EXHIBIT A

SYSTEMS TO BE COMMISSIONED:

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SYSTEMS NOTES
1. Including steam/condensate and/or heating hot water systems, air handling systems, energy recovery devices and other energy-efficient equipment, and related support equipment (drives, pumps, terminal units, etc.)
2. Domestic hot water
3. Including RO/DI water, process vacuum, clean dry air, process cooling water, acid waste neutralization, solvent waste collection, gaseous nitrogen, etc.

COMMISSIONING SERVICES
The Consultant’s responsibility is to review the design concept and design criteria prepared by the professional on the Project and advise Owner of any concerns, it being understood and agreed that the design professional is ultimately responsible to Owner for the same. The Consultant shall specifically provide:

DESIGN PHASE

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Assistance with Owner’s development of a facility management plan, including recommendations

a. Long term maintenance and lifecycle cost strategies,
b. Owner participation during construction,
c. Owner training,
d. O&M information,
e. Systems manual as required for LEED-NC,
f. Owner stock items, and
g. Other closeout/turnover items and procedures to be required by the specifications. Such recommendations shall include discussions as needed with User Group and FSU Physical Plant Division representatives to ensure that such training and deliverables are tailored specifically to the needs of the facility;

Development and coordination of trend parameters with the respective discipline design engineers that shall be incorporated into the construction documents as minimum requirements included by the building automation system contractor;

Coordination and integration of commissioning activities into the project construction schedule with the assistance of the Builder; and

Participation in the pre-bid and bidding process to clarify Cx requirements.

CONSTRUCTION AND ACCEPTANCE PHASE

Yes  No

Concurrent review of contractor submittals, shop drawings, and coordination drawings and coordination/reconciliation of comments with A/E and Owner prior to dissemination to the Builder;

Development of the Commissioning Plan(s), Pre-Functional Checklists, and Functional Performance Test procedures;

Production of a spreadsheet itemization of all products and equipment that comprise the systems being Commissioned, including governing specification section and location by room number or column lines;

Attendance at one weekly jobsite meeting per month – maximum total of insert # – for discussion of Cx and LEED certification issues;

Participation in coordination meetings during construction to clarify Cx procedures, including such meetings prior to HVAC startup – maximum total of insert #;

Coordinating of efforts with other quality control measures such as IEQ CX, HVAC Test-And-Balance, materials testing, and other;

Field visits, inspections, and oversight of tests to measure discrete operations (Pre-Functional and Functional Testing) and the interoperability of systems and components (Performance Testing) to confirm compliance with the OPR, Basis of Design, plans & specifications, and Cx Plan; NOTE: Re-testing shall incur additional services to be payable directly by the Builder.

Recommendations of acceptance or rejection based on Functional Performance Test results;

Documentation of deficiencies and action items stemming from Functional Performance Tests, plus field inspection reports for building envelope observations;
Amendment of the Commissioning Plan to reflect changes made to systems and equipment during construction;

Troubleshooting and diagnostic assistance to the contractor;

Confirmation that air-side and water-side systems within variable-controlled HVAC schemes have been optimized;

Review and confirmation of the Measurement & Verification plan as required for LEED-NC certification;

Review of final contractor training plans, Operation & Maintenance Manuals, Test-And-Balance reports, IAQ tests, LEED certification documents, as-built drawings, finalized products & equipment spreadsheet, and other “closeout” documents related to the systems being commissioned;

Production and distribution of Draft Commissioning Report (at Substantial Completion); and

Consolidation and turnover of Cx documents, including the Basis of Design and final OPR, narrative report(s), itemization of products and equipment comprising the systems being commissioned, checklists and field observation reports, FPT results, deficiency log(s), and training-related documents.

The consultant shall conduct a half-day Owner training and orientation session prior to Substantial Completion to review with the Owner the OPR, Basis of Design, all “as built” commissioned building systems, general operation & maintenance, troubleshooting guidelines, emergency procedures, energy efficiency measures, Measurement & Verification plan, and lessons learned during the Construction & Acceptance phases of commissioning.

WARRANTY PHASE

Yes ☐ No ☐ Quarterly inspections and/or testing of commissioned building systems during the year following Substantial Completion, including but not limited to “off-season” performance tests of the HVAC system;

☐ ☐ Analysis of building performance parameters – such as HVAC trending data – compared to the OPR, Basis of Design, end of construction state, and energy model baseline and projections;

☐ ☐ Interviews with Owner’s operation and maintenance staff to confirm operation & maintenance and discover or fully understand concerns or difficulties with commissioned building systems;

☐ ☐ Tracking of warranty issues for all commissioned building systems at the 10-month milestone through resolution; and

☐ ☐ Production and distribution of Final Commissioning Report at conclusion of warranty phase to document the results of Commissioning.