

EMA Engineering & Consulting, Inc.



COMMISSIONING SERVICES PROPOSAL

Hays CISD

New High School #4



July 22, 2026

Nathan Wensowitch, Executive Director of Facilities, Construction and Bond Programs
Hays CISD

Subject:

Commissioning Services Agreement Between EMA Engineering & Consulting, Inc. and Hays CISD

Dear Mr. Nate Wensowitch:

EMA Engineering & Consulting, Inc. hereby submits the following proposal for professional commissioning services for the **New High School #4** project for Hays CISD (referred to hereafter as the Owner). Commissioning services proposed shall be for the commissioning services detailed in Table 01. When approved by the Owner, the commissioning provider will serve as the Owner's representative in all phases of the project where commissioning provider contractual agreement applies.

Table 01 - Commissioning Scope, Deliverables, and Proposed Fee

Table 02 – List of Commissioned Systems, Equipment Types and Sampling Strategies

EMA Engineering & Consulting, Inc. will report directly to the Owner and will comply with the formal and informal protocols for communication as directed by the Owner. The Owner will agree to inform their design and construction consultants that the commissioning provider is contracted directly with the Owner and represents the Owner and the Owner's best interest.

EMA Engineering & Consulting, Inc. further proposes to make all necessary visits to the project site, obtain required details regarding the installation of selected systems, and report to the Owner any identified variances to the OPR or contract documents.

The Owner agrees to provide all needed information regarding Owner's objectives and criteria, standard specification preferences, performance criteria and budgetary limitations. In addition, EMA Engineering & Consulting, Inc. shall operate under the assumption that the design team and the contractors will receive instructions from the Owner, that EMA Engineering & Consulting, Inc. represents the Owner's interests and that comments and/or advice will be strongly considered. However, it is also assumed that there will be communication by the Owner to all parties that final decisions and directions will come only from the Owner.

Table 01 - Commissioning Scope, Deliverables, and Proposed Fee	
DESIGN PHASE	
Cx Plan	Review project details, scope and budget and develop and maintain the project commissioning plan.
CONSTRUCTION PHASE	
Construction Meeting	- Conduct a construction phase commissioning coordination meeting with the Owner, A/E, GC, TAB contractor and appropriate sub-contractors. - Attend periodic OAC meetings to discuss commissioning activities and report on items observed.
Submittal Review	Review major equipment and controls system submittals of commissioned systems. Issue comments/ recommendations to Owner, Engineer of Record and contractor.
Pre-functional checklists	Issue and review pre-functional checklists for major commissioned equipment/systems.
Functional Performance Testing	- Develop functional testing record and perform functional quality sample-based performance testing. Lead and oversee the testing by contractor. <i>HVAC and controls</i> <i>Lighting and lighting controls</i> <i>Service hot water heating</i>
EMS Point-to-Point Verification (30-40%)	Perform point-to-point testing of EMS graphics, trends, and sequences of operation for consistency with design documents and Owners' guidelines and expectations.
Cx Issue Log	Develop the commissioning issues log and verify all items are corrected prior to Owner acceptance.

OCCUPANCY & TURNOVER	
Final Commissioning Record	
• Develop and provide final commissioning record detailing services performed. • Provide all necessary commissioning reports to code officials as necessary/requested.	
O & M	
• Review O&M and closeout documents for completeness for systems commissioned. • Include CFR and operations and maintenance plan.	
Fee: \$272,750	

Table 02 – List of Commissioned Systems, Equipment Types and Sampling Strategies		
	Quantity	Sampling Strategy
MECHANICAL EQUIPMENT (INCLUDING DDC CONTROLS)		
Exhaust Fans	243	30%
Utility Set – Exhaust Fans	3	100%
Kitchen Exhaust & Supply	4	100%
Makeup Air Unit Enthalpy Core	13	40%
Makeup Air Unit Brute Force	23	30%
Multi-Position Vertical AHU-Heat Pumps	30	30%
Mini-Split Heat Pump High Efficiency	2	100%
RTU VAV – Air Cooled Dx	4	100%
RTU VAV – Chill Water	11	40%
Air-Cooled Chiller	3	100%
Pumps	4	100%
CW Fancoil Unit with Electric Heat	1	100%
RTU – Gas Heat, Electric Cool	90	30%
VAV Parallel Fan Powered Box	214	30%
RES Range Hood with Fire Protection – Denlar	21	30%
Cove Heaters	24	30%
Gas Unit Heaters	6	50%
Electric Unit Heaters	4	100%
Dryer Booster Fans	4	100%
Vehicle Exhaust	5	100%
Welding Booth Fume Extractor Arm	10	50%
Plasma Cutter – Exhaust Hood	1	100%
Dust Collector	1	100%
PLUMBING EQUIPMENT		
Domestic hot water system (water heaters, circ-pumps, controls)	30	100%
Hot water fixture discharge temperatures (throughout scoped area)	--	30%
ELECTRIC POWER, LIGHTING & LIGHTING CONTROLS		
Occupancy Sensors (throughout scoped area)	--	30%
Programing/switching methods (throughout scoped area)	--	30%
Exterior lighting (throughout scoped area)	--	50%

Items not covered in this proposal include:

- Replacing the contractor's quality control activities during construction.
- Attend all project meetings.
- Guarantee that the final project will be issue free. Systems that fail to operate after testing, due to equipment or system component (actuator, pumps, VFD circuit boards, etc.) failure, shall be documented and tracked through resolution by the commissioning provider.
- IAQ air testing and lab services.

EMA Engineering & Consulting, Inc. will invoice on the following schedule:

Cx Plan	30% of Fixed Fee
50% construction	30% of Fixed Fee
Preliminary Cx Report/ Functional Testing	30% of Fixed Fee
Final Commissioning Record	10% of Fixed fee

Mediation will be the first method of dispute resolution. Services provided by the engineer will be performed in the same manner consistent with that degree of care and skill ordinarily exercised by a member of the same profession currently practicing under similar circumstances in the same local area.

If additional work or services is requested, our hourly rates are as follows:

Professional Engineer	\$250/hour
Principal	\$200/hour
Project Manager/Designer	\$165/hour
Construction Admin/Commissioning	\$145/hour
CADD Draftsmen	\$100/hour
Administration	\$80/hour

This fee remains valid for 60 days. If the above terms are acceptable to you, please provide your signature to authorize us to commence work. We appreciate the opportunity to present this agreement and are available to address any questions you may have.

Sincerely,



Malek Bekka, Principal

Accepted by: _____ Signature: _____ Date: _____