



~~August 31, 2018~~  
**Revised September 4, 2018**

Robert F. Gilbert  
Superintendent  
Woodbridge School District  
40 Beecher Road-South  
Woodbridge, CT 06525

**Project: Beecher Road Elementary School**  
**RE: Owner Assistance / HVAC Evaluations**  
**van Zelm #2018137.00**

Dear Robert:

We appreciate the opportunity to present this proposal to provide Professional Services related to the Beecher Road Elementary School project.

## HISTORY

It is our understanding based on recent meetings with you that the Beecher Road Elementary School has been suffering with various comfort control issues since the building was renovated (2014). You have conveyed that there are very high humidity levels within the school, especially in the classrooms that have unit ventilators.

We would be happy provide Engineering Consultation Services to identify the cause of the temperature and humidity issues and give you formal recommendations to correct them.

## SCOPE OF SERVICES

As per our discussions and understanding of the needs of the School, we are recommending the following scope of work:

1. Review all available design documentation, particularly the Building Automation System (BAS) and HVAC drawings and equipment cut sheets.
2. Conduct site investigations to verify the as-built conditions.
3. Work with Building Automation System (BAS) Contractor to perform limited functional testing on HVAC systems to determine if equipment is installed and running per original Engineers design criteria.

VAN ZELM HEYWOOD & SHADFORD, INC.

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4. Work with Testing, Adjusting, and Balancing (TAB) Contractor to perform limited functional testing on HVAC systems to determine if equipment is installed and running per original Engineers design criteria.
5. Perform limited load calculations for a few representative classroom zones to determine if equipment has been sized correctly.
6. Evaluate systems and information that has been gathered and determine root cause of the comfort problems (i.e.; design issue or installation issue).
7. Investigate cause of coil freeze-up that occurred on fan coil units last winter and make recommendations to correct this issue.
8. Compile final report that conveys our formal recommendations to resolve the comfort issues.  
Note: our approach, as much as possible, is to work within the limitations of the installed systems and equipment. If it is determined that equipment changes will be required, additional Engineering (and additional fee) will be required to specify new equipment.
9. Meet with School Officials to discuss our finding and recommendations.

**Please note: given that the summer cooling season is almost over, we are strongly suggesting that at least a portion of the equipment testing be conducted as soon as possible so that we may have the opportunity to see first-hand what is occurring in the rooms, while the building is still in the cooling mode.**

#### FEES FOR SERVICES

As per your request, we are carrying allowances for Sub-Contractors that may be needed during the testing phase of our work. Until we get further information on the building and its systems, we do not yet know the full extent of time needed. Based on similar types of projects we have been involved with, we feel that the allowances shown below should be sufficient.

We propose to provide the above Professional Services for the not to exceed fee as follows:

1. van Zelm Engineers Professional Services	\$ 26,875
2. Allowance to BAS Contractor (3.5 days assumed)	\$ 3,780
3. Allowance to TAB Contractor (3 days assumed)	\$ 3,120
4. Estimated Expenses	<u>\$ 850</u>
<b>Not to Exceed Total: \$34,625.00</b>	

We propose to bill hourly at our standing billing rates (per the attached Rate Schedule A). Reimbursable expenses are in addition to hourly fees, billed per the attached Rate Schedule B.

#### CLARIFICATIONS/EXCLUSIONS

The following are exclusions and requirements relating to the Scope of Services, indicated in our proposal:

1. Limited building load calculations have been included in the above cost estimates.

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2. Remote access to BAS is assumed.
3. Limited testing will include representative samples of various types of HVAC equipment.

#### SUMMARY

We thank you for the opportunity to work with you. I would be pleased to meet with you again and discuss any questions you may have. I can be reached anytime on my cellphone at (860) 729-1807.

Very truly yours,

**VAN ZELM HEYWOOD & SHADFORD, INC.**

A handwritten signature in black ink that reads "Bill Donald". The signature is written in a cursive, flowing style.

Bill Donald  
Manager of Commissioning Services  
Certified Building Commissioning Professional (CBCP®)

WJD:dad

Attachments: Rate Schedule A & B

cc: Thomas Wunder - van Zelm  
Susan Labas - van Zelm  
Beatrice Chipelo – van Zelm



#### **RATE SCHEDULE A: LABOR RATES**

<b><u>CLASSIFICATION</u></b>	<b><u>HOURLY RATE</u></b>
Principal	\$220.00
Senior Associate	175.00
Associate	170.00
Team Leader/PM	160.00
Senior Consultant II/Senior Specialist II	148.00
Senior Consultant I/Senior Specialist I	135.00
Consultant II/Specialist II	120.00
Consultant I/Specialist I	105.00
Senior Designer/Senior Technician	98.00
Designer/Technician	83.00
Support Technician	75.00
Draftsperson	72.00
Administrative Assistant	55.00
Legal Preparation	250.00
Legal Expert Testimony	350.00

Client-Requested overtime shall be invoiced at a multiple of 1.25 times the listed rates.  
An additional 25% surcharge may be assessed on listed rates to provide immediate service demand disruptive to on-going project schedules.

#### **RATE SCHEDULE B: REIMBURSABLE EXPENSES**

Reimbursable expenses are in addition to the compensation for basic and additional services. They include actual expenditures made by van Zelm Heywood & Shadford, Inc., (van Zelm) its employees, and any consultants to van Zelm in the interest of the project. Reimbursable expenses include the following:

1. Expense of transportation in connection with the project. Specifically, personal auto mileage is charged in accordance with the most current IRS guidelines for personal mileage reimbursement, or in cases of business travel in excess of 100 miles per day round trip, rental car fees, gas and expenses may apply in lieu of mileage charges. Cost of tolls, parking and taxi/transportation service will be charged.
2. Expenses in connection with out-of-town travel. Specifically, cost of air, rail or similar transportation services and the cost of lodging and meals will be charged.
3. Reproductions, prints, copies and other documents, including the expense of CAD plots associated with delivery of work products to the Client.
4. Express mail, shipping, delivery and postage expenses. Messenger charges are \$25.00/hour, plus mileage.
5. Expense for web based document management services.
6. Expense of any additional insurance coverage, including professional liability insurance, requested by the Client in excess of that normally carried by van Zelm or its consultants.
7. Cost of "Consultants" where not included as part of compensation for Basic Services.

Charges for all reimbursable expenses are as incurred or as specifically noted, plus 10%.

**TERMS:** Terms are Net 30 days. Interest at the rate of 1-1/2% per month may be applied to past-due invoices. The rates listed herein are effective July 1, 2017.

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