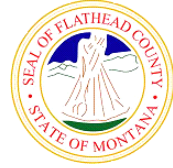


Flathead County
Board of Commissioners

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September 17, 2026

Addendum #2 - RFP Flathead County Public Safety Facility Commissioning Agent

The intent of this addendum is to address questions received to date. The RFP will be amended to include the following information:

Question 1: Please formally confirm: (a) that physical hard-copy delivery to 800 South Main Street, Room 302, Kalispell, MT 59901, by 4:00 PM Mountain Time on September 23, 2026 is the sole acceptable submission method; (b) whether courier delivery (FedEx/UPS) is acceptable provided the package arrives by the stated deadline; and (c) whether the electronic USB/disk copy may alternatively be submitted as a PDF emailed to the SPOC, or whether it must be a physical disk/drive delivered with the hard copies.

Answer 1: *The proposal submission requirements identified in the RFP remain in effect. Proposers shall submit three (3) hard copies and one (1) electronic copy on USB/disk to the Flathead County Commissioners' Office, 800 South Main Street, Room 302, Kalispell, Montana 59901, no later than 4:00 PM Mountain Time on September 23, 2026. No late, faxed, or email submissions will be accepted.*

Courier delivery by FedEx, UPS, or similar service is acceptable, provided the complete proposal is physically received at the stated location prior to the submission deadline. No late submissions will be accepted even if it is at the fault of the courier service.

The electronic copy shall be provided on the required USB/disk with the hard-copy submissions. Emailing a PDF shall not be considered a substitute for the required electronic media and may result in proposal disqualification.

Question 2: Are there any additional Flathead County or State of Montana forms required as part of the proposal submission — such as a Non-Collusion Affidavit, Debarment/Suspension Certification, Montana Contractor Registration verification, or local/small business preference disclosure? If so, please identify all required forms and confirm where they can be obtained.

Answer 2: *Proposers should submit the materials specifically identified in the RFP. No additional forms are required unless otherwise identified by the County through a formal addendum or procurement instruction.*

Proposers remain responsible for complying with all applicable Montana laws and procurement requirements. The County reserves the right to check additional information such as debarment and suspension status on the selected firm prior to contract execution.

Question 3: Will Flathead County or the Owner's Representative (In2itive Architecture) make current construction documents and specifications available to RFP respondents for review prior to the proposal deadline? If so, please advise on the access process (e.g., plan room, secure portal, or available upon request to SPOC). If full construction documents are not available, can the County provide at minimum a systems/equipment list or commissioning specification section to help proposers scope their assumptions?

Answer 3: *The bid documents have been provided for use during this proposal phase to all firms that requested the information from the SPOC. After selection, current construction documents and specifications will be made available to the selected Commissioning Agent to the extent necessary to perform the commissioning services. The consultant will also be given access to the GC's construction management software (Procore) for integration into the project.*

Because construction is already underway, proposers should base their proposal on the information contained within the RFP and clearly identify any assumptions regarding document review and commissioning scope.

The County will provide access to the current project documentation through the project team following selection/contract execution, subject to applicable document-control and project-access procedures.

Question 4: Can the County provide, or summarize, the current master construction schedule with anticipated commissioning milestone dates, including: (a) approximate system/equipment startup windows for major commissioned systems; (b) anticipated functional performance testing period; and (c) planned substantial completion date(s) by area or phase, if the facility will be turned over in stages?

Answer 4: *The project is currently anticipated to proceed on an approximately 30-month construction schedule, with construction having commenced in July 2026.*

The selected Commissioning Agent will coordinate commissioning activities with the project schedule and the Owner's Representative, Architect, Construction Manager/General Contractor, and other project participants once a contract is executed and integrated into the project team.

Specific equipment startup, functional testing, and turnover dates will continue to develop as construction progresses. Proposers should therefore provide a commissioning approach that can adapt to the current project schedule.

Question 5: What level of design document review is expected of the selected CxA given that construction has already begun? Specifically: (a) Will the CxA be expected to perform retroactive review of submittals already approved? (b) Are there specific drawing packages or submittal categories that the County expects the CxA to review from execution date forward? (c) Is the Commissioning Plan to be developed against approved-for-construction documents, or is a revised/updated set expected to be available?

Answer 5: *The County recognizes that construction is already underway and that the selected Commissioning Agent will be engaged after construction has commenced. The intent is not to duplicate or reopen completed design or construction administration activities. The Cx should review the current approved project documents and relevant submittals to the extent necessary to establish a commissioning basis and effectively perform the remaining commissioning services.*

The selected CxA should identify significant commissioning-related issues discovered through its review and coordinate those issues with the project team.

The Commissioning Plan should be based upon the project documents provided upon request to the SPOC.

Question 6: Does the County have a minimum expected number of site observation visits during the construction and acceptance phases, or should proposers establish and document their own site visit assumptions? If a minimum is not defined, are all proposers' site visit assumptions evaluated on an equivalent basis, or should proposers propose a scope that results in a comparable level of coverage?

Answer 6: *The County expects the Commissioning Agent to be physically present on site to witness 100% of the required functional performance testing for all systems and equipment included within the commissioning scope.*

The Commissioning Agent will coordinate the testing activities with the Construction Manager, Design Professional, and installing contractors; develop and approve the applicable Functional Performance Test procedures; witness the execution of the tests; document test results; identify deficiencies; and verify corrective actions through the required partial retesting. The installing contractors will remain responsible for conducting the testing and providing the personnel, equipment, and assistance necessary to execute the Functional Performance Test procedures. The CxA's role is to independently observe, evaluate, document, and confirm that the systems perform in accordance with the approved sequences of operation, design intent, and commissioning requirements.

For purposes of proposal development and fee pricing, proposers should therefore assume 100% on-site CxA presence during FPT of the commissioned systems identified in the RFP. Where BAS trend logs, stand-alone data logging, or other electronic monitoring are used to supplement functional testing, such methods do not eliminate the CxA's required on-site presence for the applicable FPT. The CxA shall coordinate the FPT schedule to efficiently group testing activities and minimize unnecessary site mobilizations while maintaining the required level of testing and documentation.

It is the responsibility of the proposer to include adequate site observation visits in the lump sum proposal to meet the scope of work in the RFP.

Question 7: Will the County permit commissioning meetings (other than those scheduled concurrent with site observation visits or functional testing) to be conducted remotely via video conference? Alternatively, does the County require all commissioning meetings to be conducted in person at the project site? Clarity will allow proposers to accurately account for meeting-associated travel costs in their lump-sum fee.

Answer 7: *The County anticipates that routine commissioning meetings may be conducted remotely when appropriate. Conduct meetings associated with site observations, equipment startup, functional performance testing, or other activities require physical presence in person. The selected CxA should coordinate the meeting format with the Owner's Representative and project team based on the purpose and timing of each meeting.*

Question 8: Can the County clarify the basis on which the commissioning budget was established? Specifically: (a) Is there a stated or internal budget ceiling for commissioning services that proposers should be aware of when structuring their fee? (b) Will the County evaluate fees against industry benchmarks relative to project scope, or purely against peer proposals submitted? (c) If an internal cap exists below the industry benchmark range, is there flexibility to negotiate scope inclusions/exclusions to achieve value alignment?

Answer 8: *The County has not identified a separate commissioning budget ceiling within the RFP. Proposers should submit a fee that reflects the scope of services, project complexity, duration, and level of effort they believe is necessary to successfully complete the commissioning assignment. Fee proposals will be evaluated in accordance with the evaluation criteria established in the RFP. Proposers should not assume that a specific industry percentage or benchmark will establish the County's acceptable fee.*

Question 9: Can the County confirm, or provide an estimate of, the MEP/mechanical-electrical-plumbing construction budget component of the \$93.5M total construction cost? Alternatively, can the County confirm whether the approximately \$17M MEP bond allocation is the appropriate basis proposers should use to benchmark their commissioning scope and fee reasonableness for this solicitation?

Answer 9: *Proposers should submit a fee that reflects the scope of services, project complexity, duration, and level of effort they believe is necessary to successfully complete the commissioning assignment. Fee proposals will be evaluated in accordance with the evaluation criteria established in the RFP. Proposers should not assume that a specific industry percentage or benchmark will establish the County's acceptable fee.*

Question 10: Should proposers incorporate all reimbursable expenses (travel, lodging, per diem, reproduction/printing costs) into the fixed lump sum fee, or may reimbursables be listed as a separate not-to-exceed line item alongside the base lump sum? Additionally, does Flathead County apply any per diem caps or specific travel reimbursement rates (e.g., GSA rates) that proposers should reference in structuring their cost proposal?

Answer 10: *The RFP requires a fixed lump-sum proposal. Proposers should include anticipated travel, lodging, per diem, reproduction, and other ordinary expenses necessary to perform the proposed scope within their submitted fee unless otherwise specifically identified in the proposal requirements.*

Any assumptions regarding travel frequency or reimbursable expenses should be clearly identified by the proposer.

Question 11: Please confirm the intended scope boundary for commissioning services: (a) Does the base commissioning scope include functional testing of detention security interlock systems and their integration with HVAC, fire alarm, and life-safety systems? (b) Or are security/interlock systems scoped as separate systems outside the commissioning program? (c) Are there any other detention-specific systems (e.g., smoke control sequencing, emergency lockdown HVAC modes) that the County expects to be addressed within the commissioning scope?

Answer 11: *The commissioning scope is intended to address the systems identified within the RFP and their required sequences of operation and integration.*

Where detention-specific systems or sequences interface directly with commissioned MEP, life-safety, fire alarm, controls, or HVAC systems, the CxA should identify and coordinate those interfaces as part of the commissioning process.

The selected CxA should clearly identify in its proposal any security, interlock, or other detention-specific systems it believes falls outside the base commissioning scope.

Question 12: Does the County expect 100% functional performance testing of all commissioned equipment and terminal units, or should proposers propose their own sampling methodology? If sampling is permitted, is there a minimum sampling percentage (e.g., 10% of VAV boxes, 100% of AHUs) that the County considers acceptable? Alternatively, should proposers structure their testing assumptions per ASHRAE Guideline 0 or a recognized commissioning authority standard?

Answer 12: *The RFP requires functional testing of the specified sequences of operation for the commissioned systems. Any proposed sampling methodology should be sufficient to demonstrate that the commissioned systems operate in accordance with the approved sequences of operation and project requirements.*

Functional Performance Testing will be performed on 100% of central plant, air handling, life-safety, emergency power, security, detention control, and other critical commissioned systems. Repetitive terminal devices (e.g., VAV boxes and reheat terminals) will be tested using a statistically based sampling methodology consistent with ASHRAE Guideline 0 / Standard 202 principles, beginning with a minimum sample set and increasing testing percentages when deficiencies are identified.

Question 13: How should proposers define and price for retesting beyond the 'partial' threshold? Specifically: (a) Should significant retesting be excluded entirely from the base proposal and addressed through a separately priced add-on scope at time of service? (b) Or should proposers include a contingency allowance for additional retesting within the lump sum? (c) What threshold (e.g., number of full-system retests, or % of systems requiring more than one retest cycle) defines 'significant' retesting in the County's view?

Answer 13: *The base commissioning scope should include reasonable partial retesting necessary to verify correction of identified deficiencies. Significant or extensive retesting resulting from repeated failures, substantial system modifications, or conditions beyond the reasonable control of the CxA should be identified separately.*

Proposers should clearly state their assumptions regarding the amount of retesting included within their lump-sum fee and identify any additional services or rates that would apply if substantial additional commissioning effort becomes necessary.

Question 14: What site access, security clearance, badging, and/or background check requirements will apply to the commissioning team? Specifically: (a) Are background checks required before site access is granted, and if so, what is the processing timeline? (b) Will the commissioning team need escort during site visits, or will independently badged access be available? (c) Are there any restrictions on electronic devices (phones, laptops, data loggers) during site access? Understanding these requirements is necessary to plan staffing and site visit logistics accurately.

Answer 14: *During construction, no additional or added security measures will be required. The commissioning team will be expected to coordinate site access through the general contractor to ensure they are meeting general site access and safety requirements typical of a standard construction site. No escorts or background checks will be required during construction.*

Once the facility has become operational by Sheriff's Office staff and or the Adult Detention Center, successful background checks will be required for all individuals that enter the facility. Background checks will be completed by the Flathead County Sheriff's Department and can be turned around within one business day. The commissioning team will also require an escort anytime they enter the facility after it has become operational. Photos, videos, or recordings of any kind that show an inmate or any sensitive or personal identifying information are prohibited in the facility once it has become operational.

Flathead County expects the commissioning team to seamlessly transition from construction to post occupancy inspections/warranty without a disruption or change in the commissioning team personnel due to the background check requirements.

The County and facility representatives will coordinate specific requirements and procedures before site access. Proposers should account for reasonable access and security coordination requirements within their proposed staffing and schedule.

Question 15: Please clarify: (a) Is Montana PE licensure a mandatory pass/fail eligibility requirement, or is it a desired qualification evaluated within the 30% Qualifications & Experience scoring criterion? (b) Will the County accept a team structure in which the commissioning authority of record holds active Montana PE licensure, with supporting technical staff licensed in other states (e.g., Colorado) operating under Montana PE review and oversight? (c) If Montana PE licensure verification is required, is it needed at time of submittal or prior to contract execution?

Answer 15: *The RFP identifies a Montana Professional Engineer registered in a relevant discipline as a desired qualification. Accordingly, Montana PE licensure is not identified as a separate pass/fail eligibility requirement*

within the RFP. Qualifications and experience will be evaluated in accordance with the stated evaluation criteria. Proposers should identify the applicable licensing status of personnel assigned to the project and describe how professional engineering responsibilities will be addressed. Additional requirements were addressed in Addendum #1.

Question 16: In evaluating the Qualifications & Experience criterion (30% of evaluation score): (a) Will past performance at out-of-state government-owned detention and correctional facilities (e.g., Wyoming DOC) be considered directly comparable to in-state public safety facility experience? (b) Are references from federal or out-of-state government clients weighted equivalently to Montana references? (c) Does the County have a preference for in-state or local commissioning firms, and if so, is that preference reflected within the stated evaluation criteria?

Answer 16: *Relevant experience with comparable detention, correctional, public safety, institutional, or government facilities will be considered as part of the Qualifications & Experience evaluation. Out-of-state government experience may be submitted where it demonstrates relevant project scale, complexity, commissioning scope, and experience with comparable systems.*

The County's evaluation will be based upon the qualifications and experience demonstrated in the proposal and the evaluation criteria established in the RFP. No separate local preference beyond the criteria stated in the RFP should be assumed.

Question 17: Should proposers include optional or enhanced services (e.g., additional site visits, expanded TAB oversight, additional seasonal/opposite-season testing cycles, post-occupancy optimization) as separately priced alternates within Exhibit 2, or should the base lump sum encompass all services the proposer recommends for a complete commissioning outcome? The County's guidance will allow all proposers to structure their cost exhibits consistently.

Answer 17: *Proposers should clearly distinguish between the services they consider necessary to satisfy the base RFP scope and any optional or enhanced services they recommend. Where practical, optional services such as additional site visits, expanded TAB oversight, seasonal testing, or post-occupancy optimization may be identified and separately priced. The base proposal should clearly demonstrate the level of service and commissioning coverage included in the proposed lump-sum fee.*

General Clarification

Proposers are encouraged to identify all significant assumptions, exclusions, proposed testing methodologies, site-visit assumptions, staffing assumptions, and optional services within their proposals. Where a proposer believes that a specific condition requires clarification or additional services, that condition should be clearly identified so that the County can evaluate proposals on a consistent basis.

All other information provided in the Flathead County Public Safety Facility Commissioning Agent RFP remains unchanged.