

OREGON DEPARTMENT OF ENERGY
Request For Proposals #09-138
ORPIN # 330-1018-09

ADDENDUM #2

Y/N	Assigned Work	Date Completed
	5. ECM Review Meeting. Consultant shall attend the ECM Review Meeting with DOE, the Owner, the Design Team and the Energy Analyst to discuss and formalize the recommended ECM package.	
	6. Design Review. Consultant shall review the construction documents, usually at 90—95 percent completion, to advise DOE whether the ECMs are included and fully documented and ensure that the Metering Plan and the Performance Verification Plan are specified in the documents. Consultant shall create a punch-list for DOE, the Owner and Design Team of items not adequately captured in the drawings and specs. The Consultant shall review the final construction documents and advise all parties in writing whether the punch-list items are addressed.	
	7. Final Report. Consultant shall review the final report for completeness in order to confirm that issues identified in the Preliminary SEED Study review were addressed and rectified. Consultant shall document findings from the review and recommend to DOE whether or not the final report should be approved.	
	8. Commissioning Plan Review. Consultant shall review the Commissioning Plan against SEED requirements and advise DOE whether it satisfies the requirements and is clearly documented in the construction documents.	
	9. Job Site Inspections. Consultant shall make walk-through site inspections during construction to verify installation of ECMs and monitor execution of the Commissioning Plan. Consultant shall document and report findings to DOE.	
	10. Post Occupancy Inspections. Consultant shall perform a final walk-through in order to verify that ECMs are installed and fully operational. Consultant shall document and report findings to DOE.	
	11. Monitoring. DOE will monitor energy use during the first 18 months of occupancy. If the energy use in the building is not in compliance with projected energy use or if ECMs are not operational, Consultant shall make an additional site visit to assist the Owner in identifying action items to rectify problems.	
	12. Other technical services to support Department of Energy staff as requested. (Elaborate)	
Services under this assignment shall not exceed \$_____.		
With the exception of the work assigned by DOE, Consultant certifies it has no financial interest in the project as a consultant or contractor to the Owner or other parties involved in the design, energy analysis, construction, commissioning or any other work relating to the project.		
Consultant		
Authorized Signature:	Date:	
Department of Energy		
Authorized Signature:	Date:	

NOTE: Transmit copy of completed and signed form to Lorena Wise, DOE Contracts Coordinator.