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MODULE 4

Commissioning Plan & CxA Agreement

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PRE-DESIGN-PHASE COMMISSIONING PROCESS OVERVIEW

This course has previously covered the benefits of commissioning for the owner, design professional, and contractor. It is more beneficial to involve the commissioning authority early in the predesign or design phases of a project than during construction.

Learning Objectives

- Introduction
- Benefits of Early CxA Participation
- Selecting the Commissioning Authority
- The Advertisement
- Owner's Project Requirements (OPR)
- Commissioning Plan
- Communications Plan
- Project Budget
- Commissioning Authority Agreement
- Selection of the Design Professional & Agreement
- Pre-Design Phase Overview
- Commissioning Meetings
- Which building systems are to be commissioned?

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INTRODUCTION

- The predesign phase of a new building project is frequently overlooked.
- Many owners simply begin to develop their ideas informally and consider construction costs, which leads to the search for a design professional to continue the thinking and begin the design process.
- Owners will recognize the significance of developing a predesign process as soon as they recognize the value of developing a comprehensive building a commissioning quality assurance program.
- Previous lectures in this course have discussed the advantages of commissioning for the process's primary participants, which include the owner, design professional, and contractor.
- It is also critical to recognize the increased value of involving the commissioning authority early in the project's predesign or design phases, rather than only during construction.

COMMISSIONING PLAN





- Now is the time for the owner to acknowledge the complexity of the commissioning process and formulate the basic commissioning plan accordingly.
- The commissioning authorities' services are a valuable addition to the commissioning plan's development.
- At this point in the project, the commissioning plan will serve as the framework for the final commissioning plan, which has yet to be completed.
- The objective of the commissioning plan is to identify the numerous sequential steps necessary for the quality assurance process to achieve the intended results.
- In addition, the plan specifies the commissioning responsibilities of each commissioning team member.

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COMMUNICATIONS PLAN

- The communications plan is a component of the commissioning plan.
- During the predecision phase, it is necessary to determine how to manage communications between all parties involved in the project.
- Thus, it is prudent for the owner to understand the benefits and risks of various communications and to develop a communications plan accordingly.
- As participants in the commissioning process come and go, the communications diagram must be updated to ensure the continuity of the communications program.
- As long as each participant is aware of and committed to the communications plan and diagram, miscommunications will occur less frequently.



PROJECT BUDGET

- Owners create project budgets as the final predesign task.
- However, a budget must be set to reflect the owner's funding needs and give design professionals a goal.
- The owner can learn a lot from the project budget, which includes the maximum allowable construction cost (MACC) for the facility and all associated project costs, such as design fees, environmental impact statement fees, soil and concrete testing permit fees, taxes, etc.,
- Owner will choose project construction type and quality simultaneously.
- The programmed building's MACC will be calculated using the per-square-foot construction figure.
- The project budget can be created with this number and the remaining line-item requirements.





COMMISSIONING AUTHORITY AGREEMENT



- The agreement contains provisions appropriate to the institutional environment of the public sector.
- The agreement section is a two-page document that can be modified to reflect the specifics of each project's contract.
- Attachment C, Scope of Services, is the final written proposal from the commissioning authority to the owner, detailing all services, projected hours, total labor costs, and anticipated reimbursable expenses.
- Prior to developing the final letter outlining the CxA's scope of services, the owner and CxA will have discussed in depth the required work and the letter's content.
- When included as an attachment to the agreement, there can be no doubt as to the services the CxA intends to provide and the costs associated with those services.
- Developing an agreement for the predesign and design phases may be necessary if the CxA is engaged during the predesign phase.

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