

# Pre-Qualification Form – Commissioning / Allied Specialists

## PART A

### Introduction

The purpose of this document is to provide the applicant with necessary information required to complete the form and the submission process. This also provides details of supporting documents that are required as part of this submission.

New Construction projects within PCFC/Dubai World Jurisdiction may require the services of independent Commissioning specialist (also referred to as Commissioning agent or commissioning contractor or CxA) to carry out the green building facilitation during design and construction. The following section provides the necessary information required for seeking pre-qualification within CED as a “Commissioning / allied specialist”

### Evaluation Process

The Pre-qualification of the applicant will be based upon a comprehensive review using some or all of the specific evaluation criteria listed below.

#### **1.0 Experience and knowledge in one or more of the following areas**

1.1 Successful commissioning of projects of various sizes and scope including specific activities such as:

- 1.1.1 Design review and other pre-construction activities
- 1.1.2 Mid construction activities
- 1.1.3 Handing over phase activities
- 1.1.4 Post construction warranty phase activities.

Experience that is limited to “start-up” phase commissioning alone will NOT be acceptable.

1.2 Sustainable design and construction projects, specifically LEED / BREEAM/CED projects.

1.3 Design / design review of HVAC systems and energy management control systems.

1.4 Operation and troubleshooting of HVAC, lighting, Renewable and energy management control systems.

1.5 Monitoring and analysing system operation using energy management control system trending or stand-alone measuring and data logging equipment.

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- 1.6 Indoor Air Quality (IAQ) issues related to HVAC design and operations, including familiarity with proven solutions.
- 1.7 Building operation and maintenance and O&M.
- 1.8 Testing and balancing of both air and water systems. Familiarity with relevant codes / equivalent standard procedures and methods is required.
- 1.9 Excellent verbal and written communication skills, highly organized and able to work with both management and trade contractors.
- 1.10 Writing commissioning specifications.
- 1.11 Past experience of the key members of the team

### 2.0 Operating Resources

- 2.1 Hardware as applicable
- 2.2 Software as relevant to the activity.

### 3.0 Human / Technical Manpower Resources

### 4.0 Project Experience / Past Performance

### 5.0 Organization and Management

### 6.0 Quality

CED shall register the Commissioning Authorities after a thorough completion of the Pre-qualification process. CED as an authority reserves the right to approve or reject any application without assigning any reason and no claim of whatsoever nature in this regard shall be entertained.

### **Documentation to be submitted**

For New and Renewal pre-qualification applications, the documentary requirements are the following:

1. A valid trade license copy. The activities listed in the license should be consistent with the service for which the prequalification is being sought.
2. Location map of your office in Dubai.
3. Organization chart of the core commissioning facilitation team. (Please do not attach the generalized organization chart). Please do not club or indicate the green building team as part of

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this organization chart. Kindly attach green building facilitation team organisation chart to ensure the same (Applicable to companies with both prequalification).

4. CV / Resume of the core team in the format provided below
5. Evidence of UAE / Dubai residence visa of the core team i.e. passport copy with valid visa page
6. Copies of academic and professional qualifications / certifications Attested by UAE Ministry for foreign affairs
7. Quality certification and/or quality manual copy where applicable
8. Prequalification / approval from other relevant authorities if applicable.
9. Proven track record summary for major commissioning-based facilitation services undertaken. Identify certified projects.
10. Declaration regarding conflict of interest in the format provided.
11. Declaration regarding blacklisting / default / litigation with any local or international agency in the format provided.
12. Professional Indemnity insurance

### **GENERAL REQUIREMENTS OF COMMISSIONING SPECIALIST**

The Commissioning specialist is expected to provide commissioning consultancy services as an independent agent employed by the owner / developer prior to construction and during construction, startup and testing of various systems to verify that the installed equipment and systems operate in conformance with the design intent and specifications and correctly interact with one another as per the design.

They shall be an independent contractor employed directly by the Owner. This company as a direct representative of the Owner/developer will act on the behalf of the Owner, and will have no other business attachments that conflict with the project contract, with the owner. Commissioning Specialist will work with the Contractor, subcontractors, Owner/developer, and the design team to accomplish the commissioning scope

The commissioning specialist shall not

- Be affiliated in any way with the Design Professional's team members or the prequalified Contractors
- Perform testing directly, but will witness tests performed by the contractor. All necessary testing equipment shall be supplied by the contractor

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- Be the project Test and Balance (TAB) Contractor; however the specialist may employ the TAB if requested by the Owner.

*Pre-qualified commissioning specialists have the responsibility to act as an independent third party and submit reports directly to CED in a professional manner consistent with the intent of the prequalification. From time to time, CED would review and revise the Pre-qualified list of these specialists. Should there be repeated unsatisfactory performance; CED may remove any specialist's name from the list consistent with the clause 3.7 "Disqualification/Removal from the list" of the procedure CED-GBP-02. Procedure for Registration-Renewal of Consultants Contractors and Third Parties for Green Building Commissioning Specialist Services Rev. 03- final*

### **Note**

*Commissioning specialists whose pre-qualification has expired are not eligible under any circumstances to carry out the services for the clients.*

### **Understood and Agreed by:**

Name of Consultant

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Director/ GM Name

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Signature

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Date

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### PART B

**Name and Address of Commissioning Specialist:**

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**Date:**

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## Pre-Qualification Form – Commissioning / Allied Specialists

### 1.0 General Information Sheet

1	Name of the Company	:	_____
	Address	:	_____
	Telephone Numbers	:	_____
	Fax Number	:	_____
	E-mail Address	:	_____
2	Contact Person Name	:	_____
	Designation	:	_____
3	Courier Address	:	_____
4	Location Plan	:	<i>(Please attach location plan to show existing office)</i> _____
5	Year of Establishment	:	_____

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### 2.0 Range of Specialties & Services

Please mark down on the table the type of services offered with respect to each discipline which best describes your Consultancy services in accordance with your commercial registration license/certificate. **Indicate ONLY those services in which you have appropriate experience and expertise, which can be verified by CED.**

#### Type of Services provided

SL.	Discipline	A	B	C	D	E	F	G
2.1	Commercial Buildings							
2.2	Low Rise Residential							
2.3	High Rise							
2.4	Hotel developments							
2.5	Retail developments							
2.6	Warehouses and Industrial developments							
2.7	Homes / Villas							
2.8	Others (Specify)							

- A** Establishing / Reviewing Owners project requirements (OPR)
- B** Developing Basis of Design (BOD)
- C** Setting up the commissioning plan and specification
- D** Installation & Performance verification
- E** System manual for commissioned systems
- F** Summary commissioning report
- G** Post occupation Audit

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### 3.0 Experience / Past Performance

#### 3.1 Length in Business (years) – ONLY for Green building Facilitation / GB Commissioning

International	Gulf	UAE

#### 3.2 DETAILS OF INVOLVEMENT IN MAJOR PROJETS IN LAST 2 YEARS

No	Project Name	Location	Client	Project Value	Project Description	Duties Performed
1						
2						
3						
4						
5						
6						
7						

*Additional details of these projects have to be submitted in the below format*



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### PROJECT DATA SHEET FOR PROJECT #1 (One Form per Project) Organization & Management

<b>Project Name</b>	
<b>Project Location</b>	
<b>Owner's Name</b>	
Address & Phone	
<b>Design Consultant</b>	
Contact Person	contact phone
<b>Main contractor</b>	
Contact Person	contact phone
<b>Gross Square feet</b>	
<b>Project Timetable</b>	
Design Start date	Construction start date
Construction completion date	
<b>Describe the project in brief:</b>	
<b>Does the project fall under PCFC – Trakhees / Dubai world jurisdiction?</b>	
<b>Describe briefly your deliverables in the project w.r.t commissioning services provided</b>	
<b>Any challenges faced during Commissioning facilitation process?</b>	
<b>If so explain</b>	

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### 4.0 Operating Resources

#### 4.1 Hardware

Item No.	Hardware	Number	Type	Capacity
4.1.1	Servers			
4.1.2	Workstation /Computers/Laptops			
4.1.3	Monitoring Equipment			
4.1.4	Commissioning Tools			
4.1.5	Measuring devices			
4.1.6	Monitoring Equipment			
4.1.7	Others *			

#### 4.2 Software

No.	Discipline	Software	Version
4.2.1	Energy Modeling		
4.2.2	Commissioning software		
4.2.3	O & M Tools / software		
4.2.4	Facility Management programs		
4.2.5	Others (specify)		

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### 5.0 Human Resources

SL. No.	Professional Discipline	Availability Yes/No	Number	Work Experience		
				Intl.	Gulf	UAE
5.1	Certified Commissioning Engineer					
5.2	Energy Engineers (CEM Certified)					
5.3	HVAC Engineer					
5.4	Electrical Engineer					
5.5	Plumbing Engineer					
5.6	FM Personnel					
5.7	Others *					

\* To be listed out

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### 6.0 Resume Format

1. POSITION \_\_\_\_\_
2. NAME \_\_\_\_\_
3. DATE OF BIRTH \_\_\_\_\_
4. NATIONALITY \_\_\_\_\_
5. EDUCATION  
(State the name of the institution,  
its location and the year the  
qualification was obtained) \_\_\_\_\_
6. OTHER TRAININGS \_\_\_\_\_
7. LANGUAGE AND DEGREE OF  
PROFICIENCY \_\_\_\_\_
8. MEMBERSHIP OF PROFESSIONAL  
SOCIETIES \_\_\_\_\_
9. EXPERIENCE WITH CURRENT  
COMPANY \_\_\_\_\_
10. WORKING EXPERIENCE IN THE UAE \_\_\_\_\_
11. WORK EXPERIENCE IN THE GULF \_\_\_\_\_

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12. Please provide details of involvement in five (5) major projects.

SI NO.	PROJECT NAME	LOCATION	CLIENT / CONSULTANT / CONTRACTOR	PROJECT VALUE	PROJECT DESCRIPTION	DUTIES PERFORMED

### 7.0 Organization & Management

- 7.1 Sub-Consultants (Please provide details of all main sub-consultants regularly used)

SI NO.	SUB-CONSULTANTS	DISCIPLINE

- 7.2 Joint Venture

Please provide details of joint venture for project/projects, otherwise state “Not Applicable”

- 7.3 Reference

Please provide details of the companies / personnel from whom reference can be obtained on your company. (This is not applicable for “Renewal” applications)

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### 7.4 Insurance

Please provide details of the possession of PL / PI Insurance as applicable for your company (attach copy of the policy)

## 8.0 Quality

### 8.1 ISO Accreditation

Please confirm whether your company is ISO accredited; please provide details.

### 8.2 Quality Assurance Manual

Does your company have Quality Assurance Manual? If so, attach copies of the cover and table of contents pages.

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### 9.0 Declaration

#### DECLARATION – CONFLICT OF INTEREST CLAUSE

Our company \_\_\_\_\_ hereby declares the following:

We will not accept any consultancy works to be conducted by our sister company or any company that is related to our firm in any way or where conflict of interest may exist

Our management does not have any direct relation to any Trakhees employee/s up to the fourth degree.

Our management has a direct relation to a Trakhees employee/s with the following information.

Employee

Name: \_\_\_\_\_

Degree of

Relation:

First

Second

Third

Fourth

Understood and Agreed by:

Name of Consultant \_\_\_\_\_

Director / GM Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### **DECLARATION - BLACKLISTING**

*(Indicate Declaration regarding blacklisting / default / litigation with any local or international agency)*

I hereby declare that our company, \_\_\_\_\_ has never been blacklisted or litigated by any local or international agency.

Understood and Agreed by:

Name of Consultant

\_\_\_\_\_

Director / GM Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_



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### Declaration

- We hereby confirm that all data provided in this application / documents comply with Trakhees CED Guidelines and Regulations.
- If any delay occurs due to incorrect information provided by us in the submitted application, we hold ourselves solely responsible for the delay.
- We are liable for any legal obligations which may occur due to invalid / tampered documents being submitted along with this application.

*Date*

*Authorized Name & Signature*

### Submitter's Details

Name		Mobile Number	
ID Type		ID Number	