



Brownsville Independent School District

Agenda Category: General Function Board of Education Meeting: 10/06/2026

Item Title: Substantial Completion - X Action
ESSER Pena Elementary School HVAC Information
Upgrades Group II Discussion

BACKGROUND:

ESSER Pena Elementary School HVAC Upgrades Group II, is ready for Substantial Completion acceptance by the Brownsville ISD Board of Trustees. The Project Manager, General Contractor and BISD Facilities Department Administration staff conducted a walk-thru to provide a Punch List. As a result, the administration recommends substantial completion acceptance for this project.

Please see the attached:

- AIA Document G704-2017
- Punch List

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Recommend approval to authorize the ESSER Pena Elementary School HVAC Upgrades Group II Project as substantially complete.

Martin Espinosa

Submitted by: Facilities Manager

Eliud Ornelas /

Recommended by: Interim Facilities / Maintenance
Director

Rosario Pena RTSBA /

Approved by: Assistant Superintendent

Approved for Submission to Board of Education:

Dr. Timothy E. Cuff, Superintendent

When Necessary, Additional Background May Follow This.



AIA Document G704[®] – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> BISD CSP 23-179 ESSER Pena LS HVAC Upgrades Group II 4975 Salinda De La Luna Rd Brownsville, TX 78526	CONTRACT INFORMATION: Contract For: HVAC Upgrades Date: August 15, 2023	CERTIFICATE INFORMATION: Certificate Number: 001 Date: September 26, 2023
OWNER: <i>(name and address)</i> Brownsville Independent School District 1900 E. Price Rd. Brownsville, TX 78521	ARCHITECT: <i>(name and address)</i> Ethos Engineering 1126 South Commerce Street Harlingen, TX 78550	CONTRACTOR: <i>(name and address)</i> Carrier Commercial Service 9011 South Sam Houston Parkway West Ste 100 Missouri City, TX 77489

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate. *(Identify the Work, or portion thereof, that is substantially complete.)*

BISD Pena Elementary School
4975 Salinda De La Luna Rd.
Brownsville, Texas 78526


ARCHITECT *(Signature)*

BY: Cesar Gonzalez, P.E. Principal
(Printed name, title, and license number if required)

December 11, 2024
Date Of Substantial Completion

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
See attached field report.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$103,685.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Annette Riley
CONTRACTOR (Signature)

Annette Riley AREA Mgr
(Printed name and title)

12/9/25
Date

OWNER (Signature)

(Printed name and title)

Date



1126 S. Commerce ST.
Harlingen, Tx 78550
(956) 230-1435
(956) 720-0830

M.E.P. FIELD REPORT #01

PROJECT TITLE: BISD HVAC Upgrades – Pkg #3 Pena ES

PROJECT NO: 23v19

CONTRACTOR: Carrier Corp.

WEATHER: Mostly Sunny - 84°

DATE: 12/11/2024

TIME: 11:00 AM

OWNER: Los Fresnos CISD

EST. % COMPLETE: 95%

PRESENT:

Jose G. Leal III - (Ethos)

Jose Hernandez - (BISD)

Omar Hinojosa - (Coastland)

The following items require the attention of the contractor for completion or correction. Please notify our office for a subsequent site inspection. References to direction are from plan north. This list may not be all-inclusive, to include any items on this list does not alter the responsibility of the contractor to complete all work in accordance with the contract documents.

GENERAL COMMENTS:

- 1) If any deviations from our plans were made during the chill water piping installation, please reflect these changes in your as-built drawings.
- 2) If any deviations from our plans were made during the electrical installation, please reflect these changes in your as-built drawings.
- 3) HVAC:
 - a) Bolt down exterior mounted equipment to comply with IBC requirements.
 - b) Provide documentation that the contractor completed general note #13 on sheet ME-3.1.
- 4) Exterior:
 - a) Remove debris, trash and unused screws, parts, etc. from the area of the newly installed HVAC equipment (Chillers, pumps & VFD's).
- 5) HVAC Test and Balance:
 - a) Submit the test and balance report for our review.
- 6) Commissioning:
 - a) Provide assistance with commissioning services per specifications. Provide completed systems readiness checklists, performing functional testing, providing operator training, etc.
- 7) Spare Material:
 - a) Provide spare material as per Electrical note #31 on sheet ME-0.1.
 - b) Provide a date and time when the spare materials can be turned over to BISD.
 - c) Provide a transmittal with the list of spare materials that will be turned over to BISD.



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M.E.P. FIELD REPORT #01

- 8) The following systems will not be substantially accepted until the Owner has received demonstration, training, and testing in the presence of the MEP Engineer and submitted list of attendees:
- a) HVAC Controls as per specification section 230900/3.11/A-I. Provide sign-in sheet as per specification section 230900/I/1.
 - b) Variable Frequency Motor Controllers as per specification section 232923/3.10/A.
 - c) Rotar-Screw Water Chillers as per specification section 236426/3.6.

COMMENTS:

1) HVAC Equipment:

a) CHP-1:

- i) Everything beyond the existing line size butterfly valve for the pump should be new as per detail #07 on sheet ME-5.1.
- ii) Finish applying missing insulation to the chill water supply and return piping.
- iii) Finish installation of drain piping to nearest floor drain as per detail #07 on sheet ME-5.1.
- iv) Provide and install missing screw-in engraved nameplates for HVAC equipment as per specifications.

b) CHP-2:

- i) Everything beyond the existing line size butterfly valve for the pump should be new as per detail #07 on sheet ME-5.1.
- ii) Finish applying missing insulation to the chill water supply and return piping.
- iii) Finish installation of drain piping to nearest floor drain as per detail #07 on sheet ME-5.1.
- iv) Provide and install missing screw-in engraved nameplates for HVAC equipment as per specifications.

c) CHP-3:

- i) Everything beyond the existing line size butterfly valve for the pump should be new as per detail #07 on sheet ME-5.1.
- ii) Finish applying missing insulation to the chill water supply and return piping.
- iii) Finish installation of drain piping to nearest floor drain as per detail #07 on sheet ME-5.1.
- iv) Provide and install missing screw-in engraved nameplates for HVAC equipment as per specifications.

d) CHP-4:

- i) Finish applying missing insulation to the chill water supply and return piping.
- ii) Finish installation of drain piping to nearest floor drain as per detail #07 on sheet ME-5.1.
- iii) Provide and install missing screw-in engraved nameplates for HVAC equipment as per specifications.



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M.E.P. FIELD REPORT #01

- e) CH-1:
 - i) Provide and install missing screens for the chiller.
 - ii) Provide and install missing screw-in engraved nameplates for HVAC equipment as per specifications.
 - iii) Provide and install the missing pressure gauge on chill water return piping.
- f) CH-2:
 - i) Provide and install missing screens for the chiller.
 - ii) Provide and install missing screw-in engraved nameplates for HVAC equipment as per specifications.
- g) AHU-3:
 - i) Provide and install a new DP sensor as per keyed note #4 on sheet ME-3.1.
 - ii) Provide and install a new motorized bypass valve as per keyed note #4 on sheet ME-3.1.
- 2) HVAC Piping:
 - a) Install flow meter as per detail #05 on sheet ME-5.1.
 - b) After installing the new flow meter, finish applying the missing insulation on the chill water supply piping.
 - c) The location of the connections for the emergency chiller tie-ins is not as per the drawings. Please fix.
 - d) Finish applying concrete for the 4" concrete pad under the base plate for the piping supports as per details #02 & #06 on sheet ME-5.1. Ensure you provide a chamfered edge on the concrete pad.
 - e) Provide piping supports at 90 degree elbows as piping enters/exists the equipment as per detail #02 on sheet ME-5.1.
 - f) Provide U-Bolt anchor for CHW piping as per detail #02 on sheet ME-5.1.
 - g) Provide shield and insert for CHW piping as per detail #02 on sheet ME-5.1.
 - h) Provide labeling indicating service and direction of flow as per specifications 230553/2.3/D.
 - i) Provide missing valve tags as per specifications 230553/2.5/A & B.
 - j) Provide and install missing screw-in engraved nameplates for HVAC equipment as per specifications.
- 3) HVAC Controls:
 - a) Fix or replace VFD that is not working properly.
 - b) Provide unistrut support for control conduits that are laying on the concrete housekeeping & foundation pad for the chillers.
 - c) Provide missing strap on flexible conduit connecting to CH-1.
 - d) Secure loose raceways for CH-1 & CH-2 controls.
 - e) Provide and install missing screw-in engraved nameplates for HVAC equipment (VFD's) as per specifications.
- 4) Electrical/Special System J-Boxes:
 - a) Label boxes with their contents (circuit number, F/A, HVAC Controls).



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M.E.P. FIELD REPORT #01

- 5) Electrical/Special System Raceways:
 - a) Cap existing raceway embedded into the concrete foundation near CH-1.
 - b) Cap existing raceway embedded into the concrete foundation near CH-2.
 - c) Seal wall penetrations along the exterior wall of the building.
- 6) Electrical Pull Box:
 - a) Ensure to provide and install all 4 bolts to pull box cover.
- 7) Electrical Panels:
 - a) Provide up-to-date typewritten circuit breaker directories for panels where existing equipment was removed and new work is taking place. These should be replaced with new directories that list both existing circuits and new ones to meet NEC requirements.
 - b) Finish color coding conductors and grounding as per specification.
 - c) CHP-1:
 - i) Remove and provide a new UL Listed circuit breaker from the existing panelboard as per equipment connection schedule note #4 on sheet ME-4.1.
 - d) CHP-2:
 - i) Remove and provide a new UL Listed circuit breaker from the existing panelboard as per equipment connection schedule note #4 on sheet ME-4.1.
 - e) CHP-3:
 - i) Remove and provide a new UL Listed circuit breaker from the existing panelboard as per equipment connection schedule note #4 on sheet ME-4.1.
- 8) Electrical Disconnect:
 - a) Provide and install new 600A rated Eaton Model No. 8NES600T as per equipment connection schedule note #1 on sheet ME-4.1.
 - b) Provide and install missing screw-in engraved nameplates for HVAC equipment as per specifications. Ensure that the designations on the nameplates match the designations on the chillers.
 - c) Finish color coding conductors and grounding as per specification.

	PRINT NAME (FIRST, LAST)	SIGNATURE	DATE
MECHANICAL			
ELECTRICAL			
PLUMBING			