



November 27, 2018

Mr. Phillip Francis  
Director of Operations  
Livonia Public Schools  
15125 Farmington Road  
Livonia, MI 48154

RE: Contract Award Recommendation for Commissioning Services  
Niji-Iro Elementary School

Dear Mr. Francis:

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Livonia Public Schools (LPS) in its selection of a Commissioning Agent for the Project listed above. This update represents the mutual efforts of PMC and LPS administration and staff (the Bond Team) to present a framework in order to identify, evaluate and recommend a Firm for this Project.

In the fall of 2013, an RFP was publically issued and after subsequent discussions and deliberations, Sellinger Associates was selected to be the Commissioning Agent for the 2014 Projects. They were retained again to provide similar services for the 2015, 2016, 2017, and 2018 Projects. The Bond Team has been satisfied with their work and is recommending Sellinger Associates be re-engaged for the 2019 Project at Niji-Iro Elementary School. Attached is a proposal for the Project listed above for the lump sum fee of \$9,900.00 plus \$1,485.00 in project contingency for a total project cost of \$11,385.00.

For the Commissioning Agent, the costs for this work will be detailed in a Purchase Order issued by the District, and in a Change Order to their original contract, pending final review and approval of terms by district legal counsel.

The Project Team is available at the Board's convenience to answer any questions regarding this process and/or the recommendations of the Bond Team. Please direct all questions through me via email.

Sincerely,

PLANTE MORAN CRESA

A handwritten signature in blue ink that reads 'Scott Smith'.

Scott Smith, LEED AP  
Senior Consultant

Enclosures: Budget Summary  
Proposal Letter



COMMISSIONING - BUDGET SUMMARY

	Commissioning Costs		
<b>Building</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Niji-Iro Elementary	\$ 10,000	\$ 9,900	\$ (100)
<b>Totals</b>	<b>\$ 10,000</b>	<b>\$ 9,900</b>	<b>\$ (100)</b>

	Commissioning Contingency		
<b>Building</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Niji-Iro Elementary	\$ 1,500	\$ 1,485	\$ (15)
<b>Totals</b>	<b>\$ 1,500</b>	<b>\$ 1,485</b>	<b>\$ (15)</b>

	Total Project Costs		
<b>Building</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Niji-Iro Elementary	\$ 11,500	\$ 11,385	\$ (115)
<b>Totals</b>	<b>\$ 11,500</b>	<b>\$ 11,385</b>	<b>\$ (115)</b>

## Sellinger Associates, Inc.

Consulting Engineers

19821 Farmington Rd.  
Livonia, Michigan 48152

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October 24, 2018

Mr. Phillip Francis  
Director of Operations  
Livonia Public Schools  
15125 Farmington Road  
Livonia, MI 48154

Re: **REVISED** Commissioning fee for the Livonia Public Schools – Niji-Iro Japanese Immersion Elementary School Project located on 36611 Curtis Road.

The project involves commissioning per ASHRAE 0-2005 guidelines and the scope of services as outlined on the SES DD set of drawings dated October 2, 2018.

The project involves a renovation to an existing one story 40,000 sf elementary school.

Commissioned systems will include HVAC and controls, lighting and day lighting controls, UPS systems and emergency generators.

HVAC equipment and systems to be performance tested includes approximately 5 unit ventilators **with DX condensing units**, 8 exhaust fans, **1 ac system**, unit heaters, 1 air handling unit, 1 condensing unit, VAV boxes and 2 rooftop units. Electrically, emergency generators, UPS systems and lighting controls will be commissioned at the elementary school.

The existing boiler systems will be performance tested.

Dear Mr. Francis,

We are pleased to submit this proposal to provide commissioning services for the above project as follows:

I. SCOPE OF WORK

A. Our design services will include the following for commissioning:

1. Attendance at kick off meeting.
2. Attendance at up to three meetings during the design phase, ( DD and CD), to discuss commissioning activities, coordinate and review of project to assure design solutions meet the OPR. Prepare meeting minutes.
3. Tour the existing facilities; review the mechanical and electrical systems that may affect the project.
4. Preparation of a commissioning plan to be distributed to the team for comment. This plan will be modified and added to as the process continues.
5. Review of contract drawings during DD and CD phases using random sampling to determine compliance with OPR and BOD.
6. Develop commissioning specifications to be inserted into the design teams ME specifications.
7. Preparation of pre-functional construction checklists in concert with contractors and distribution of checklists which are to be filled out by installing contractors. The CxA will then monitor checklist completion through out the construction phase and assist in the resolution of any issues. SAI will randomly inspect 25% of the equipment to ensure the pre-functional checklist are being completed properly
8. Prepare an issues log to be monitor and document the project. The log will consist of action items to be resolved throughout the project.
9. Review of contractor submittals to ensure compliance with OPR, BOD and project requirements.
10. Preparation of functional construction checklists in concert with contractors and distribution of checklists which are to be filled out by installing contractors.
11. Observation, documentation and functional performance testing for all equipment aforementioned. **All of the equipment, including the UV's and VAV boxes will be individually tested.**
12. Verify, coordinate and document that the final operation training is accomplished per the contract documents in cooperation with the CM.
13. Review and approval of, if deemed satisfactory, the O&M manuals as specified in the contract documents.
14. Review equipment warranties to ensure Owners responsibilities are clearly defined.
15. Organize and assist in developing a thorough Systems Manual providing system

single line diagrams, as built Sequences of Operation.

16. A final commissioning report, 2 hard copies, will be prepared covering all aspects of the commissioning process and detailing the results of all tests. Provide a pre-final submittal, 2 hardcopies. Provide one CD containing the final report.
17. The commissioning team will include the Owners' representative, the commissioning authority, the mechanical, balancing, and electrical and controls contractors. These parties shall assist in this process based on the specifications.
18. During the approximately 4 month construction period SAI anticipates attendance at up to 4 meetings. If this number is increased then SAI may seek additional services.
19. Review the systems after 10 months of operation and verify proper building operation with the facility staff.
20. ALTERNATE 1; return to the site after 20 months of operation and verify proper building operation with the facility staff.

B. Work Not Included and Assumptions:

The following services are not included as part of the engineering services:

1. All operation and maintenance training by others. SAI will coordinate training sessions.
2. Video taping of training sessions by others.
3. Fire alarm, envelope construction, security equipment are not to be commissioned.
4. Assistance by all parties mentioned above is required for a successful commissioning process.
5. As built drawings by others.
6. Measurement and Verification plan by others.
7. **Organization of O&M manuals, warranties, equipment submittals will not be undertaken as this work is being offered by the CM.**

II. CLARIFICATIONS

- A. The following clarifications apply to our proposal:
1. Any extra work necessitating revision of documents not initiated or caused by our Firm (as jointly determined) will be considered additional services.
  2. Prior to commencing of any additional work, we will provide you an Additional Services Report to be returned to us with your approval.
  3. Reimbursable charges for typical items such as phone, mileage, reproduction charges are included in this fee. If additional reproduction charges are required then we will seek additional services.
  4. Reimbursable items for transportation, phones, etc., are included in the fee.

III. FEE

- A. It is proposed that the fee for our engineering services for the base bid be a lump sum of **\$8,400.00** and divided as follows:

Design Phase:	\$ 1,200.00
Construction Phase:	\$ 6,000.00
<u>Warranty Phase:</u>	<u>\$ 1,200.00</u>
Total	<b>\$8,400.00</b>

Add alternate #1: add \$1,500.00  
Total with Alternate: **\$9,900.00**

- B. Our hourly rates for performing any additional services requested are as follows:

Principal	\$125.00/hr.
Senior Engineer	\$105.00/hr.
Designer	\$85.00/hr.
Cad Person/intern	\$50.00/hr.
Clerical	\$50.00/hr.

I trust the above is in accordance with your request; should you have any questions, please call us at your convenience.

Sincerely,

*Michael O. Sellinger*

Sellinger Associates, Inc.  
Michael O. Sellinger, P.E.  
President

IV. ACCEPTANCE

If this proposal meets with your approval, please indicate your authorization to proceed by signing this ACCEPTANCE, keeping a copy for your records, and returning the original to us.

Accepted By:  
(Signature)

Firm Name:

Date: