

105 - Responsibilities of Commissioning Authority

105.1 Commissioning Authority Identification: After establishment of a Capital Construction Account and before the Using Agency completes the Owner's Project Requirements, the Division of Engineering and Contract Administration and the Using Agency will identify the Commissioning Authority. The Commissioning Authority will lead the Commissioning Process for each commissioned system for the project. This Commissioning Authority may be any entity or combination of entities as identified by the Owner. Examples of Commissioning Authority alternatives include owner representatives, professional commissioning providers or other qualified parties.

105.2 Direction: The Commissioning Authority shall accept directions only from the Project Manager. Requests or desires of the Using Agency made directly to the Commissioning Authority will be immediately referred to the Project Manager. Any changes to the project scope must be authorized in writing by the Project Manager.

105.3 The Commissioning Authority Responsibilities: The Commissioning Authority shall guide the Commissioning Process for all commissioned systems. The Commissioning Process requires the Commissioning Authority to perform the following for designated projects:

- Lead the Commissioning Team,
- Plan the implementation of Commissioning Process activities,
- Develop and maintain Commissioning Process documents, and
- Act as the owner's representative to assure that the project satisfies criteria as described in the Owner's Project Requirements.

The Commissioning Authority shall furnish copies of the Commissioning Process instructions, manuals, and other documents to all Commissioning Team members to facilitate coordination of design and construction. The Project Manager, in consultation with the Using Agency, shall determine the Commissioning Authority's scope of responsibility. The Commissioning Authority shall furnish all services, materials, supplies, equipment, investigations, studies, and travel required in connection with the Commissioning Process for this project as defined by the Commissioning Plan and per the terms in their contract where professional services are used.

105.4 The Commissioning Process: The Commissioning Authority executes the Commissioning Process through the writing and review of reports, organization of meetings, organization of tests, demonstrations, and training events per the Contract Documents and Commissioning Plan. The Commissioning Authority shall prepare meeting agendas, maintain attendance lists, arrange for facilities, and provide timely notification to all participants for each Commissioning Process activity. The Commissioning Authority shall be the chair for all Commissioning events and ensure execution of all agenda items.

105.5 Design Quality Assurance: The Commissioning Authority will lead the Commissioning Process which is a method of quality assurance for capital construction projects. The Commissioning Process requires reviews of all designs, drawings, and specifications required by a project for compliance with the Owner's Project Requirements. The Commissioning Process does not detract from the Architect-Engineer's responsibility to maintain a quality-control program. The Architect-Engineer's quality-control program assures that all services, designs, drawings, and specifications required by this contract are performed and provided in a manner that meets professional architectural and engineering quality standards.

Discrepancies discovered between the project documents and the Owner's Project Requirements will be documented by the Commissioning Authority. These findings will be communicated to the Project Manager for resolution by the Architect-Engineer or the Contractor. To the extent possible, errors and deficiencies in the design documents shall be identified and corrected prior to submitting them to the Project Manager. The Commissioning Authority shall utilize a systematic process for pre-submission reviews of design and construction documents.

105.6 Commissioning Process Meetings: The Commissioning Authority shall prepare written minutes of each Commissioning Process meeting and shall furnish this record within five (5) working days to the Project Manager with copies to all Commissioning Team members and meeting attendees. The written minutes will include the project name and names of all participants, a paraphrase of all discussions, and listing of issues that require follow-up or response. The Owner may require additional Commissioning Process meetings during the course of the design or construction of the project. The Commissioning Authority may also request additional Commissioning Process meetings subject to the Owner's approval.

105.7 Construction Phase: During Phase D of the Project, the Commissioning Authority shall lead the Commissioning Team in verifying the installation of commissioned systems and assemblies for compliance with the Owner's Project Requirements. A series of installation checklists, test forms, and performance tests shall be completed during the verification of systems and assemblies. The Commissioning Authority may select, subject to approval by the Project Manager, qualified specialists and consultants to develop and perform the functional tests on commissioned systems. The Commissioning Authority is responsible for collecting and compiling all checklists, test forms, and data forms.

105.8 Occupancy Phase: The Commissioning Authority shall coordinate the seasonal testing and other deferred testing as required by the Specifications. During this process, the Commissioning Authority shall continue to direct operations and maintenance training. Using Agency staff shall be trained to monitor systems and assemblies for compliance with the Owner's Project Requirements. If warranty issues arise during the Occupancy Phase, the Commissioning Authority shall verify contractor's resolution of warranty repairs.

105.9 Warranty Phase: During the warranty period, the Commissioning Authority shall continue to coordinate seasonal testing and other deferred testing as required by the Specifications. The Commissioning Authority and facilities staff shall verify the deficiency corrections made by appropriate Subcontractors. The Commissioning Authority shall return to the project, at a date determined by the Commissioning Plan. During this visit, the Commissioning Authority shall review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. The Commissioning Authority shall interview facility staff and identify problems or concerns they have operating the building as originally intended. The Commissioning Authority shall make suggestions for improvements and identify areas that may come under warranty. The Commissioning Authority shall also assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

105.10 Extended Warranty Phase (LEED): On projects seeking LEED Certification, the Commissioning Authority shall provide documentation to the Architect-Engineer as necessary for the preparation and submission of the LEED application to the USGBC. The Commissioning Authority shall continue to assist the Architect-Engineer in answering any appeals until the appropriate certification is acquired.