



JUDSON INDEPENDENT SCHOOL DISTRICT

Meeting Date: September 17, 2026

Submitted By: Cecilia Davis
Title: Chief of Operations

Agenda Item: Consider and take action approving the selection of commissioning services for the Districtwide MEP (Mechanical, Electrical and Plumbing) Package IV project in Bond 2022.

CONSENT ITEM

RECOMMENDATION:

It is recommended that the Board approve the selection of DBR Engineering Consultants, Inc. to provide the commissioning services for the Districtwide MEP (Mechanical, Electrical and Plumbing) Package IV project in Bond 2022 and that the Board of Trustees delegate the authority to the Superintendent to execute all contracts and related documents necessary to complete this project. The scope of work includes but is not limited to providing professional commissioning services to verify that the MEP (Mechanical, Electrical and Plumbing) HVAC controls systems at Hopkins ES, Judson MS and Judson HS are installed and operate per the contract documents and project requirements in Districtwide MEP (Mechanical, Electrical and Plumbing) Package IV. Expenditures will be made from Bond 2022 funds at a total estimated cost of \$165,000.00.

IMPACT/RATIONALE:

Allows the district to procure professional services in accordance with Section 44.031 of the Texas Education Code. Expenditures will be made from Bond 2022 funds at a total estimated cost of \$165,000.00. The scope of work includes but is not limited to providing professional commissioning services to verify that the MEP (Mechanical, Electrical and Plumbing) HVAC controls systems at Hopkins ES, Judson MS and Judson HS are installed and operate per the contract documents and project requirements in Districtwide MEP (Mechanical, Electrical and Plumbing) Package IV. The contract will be for a specific project and will expire upon completion of all related services.

BOARD ACTION REQUESTED:

Approval/Disapproval



JUDSON INDEPENDENT SCHOOL DISTRICT

Facilities Planning Department

Date: September 17, 2026

To: Lynnette Trevino, Director of Purchasing

From: Benjamin S. Mora, Executive Director of Facilities Planning

Project: Districtwide MEP (Mechanical, Electrical and Plumbing) Package IV – Commissioning Services

The Department of Facilities Planning has found DBR Engineering Consultants, Inc. to be a highly qualified firm to provide commissioning services for the Districtwide MEP (Mechanical, Electrical and Plumbing) Package IV project in Bond 2022.

- DBR Engineering Consultants, Inc.

The scope of work includes but is not limited to providing professional commissioning services to verify that the MEP (Mechanical, Electrical and Plumbing) HVAC controls systems at Hopkins ES, Judson MS and Judson HS are installed and operate per the contract documents and project requirements in Districtwide MEP (Mechanical, Electrical and Plumbing) Package IV. This includes site visits and functional performance testing of the commissioned systems, i.e., chilled water system, air distribution system, HVAC controls system, etc.

Campus	Amount
Hopkins ES	\$29,000.00
Judson MS	\$42,500.00
Judson HS	\$85,000.00
Owner Contingency Allowance	\$8,500.00
TOTAL	\$165,000.00

The total estimated cost to procure these commissioning services is \$165,000.00. This includes the base proposal, and \$8,500.00 owner contingency allowance.

Expenditures will be made from Bond 2022 funds.

DBR Engineering Consultants, Inc. were selected from a pool of highly qualified engineering firms that submitted to RFQ 23-18 Engineering Services to provide commissioning services.

The terms of RFQ 23-18 Engineering Services were to commence on or about August 15, 2024, for an initial period of three (3) years with the option, at the district's discretion, for one (1) additional two (2) year extension.

The Board of Trustees approved the respondents to RFQ 23-18 Engineering Services for commissioning services, as being qualified on August 15, 2024.

CC: Cecilia Davis, Chief of Operations

7980 Pat Booker Road • Live Oak, Texas 78233 • (210) 945-5542 • www.judsonisd.org

Tabulation

Districtwide MEP (Mechanical, Electrical and Plumbing) Package IV - Commissioning

Vendor

Ranking

SUMMARY

DBR Engineering Consultants, Inc.

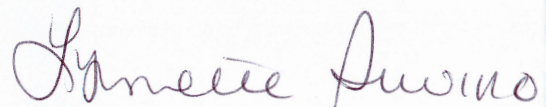
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DEPARTMENT RECOMMENDATION

I have reviewed the submittals for this offering and recommend the following vendor(s) for award:



Benjamin S. Mora
Executive Director of Facilities Planning



Lynnette Trevino
Director of Purchasing

August 20, 2026

Mr. Cesar Sosa
Judson ISD
8012 Shin Oak Drive
Live Oak, Texas 78233

**PROJECT: JUDSON ISD - MEP UPGRADES - PACKAGE 4 COMMISSIONING
CONVERSE, TEXAS**

DBR Engineering Consultants, Inc. is pleased to submit a fee proposal for IECC Commissioning (CX) Engineering Services. DBR's specific scope of services and description of services is set forth in the following documents.

PROJECT DESCRIPTION:

We understand this project to consist of engineering services for commissioning for MEP upgrades Package 4. The scope of commissioning scope is proposed as follows:

- Hopkins ES HVAC Controls
- Judson MS HVAC Controls
- Judson HS HVAC Controls

Commissioning is not required by the IECC for lighting replacement scope as lighting controls are existing to remain. The IECC does not require controls replacement projects to be commissioned. However, there is a benefit to the district to complete commissioning to ensure that the new control systems are functioning as designed and specified, preventing unnecessary energy usage.

There is a possibility that existing conditions of HVAC equipment may be discovered that are not within the scope of the current project. Those items will be noted as deficiencies, with corrective action recommendations for Judson ISD maintenance.

SERVICES AND FEE DETAIL:

Fee Type: Fixed Fee Expenses: Included in Fee

Service(s):	Fee	Initial (If Approved)
Hopkins ES HVAC Controls Commissioning	\$29,000.00	
Judson MS HVAC Controls Commissioning	\$42,500.00	
Judson HS HVAC Controls Commissioning	\$85,000.00	
TOTAL	\$156,500.00	

All anticipated expenses are included in the fee stated above. These expenses encompass accommodations, airfare, mileage, document reproduction, and delivery costs.

ALTERNATES:

The design of all alternates is considered additional scope. The engineering fee for designing all alternates shall be negotiated after the scope of each alternative is established. For alternates not accepted, the engineering fee shall be paid for all phases through Bid Negotiations.

SCOPE OF SERVICES:

Services, included in the scope of services, are marked with an "X" below. Alternate services, not included in the base scope of services, are notated by (Alternate). The additional services can be provided if requested for an additional cost. Services not listed are excluded from this proposal.

Disciplines included in Scope of Services:

- ☐ Mechanical
- ☐ Electrical
- ☐ Plumbing
- ☐ Fire Protection
- ☐ Security
- ☐ Information Technology
- ☐ Audio-Visual
- ☒ Commissioning
- ☐ LEED
- ☐ Sustainability
- ☐ Building Assessment

(See following sections for specific task)

Document Submittals:

- ☐ Schematic Design (SD)
- ☐ Design Development (DD)
- ☐ Construction Documents Review – 50%
- ☐ Construction Documents Review – 90%
- ☐ Issue for Permit
- ☐ Issue for Bid
- ☐ Issue for Construction
- ☐ Design based on prototype
- ☐ Bridging Documents (DD Level)
- ☐ Design Narrative

Specification Format:

- ☐ Sheet Specifications
- ☐ Book Specifications per CSI 2004 or later

Construction Documents (Div. 21, 22, 23, & 26)

Division 21 - Fire Sprinkler:

- ☐ Performance specifications only
- ☐ Pump Design with performance specification
- ☐ Pump with Tank and performance specification

Division 22 - Plumbing:

- ☐ Piping Plans
- ☐ Risers
- ☐ Schedules
- ☐ Details
- ☐ Calculations
- ☐ Site Natural Gas
- ☐ Medical Gases
- ☐ Compressed Air

Division 23 – Mechanical:

- ☐ Duct Layout
- ☐ Piping Layout
- ☐ Final Specification
- ☐ Mechanical Details
- ☐ Mechanical Schedules
- ☐ Mechanical Calculations
- ☐ Control Sequences (Specifications)

- ☐ Control Sequences (Drawings)
- ☐ Operating Room (Special Temperature/Relative Humidity)
- ☐ CFD Modeling (Stair/Elevator pressurization and smoke removal/evac system)

Division 26 - Electrical:

- ☐ Power Plans
- ☐ Lighting Plans (Interior)
- ☐ Lighting Plans (Exterior)
- ☐ Panelboard Schedules
- ☐ Load Analysis
- ☐ One Line Diagram
- ☐ Schedules
- ☐ Details
- ☐ Site Power and Lighting
- ☐ Emergency Lighting and Power with Emergency Generator
- ☐ Emergency Lighting and Power with Battery backup

Construction Documents (Div. 27 & 28)

Division 27 - Technology: IT Structured Cabling:

- ☐ Infrastructure only*
- ☐ Full system design and specification
- ☐ Procurement Assistance

Division 27 - Technology: IT Network Equipment:

- ☐ Specification and equipment list for network switches, servers
- ☐ Specification and equipment list for Wifi Access Point devices
- ☐ Specification and equipment list for Telephone handsets and PBX equipment

Division 27 - Technology: Integrated Audio-Video System:

- ☐ Infrastructure only*
- ☐ Full system design and specification
- ☐ AV spaces included:
- ☐ AV spaces excluded:

Division 27 - Technology: DAS System:

- ☐ Emergency Radio DAS (Distributed Antenna System) performance specification
- ☐ Emergency Radio DAS Equipment room space planning and coordination
- ☐ Cellular DAS (Distributed Antenna System) performance specification
- ☐ Cellular DAS Equipment room space planning and coordination

Division 27 - Technology: Intercom/PA System:

- ☐ Infrastructure only*
- ☐ Full system design and specification

Division 27 - Technology: Master Clock System:

- ☐ Infrastructure only*
- ☐ Full system design and specification

Division 27 - Technology: Nurse Call System:

- ☐ Infrastructure only*
- ☐ Full system design and specification

Division 28 - Fire Alarm:

- ☐ Performance specifications only
- ☐ Performance specification with DBR providing Fire Alarm Layout

Division 28 - Security: Intrusion Detection System:

- ☐ Infrastructure only*
- ☐ Full system design and specification

Division 28 - Security: Access Control System:

- ☐ Infrastructure only*
- ☐ Full system design and specification

Division 28 - Security: Video Surveillance System:

- ☐ Infrastructure only*
- ☐ Full system design and specification

* Infrastructure-only services include planning and documenting the field device locations, equipment room or enclosure sizes and locations, underground and interior pathways, and coordination with other trades on power, cooling, and clearance requirements.

Coordination Services:

- ☐ Coordinate with IT Network Service Provider for delivery to site
- ☐ Coordinate with 3rd party IT Consultant
- ☐ Coordinate with 3rd party Security Consultant
- ☐ Coordinate with 3rd party Lighting Consultant
- ☐ Coordinate with 3rd party Audio Visual Consultant
- ☐ Coordinate with 3rd party Commissioning Agent
- ☐ Coordinate with 3rd party Kitchen Consultant
- ☐ Coordinate with 3rd party Theatrical Consultant
- ☐ Coordinate with 3rd party Pool Consultant
- ☐ Coordinate with 3rd party Acoustical Consultant

Building Commissioning:

- ☒ IECC Commissioning of MEP Systems
- ☐ LEED v4 Fundamental Commissioning and Verification
- ☐ LEED v4 Enhanced Commissioning
- ☐ Whole Building Commissioning
- ☐ Retro-Commissioning
- ☐ Re-Commissioning
- ☐ CHPS Commissioning
- ☐ Functional Testing of MEP Systems
- ☐ Technology/Security Systems Commissioning

Bid/Negotiations Phase:

- ☐ Review and comment on Value Engineering options
- ☐ Respond to request for information (RFIs)
- ☐ Contractor Interviews

Construction Administration Services:

- ☐ Shop Drawing Review
- ☐ Respond to RFIs
- ☐ Site Investigation prior to design
- ☐ General site observations with report
- ☐ Final Punch List
- ☐ Post Construction Site Visit

LEED:

- ☐ Integrate Process Design/Early Energy Modeling
- ☐ Energy Modeling
- ☐ Consulting/Administration
- ☐ MEP Documentation
- ☐ Daylight Simulation

Sustainability:

- ☐ Energy Modeling for Design Optimization
- ☐ Energy Modeling (Local Jurisdiction Compliance)
- ☐ Daylight Simulation
- ☐ System HVAC Comparisons
- ☐ Life Cycle Cost Analysis
- ☐ Energy Star Certification
- ☐ Energy Incentive Program documentation and application
- ☐ Solar Feasibility Study
- ☐ Solar Ready Design
- ☐ Net Zero Energy Design/Ready

Other Services:

- ☐ Bond Study
- ☐ Facility Assessment
- ☐ Comprehensive Technology Report/Plan
- ☐ Design Guidelines/Facility Standards Writing

Building Commissioning Meetings and Travel Time:

- ☒ Attend one (1) on-site construction meeting(s)
- ☐ Perform zero (0) site observation visit(s) with report
- ☒ Perform twelve (12) testing visit(s) per campus
- ☒ Perform eight (8) return visit(s) per campus to verify issues are closed

Compliance Documentation:

- ☐ ASHRAE 90.1 or IECC Energy Code compliance form completion (prescriptive path only)

BIM:

- ☐ Provides DBR BIM Execution Plan
- ☐ Export and provide clash detection files (.nwc)
- ☐ Perform scheduled in-house clash detections
- ☐ Host in-house BIM coordination meetings
- ☒ N/A

Levels of Development (LOD) PO AIA G 202-2013:

- ☐ LOD: 100
☐ LOD: 200
☐ LOD: 300
☐ LOD: 350
☒ N/A

- ☐ Construction Manager at Risk
☒ Competitive Sealed Proposals
☐ Design Build
☐ Design Assist
☐ Job Order Contract
☐ Negotiated Contract
☐ Unknown at this time
☐ Not Applicable

Project Delivery Method:

- ☐ Traditional – Design, Bid, Build

ADDITIONAL SERVICES (NOT INCLUDED IN FEE):

- Extended Construction Schedule.
- Additional Construction Meetings.
- Additional Design Meetings due to change of scope.
- Project delays.
- More than two (2) shop drawing reviews per product.
- System comparison or evaluation of systems.
- Envelope compliance documentation.
- Storm, Sanitary and Domestic water greater than 5' outside of building.
- Sub-surface drainage.
- Modification to base building utilities not within tenant space.
- Lightning protection.
- As-Built Drawings.
- Construction Estimating.

COMMISSIONING DESCRIPTION OF SERVICES AND HOURLY RATES:

IECC COMMISSIONING:

Shall include all tasks and deliverables required to meet the requirements of the International Energy Conservation Code, Section 408.

1. Design Phase:

- Develop a preliminary commissioning plan to be shared with construction team.
- Provide a commissioning specification for inclusion in the project manual.

2. Construction Phase:

- a. Develop the final commissioning plan.
- b. Maintain our commissioning process management software (CxAlloy).
- c. Develop and review installation verification checklists.
- d. Conduct commissioning kick-off meeting and subsequent commissioning meetings as required.
- e. Perform site visits to review equipment installation.
- f. Perform one (1) return visit to the project once the deficiencies have been addressed to verify, they are completed.
Conduct functional performance testing of commissioned systems.
 - i. Mechanical system equipment:
 - Chilled water system
 - Air distribution system (Air Handling Units and a 25% sampling of terminal units).
 - HVAC controls system
 - Economizers
 - ii. Electrical lighting control system equipment:
 - Not included
 - iii. Plumbing
 - Not included

3. Documentation deliverables:

- a. Commissioning plan.

- b. Field observation reports.
- c. Preliminary commissioning report.
- d. Final commissioning report.
- 4. General Requirements:
 - a. Any additional visits required, due to the work not being complete, will result in additional fees at our hourly rate plus travel expenses.
 - b. We will require the assistance of the building controls contractor to facilitate the functional testing.

BILLING:

We shall bill monthly according to progress. The breakdown below shows the approximate portion of the fee for each of the proposed services:

Commissioning per IECC	
i. Development of Cx Plan	15%
ii. Perform kickoff and checklists	30%
iii. Conduct functional testing	35%
iv. Preliminary Cx report	10%
v. Final Cx report	<u>10%</u>
	100%

The hourly billing rates shall be as follows:

Partner	\$350.00/hour	Quality Control	\$200.00/hour
Principal	\$300.00/hour	Assistant Project Manager	\$180.00/hour
Practice Area Leader	\$275.00/hour	Commissioning Agent	\$180.00/hour
Design Director	\$250.00/hour	Engineer in Training II	\$180.00/hour
Director	\$250.00/hour	Construction Administrator	\$175.00/hour
Senior Project Manager	\$250.00/hour	Designer II	\$175.00/hour
Senior Commissioning Agent	\$225.00/hour	Engineer in Training I	\$160.00/hour
Senior Commissioning Engineer	\$225.00/hour	Sustainability Professional	\$160.00/hour
Design Leader	\$220.00/hour	Designer I	\$150.00/hour
Project Manager	\$220.00/hour	Designer Trainee	\$150.00/hour
Senior Engineer	\$220.00/hour	BIM Modeler	\$125.00/hour
Engineer	\$200.00/hour	Business Administrative Assistant	\$120.00/hour
Senior Construction Administrator	\$200.00/hour	Construction Clerk I & II	\$120.00/hour
Senior Designer	\$200.00/hour		

ACCEPTANCE:

Accepted by Client:

By (signature):

Print Name:

Title:

Date:

Accepted for DBR Engineering Consultants, Inc.:

By (signature):



Print Name: Zac Morton, P.E., LEED AP

Title: Partner

Date: August 20, 2026

When accepted by Client this proposal for Engineering Services and its attachments shall become a binding contract between the parties and shall make it subject to the Scope of Services and Contract between Judson ISD and DBR, which are incorporated by this reference. DBR is authorized to begin performance upon its receipt of a copy of this Contract signed by Client. If DBR proceeds at the direction of Client and Contract is not signed, or altered within ten (10) business days, then it is agreed that terms of Contract are accepted by Client. This proposal will expire after ninety (90) days and will require renegotiation to proceed beyond that period.