



Canutillo Independent School District

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Jennifer Matthews

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Date: October 10, 2012

To: Facilities and Finance Sub-Committee of the Board of Trustees

From: Jennifer Matthews

Subject: Contract Award to Parkhill, Smith and Cooper:
Commissioning for the PK-8 Project

Description: The commissioning agent is responsible for reviewing the Owner's Project Requirements, and the design firm's sub-sequent Basis of Design. With these, the commissioning agent develops a commissioning plan, and together with the design team, incorporates building commissioning requirements into the plans and specifications. During construction, the commissioning agent will review the contractor's submittals, and will verify that the installation and performance of the building systems are built in accordance to the plans, specifications and submittals.

All of this is a precautionary measure to ensure that 8-10 months after the building is completed, when PSC's commissioning agent goes back to verify the continued optimal operation of the building, there are minimal deficiencies. The commissioning processes establishes a performance expectation at the beginning of a project, ensures certain provisions are in place during the planning and construction, and follows through at the end, to ensure that the original expectations of building performance have been met.

Vendor name: Parkhill, Smith and Cooper

Funding source: Bond Account No. 691.81.6629.11.106.X.99

Contract Amount: \$150,000.00

Procurement: Request For Qualifications (RFQ)

Signature: Jennifer H. Matthews
Executive Director of Facilities and Transportation

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