Narrative should be updated to reflect the evolution of the project design and note all significant deviations from prior version for ease of review and reconciliation. Design Narrative should describe designer's response to the project requirements. Where appropriate, provide documentation of approved deviations from design standards and reasoning for same.	Revised Design Narrative
Commissioning Plan	Update & Submit Project Construction Phase Commissioning Plan Include the updated Commissioning Plan in the revised Design Narrative	Project Construction Phase Commissioning Plan
Duration Schedule for Commissioning Activities	Based on the Project Construction Phase Commissioning Plan, prepare a duration schedule for the commissioning activities required by the commissioning plan. This duration schedule should include Construction Phase Activities. The Duration Schedule should provide sufficient detail to allow the Prime Contractor to incorporate commissioning activities into the Master Project Schedule.	Construction Phase Commissioning Duration Schedule – Incorporate into Commissioning Plan
Commissioning Specification	Provide updated Final Cx Specifications. Specifications shall be submitted in accordance with the requirements of PG 18-15 Volume D.	Updated Project Commissioning Specifications

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Design Phase Issue Log Resolution	Record resolutions to Cx Issues on the Design Phase Commissioning Issues Log.	Revised Design Phase Commissioning Issue Log (Incorporate review comments into Dr Checks for Project Tracking – Retain for Design Phase Cx Report)
Design Phase Commissioning Report	Prepare Design Phase Commissioning Report to document the Design Phase commissioning process and results	Design Phase Commissioning Report

5.4 Commissioning Roles and Responsibilities

The objective of the Design Phase Commissioning process is to facilitate a collaborative effort to deliver construction documents

- that are clear and constructible;
- that are free of confusion or conflicts that might result in project changes in cost or schedule; and,
- that clearly identify performance objectives that must be met to consider the project acceptable for final acceptance at the schedule conclusion of the project schedule.

The Commissioning Agent is tasked with the responsibility to support the Designers of Record (Architect and Engineers) with focused design reviews and supportive recommendations regarding construction document clarity, system and component accessibility and maintainability, training requirements and commissionability of the installed systems.

It is important to note that the Design Phase Commissioning activities are not intended to compromise the authority of the Designers of Record. Design Phase Commissioning reviews do not meet the standard of Peer Reviews and do not replace the Peer Review process in place for NCA projects. The obligation of the Commissioning Agent is to offer the full benefit of his/her experience in constructing, starting up and operating buildings and building systems. It is the obligation of the Designers of Record to provide sufficient and clear responses to the issues raised by the Commissioning Agent so that he/she can facilitate a process that achieves the performance objectives expressed by the collective project documents.

The following tables describe both the task associated with executing the Design Phase commissioning process and the responsibilities of each commissioning team member in execution of each task. It is imperative that the Team Members are identified, and that the roles and responsibilities are clearly identified and tailored to each specific project, as well as to the systems to be commissioned.

Commissioning Team Roles and Responsibilities
Design Phase

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
Pre-Design	Commissioning Kick Off Meeting	Facilitate the Kick Off Meeting Participate in Kick Off Meeting Provide NCA Schedule Requirements and Milestones Review Meeting Minutes & Comment	Identify Cx Team Members Participate in Kick Off Meeting Review Meeting Minutes & Comment	Identify Cx Team Members Participate in Kick Off Meeting Review Meeting Minutes & Comment	Identify Cx Team Members Discuss Design Schedule and Critical Milestones Participate in Kick Off Meeting Review Meeting Minutes & Comment	Prepare and disseminate Agenda Lead Kick Off Meeting Produce Meeting Minutes and Incorporate Comments Prepare Draft Commissioning Plan
SD-1	Design Submission Review	Facilitate delivery of Design Submission Documents to Commissioning Agent Review Commissioning Agent Issues Log & provide feedback as appropriate Facilitate resolution of comments by A/E Team	Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Deliver Documents to Commissioning Agent for review. Review Dr. Checks comments. Review Commissioning Agent Issues Log Provide Written Responses to Issues	Perform commissioning review and comment on SD1 Design Review submission. Record review comments on Commissioning Issues Log. Incorporate review comments into Dr. Checks. Record resolution for

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
						each issue based on A/E Response; record in Commissioning Issues Log and on Dr. Check.
SD-1	Design Narrative	Review Design Narrative & Comment	Review Design Narrative & Comment	Review Design Narrative & Comment	Develop Design Narrative to Include OPR and Basis of Design response to OPR.	Review Design Narrative for compliance with NCA Standards and other stated NCA Objectives for project. Provide support for developing measurable performance criteria for installed systems.
SD-1	Commissioning Plan	Distribute Design Phase Cx Plan Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Develop & Submit Project Design Phase Commissioning Plan
SD-1	Duration Schedule for Commissioning Activities	Distribute schedule Review and comment	Review and comment	Review and comment	Review schedule and incorporate into project design schedule	Prepare Duration Schedule for Design Phase Commissioning Activities
SD-1	Design Review Meeting	Facilitate Design Review Meeting. Facilitate Resolution of Cx Issues	Attend Design Review Meeting as req'd by other NCA requirements.	Attend Design Review Meeting	Attend Design Review Meeting. Provide responses to and clarifications of identified Commissioning Issues.	Attend Design Review Meeting. Provide clarification and facilitate resolution to Commissioning Issues Identified

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
SD-2	Design Submission Review	Facilitate delivery of Design Submission Documents to Commissioning Agent Review Commissioning Agent Issues Log & Provide Feedback as appropriate Facilitate Resolution of Comments by A/E Team	Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Deliver Documents to Commissioning Agent for review. Review Commissioning Agent Issues Log Provide Written Responses to Issues	Review and comment on SD2 Design Review Log. Provide clarifications as required. Record resolution for each issues based on A/E Response
SD-2	Design Narrative	Review Design Narrative & Comment	Review Design Narrative & Provide Feedback as appropriate	Review Design Narrative & Provide Feedback as appropriate	Update Design Narrative to Include OPR and Basis of Design response to OPR.	Review Design Narrative for compliance with NCA Standards and other stated NCA Objectives for project. Provide support for developing measurable performance criteria for installed systems.
SD-2	Commissioning Plan	Distribute Updated Design Phase Cx Plan Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Update & Submit Project Commissioning Plan
SD-2	Duration	Distribute schedule	Review and comment	Review and comment	Review schedule and	Update Duration

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
	Schedule for Commissioning Activities	Review and comment			incorporate into project design schedule	Schedule for Design Phase Commissioning Activities
SD-2	Commissioning Specifications	Review specification list and comment	Review specification list and comment	Review specification list and comment	Include list of commissioning specifications in submission to NCA.	Provide list of required commissioning specifications to A/E Team.
SD-2	Design Review Meeting	Facilitate Design Review Meeting. Facilitate Resolution of Cx Issues.	Attend Design Review Meeting as required by other NCA requirements. Participate in Issue Resolution as appropriate.	Attend Design Review Meeting as required by other NCA requirements. Participate in Issue Resolution as appropriate.	Attend Design Review Meeting. Provide responses to and clarifications of identified Commissioning Issues.	Attend Design Review Meeting. Provide clarification and facilitate resolution to Commissioning Issues Identified
SD-2	Design Phase Issue Log Resolution	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Record resolutions to Cx Issues on the Design Phase Commissioning Issues Log.
DD-1	Design Submission Review	Facilitate delivery of Design Submission Documents to Commissioning Agent Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Deliver Documents to Commissioning Agent for review. Review Commissioning Agent Issues Log Provide Written Responses to Issues	Review and comment on DD1 Design Review Log. Provide clarifications as required. Record resolution for each issues based on

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
		Facilitate Resolution of Comments by A/E Team				A/E Response
DD-1	Design Narrative	Review Design Narrative & Comment	Review Design Narrative & Provide Feedback as appropriate	Review Design Narrative & Provide Feedback as appropriate	Update Design Narrative to Include OPR and Basis of Design response to OPR.	Commissioning Agent to update, review and reconcile the Project Design Narrative. The Design Narrative should reflect the evolution of the project design and note all significant deviations from prior version for ease of review and reconciliation. Design Narrative should describe designer's response to the project requirements. Where appropriate, provide documentation of approval of deviations from VA Design Criteria and reasoning for same.
DD-1	Design Phase Controls Meeting	Facilitate and schedule meeting. Participate in meeting	Attend and participate in meeting	Attend and participate in meeting	Chair meeting Attend and participate in meeting	Attend and participate in meeting
DD-1	Commissioning	Distribute Updated	Review Cx Plan &	Review Cx Plan &	Review Cx Plan &	Update & Project

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
	Plan	Design Phase Cx Plan Review Cx Plan & Comment	Comment	Comment	Comment	Commissioning Plan
DD-1	Duration Schedule for Commissioning Activities	Distribute schedule Review and comment	Review and comment	Review and comment	Review schedule and incorporate into project design schedule	Update Duration Schedule for Design Phase Commissioning Activities Prepare draft duration schedule for Construction Phase Commissioning Activities
DD-1	Commissioning Specification	Review Cx Draft Specs & Comment	Review Cx Draft Specs & Comment	Review Cx Draft Specs & Comment	Incorporate Draft Cx Specifications into Project Specification Submittal. Review Cx Draft Specs & Comment	Develop Draft Cx Specifications & Cx Coordination Matrix. Deliver to A/E Team for incorporation into Specification Submittal.
DD-1	Design Review Meeting	Facilitate Design Review Meeting. Facilitate Resolution of Cx Issues.	Attend Design Review Meeting as required by other NCA requirements. Participate in Issue Resolution as appropriate.	Attend Design Review Meeting as required by other NCA requirements. Participate in Issue Resolution as appropriate.	Attend Design Review Meeting. Provide responses to and clarifications of identified Commissioning Issues.	Attend Design Review Meeting. Provide clarification and facilitate resolution to Commissioning Issues Identified
DD-1	Design Phase Issue Log Resolution	Review & Comment on Revised Design Phase Commissioning Issues	Review & Comment on Revised Design Phase Commissioning Issues	Review & Comment on Revised Design Phase Commissioning Issues	Review & Comment on Revised Design Phase Commissioning Issues	Record resolutions to Cx Issues on the Design Phase

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
		Log	Log	Log	Log	Commissioning Issues Log.
DD-2	Design Submission Review	Facilitate delivery of Design Submission Documents to Commissioning Agent Review Commissioning Agent Issues Log & Provide Feedback as appropriate Facilitate Resolution of Comments by A/E Team	Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Review Commissioning Agent Issues Log & Provide Feedback as appropriate	Deliver Documents to Commissioning Agent for review. Review Commissioning Agent Issues Log Provide Written Responses to Issues	Review and comment on DD2 Design Review Log. Provide clarifications as required. Record resolution for each issues based on A/E Response
DD-2	Design Narrative	Review Design Narrative & Comment	Review Design Narrative & Provide Feedback as appropriate	Review Design Narrative & Provide Feedback as appropriate	Review Updated Design Narrative to Include OPR and Basis of Design response to OPR.	Commissioning Agent to update, review and reconcile the Project Design Narrative. The Design Narrative should reflect the evolution of the project design and note all significant deviations from prior version for ease of review and reconciliation. Design Narrative should describe designer's

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
						response to the project requirements. Where appropriate, provide documentation of approval of deviations from NCA Design Criteria and reasoning for same. Provide support for developing measurable performance criteria for installed systems.
DD-2	Preliminary Pre-Functional Checklists and Preliminary System Functional Performance Test Procedures	Distribute to Cx Team. Review and comment	None	Review and Comment	Review and Comment	Prepare Preliminary PFC and FPT. Incorporate review comments into the Draft PFCs and FPTs as appropriate.
DD-2	Design Phase Controls Meeting	Facilitate and schedule meeting. Participate in meeting	Attend and participate in meeting	Attend and participate in meeting	Chair meeting Attend and participated in meeting	Attend and participate in meeting
DD-2	Commissioning Plan	Distribute Updated Design Phase Cx Plan Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Update & Submit Project Commissioning Plan
DD-2	Commissioning	Review Cx Preliminary	Review Cx Draft	Review Cx Draft	Incorporate Preliminary	Develop Preliminary Cx

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
	Specification	Specs & Comment	Preliminary & Comment	Preliminary & Comment	Cx Specifications into Project Specification Submittal. Review Cx Draft Specs & Comment	Specifications & Cx Coordination Matrix. Deliver to A/E Team for incorporation into Specification Submittal.
DD-2	Duration Schedule for Commissioning Activities	Distribute schedule Review and comment	Review and comment	Review and comment	Review schedule and incorporate into project design schedule	Update Duration Schedule for Design Phase Commissioning Activities Update draft duration schedule for Construction Phase Commissioning Activities
DD-2	Design Review Meeting	Facilitate Design Review Meeting. Facilitate Resolution of Cx Issues.	Attend Design Review Meeting as required by other NCA requirements. Participate in Issue Resolution as appropriate.	Attend Design Review Meeting as required by other NCA requirements. Participate in Issue Resolution as appropriate.	Attend Design Review Meeting. Provide responses to and clarifications of identified Commissioning Issues.	Attend Design Review Meeting. Provide clarification and facilitate resolution to Commissioning Issues Identified
DD-2	Design Phase Issue Log Resolution	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Record resolutions to Cx Issues on the Design Phase Commissioning Issues Log.
CD-1	Design	Facilitate delivery of	Review Commissioning	Review Commissioning	Deliver Documents to	Review and comment

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
	Submission Review	Design Submission Documents to Commissioning Agent Review Commissioning Agent Issues Log & Provide Feedback as appropriate Facilitate Resolution of Comments by A/E Team	Agent Issues Log & Provide Feedback as appropriate	Agent Issues Log & Provide Feedback as appropriate	Commissioning Agent for review. Review Commissioning Agent Issues Log Provide Written Responses to Issues	on CD1 Design Review Log. Provide clarifications as required. Record resolution for each issues based on A/E Response
CD-1	Design Narrative	Review Design Narrative & Comment	Review Design Narrative & Provide Feedback as appropriate	Review Design Narrative & Provide Feedback as appropriate	Review Design Narrative for conformance with current project status. Verify recorded decisions are consistent with Design Team intent and contracts with the NCA.	Commissioning Agent to update, review and reconcile the Project Design Narrative. The Design Narrative should reflect the evolution of the project design and note all significant deviations from prior version for ease of review and reconciliation. Design Narrative should describe designer's response to the project requirements. Where appropriate, provide documentation of approval of

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
						deviations from NCA Design Criteria and reasoning for same.
CD-1	Draft Pre-Functional Checklists and Functional Performance Test procedures	Distribute to team Review and comment	None	Review and Comment	Review and comment	Starting from the Preliminary PFCs and FPTs and review comments, develop Draft PFCs and FPTs. Incorporate into the Construction Phase Commissioning Plan and Commissioning Specifications.
CD-1	Design Phase Controls Meeting	Facilitate and schedule meeting. Participate in meeting	Attend and participate in meeting	Attend and participate in meeting	Chair meeting Attend and participated in meeting	Attend and participate in meeting
CD-1	Commissioning Plan	Distribute Updated Design Phase Cx Plan Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Update & Submit Project Commissioning Plan
CD-1	Duration Schedule for Commissioning Activities	Distribute schedule Review and comment	Review and comment	Review and comment	Review schedule and incorporate into project design schedule	Update Duration Schedule for Design Phase Commissioning Activities Update draft duration schedule for Construction Phase Commissioning Activities

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
CD-1	Commissioning Specification	Review Cx Final Specs & Comment	Review Cx Final Specs & Comment	Review Cx Final Specs & Comment	Incorporate Final Cx Specifications into Project Specification Submittal. Review Cx Final Specs & Comment	Develop Final Cx Specifications & Cx Coordination Matrix. Deliver to A/E Team for incorporation into Specification Submittal.
CD-1	Design Review Meeting	Facilitate Design Review Meeting. Facilitate Resolution of Cx Issues.	Attend Design Review Meeting as required by other NCA requirements. Participate in Issue Resolution as appropriate.	Attend Design Review Meeting as required by other NCA requirements. Participate in Issue Resolution as appropriate.	Attend Design Review Meeting. Provide responses to and clarifications of identified Commissioning Issues.	Attend Design Review Meeting. Provide clarification and facilitate resolution to Commissioning Issues Identified
CD-1	Design Phase Issue Log Resolution	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Review & Comment on Revised Design Phase Commissioning Issues Log	Record resolutions to Cx Issues on the Design Phase Commissioning Issues Log.
BID	Design Final Design Submission Review	Facilitate delivery of Design Submission Documents to Commissioning Agent Facilitate Resolution of Comments by A/E Team	None	None	Deliver Documents to Commissioning Agent for review. Review Commissioning Agent Issues Log Provide Written	Review Final Design Submission for resolution of Outstanding Commissioning Issues

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
					Responses to all Outstanding Issues	
BID	Design Narrative	Review & Approve Final Design Narrative	None	None	Review Design Narrative for conformance with current project status. Verify recorded decisions are consistent with Design Team intent and contracts with NCA.	Commissioning Agent to provide Final Project Design Narrative. The Design Narrative should reflect the evolution of the project design and note all significant deviations from prior version for ease of review and reconciliation. Design Narrative should describe designer's response to the project requirements. Where appropriate, provide documentation of approval of deviations from NCA Design Criteria and reasoning for same.
BID	Commissioning Plan	Distribute Updated Design Phase Cx Plan Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment	Update & Submit Project Commissioning Plan
BID	Draft Pre-Functional Checklists and	Distribute Review and back-check	None	Review and back-check	Review and back-check	Incorporate back-check comments into the Draft PFCs and FPTs;

Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM	CFM	NCA	A/E Team	Commissioning Agent
	Functional Performance Test procedures					incorporate into the Commissioning Plan and Final Commissioning Specifications.
BID	Duration Schedule for Commissioning Activities	Distribute schedule Review and comment	Review and comment	Review and comment	Review schedule and incorporate into project design schedule	Update Duration Schedule for Design Phase Commissioning Activities Update draft duration schedule for Construction Phase Commissioning Activities
BID	Commissioning Specification	Review Cx Updated Specs & Approve	Review Cx Updated Specs & Comment	Review Cx Updated Specs & Comment	Incorporate Updated Cx Specifications into Project Specification Submittal.	Provide updated Final Cx Specifications & Cx Coordination Matrix. Deliver to A/E Team for incorporation into Specification Submittal.
BID	Design Phase Issue Log Resolution	Review & Comment on Revised Design Phase Commissioning Issues Log	None	None	None	Record resolutions to Cx Issues on the Design Phase Commissioning Issues Log.
BID	Design Phase Commissioning Report	Review, comment and approve	Review and Comment	Review and Comment	Review and Comment	Prepare and submit Design Phase Commissioning Report.

5.5 Design Narrative

NCA Facilities Design Guide provides detailed guidance and templates for the various type spaces included in projects. These guides include typical space allocation, space functions, furnishings, equipment, environmental, electrical, telecommunications/data, and security requirements. When combined with specific project programming documents they provide NCA and the A/E with sufficient information to develop the project requirements.

NCA may elect to provide more specific guidance on system types, operating parameters, or other deviations from the Design Guide. In this event, these deviations should be documented and included with the programming documents to provide complete and clear project-specific direction to the A/E design team. This project-specific documentation relative to the infrastructure systems should also be provided to the Commissioning Agent to provide the basis for evaluation of the Design Narrative and subsequent design submissions.

The A/E design team develops the Design Narrative to document their understanding of the overall Owner's Project Requirements and to describe how their design will satisfy the requirements outlined in NCA Design Guide. The Design Narrative is submitted as a key component of the A/E submission to the VA at the SD1, SD2, and DD1 stages of design.

As the design progresses into the DD2, CD1 and Final Construction Document stages, the A/E is focused on completing the design and is making only a few engineering or architectural changes to the project. However, an updated Design Narrative remains a critical part of the project documentation. It provides information that is useful to NCA long after the project is complete.

Therefore, the focus of the Design Narrative shifts from one where the A/E design team describes what they intend to design, to a focus of documenting what key design decisions were made, the rationale for the decisions, and how the design has changed and progressed. In reality, this focus begins to match several of the key elements of the Systems Manual. The Systems Manual is a key element in transferring knowledge to the facilities operations team.

In order to preserve this critical design information in a form that will facilitate preparing the Systems Manual, the Commissioning Agent should update the Design Narrative beginning with the DD2 submittal. During the commissioning design review, while evaluating the design documents with the Design Narrative, the Commissioning Agent will update the Design Narrative. This will maintain the accuracy of the Design Narrative while allowing the A/E to concentrate on completing the design documents.

At the completion of the Final Construction Documents, the Design Narrative should include all the design information needed to complete the design-related sections of the Systems Manual. See the discussion of the Systems Manual in Chapter 8 of this manual for further information.

5.6 Commissioning Plan

The Design Phase Commissioning Plan is the execution plan for the Commissioning Process during the design phase. The Commissioning Agent will prepare a Design Phase Commissioning Plan during the SD1 Phase of the project. This plan will be updated throughout the project to reflect both increasing levels of available project detail and the evolution in development of the commissioned systems. Prior to the Final Design submit, the plan will be updated into Construction Phase Commissioning Plan and inserted in the project specifications. The Construction Phase Commissioning Plan will identify members of the Commissioning Team (by discipline) that will represent the Contractor, subcontractors and other team members with construction, acceptance and warranty phase responsibilities. The names and contact information will be added to this plan once the Contractor mobilizes for the work

The Commissioning Plan should include the following components:

- a. Commissioning Program Overview
 - Goals and Objectives
 - General project information
 - Systems to be commissioned
- b. Commissioning Team
 - Team members
 - Team member roles, and responsibilities
 - Communication protocol, coordination, meeting, and management
- c. Commissioning Communications Plan
 - Commissioning document development, review, and distribution
 - Collaboration on issue resolution
 - Issues Log assignment of responsible party
 - Recommendations for issue resolution
 - Directives for issue resolution and contract changes
- d. Commissioning Process Activities
 - Documenting the VA's project requirements
 - Preparing the Design Narrative
 - Documenting the commissioning design review process
 - Reviewing contractor submittals
 - Developing Pre-Functional Checklists
 - Developing Systems Functional Performance Test procedures
 - Reporting observations and issues, as well as the resolution process

- Developing the System Manual
- Verifying the training requirements for operations personnel
- Accepting the building systems
- Reviewing building operations after final acceptance
- e. Pre-functional Checklists (PFT), Systems Functional Performance Tests (FPT) and Integrated Systems Tests (IST)
 - Provide a list of PFT's, FPT's and Integrated System Testing Documents that will be required to complete the project.
 - The list of documents will be updated as the project progresses.

5.7 Commissioning Specifications

Typically, the project commissioning specifications included with the Project Manual prepared by the A/E are used to inform contractors of their responsibilities in the commissioning process. These specifications should be developed by the Commissioning Agent based on NCA Guide Specifications and the particular requirements of each project and should include the following components:

- Commissioning team involvement
- Commissioning Team roles and responsibilities for RE, A/E, Commissioning Agent, and the Contractor
- Submittal review procedures
- Systems Manuals
- Meetings
- Construction verification process
- Startup plan development and implementation
- System Functional Performance Testing and verification
- Acceptance and closeout
- Training
- Warranty review site visit

5.8 Commissioning Design Reviews

The Commissioning Agent should conduct commissioning design reviews at each submission. This review is conducted in addition the Peer Review conducted by the IDIQ A/E. The commissioning design review should include review of the Owner's Project Requirements, Design Narrative, design drawings, design specification, and other design submissions (e.g. design calculations) to give PM an independent assessment of the state of the design for the commissioned systems. The A/E

submission requirements for each design submission are outlined in PG 18-15, Volume D. Typically a design review performed by the Commissioning Agent focuses on the following issues:

Design Area	Review Description
General Review	Identify major concerns that could potentially affect operations, maintenance or testing of the systems.
OPR and Design Narrative	Review to identify major discrepancies between the OPR and Design Narrative documents and the construction documents.
Commissioning Facilitation	Identify to what extent commissioning activities are included in the construction documents including testing, training and O&M documentation requirements.
Energy Efficiency	Review the efficiency of system types and components for HVAC systems, lighting systems and building envelope for the purposes of understanding the objectives of the Design Engineer. The Commissioning Agent shall develop techniques to confirm the energy performance of the installed and commissioned system during the first year of system operation.
Control System & Control Strategies	Review HVAC, lighting, fire control, emergency power, strategies and sequences of operation are sufficient to develop functional test procedures.
Operations And Maintenance (O&M)	Review for effects of specified systems and layout toward facilitating O&M (equipment accessibility, system control, etc.).
Indoor Environmental Quality	Review to verify that systems relating to air quality comfort and air distribution comfort are in accordance with the VA Requirements.
O&M Documentation	Verify adequate building O&M documentation requirements.
Training	Verify adequate operator training requirements.
Commissioning Specifications	Verify that bid documents adequately specify building commissioning, including testing requirements by system type.
NCA's Design Guideline Or Standard	Review to identify major discrepancies between NCA's design guidelines and the construction documents.
Environmental Sustainability	Review to verify that the building materials, site design and use of water and energy are in accordance with NCA objectives.
Fire Protection	Review the fire protection design to facilitate commissioning.
Plumbing	Review the plumbing design to facilitate commissioning.
Mechanical	Review the mechanical design to facilitate commissioning.
Electrical	Review the electrical systems to facilitate commissioning.
Communications	Review the communications design to facilitate commissioning.
Site Utilities	Review the site utilities design to facilitate commissioning.
Building Exterior Closure	Review to identify major discrepancies between NCA's design guidelines and the construction documents. Review the systems to facilitate commissioning.

Design Area	Review Description
Design Review Comment Back-Check	Verify the all issues identified and discussed in previous design reviews have been adequately addressed.

5.9 Design Phase Controls Meetings

The Design Phase Controls Meetings include one or more meetings with the Mechanical Design Engineer, Electrical Design Engineer, Energy Manager, NCA Facilities Manager, PM and Commissioning Agent. The purpose of the meeting is to discuss various Building Automation System/Direct Digital Control System strategies for operating the building systems that will be included in the construction documents. The discussion should include:

- System Operating Schedules
- Temperature and Humidity Setpoints
- Freeze protection strategies and frost control sequences of operations
- Energy recovery systems operating sequences of operations
- Humidity control sequences of operations
- Economizer (air- and water-side) mode operating strategies
- Smoke Control System sequences of operations
- Chilled water flow control sequences of operations
- Normal power distribution system, emergency power distribution system, and emergency generator system sequence of operations
- Renewable energy system sequences of operations
- Other control strategies and sequences of operations for systems particular to a specific project.

5.10 Design Review Meetings

Design Review Meetings are an opportunity for the design team to meet and candidly discuss the review comments made by the Peer Reviewer, CO, PM, NCA, and the Commissioning Agent. Therefore, as a key member of the project team, the Commissioning Agent should attend and actively participate in these meetings to discuss the commissioning review comments.

The focus is on providing constructive feedback to the design team. It should be a free exchange of issues aimed at improving the design and ensuring the design continues to meet the project requirements, codes and standards, and other guidance. These meetings are discussed in other VA documents and handbooks.

5.11 Design Review Comment Follow-up

The Commissioning Agent should maintain a Commissioning Design Review Comment Log of all comments generated by the Commissioning Agent during the review process. This log is submitted to PM and to the A/E. Additionally, these review comments should be entered into the Dr. Checks system used by NCA and the Peer Reviewers.

The A/E should evaluate the commissioning review comments and provide written responses to the Commissioning Agent. The commissioning design review comments are discussed during the Design Review Meetings. The A/E responses are documented on the Commissioning Design Review Comment Log and/or in the Dr. Checks system.

The comments should also be incorporated into the design drawings and specifications. During subsequent design reviews, the Commissioning Agent will evaluate the A/E response to the comment and verify that the design documents have adequately addressed the review comments.

Commissioning Team Roles and Responsibilities						
Design Review Tasks by Phase						
	SD1	SD2	DD1	DD2	CD1	Final CDs
Design Development Controls Conference: Experts from all appropriate team members will participate in the conference to make major decisions about control system type, configuration, and capabilities together with key decisions about equipment and systems sequences of operation.	n/a	n/a	n/a	Meet, Discuss & Resolve	Continue discussion as needed to Resolve	Finalize
O&M Data and Training requirements: Cx team confirms that O&M Data and Training deliverables meet VA requirements and are properly documented within contract documents.	n/a	n/a	n/a	Review, Comment, & Resolve	Review, Comment, & Resolve	Finalize

5.12 Adapting the Design Phase Commissioning Process

The Design Phase Commissioning process can be tailored to a specific project. The following tasks can be adapted:

a. Design Phase Controls Meeting

The scope of work includes Design Phase Controls Meetings in the DD1 and CD1 design phases. For projects where the control strategies are well defined in the DD-1 controls meeting and have been incorporated into the design documents in the DD-1 or DD-2 submission, the CD-1 Controls Meeting can be deleted.

The Design Phase Control Meetings can be deleted from projects where the control strategies are not complex and the design team and NCA Facilities have already effectively collaborated on control strategies, both Design Phase Controls Meetings can be deleted.

b. Design Reviews and Design Review Meetings

Commissioning Design Reviews should be coordinated with the design submissions required from the A/E. For projects where design phases are combined or deleted, the corresponding commissioning design review and design review meetings can be adjusted. .

Note that the LEED Enhanced Commissioning credit includes the requirement for the Commissioning Agent to conduct a commissioning review prior to the mid design submission and to verify the comments have been addressed in subsequent design submissions. For NCA projects, this can be interpreted to mean that the Commissioning Agent must conduct a commissioning design review for at least one of the DD submissions and again for the CD-1 or Final CD submission to verify that comments have been addressed. The scope of commissioning design review must include at least these two design reviews in order to qualify for the Enhanced Commissioning credit.

c. Owner's Project Requirements Updates

For projects where the Owner's Project Requirements are not prepared, or for projects where the Owner's Project Requirements are not so complex to require frequent updating; or for projects where NCA or others are preparing the Owner's Project Requirements updates, the number of updates by the Commissioning Agent can be adjusted accordingly. In these cases, the Commissioning Agent should review and comment on the updates; however the effort to review is significantly less than the effort required for updating.

d. Design Narrative Updates

Design Narrative updates by the Commissioning Agent should be coordinated with the design submissions.

e. Design Phase Commissioning Plan

For less complex projects, the requirement to prepare and update the Design Phase Commissioning Plan can be adjusted to include design phase commissioning into an overall Commissioning Plan that describes implementation of the commissioning process for the entire project.

f. Design Phase Commissioning Report

For less complex projects that involve few design phase commissioning tasks and less Commissioning Agent involvement, the Design Phase Commissioning Report can be deleted as long as the design phase commissioning tasks are documented in the Commissioning Report prepared at the end of the project.

6 Bid and Pre-Construction Phase

6.1 Commissioning Agent Tasks

The Commissioning Agent has the responsibility of supporting the A/E Team in confirming that the specification of Construction Phase Commissioning responsibilities for all commissioning team members is clearly defined. This includes providing clarifications that may be required both during the Pre-bid Meeting and during the bidding period.

Commissioning Team Task/Deliverables Description

Bid and Pre Construction Phase

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Pre Bid Meeting	Attend Pre Bid Meeting; provide overall description of Commissioning Process, provide clarifications for Commissioning Issues.	Meeting Notes for PM/RE Clarifications for Addendum if required
Pre-Construction Meeting	Attend Pre Construction Meeting and be prepared to clarify the Commissioning Process for this project (e.g., discuss commissioning representative selection).	None

6.2 Pre-Bid Meetings

The Commissioning Agent shall attend the Pre-Bid Meeting. The Commissioning Agent will provide a brief explanation of the Commissioning Process and answer any questions that may arise during the Pre-Bid Meeting.

As required by the PM/RE, the Commissioning Agent shall develop clarification language for Pre-Bid Meeting notes and/or Contract Addendums in response to questions that may arise with regard to the Commissioning Process.

6.3 Bid RFI Review and Response

As required by PM/RE in response to written questions or requests for clarification, the Commissioning Agent shall develop clarification language for Contract Addendums with regard to the Commissioning Process.

6.4 Roles and Responsibilities

The following table outlines the commissioning roles and responsibilities for the members of the Commissioning Team during the Bid / Pre-Construction phase:

Commissioning Team Roles and Responsibilities

Bid and Pre-Construction Phase	Project Phase/Cx Task (ref Table above for description)	Commissioning Team Member Responsibilities				
		PM/RE	CFM	NCA	A/E Team	Commissioning Agent
Pre-Bid	Pre Bid Meeting	Organize, schedule and conduct meeting	None	Attend meeting, respond to questions	Attend meeting, respond to questions	Attend meeting, respond to questions
Pre-Const.	Pre-Construction Meeting	Organize, schedule and conduct meeting	None	Attend meeting, respond to questions	Attend meeting, respond to questions	Attend meeting, respond to questions

6.5 Adapting the Bid and Pre-Construction Phase Commissioning Process

The Bid and Pre-Construction Phase Commissioning process can be tailored to a specific project by including, deleting or adapting the commissioning tasks to the project. The following tasks can be adapted:

- a. The requirement for the Commissioning Agent to participate in the Pre-Bid Conference and the Pre-Construction meetings can be deleted for less complex projects or for projects where prospective bidders are familiar with the NCA's Commissioning Process.

7 Construction Phase

7.1 Construction Phase Commissioning Objectives

The objectives of the Commissioning Process in the Construction Phase of a project are as follows:

- a. Establish a Construction Phase Commissioning Team to work together collaboratively toward the common goal of delivering a functional high-performance facility on schedule and within budget. ;
- b. To verify system installation, contractor testing, and systems operations through rigorous testing and evaluation.
- c. Provide technical support for the construction team in resolving commissioning issues that affect systems installation, startup, contractor testing, systems functional testing, or sustainable operations.

7.2 Commissioning Team

The table below identifies the members of the expanded Commissioning Team during the Construction, Acceptance and Warranty Phases of a project. As part of the Commissioning Plan, the list of responsible parties noted below will be tailored to the project team and populated with names and contact information. It is critical that this information be kept current throughout the project. The table below identifies the members of the Commissioning Team during the Construction Phase. The Team members on the Commissioning Team should be updated as often as necessary to maintain the list up-to-date throughout the project.

**Commissioning Team
 Construction Phase**

Designation	Agency/Professional/Contactor	Description
RE	Resident Engineer(s)	Representative of the Contracting Officer responsible for project delivery
NCA	NCA Facilities Management	Representatives of the central and local Cemetery responsible for Facilities Operation & Maintenance, Construction Coordination and/or other NCA departments.
A/E	Architect/Engineer Design Team	Representatives of the Architect and Engineering Design Team responsible for Construction Administration
CxA	Commissioning Agent	Representatives of the independent 3 rd Party Commissioning Contractor
Contractor	Prime Contractor	Representatives of the Prime Contractor responsible for project construction.
SC	Installing Sub-Contractors and Service Providers, to include but not necessarily be limited to	Representatives of the Fire Protection, Plumbing, HVAC, Electrical, Communications, Electronic Security 1 st -Tier subcontractors responsible for installing systems and equipment
TAB	Test and Balance Agency	Representatives of the Test and Balance contractor responsible for air and water balance of HVAC systems
DDCC	Direct Digital Control System contractor	Representatives of the Control System contractor responsible for installing and programming the Direct Digital Control system

Designation	Agency/Professional/Contactor	Description
SpC	Specialty Contractors	Representatives of the Fire Alarm, Electronic Security System, and other specialty contractors responsible for installation and programming of special systems that interface with the DDC system, HVAC and/or Electrical systems. This can include independent 3 rd -Party Test Agencies (e.g., NETA Qualified Testing Agents)

7.3 Commissioning Agent Tasks

The CxA Scope Table (found in Appendix B) summarizes the Commissioning Agent Tasks during the Construction Phase.

Click the link below to view Sample Cx Agent Scope of Work:

[Sample CxA Scope of Work](#)

7.4 Roles and Responsibilities

Commissioning Team Roles and Responsibilities Construction Phase

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
Commissioning Kick Off Meeting	<p>Facilitate the Kick Off Meeting</p> <p>Provide Schedule Requirements and Milestones</p> <p>Review Meeting Minutes & Comment</p>	<p>Prepare and disseminate Agenda</p> <p>Lead Kick Off Meeting</p> <p>Produce Meeting Minutes and Incorporate Comments</p>	<p>Identify Cx Team Members</p> <p>Review Meeting Minutes & Comment</p>	<p>Identify Cx Team Members</p> <p>Review Meeting Minutes & Comment</p>	<p>Identify Cx Team Members (including SC, TAB, DDCC, SpC)</p> <p>Review Meeting Minutes & Comment</p>
Duration Schedule for Commissioning Activities	<p>Review Commissioning Agent Duration Schedule and Comment as Appropriate</p>	<p>Refine Commissioning Duration Schedule provided with the specification to include Commissioning Activities, Estimated Duration for each Activity and Conditions Required for Activity Execution</p>	<p>Review Commissioning Agent Duration Schedule and Comment as Appropriate</p> <p>Schedule NCA Personnel to support Commissioning Process as appropriate</p>	<p>Review Commissioning Agent Duration Schedule and Comment as Appropriate</p>	<p>Review Commissioning Agent Duration Schedule and Comment as Appropriate</p> <p>Incorporate Commissioning Activities into Project CPM Schedule.</p> <p>Confirm with Commissioning Agent</p>
Submittal & Shop Drawing Review	<p>Facilitate Delivery of Shop Drawings to Commissioning Agent</p>	<p>Provide a list of Required Shop Drawings to CM/GC</p>	<p>None</p>	<p>Review Commissioning Agent Comments</p>	<p>Deliver appropriate Shop Drawings to Commissioning Agent</p>

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
	Review and approve submittals and shop drawings after review by A/E and Commissioning Agent	Review required Shop Drawings in parallel with A/E Team. Deliver Comments to A/E Team as part of Submittal Review Process		Incorporate into A/E Comments as Appropriate Communicate with Commissioning Agent where Cx comments are deemed inappropriate.	when provided to A/E Team. Submittal deliverable must be in contract -Agent address /Section 01340 -in specs?
Review RFI'S ASI'S and other Contract Documents	Distribute to CxA	Review documents to identify impacts on Commissioning Process. Review to identify any conflicts with the project OPR.	None	In addition to other contract responsibilities, review and respond to CxA comments.	In addition to other contract responsibilities, review and respond to CxA comments.
Project Commissioning Plan	Distribute Design Phase Cx Plan Review Cx Plan & Comment/Approve	Update Project Commissioning Plan to include specific individuals and team members. Update as required for changes in project schedule or work scope as appropriate.	Review Cx Plan & Comment	Review Cx Plan & Comment	Review Cx Plan & Comment Support Construction Team adherence to Cx Plan
Site Observations	Review Site Visit Reports and Commissioning Issues Logs and Comment as appropriate. Forward Site Visits	Visit the Project Site on a regular scheduled basis as agreed upon with the RE.	Review Site Visit Report & Comment as Appropriate	Review Site Visit Report & Comment as Appropriate Assist the	Forward Site Visit Report to all Subcontractors, Commissioning Representatives and other appropriate construction team

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
	Report to Contractor and A/E Facilitate resolution of Commissioning Issues Log Items as expeditiously as possible.	Submit Site Visit Report to RE. Update and deliver Commissioning Issues Log		Commissioning Agent in resolving all Design related Commissioning Issues.	personnel. Review Site Visit Report & Comment as Appropriate Assist the Commissioning Agent in resolving all commissioning Issues.
Commissioning Team Meetings	Review Meeting Minutes & Comment	Prepare and disseminate Agenda for regular periodic Cx Team Meetings Lead Cx Team Meetings Produce Meeting Minutes and Incorporate Comments	NCA Cx Team Members Attend Review Meeting Minutes & Comment	A/E Cx Team Members Attend Review Meeting Minutes & Comment	Cx Team Members (including SC, TAB, DDCC, SpC) Attend Review Meeting Minutes & Comment
Develop Pre Functional Checklists (PFC's)	Review & Comment as appropriate	Develop Pre Functional Checklists. (PFC's) Provide to Contractor for comment. Disseminate final PFC's for use by Construction Team.	Review & Comment as appropriate	Review & Comment as appropriate	Review & Comment – All Cx Team Members. Incorporate PFC requirements into start-up schedules and processes.
Develop Functional Performance Test (FPT's) Procedures	Review & Comment as appropriate	Develop Functional Performance Tests (FPT's). Provide to Contractor team for comment.	Review & Comment as appropriate	Review & Comment as appropriate	Review & Comment – All Cx Team Members. Incorporate FPT requirements into project

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
		Disseminate final FPT's for use by Construction Team.			and personnel schedules.
Review Contractor Equipment Startup Checklists, TAB Reports and PFC's	Review & Comment as appropriate	Review & Comment on results of Start Up testing, TAB results and PFC documentation. Field Verify a sampling of PFC's to confirm compliance with PFC requirements. Evaluate readiness for Functional Performance Testing	Review & Comment as appropriate	Review & Comment as appropriate	Provide Factory and Contractor Start Up documentation in accordance with Specifications and PFC's to PM/RE, Commissioning Agent and A/E Team for review & comment. Correct any deficiencies or deviations noted on the Commissioning Issues Log and report corrective action.
Review Operations & Maintenance Manuals	Review & Comment on Operations and Maintenance Manuals.	Review & Comment on Operations and Maintenance Manuals. Incorporate into Systems Training as appropriate.	Review & Comment on Operations and Maintenance Manuals.	Review & Comment on Operations and Maintenance Manuals.	Complete & Submit Operations and Maintenance Manuals prior to equipment start up and execution of Pre Functional Checklists. Correct issues identified with O&M Manuals identified on the Commissioning Issues Log.

7.5 Construction Phase Commissioning Kickoff Meeting

The Commissioning Agent shall prepare and facilitate a Construction Phase Kickoff Meeting with the Contractor and all key subcontractors, TAB Agency and DDCC. The PM, RE, and representatives of the A/E Team with construction responsibilities should also attend. This meeting shall occur within 60 days of Contract Award or Notice to Proceed as directed by the RE. All subcontractors shall be identified. Each subcontractor shall appoint a Commissioning Team Representative who shall attend the meeting.

The meeting should discuss, but not necessarily be limited to, the following topics:

- a. Review the Commissioning Process, Commissioning Goals, Commissioning Objectives and the Project Commissioning Plan
- b. Review Project Performance Objectives & Verification Strategies
- c. Review Process Documentation Requirements
- d. Identify Commissioning Team Members
- e. Discuss Project Communication Protocols
- f. Discuss Project and Commissioning Schedules, including Construction Observation Visits, and Commissioning Team Meeting Schedules
- g. Discuss Shop Drawing/Submittal Review Process
- h. The Commissioning Agent shall deliver Meeting Minutes of the Kickoff Meeting to all the RE and the Contractor for distribution to all other Commissioning Team members.

7.6 Construction Phase Commissioning Plan

The Construction Phase Commissioning Plan is a living document that should be updated throughout the construction phase of the project to document current members of the Commissioning Team, to update the communications protocols that may be agreed upon from time to time and to reflect changes in either project or commissioning scope that may occur from time to time.

The Construction Commissioning Plan should reflect the goals, objectives, and execution strategy for the project. The Commissioning Plan should describe all commissioning activities, commissioning duration schedules and schedule updates, commissioning documentation requirements, including a specific list of Site Visit Report, Pre-Functional Checklists, System Functional Performance Test Procedures, and other support documents that are required to demonstrate successful completion of the project. The Commissioning Plan should include assignment of responsibilities for each team member for developing, reviewing and approving the various commissioning documents. An appendix to the Commissioning Plan should include a sample of each commissioning document the contractor will see during the commissioning process. The Construction Commissioning Plan should be reviewed at each Commissioning Team Meeting and updated as required to keep the commissioning process on track.

7.7 Construction Schedule Facilitation and Integration

The objective of the Commissioning Process is to integrate commissioning tasks into the project construction schedule. The majority of commissioning activities should be completed as part of the normal construction schedule and finalized prior to the scheduled construction completion date. To this end, it is imperative that the Commissioning Agent and the Contractor collaborate to integrate commissioning activities into the Contractor's overall construction schedule.

The Commissioning Plan will identify critical commissioning activities and associated construction/start-up tasks that must precede these activities to allow for successful execution of these tasks. In order to coordinate these activities with the construction schedule, the Commissioning Agent should provide a Commissioning Duration Schedule to RE and the Contractor to provide a rational basis for integration of commissioning into the construction schedule. The Commissioning Duration Schedule should include the following information:

- a. Description of Commissioning Activity
- b. Prerequisite Construction Tasks Required to Execute the Cx Activity
- c. Elapsed Time Duration of Each Activity
- d. Documentation Associated with Each Task/Document Responsibility

Once the duration schedule is delivered to the Contractor, the Commissioning Agent will collaborate with the Contractor to integrate all commissioning activities into the fixed duration construction schedule in accordance with NCA requirements for scheduling the project.

Often, contractors elect to construct projects in a particular sequence that may facilitate accelerated turn-over of parts of the project to NCA ahead of other portions of the facility. Contractors very often think and schedule this sequential construction and turn-over based on "bricks and mortar", "finishes" and other general construction tasks without sufficient thought towards coordination of HVAC, electric, plumbing and other specialty trades into the schedule. They sometimes also overlook the ability of the HVAC, electrical and other systems to support the "phased turnover" concept. An example is planning to turn over one wing of a facility when the Air Handling System supports the entire floor, including areas still under construction.

The Commissioning Agent can provide valuable technical expertise and experience to assist the Contractor with planning the construction process to accomplish the following goals:

- a. Schedule construction of 'prototype areas' so that critical construction details and construction methods can be evaluated and documented for construction trades.
- b. Schedule and complete construction so that systems testing can begin in portions of the project as early as reasonably practicable to facilitate early identification and resolution of systems level issues.
- c. Schedule construction collaboratively with subcontractors to encourage the most time efficient construction of all trades and the most cost effective use of construction labor on the project.

This methodology often allows the construction team to incorporate reasonable time into the schedule for the specialty trade contractors to complete their work in a manner and facilitates the transition from construction to occupancy.

7.8 Construction Phase Meetings

Construction Phase meetings requiring the participation of the Commissioning Agent must be clearly and specifically identified and quantified in the project specifications and the Commissioning Agent's scope of work.

a. Construction Progress Meetings:

While these regularly-scheduled meetings are well-stipulated in other NCA documents, it is unlikely the Commissioning Agent needs to attend all of the construction phase meetings. The Commissioning Plan should identify the frequency during the construction process when the Commissioning Agent will attend these meetings. The primary purpose for the Commissioning Agent attending these meetings is to review outstanding commissioning issues that warrant attention by the Contractor or RE. These meetings also allow the Commissioning Agent to be informed of construction progress, construction schedule updates, RFI status, Change Orders, and other directives that could impact the commissioning process.

b. Commissioning Team Meetings:

Commissioning tasks and requirements are clearly different and separate from other construction phase activities. The Commissioning Agent will be required to plan and lead these meetings. Issues addressed at Commissioning Progress Meetings will be specific to the commissioning process and will be items that enhance the success of project commissioning. The Commissioning Plan should address when, during the construction process, these meetings should begin and how often they should be held. The RE, Contractor, installing contractors, DDCC, TAB and specialty contractors should attend these meetings. Commissioning meetings are often scheduled immediately prior to, or immediately following, sub-contractor meetings conducted by the Contractor. The Commissioning Progress Meetings are used to plan and coordinate commissioning activities and to review system/equipment installation. These meetings also provide an opportunity for the sub-contractors to discuss technical or coordination issues regarding systems and equipment installation.

As a minimum, the following issues should be on the Commissioning Team Meeting Agenda. Additional issues should be added as required to maintain the schedule and progress of the commissioning process.

- Commissioning Plan Review
- Review Documentation Requirements/Outstanding Documentation Issues

- Review Current Commissioning Issues Log/Document Resolved Issues
- Review Project & Commissioning Schedule
 - Progress to Date
 - Upcoming 30 Day Schedule
 - Schedule Inspections/Tests as Appropriate

7.9 Commissioning Construction Observation Visits

The Commissioning Agent will schedule periodic visits to the construction site to observe construction progress and verify systems/equipment installation. The Commissioning Agent has an overall understanding of the plans, specifications, NCA's requirements, construction procedures, and systems operational demands. The Commissioning Agent's role is to confirm that the installed systems are installed in accordance with the intent of the project documents and are maintainable and commissionable.

These site visits are not a substitute for the contractor's Quality Control inspections, nor are they a substitute for any required inspections by RE or A/E. Rather, they supplement other reviews performed by the RE and the A/E design team. The construction observation visits are intended to identify issues early in the process to allow the Contractor to devote sufficient time and resources to correct the situation. Early identification also provides an opportunity for the Contractor and the installing contractors to prevent recurrence of the issue on similar equipment or systems. Early identification also allows the Contractor and the installing contractors the opportunity to resolve the issue while the appropriate resources are still on-site, thereby minimizing the costs to resolve the issues and the impact on the overall construction schedule.

Installation verifications are a systematic set of procedures intended to identify whether individual system components have been installed properly. This process occurs during both the Construction Observation Visits and at equipment startup. The contractor will be required to complete the Pre-Functional Checklists and provide any supporting documentation to demonstrate proper component and system installation and start up. The Commissioning Agent uses the Pre-Functional Checklists and Equipment Startup Checklists as a guide to ensure consistency in the observations. During the Construction Observation Visits, the Commissioning Agent will validate that the completed Pre Functional Checklists have been properly completed. This process supplements the Contractors' Quality Control program to ensure that relatively minor issues (e.g. an improperly wired sensor, a control valve installed backwards, etc.) are discovered and corrected prior to Systems Functional Performance Testing.

The Commissioning Agent should have the experience to recognize potential conflicts between the various trades involved in equipment and systems installation. By identifying potential conflicts early, it allows the Contractor to resolve the coordination issues without the need for extensive (and expensive) re-work. The Commissioning Agent should identify coordination issues that will impact the facility

Operations & Maintenance staff (for example, piping and conduit installation may limit or block adequate maintenance access to key components).

The Commissioning Agent, through a comprehensive series of Construction Observation Visits and Commissioning Team Meetings will provide a resource for the Contractor and A/E Team to support the identification and resolution of construction issues and conflicts. The Commissioning Agent's specific objective is to facilitate the construction of systems that will perform as intended and can be operated and maintained over the life of the facility.

The frequency and duration of the visits will be established based on construction progress. For new construction projects, the Commissioning process will always begin with a Commissioning Kick-Off Meeting within 60 days of contract award. After the Kick-Off Meeting, it is imperative that the Commissioning Agent continue to be engaged with the construction team to build effective relationships that promote proactive and collaborative quality process for delivery of the construction project. For any project, the RE and the CxA should schedule meetings with the following issues in mind:

- a. If the early stages of project construction do not involve significant construction of commissioned systems, Construction Observations visits and Commissioning Progress Meetings should occur no less than once per quarter.
- b. In the interim between Construction Site Observations, the CxA should maintain contact with the project thru remote Commissioning Team Meetings (teleconference and/or Web Based Meetings).
- c. Once the construction of commissioned systems commences, Construction Observation Visits and Commissioning Progress Meetings should occur no less than monthly.
- d. When the installation of commissioned systems reaches approximately 50% in any single area of the project, the frequency of Construction Observations Visits should increase to bi-weekly or weekly visits. Note that the Commissioning Agent will be engaged with the construction team in verifying Pre Functional Checklists as well as conducted observations of construction progress. The frequency of Commissioning Progress Meetings should also be adjusted based on the issues to be discussed and the pace of construction.
- e. During Testing and Balancing Activities, the Commissioning Agent should visit the project no less than weekly to observe progress of the TAB work and support the TAB Contractor's efforts to deliver an effective facility.
- f. Once Systems Functional Performance Testing has commenced, the Commissioning Agent will typically be on site regularly enough that separate site visits are not required.

The objective of the Commissioning Agent during construction observations visits is to verify that the construction team is adequately preparing systems for functional testing. The Commissioning Agent should validate completion of the Pre-Functional Checklists completed by the Contractor.

Construction Site visits will be documented using a Site Visit Observation Reports that outlines the purpose of the visit, the Commissioning Agent representative conducting the visit, others (RE, Contractor, installing contractors, etc.) present or contacted during the visit and general observations of the work underway, quality of workmanship, and other general issues that should be brought to the attention of the RE and/or Contractor. If any commissioning issues are identified, they will be described and highlighted in the field report. The issue will also be entered on the Commissioning Master Issues Log and tracked until the issue is resolved. A commissioning issue is anything that impacts system operations or maintenance, safety, compliance with construction drawings or specifications, compliance with industry standards, and/or will impact the construction schedule.

The Commissioning Agent may also identify commissioning observations while on the site. Commissioning observations are issues that are mainly quality control issues that do not directly affect system operations, maintenance, safety or compliance with construction documents. These commissioning observations will not be entered on the Master Commissioning Issues Log. They will be documented and provided to the RE and the Contractor.

Site Visit Observation Reports are submitted to the RE for distribution to the Contractor and A/E Team.

7.10 RFI's, Change Directives, Change Orders

The Commissioning Agent will review RFI's for their potential impact on the commissioning process. Also, the Commissioning Agent should review all NCA – issued Change Directives or Change Orders that affect construction and may, therefore, impact the commissioning process and systems manual documentation. The Commissioning Agent should be included on the distribution list for RFIs, Change Directive, Change Orders and other correspondence that affects the commissioned systems. The Commissioning Agent also attends selected Construction Progress Meetings where this information is reviewed. This provides the opportunity for the Commissioning Agent to become familiar with each issue and to identify the specific information need to update the Functional Test Plans, systems manuals, and other commissioning documents.

The Commissioning Agent will also issue RFIs when necessary to obtain clarification or direction from the RE or A/E. These will usually request clarification or change to systems operating sequences or other issues that impact system/equipment operations, maintenance or functional testing.

In each case, the Commissioning Agent should note any issues identified with the documents noted above either on the Commissioning Issues Log or, if an issue is specific to the NCA decision making process, in separate correspondence to the RE. Resolution of these issues should, whenever appropriate, be reflected in the Design Narrative and the Construction Commissioning Plan.

7.11 Submittal Review

Submittals and shop drawings must be reviewed and commented upon by the Commissioning Agent. Not all submittals require Commissioning Agent review, but those submittals that have an impact on commissioned systems, energy, and

Operations & Maintenance must be reviewed by the Commissioning Agent. Generally, all submittals required by Division 21, 22, 23, 26, 27, 28, 32 and 33 should be sent to the Commissioning Agent. The Commissioning Plan should include a matrix identifying each submittal to be reviewed by the Commissioning Agent. The Commissioning Agent should review the submittals concurrently with the A/E review. Commissioning Agent review comments are provided to the A/E to be incorporated into the A/E review response that is submitted to the RE for submittal approval.

The Commissioning Agent review of the submittals is not a substitute for the A/E review, rather it supplements their review. The A/E still retains the overall responsibility for recommending approval/disapproval of the submittal. The RE retains overall authority to approve or disapprove submittals and shop drawings. The Commissioning Agent review will focus on Operations & Maintenance issues, determination that sufficient components and instrumentation is included with the equipment to allow the system to be tested and commissioned, and that the sequences of operation are sufficiently detailed to facilitate preparing the Systems Functional Performance Test Procedures.

The Commissioning Agent will specifically evaluate the contractors' submittals for the following:

- Conformance with the NCA's construction documents
- Fulfilling operation and maintenance requirements
- Facilitating Systems Functional Performance Testing

Submittal review comments will be documented using the Commissioning Issues Log.

7.12 Construction Phase Controls Conference

Once design is complete, construction is underway, and DDC submittals have been reviewed, the Commissioning Team should meet with the DDC vendor to conduct a detailed review of the DDC submittal. The primary purpose of this review is to verify the DDC vendor, the A/E, the Commissioning Agent, and the NCA fully understand how the DDC will be installed and programmed to properly control the HVAC and other systems to meet the NCA and construction document requirements.

The DDC Sequences of Operations are a critical component that controls all aspects of system operation and performance. Often the DDC submittal includes Sequences of Operations that are merely copied from the plans and specifications. The submittals are often prepared by the sales engineer and the system programmer has not had the opportunity to evaluate how the sequences will be implemented. Early understanding of the sequences by the DDC programmer and the NCA staff is vital to successful facility turnover and operations. The primary purpose of the meeting is to provide a forum for all parties to discuss systems operations and to facilitate the preparation of the DDC programming and graphics. The meeting allows the programmer to discuss the intent with the A/E design team, and for the NCA staff to understand the reasoning behind the sequences. It also provides the opportunity for the programmer to conduct a detailed review of the sequences and to identify any potential issues before system programming is finalized. It is essential that the DDC

programmer attend the review conference to facilitate effective communications between the programmer, A/E, Commissioning Agent and the NCA.

7.13 Pre-Functional Checklists

The commissioning process includes the need to verify that systems and equipment is properly installed and started up prior to functional testing. The Commissioning Agent will develop Pre-Functional Checklists that will provide a means for the Contractor and installing contractors to notify the Commissioning Agent and RE that each commissioned system and the equipment components are properly installed and ready for testing.

The Commissioning Agent will prepare preliminary checklists to describe the equipment installation requirements. The checklist will include provisions to verify that the major components are installed; connections to piping and ductwork are complete; vibration/noise control is installed; proper seismic or other restraint is complete; gauges, sensors, dampers, actuators, and DDC components; electrical connections; control connections; DDC programming; interface to other systems (i.e. fire alarm); TAB; manufacturers' startup; and/or 3rd party testing is complete.

These checklists will be submitted to the RE and distributed by the RE to the Contractor, and the A/E design team for review and comment. The Commissioning Agent will revise the checklists as necessary to incorporate review comments. Upon final approval, the checklists will be issued to the Contractor to be completed prior to testing. The Pre Functional Checklists will also include spaces for the Contractor and installing contractors to certify that installation is complete and the system/equipment is ready for functional testing. This certification can also be used by the RE as an indication of the percentage of completion for use while reviewing payment applications.

The checklists will also include spaces to record equipment data that will be needed for the CMMS systems. This includes manufacturer, model, serial number, and similar as-installed data. The TAB contractor will also be required to provide final TAB data and readings that will be incorporated into the survivable data entered into the system.

The Commissioning Agent will spot check the completed checklists and field-verify that the checklists accurately portray the actual installation. This will be done using sampling techniques that will initially select a representative sample of checklists. If the field verification indicates a significant portion of the sample does not accurately portray the system installation, or that system installation is not complete, the Commissioning Agent will select a larger sample to be field verified. When this larger sample indicates a significant variation between the document and the actual field conditions, the entire lot of checklists will be returned to the Contractor and installing contractors for revision and re-submission.

7.14 Preliminary Systems Functional Performance Test Procedures

Each system and component to be commissioned shall undergo a final Systems Functional Performance Testing. The Commissioning Agent shall develop a Systems Functional Test Procedure that mimics the sequence of operation for each system or sub-system. The Functional Test shall act as a checklist to verify that each step of the

sequence was implemented by the control system as described in the contract documents. The Commissioning Agent shall also ultimately witness and document the Systems Functional Performance Tests performed by the Contractor.

The Systems Functional Performance Test Procedures will include system/equipment installation verification steps. These will be similar to the information provided in the Pre-Functional Checklists and includes information provided by the Contractor and installing contractors. The Commissioning Agent will verify the information and that the system/equipment is properly installed prior to beginning the testing.

The first steps of the functional testing following verification of installation will test the basic operation of the system component equipment and any associated safety shutdowns. These steps will include verifying that the system/equipment can be started/stopped using local controls, via the DDC controls and via any remote controls (i.e. Emergency Operations Center shutdown, Fire Alarm system shutdown, Fire Control Center control of start/stop for smoke evacuation systems, etc.). Safety shutdowns, such as High Duct Static, motor overload, high temperature, etc. will also be verified.

When the system/equipment has successfully completed the initial static checks, the system operation in normal steady-state operation will be verified in all operating modes (i.e. occupied, unoccupied, night setback, manual, etc.). These steps will verify that the system properly responds to the input signals to maintain the required system output. For example, these steps will verify that an AHU will maintain the proper discharge air temperature in response to variations in return air temperature, chilled water temperature, hot water temperature, etc.

The next section of the testing will verify that the system will properly respond to step-changes imposed on the system. For example, the test will verify that the VAV terminal unit and/or AHU system will properly respond when the room temperature setpoint is changed. Another example would be to verify that the OR AHU and Air Terminals will properly respond when the Operating Room staff activates the “low temperature” mode or other special conditions.

Finally, the system operation is verified under emergency conditions. This verifies that the system will properly react to the failure of a critical component, to loss of power, or to manual override. For example, if a chilled water system includes a standby secondary pump, the test will simulate the failure of the operating pump and verify that the system will recognize the failure, indicate the proper alarm, and automatically start the standby pump, and that the standby pump will assume all operating requirements of the prime pump. Another example would be to simulate a power failure to the system and verify that the system will operate on backup power. This test would also verify that the system will return to normal operation with normal power is restored.

7.15 Adapting the Construction Phase Commissioning Process

The Construction Phase Commissioning process can be tailored to a specific project by including, deleting or adapting the commissioning tasks to the project. The following tasks can be adapted:

- a. Commissioning Construction Observation Visits, Commissioning Team Meetings, Construction Progress Meetings

The number of on-site meetings can have a significant impact on the cost of commissioning with some corresponding reduction in the value delivered by the Commissioning Agent. Therefore, determining the number of trips to the project site is one method of controlling the cost of commissioning.

For a typical large greenfield construction project early construction primarily involves building the foundations, structural support systems, and the building envelope. Generally, the HVAC and Electrical sub-contractors are doing underground and other rough-in for equipment. Equipment, such as air handlers, chillers, boilers, switchgear, and generators may not yet be on site for installation. During this phase of construction, the Commissioning Agent provides marginal added value. The primary purposes of the Commissioning Agents visits to the site are to obtain updated construction schedule information, to observe equipment rough-in work, and to maintain visibility and person-to-person contact with the construction team. Commissioning Team Meetings are devoted to reviewing the commissioning process and discussing commissioning. Therefore, Commissioning Agent site visits can be scheduled quarterly.

As construction continues and components of the systems to be commissioned are being installed, the Commissioning Agent will need to visit the site more often to observe system installation and to conduct Commissioning Team Meetings to begin more frequent coordination of commissioning tasks with the installing sub-contractors. At this point, the frequency of commissioning construction observations should increase to monthly visits.

When construction is nearing the time when equipment is being started and the installing sub-contractors are conducting contractor testing, the Commissioning Agent will need to be on site more frequently. Commissioning Team Meetings will also need to be more frequent to allow coordination of startup, contractor testing and preparation for system functional testing. Also, the Commissioning Agent, the RE, prime contractor and installing sub-contractors will need to coordinate resolving commissioning issues that have been identified during construction observations, equipment startup, and contractor testing. The Commissioning Construction Observations should by schedule approximately every two weeks.

b. Factory Witness Testing

NCA may specify that some critical equipment shall be tested at the factory prior to shipment to the project site. In this case, the Commissioning Agent should be a member of the NCA team that observes the factory testing. The requirement for the Commissioning Agent to observe factory testing will impact the commissioning fees.

c. Witness Equipment Startup and Contractor Testing

The Commissioning Agent should witness the installing sub-contractors' manufacturer's startup of equipment and systems to be commissioned. When possible, the Commissioning Construction Observations can be schedule to accommodate observation of equipment startup, however this is not always possible.

The PM, RE and the Commissioning Agent should review which equipment startups the Commissioning Agent should witness. With this information, or a reasonable estimate of the number of startups the Commissioning Agent will witness, will allow the Commissioning Agent to include these tasks in the base fee. An alternative might be for the Commissioning Agent to provide a "Unit Price" per trip to the site to witness additional equipment startups that are not included in the base Commissioning Agent fee. Limiting the witnessing equipment startups to the most critical equipment is a means of controlling the Commissioning Agent scope and fee.

In some cases, steps that are included in the system functional performance testing are also included in the equipment startup. When the Commissioning Agent witnesses the equipment startup, he can often substitute the equipment startup documentation for part of the system functional testing, thereby preventing duplicate effort.

d. TAB Verification

The Commissioning Agent should verify that TAB is proceeding in accordance with the TAB Plan; that the TAB instruments are properly calibrated; and that the TAB readings are being correctly recorded. The TAB verification should begin shortly after the TAB agency begins actively testing and adjusting the systems. This will allow any issues with the TAB equipment or process to be corrected as early as possible to prevent TAB rework.

8 Acceptance and Testing Phase Commissioning

8.1 Acceptance and Testing Phase Commissioning Team

The table below identifies the members of the Commissioning Team during the Construction Phase. The Commissioning Team remains much the same as the Construction Phase Commissioning Team. The involvement of the NCA Facilities Staff is strongly encouraged during the systems functional testing to enable them to see the new systems in operations which will facilitate the knowledge transfer to the operations team. The members on the Commissioning Team should be updated as often as necessary to maintain the list up-to-date throughout the project.

Commissioning Team

Acceptance and Testing Phase

Designation	Agency/Professional/Contactor	Description
RE	Department of Veterans Affairs Resident Engineer(s)	Representative of the Contracting Officer responsible for project delivery
NCA	NCA Facilities Management	Representatives of the local NCA responsible for Facilities Operation & Maintenance, Construction Coordination and/or other NCA departments.
A/E	Architect/Engineer Design Team	Representatives of the Architect and Engineering Design Team responsible for Construction Administration
CxA	Commissioning Agent	Representatives of the independent 3 rd Party Commissioning Contractor
Contractor	Prime Contractor	Representatives of the Prime Contractor responsible for project construction.
SC	Installing Sub-Contractors and Service Providers, to include but not necessarily be limited to	Representatives of the Fire Protection, Plumbing, HVAC, Electrical, Communications, Electronic Security 1 st -Tier subcontractors responsible for installing systems and equipment
TAB	Test and Balance Agency	Representatives of the Test and Balance contractor responsible for air and water balance of HVAC systems

Designation	Agency/Professional/Contractor	Description
DDCC	Direct Digital Control System contractor	Representatives of the Control System contractor responsible for installing and programming the Direct Digital Control system
SpC	Specialty Contractors	Representatives of the Fire Alarm, Electronic Security System, and other specialty contractors responsible for installation and programming of special systems that interface with the DDC system, HVAC and/or Electrical systems. This can include independent 3 rd -Party Test Agencies (e.g., NETA Qualified Testing Agents)

8.2 Acceptance and Testing Phase Commissioning Tasks

The following table summarizes the Commissioning Agent Tasks during the Acceptance and Testing Phase. Further details on the tasks are provided in the paragraphs that follow the table.

Commissioning Team Task/Deliverables Description

Acceptance and Testing Phase

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Systems Functional Performance Testing	<p>The Commissioning Agent will oversee, facilitate, and document all FPT testing. Execution of FPT's shall be executed in accordance with the Functional Testing Procedures published by the Commissioning Agent. All systems tested in accordance with the FPT's shall be operated by the contractors in accordance with the approved FPT. Contractors shall retain responsibility for the installed systems during and after functional testing until substantial completion or final acceptance as determined by NCA.</p> <p>The Commissioning Agent, in collaboration with the control contractor shall include long term trends (greater than 7 days) of integrated system performance once all systems have been commissioned. The Commissioning Agent shall provide analysis of these trends to</p>	<p>Executed Functional Performance Tests and support documentation.</p> <p>Long Term Trend Data and Analysis</p>

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
	confirm that the installed systems are stable and reliable	
Prepare Systems Manuals	<p>The Commissioning Agent shall work with the design team, contractor and NCA to develop Systems Manuals. Manuals will contain system design, operations and sequence information that describes the design intent, operational features and appropriate operational practices necessary to sustain the system operation in accordance with the Design Narrative and the NCA's overall objectives for the facility.</p> <p>Systems Manual will include sections for each major system included in the commissioning process.</p>	Project Systems Manual
Training Plan Review	<p>The Commissioning Agent shall collaborate with the Prime Contractor and installing subcontractors to develop effective contractor and manufacturer training plans and agendas for general conformance with specifications and NCA's requirements. Observe training for quality of training and for general conformance with the training plan and agenda.</p> <p>The CxA shall observe contractor and vendor training for critical systems. The Contractor shall provide and the CxA shall maintain all attendance records and associated agendas and presentations for all training sessions. Attendance records shall be written original sign in sheets for each training session.</p>	<p>Compiled Training Plan</p> <p>Individual Training Agendas</p> <p>Training Attendance Sign In Sheets</p>
Systems Training	<p>The Commissioning Agent will conduct training sessions to provide systems-level training for O&M personnel. Training will include:</p> <ul style="list-style-type: none"> • Review of system design, capacity, and equipment selection • Review of system operating sequences • Review of interconnection with other systems • Review of Emergency operating procedures • Review of the Project Systems Manual and its Use • Student Evaluation forms <p>The number, duration and scope of the Systems</p>	Systems Training Presentations (electronic)

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
	Training sessions shall be determined by the specific requirements of the project. The training provided by the CxA does not in any way relieve the Contractor from any specified training obligations.	
Final Commissioning Report	The Commissioning Agent shall compile a comprehensive commissioning report documenting all commissioning activities, including but not limited to the following: <ul style="list-style-type: none"> • Executive Summary • Commissioning Scope of Work • Test methods and results • Outstanding commissioning issues • Comprehensive Commissioning Issues Log, including resolved items and a description of their resolution, • Commissioning plan, • Field Observation Reports, Status reports and other field activity documentation, • Submittal and O&M manual reviews • Training record • Completed Pre Functional Checklists • Completed Functional Performance Test protocols and support documentation • Other support documentation developed as part of the execution of the project Construction Phase Commissioning Process 	Final Commissioning Report

8.3 Acceptance and Testing Phase Commissioning Team Roles and Responsibilities

The primary goals of Acceptance and Testing Phase Commissioning Process are

- to verify, demonstrate and document that the installed systems and components operate in accordance with the Owner’s Project Requirements and the Construction Documents, and
- to verify that the Operations & Maintenance Team is effectively trained to sustain high performance operation of the installed systems.

The following tables describe both the task associated with executing an effective commissioning process and the responsibilities of each commissioning team member in execution of each task. It is imperative that the Team Members be identified, and that the roles and responsibilities are clearly identified, as well as being tailored to each specific project.

**Commissioning Team Roles and Responsibilities
 Acceptance and Testing Phase**

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
Systems Functional Performance Testing	<p>Facilitate execution of the Functional Performance Testing as required.</p> <p>Review Commissioning Agent Issues Log & Provide Feedback as appropriate</p> <p>Facilitate Resolution of Commissioning Issues Log and reporting requirements between the Commissioning Agent and the Construction team.</p>	<p>In collaboration with the Contractor Commissioning Team, direct the execution of the Functional Performance Testing.</p> <p>Identify issues and deficiencies in system operation and performance on the Commissioning Issues Log.</p> <p>Retest systems as appropriate to demonstrate compliance with the Contract Documents and the Commissioning Plan.</p>	<p>Participate with the Commissioning Agent as agreed upon to support the commissioning process and facilitate training of the Operations Team.</p> <p>Review & Comment on Commissioning Issues Log as appropriate.</p>	<p>Review & Comment on the Commissioning Issues Log as appropriate.</p>	<p>Provide Qualified Technicians and Professionals to operate the installed systems and components as required by the Functional Performance Testing and any retesting required by the Commissioning Agent.</p> <p>Provide documentation of test results from installed systems as required by the FPT's.</p> <p>Correct issues and deficiencies identified on the Commissioning Issues Log and report methods and results of corrective actions to the Commissioning Agent.</p>
Prepare Systems Manuals	<p>Review Systems Manual & Approve</p>	<p>Utilizing the accumulated information and data, prepare a Systems Manual for the Operations Team.</p> <p>Review submitted data and note any issues or</p>	<p>Review Systems Manual & Comment</p>	<p>Provide systems diagrams and other appropriate data to the Commissioning Agent in electronic format for development of Systems Manual.</p>	<p>Provide data, including record drawings and submittal data for all commissioned systems.</p> <p>Correct any deficiencies and issues identified with</p>

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
		deficiencies on the Commissioning Issues Log. Deliver Systems Manual to the Cx Team for Review and Comment.		Review Systems Manual & Comment	the submitted data. Review Systems Manual & Comment
Training Plan Review	Facilitate Development of Training Agendas and Training Schedules. Review Training Plan & Comment	Facilitate development of Training Agendas. Collaborate with CM/GC/SC and NCA teams to schedule training activities. Review and Approve all CM/GC/SC training agendas. Note any issues or deficiencies in Agendas on the Commissioning Issues Log.	Review Training Plan & Comment Schedule Appropriate Operations Personnel in accordance with the training schedule.	Review Training Plan & Comment	Develop training agendas in accordance with Project Specifications and submit to Commissioning Agent for review. Coordinate training schedule with Commissioning Agent and other Cx Team members. Schedule and execute training in accordance with training schedule and agendas.
Systems Training	Review & Approve Systems Training Agenda Facilitate Systems Training in accordance	Develop Systems Training Sessions in accordance with the Commissioning Plan. Sessions shall include the use of the	Schedule key O&M Personnel to attend Systems Training Sessions.	Review & Comment on Systems Training Agenda.	Review & Comment on Systems Training Agenda.

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
	with the Agenda and Schedule	Operations and Maintenance Manual and a 'Systems Manual' developed for the NCA operations Team. Deliver Systems Training in accordance with the approved Systems Training Agenda.			
Final Commissioning Report	Review & Approve Final Commissioning Plan.	Create and submit Final Commissioning Report in accordance with the Commissioning Plan and other contract requirements.	Review & Comment on Final Commissioning Plan	Review & Comment on Final Commissioning Report	None
Lessons Learned Review Meeting	Facilitate Lessons Learned Meeting Review & Comment on Meeting Minutes	Distribute the Agenda for the Lessons Learned Meeting. Lead the Lessons Learned Meeting. Complete and distribute Meeting Minutes. Incorporate comments as appropriate.	Attend & Contribute to Meeting. Review & Comment on Meeting Minutes	Attend & Contribute to Meeting. Review & Comment on Meeting Minutes	Attend & Contribute to Meeting. Review & Comment on Meeting Minutes

8.4 Construction Meetings

As with the Construction Phase, Acceptance and Testing Phase meetings requiring the participation of the Commissioning Agent must be clearly and specifically identified and quantified in the construction documents.

a. Construction Progress Meetings:

While these regularly-scheduled meetings are well-stipulated in other documents, it is unlikely the Commissioning Agent needs to attend all of the construction phase meetings. The Commissioning Plan should identify the critical steps during the construction process that warrant meeting attendance by the Commissioning Agent. The primary purpose for the Commissioning Agent attending these meetings is to review outstanding commissioning issues that warrant attention by the Contractor or the PM/RE. These meetings also allow the Commissioning Agent to be informed of construction progress, construction schedule updates, RFI status, Change Orders, and other directives that could impact the commissioning process

b. Commissioning Progress Meetings:

Commissioning tasks and requirements are clearly different and separate from other acceptance and testing phase activities. The Commissioning Agent will be required to attend all commissioning related meetings and will also be required to plan and even lead these meetings. Issues addressed at Commissioning Progress Meetings will be specific to the Commissioning process and will be items that enhance the success of project commissioning. The Construction Commissioning Plan will identify the required number and content/context of all Commissioning Progress Meetings for the project. The Commissioning Progress Meetings will also focus on planning, preparing for, and coordinating System Functional Performance Testing.

8.5 Commissioning Construction Site Visits

As with the Construction Phase, Acceptance and Testing Phase Construction Site visits requiring the participation of the Commissioning Agent must be clearly and specifically identified and quantified in the Commissioning Plan. It is expected that the frequency of these visits will increase as the systems installation near completion. These visits will have the same purpose as those conducted during the Construction Phase, with increasing emphasis on preparations for systems functional performance testing.

8.6 Equipment/System Start Up Observation and Review

As construction and system/equipment installation progresses, various items will be ready for startup. Specific sections of the construction specifications require that the installing contractor will engage the services of a qualified manufacturers' representative to conduct an equipment startup. The installing contractor should

schedule these startups with Contractor, RE, A/E, and Commissioning Agent in addition to scheduling with the manufacturers' representative. Sufficient notice should be provided to allow coordinating the startup with other scheduled activities.

The RE and the Commissioning Agent will determine which equipment startups should be witnessed by the Commissioning Agent. Not all startups need to be witnessed by the Commissioning Agent, but critical equipment such as chillers, cooling towers, air handlers, generators, boilers, etc. should be witnessed by the Commissioning Agent. Often the manufacturer's startup includes verification of start/stop, equipment safety shutdown, and other testing that is included in the initial sections of the Systems Functional Performance Test Procedures. When the Commissioning Agent witnesses the manufacturers' startup verification of these items, it provides the opportunity to document successful completion of those Systems Functional Performance Test steps without having to duplicate them later. This is especially important when verification of the safety shutdown involves temporary adjustments to the equipment controls that should only be made by qualified manufacturer's representatives. The intent is to streamline the process and not require that the manufacturers' representative and the Commissioning Agent return to the site multiple times.

In the case of multiple installations of the same or similar equipment provided by the same manufacturer that involves several visits by the manufacturer's representative, it may not be necessary for the Commissioning Agent to witness each startup. At the discretion of RE and Commissioning Agent, it may be sufficient for the Commissioning Agent to verify the startup procedure is correctly performed and then the Commissioning Agent can review startup documentation for subsequent startup. For example, the project may include many AHUs provided by the same manufacturer. The construction sequence may entail installing and starting the AHUs in one section of the facility followed by additional AHUs installed in other portions of the building later in the construction. In this case, the Commissioning Agent should witness the startup of the first AHUs, but can review the startup documentation for subsequent AHU startups.

8.7 Pre-Functional Checklist Verification

As discussed earlier in the Pre-Functional Checklist section, the Commissioning Agent will spot check completed checklists submitted by the Contractor and installing contractors. The intent of this verification is to determine that all steps necessary to install the systems/equipment have been properly completed and the equipment is functional and the systems are ready to be tested.

8.8 Systems Functional Testing (Season 1)

Systems Functional Performance Testing occurs once all system components are installed, energized, programmed, balanced, and otherwise ready for operation under part- and full-load conditions. Testing should include each process in the sequence of operation under central and packaged equipment control, including startup, shutdown, capacity modulation, emergency and failure modes, alarms, and interlocks to other equipment or systems. The Contractor indicates the system is ready for functional testing by submitting the completed Pre-Functional Checklist.

Testing is directed by the Commissioning Agent using the approved Functional Test Procedures. As discussed earlier, the Systems Functional Test Procedure is a detailed step-by-step “script” that begins with verification of the system installation and basic start/stop and safety shutdown verification. As the actual functional testing starts, the system is placed in the specified initial condition. The test proceeds to test individual components and equipment under steady state and failure conditions. As the performance of individual components and equipment is successfully demonstrated, the testing progresses to test sub-systems and finally the entire system under steady state conditions in all operating modes.

It is imperative that the test procedures adequately identify the risks involved and do not subject the system to dangerous or damaging situations. Therefore, the Contractor, installing contractor, manufacturers’ representatives, and the A/E must review the Systems Functional Performance Test procedures to identify potential situations that could damage the equipment and or cause other harm or injury.

Systems Functional Performance Testing uses the DDC system to control the systems. The DDC system normally includes trending and alarm capabilities. The Commissioning Agent should use the DDC trend capabilities to record system responses to test conditions. As part of the analysis of the test results, the Commissioning Agent should carefully review DDC trend logs and other data gathered during testing to ensure the system performance is consistent with the construction documents. Systems Functional Performance Testing should also include verification that the proper alarms and alarm priorities are indicated when the alarm conditions are present.

In projects being constructed in regions that have multiple operating seasons (i.e. heating season and cooling season), the construction schedule does not normally allow testing system operations in both seasonal modes. These systems will require additional testing under Season 2 conditions. For example, in a project where initial system testing is conducted during the cooling season, the cooling season becomes Season 1. Season 2 testing will be conducted during the heating season. Therefore, the Season 2 testing will generally be scheduled during the Warranty Phase of the project, approximately 6 months after initial testing, when environmental conditions are conducive to the alternate season testing.

The Commissioning Agent witnesses and documents the testing while the Contractor, installing contractor and the DDC vendor operate and manipulate the systems. Since testing often identifies minor issues that can easily be corrected by minor adjustment or repair, other supporting contractors should be readily available to assist the testing, adjustment and/or repairs. In the case of HVAC system testing, the HVAC contractor and the DDC contractor are required to be present and to conduct the test. The electrical contractor, TAB contractor, and other subcontractors do not need to be present at the test, but should be onsite and be readily available if needed.

It is also recommended that NCA staff be present during functional testing. The rigor of the testing is such that it provides an excellent opportunity for the O&M staff to see the systems in full operation and to witness the system response to the abnormal operating conditions. The systems are operated under conditions that the O&M staff may not witness in day-to-day operations for many years. It is very valuable for them to see and hear how the system reacts to these extreme situations.

System failures, observations, and other issues are often identified during testing. The Commissioning Agent is a technical resource that can provide assistance and direction towards identifying the root cause of the problem. Together with the installing contractor, DDC vendor and TAB contractor, the Commissioning Agent can often identify possible causes and recommended corrective measures. Where these measures can be readily identified and the corrective action can be completed by readily available personnel and material, the functional testing can be temporarily be interrupted to complete the corrective action. If the corrective action cannot be completed in a reasonable time (usually 15 – 20 minutes), testing can continue with other portions of the test that are not impacted by the problem. If the problem is severe enough that, in the opinion of the Commissioning Agent, functional testing cannot continue in a meaningful manner with a reasonable probability of a partially successful completion, the Commissioning Agent will recommend that testing is halted. Final direction to halt testing is at the sole discretion of RE. If testing can proceed on other systems, those tests can be conducted. If no other testing or commissioning tasks can be completed, the Commissioning Agent will leave the site. Resumption of functional testing will be scheduled at a time and date mutually acceptable to all parties involved in the testing.

The results of functional testing are documented on the Systems Functional Performance Test Procedure. The Commissioning Agent will also prepare a Field Report to document the testing activities and any significant issues found during testing. Significant issues will also be entered on the Master Commissioning Issues Log.

8.9 Operations and Maintenance Manuals

The Contractor is required to submit O&M Manuals for systems and equipment as identified in the specifications. These manuals should be submitted within 90 days of approval of all related shop drawings. Early delivery of Operations and Maintenance Manuals allows both the Commissioning Agent and the Construction Team to validate the accuracy of these manuals and utilize them as an effective training tool during the turn over phase of the project.

The Commissioning Agent has the experience and knowledge to assist in review of the O&M Manuals. The submittal process is expanded into multiple submittals throughout the construction phase. The requirements for each submittal are designed to coordinate with the point in the construction process when the contractor obtains the required information.

The first submittal may include the binder(s) with a Table of Contents and divider tabs for each section of the manual. This submittal includes the approved equipment submittal information and basic equipment manuals available from the manufacturer. This O&M submittal is due shortly after Equipment Submittal/Shop Drawing approval.

The second O&M submittal may expand on the first submittal by including data sheets for each item of equipment installed on the project. Generally this data will include make, model, size, equipment identification, serial number, installed location, and other item-specific information.

The final O&M submittal expand the earlier submittals by including scheduled maintenance information, recommended critical spare parts information, and contact information for local suppliers.

Coordination of the O&M Manual Submittal process should be considered and clearly described in the Project Specifications.

8.10 Systems Manual

The Commissioning Agent, with the assistance of the Contractor and the A/E team, will develop a Systems Manual that gives operating staff the information needed to understand and optimally operate the commissioned systems. The Systems Manual is provided in addition to the O&M Manuals submitted by the contractors. The Systems Manual generally focuses on operating, rather than maintaining, the equipment. It also focuses on the interactions between systems.

The Systems Manual should include the following for each commissioned system:

- Final version of the Design Narrative
- Single-Line Diagrams, Flow Diagrams
- As-built sequences of operations, control drawings, and original setpoints
- Operating instructions for integrated building systems
- Recommended schedule of maintenance requirements and frequency, if not already included in the O&M Manuals.
- Recommended schedule for re-testing of commissioned systems with blank test forms from the original commissioning plan
- Recommended schedule of calibrating sensors and actuators

8.11 Training Verification

Successful and sustained operation of building systems relies on experienced and trained operating personnel. To this end, the construction specifications require that the Contractor and/or the Manufacturers' Representative provide training to operating personnel.

The Commissioning Agent is in a unique position to evaluate the training needs for operating personnel. These needs can then be translated into training requirements that the contractors must address in the training plans they develop. Common topics that should be included in the training plans are as follows:

- General purpose of the system (design narrative)
- Use of O&M Manuals
- Review of Control Drawings and schematics
- Startup, normal operation, shutdown, unoccupied operation, seasonal changeover, manual operation, control setup and programming, troubleshooting and alarms.

- Interactions with other systems
- Adjustments and optimizing methods for energy conservation
- Health and safety issues
- Special Maintenance and replacement sources
- Occupant interaction issues
- System response to different operating conditions

8.12 Commissioning Issues Follow Up and Resolution

Throughout the construction commissioning process, issues will be identified that need to be evaluated and resolved. There are several vehicles available to the Commissioning Agent to assist with documenting and tracking these issues. These include:

- Field Reports
- Commissioning Issues Log
- Systems Functional Performance Test Procedures
- Commissioning Requests for Information (Cx RFI)

Opportunities to follow-up on outstanding issues include Construction Progress Meetings, Commissioning Progress Meetings, emails, face-to-face meetings, phone calls, and informal discussions with RE, A/E, Contractor, DDC vendor, TAB contractor, as well as others who may have information relevant to the issue.

The Commissioning Agent has the expertise, experience and overall knowledge of the system design to assist the project team with identifying root causes and recommending appropriate solutions. The recommended resolution of an issue may require review by the A/E team with final approval and direction by RE. The Commissioning Agent will often recommend that the installing contractor, DDC vendor, TAB contractor or Contractor submit an RFI to RE and the A/E for review and approval. In some cases, the Commissioning Agent will submit a Commissioning RFI to request clarification from the A/E and RE.

Final approval of, and direction on, proposed resolutions rests with the RE who will issue the appropriate Change Order, Field Directive or other document. The Commissioning Agent should be included in the distribution for these approval documents so they can be included in revisions to the Design Narrative and the Systems Manual. The A/E and the Contractor may also need to document the issue resolution in the As-Built drawings, Sequences of Operation, and/or control schematics. If necessary, the Commissioning Agent will modify functional test procedures to address changes made during the issues resolution process.

8.13 Final Commissioning Report

The Commissioning Agent will prepare a comprehensive Commissioning Report that documents the commissioning activities and results. This report is prepared after

installation inspections and systems functional testing activities have been completed, and the results have been tabulated and evaluated.

The Commissioning Report should include the following:

- Executive Summary of the process and the results of the commissioning program, including observations, conclusions, and any outstanding issues.
- Summary of the design review process
- Summary of the submittal review process
- Summary of the O&M Manual and Training processes.
- History of any system deficiencies identified and how they were resolved, including any outstanding issues or seasonal testing scheduled for later during the warranty phase.
- Systems performance test results and evaluation.
- Confirmation from the Commissioning Agent indicating whether individual systems meet the Owner's Project Requirements, design narrative and contract documents.

8.14 Lessons Learned Review Meeting

This is a meeting convened by the Commissioning Agent for the purpose of reviewing the project and the commissioning process. The meeting should be scheduled shortly after the Commissioning Report has been submitted and reviewed by NCA. Attendees at the meeting should include:

- PM and RE
- Commissioning Agent
- NCA FM managers
- A/E
- Contractor
- CO (optional)

This should be an open forum where all parties can address concerns, recommendations for improvement, and other issues aimed at improving the facility and the project delivery process.

Topics could include concerns and recommendations for improving the following:

- design or design process
- construction process
- facility performance
- energy performance
- building or systems operations

- building or systems maintenance
- commissioning process

The results of this conference will be summarized by the Commissioning Agent and submitted to PM and RE for review and follow-up.

8.15 Adapting the Acceptance Phase Commissioning Process

The Acceptance Phase Commissioning process can be tailored to a specific project by including, deleting or adapting the commissioning tasks to the project. The following tasks can be adapted:

- a. Commissioning Construction Observation Visits, Commissioning Team Meetings, Construction Progress Meetings

The number of on-site meetings can have a significant impact on the cost of commissioning with some corresponding reduction in the value delivered by the Commissioning Agent. Therefore, determining the number of trips to the project site is one method of controlling the cost of commissioning.

As construction progress continues the project transitions from the Construction Phase to the Acceptance Phase. The start of systems functional testing approaches there is need for closer coordination of the Commissioning Team. The Commissioning Agent will need to closely monitor that the systems are ready for testing, to coordinate the test team, verify that the appropriate test equipment is available and properly calibrated, and a great deal of other details. The Commissioning Construction Observation visits should now be scheduled weekly, or even daily to ensure that functional testing can be performed efficiently and effectively.

- b. Lessons Learned Meeting

For less complex projects where the commissioning process is straightforward and the benefits of the Lessons Learned Meeting are marginal, this meeting can be deleted from the commissioning scope.

9 Warranty Phase

9.1 Warranty Phase Commissioning Team

The table below identifies the members of the Commissioning Team during the Warranty Phase. By this point in the project, most of the A/E and construction team is no longer on-site and their participation is limited. The members on the Commissioning Team should be updated as often as necessary to maintain the list up-to-date throughout the project.

**Commissioning Team
Warranty Phase**

Designation	Agency/Professional/Contactor	Description
RE	Department of Veterans Affairs Resident Engineer(s)	Representative of the Contracting Officer responsible for project delivery
NCA	VA NCA Facilities Management and/or using agency	Representatives of the central and local NCA responsible for Facilities Operation & Maintenance, Construction Coordination and/or other NCA departments.
CxA	Commissioning Agent	Representatives of the independent 3 rd Party Commissioning Contractor
Contractor	Prime Contractor	Representatives of the Prime Contractor responsible for post-construction and warranty services.

9.2 Warranty Phase Commissioning Tasks

The following table summarizes the Commissioning Agent Tasks during the Warranty Phase. Further details on the tasks are provided in the paragraphs that follow the table.

Commissioning Team Task/Deliverables Description Warranty Phase

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
Deferred and/or Seasonal Testing	<p>The Commissioning Agent shall witness and document Systems Functional Performance Testing that was deferred to allow systems to be tested in appropriate seasonal conditions. Testing will be conducted in accordance with Systems Functional Performance Test Procedures. Testing support will be required from the installing contractors, EMCS Vendor and NCA. Requirement for seasonal testing will be incorporated into the project specifications.</p> <p>As part of the Seasonal Testing Effort, the Commissioning Agent shall review systems operations with the onsite operations team and reinforce training and best operating practices of the operations team.</p>	<p>Executed Functional Performance Test and Support Documents</p> <p>Commissioning Issues Log</p>
Warranty Period Site Visits	<p>The Commissioning Agent shall make quarterly visits to the project site to reinforce training, evaluate performance of the installed systems and provide technical support to the operating team to sustain commissioned performance of the systems.</p>	<p>Warranty Site Visit Reports</p>
Post-Occupancy Inspection	<p>Return to the project approximately 10 months after substantial completion to review the building operation with the facility occupants and O&M staff, and to discuss outstanding issues related to commissioning. Provide suggestions for improvements to systems operation including,</p> <ul style="list-style-type: none"> • Measurement & Verification Issues, • Re-Commissioning Tasks, and • Improvements in Preventive Maintenance or Operational Strategies <p>Assist facility staff in developing warranty issues, documents and requests for service to remedy outstanding problems.</p> <p>As part of the Post Occupancy Inspection, the Commissioning Agent shall analyze the energy consumption records from the project site (both</p>	<p>Post Occupancy Field Visit Report</p> <p>Commissioning Issues Log</p> <p>Warranty Issues Report</p> <p>Systems Energy Review Report</p>

Project Phase/ Cx Task	Commissioning Task Description	Commissioning Deliverables
	utility and system generated reports) and provide the team with an analysis of actual system energy performance versus predicted performance. To the extent possible, deficiencies in performance shall be analyzed to provide an understanding of the systems, components or operating strategies that may be operating outside predicted parameters.	
Final Commissioning Report Amendment	Amend Final Commissioning Report to document the Warranty Phase commissioning activities.	Final Report Amendment

9.3 Warranty Phase Commissioning Roles and Responsibilities

The primary goals of Acceptance and Testing Phase Commissioning Process are

- to conduct deferred and seasonal systems functional performance testing, and
- to verify that the commissioned systems continue to perform as demonstrated during initial systems functional performance testing, and
- to reinforce the Operations & Maintenance Team training necessary to sustain high performance operation of the installed systems.

The following tables describe both the task associated with executing an effective commissioning process and the responsibilities of each commissioning team member in execution of each task. It is imperative that the Team Members be identified, and that the roles and responsibilities are clearly identified, as well as being tailored to each specific project.

**Commissioning Team Roles and Responsibilities
Warranty Phase**

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
Deferred and/or Seasonal Testing	<p>Facilitate Seasonal Testing with all appropriate parties.</p> <p>Review Commissioning Agent Issues Log & facilitate issues resolution.</p> <p>Facilitate Resolution of identified Commissioning Issues.</p>	<p>Schedule & Execute Seasonal Testing in Accordance with Functional Performance Testing Protocols.</p> <p>Maintain & Distribute Warranty Phase Commissioning Issues Logs.</p> <p>Facilitate and record resolution to identified Issues and Deficiencies recorded on Commissioning Issues Log.</p>	<p>Provide O&M Personnel to support seasonal testing in accordance with the Commissioning Plan.</p> <p>Review Commissioning Agent Issues Log & Comment</p> <p>Operations Team will operate systems under the deferred season testing protocols.</p>	<p>Review & Comment on Seasonal Testing.</p> <p>Provide and report resolution of any issue identified as a Design Issue.</p>	<p>Contractor will be invited to participate in the execution of seasonal testing and assist in resolution of issues and deficiencies identified.</p> <p>Record resolution for each issues based on A/E Response</p>
Post-Occupancy Warranty Checkup	<p>Facilitate Post Occupancy Warranty Check Up Meetings.</p> <p>Review and approve Final Commissioning Report Amendment.</p>	<p>Meet with the NCA Operations Team.</p> <p>Interview team members to evaluate system performance and identify any issues with operation of the commissioned systems.</p> <p>Evaluate system performance through a review of operating performance data and</p>	<p>Provide O&M personnel to participate with the Commissioning Agent in the Post Occupancy Warranty Checkup.</p> <p>Identify any outstanding or persistent warranty issues to the Commissioning Agent.</p>	<p>A/E Team will be invited to participate at their discretion.</p> <p>Review & Comment on Seasonal Testing.</p> <p>Provide and report resolution of any issue identified as a Design Issue.</p>	<p>Contractor will be invited to participate at his discretion. Assist in resolution of issues and deficiencies identified.</p> <p>Assist in facilitating execution of all warranty obligations identified.</p>

Project Phase/ Cx Task	Commissioning Team Member Responsibilities				
	RE	Commissioning Agent	NCA	A/E Team	Contractor
		warranty phase (re-commissioning) tests as identified in the Commissioning Plan and Systems Manual. Develop a Warranty Report identifying any outstanding warranty issues for NCA use in resolving warranty issues on the project.			
Final Commissioning Report Amendment	Review & Approve Final Commissioning Report Amendment.	Create and submit Final Commissioning Report Amendment in accordance with the Commissioning Plan and other contract requirements.	Review & Comment on Final Commissioning Report Amendment	Review & Comment on Final Commissioning Report	None

9.4 Systems Performance Monitoring

During the Warranty Phase, the Commissioning Agent, NCA staff, and representatives of the A/E team and the Contractor's team shall verify on-going system performance by repeating selected Systems Functional Performance Tests and by reviewing energy bills and other performance-related documentation. The Commissioning Agent shall prepare a report to NCA stipulating any issues with on-going system performance and/or confirming that the systems are functioning as designed and intended.

9.5 Deferred Seasonal Testing

Functional Testing is performed on systems that could not be tested during the Acceptance and Testing Phase of the project due to seasonal load issues that prevent reasonable testing of a system or of integrated systems whose operation is dependent on seasonal building loads. Systems Functional Performance Testing will be executed in the opposite season to confirm successful operation of the integrated systems under building loads. These tests can also be required to demonstrate the performance of the occupied building where insufficient internal loads in the building prevented the Commissioning Agent from adequately challenging the systems during initial testing.

The Commissioning Agent will issue the following documentation:

- Warranty Phase Commissioning Issues Log for issues and deficiencies identified during Seasonal Testing. The Contractor should be obligated to resolve any identified issues and report resolution to the Commissioning Agent. Resolutions will be verified by the Commissioning Agent and documented on the Warranty Phase Commissioning Issues Log.
- Commissioning Field Observation Reports that document the seasonal testing results

9.6 Post-Occupancy Warranty Checkup

In order to support the NCA Operations Team and RE in the Post Occupancy Period and provide technical support for warranty enforcement, the Commissioning Agent will provide a Post Occupancy Inspection of the project at least once no later than 10 months after start of the Contractor's project warranty period. Visits should be scheduled quarterly to provide ongoing evaluation of system performance, training reinforcement/enhancement and warranty support. The objectives of the Post Occupancy Warranty Check Up shall be:

- a. To evaluate system performance against commissioned performance thru execution of 're-commissioning' testing and performance evaluation strategies;
- b. To Evaluate staff operational methodologies and expertise;

- c. To reinforce training delivered at the end of construction and to recommend additional staff training to enhance operational expertise; and,
- d. To provide assistance and technical expertise in documenting outstanding warranty and latent defect issues that may be identified during this period.

During the Post Occupancy Checkup, the Commissioning Agent should

- a. Meet with the NCA Operations Team. Interview team members to evaluate system performance to identify any issues with operation of the commissioned systems and to reinforce good operational practices.
- b. Evaluate system performance through a review of operating performance data and warranty phase (re-commissioning) tests as identified in the Commissioning Plan and Systems Manual.
- c. Develop a Warranty Report identifying any outstanding warranty issues for NCA use in resolving warranty issues on the project.

9.7 Final Commissioning Report Addendum

Once the Post Occupancy Site Visit is complete, the Commissioning Agent will issue a final addendum to the Commissioning Report that documents all Warranty Phase efforts including Seasonal Testing, additional training efforts, post occupancy system performance evaluations and Warranty Reporting. The Addendum should be issued in a manner that allows NCA to incorporate the information into their working copy of the Final Commissioning Report.

9.8 Adapting the Warranty Phase Commissioning Process

The Warranty Phase Commissioning process can be tailored to a specific project by including, deleting or adapting the commissioning tasks to the project. The following tasks can be adapted:

- a. Periodic Warranty Phase Site Visits

The number of Warranty Phase visits to be made by the Commissioning Agent can have a significant impact on the cost and value of the commissioning process during the Warranty Phase. The number of visits should be adjusted as necessary based on the complexity of the systems, the ability of the facilities operations staff to effectively and efficiently operate the systems, the need for reinforcing operations staff training provided during construction, and the expected value of these visits. .

[Link to Appendix documents on NCA Website](#)

Appendix A – Commissioning Process Flowcharts

Appendix B – Sample Commissioning Agent Scope of Work

Appendix C - Sample Commissioning Agent Request for Proposals

Appendix D - Sample Design Narrative

Appendix E – Sample Design Review Comment Log

Appendix F – Sample Commissioning Plan

Appendix G – Sample Commissioning Progress Meeting Minutes

Appendix H – Sample Commissioning Field Report

Appendix J – Sample Commissioning Master Issues Log

Appendix K – Sample Pre-Functional Checklists

Appendix L – Sample Systems Functional Test Procedures

Appendix M – Sample Systems Manual

Appendix N – Sample Final Commissioning Report