



## **ALEDO ISD BOARD MEETING TEMPLATE**

**MEETING DATE:** April 19, 2021

**AGENDA ITEM:** Consider Approval of Commissioning Agent for McAnally Middle School and Aledo Middle School Construction Projects

**PRESENTER:** Tyler Boswell, Director of Construction & Facilities and Earl Husfeld, Chief Financial Officer

### **BACKGROUND INFORMATION:**

- Texas Government Code, Chapter 2269.058, states a school district (a) independently of the contractor, construction manager at-risk, or design-build firm, shall provide or contract for the construction materials engineering, testing, and inspection services and the verification testing services necessary for the acceptance of the facility by the governmental agency and (b) the school district shall select the services for which it contracts under this section in accordance with Section 2254.004.
- Texas Government Code, Chapter 2254.004, states a school district must select and award a contract for professional services on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price.
- Commissioning firms, or agents, review the plans and specifications, submittals (what equipment is ordered), and what is installed to make sure that our new mechanical equipment meets requirements. The commissioning agent ensures that mechanical equipment startups are done correctly to validate warranties and the equipment, including plumbing and electrical systems, operates per the project plans and specifications.
- Huckabee & Associates (Huckabee) provided three (3) qualified firms for consideration by the District. District staff reviewed all firms' references and availability to meet the District's timelines. The District received pricing proposals from three (3) firms.
- After checking references, verifying pricing, etc., the Administration is recommending EMA Engineering & Consulting be hired as the District's commissioning agent for the amount of \$63,000.00 for the McAnally Middle School project and for the amount of \$35,000.00 for the Aledo Middle School Additions/Renovations project.

### **FISCAL INFORMATION:**

The cost of \$63,000.00 and \$35,000.00 for these services will be paid from 2019 bond funds allocated for each project.



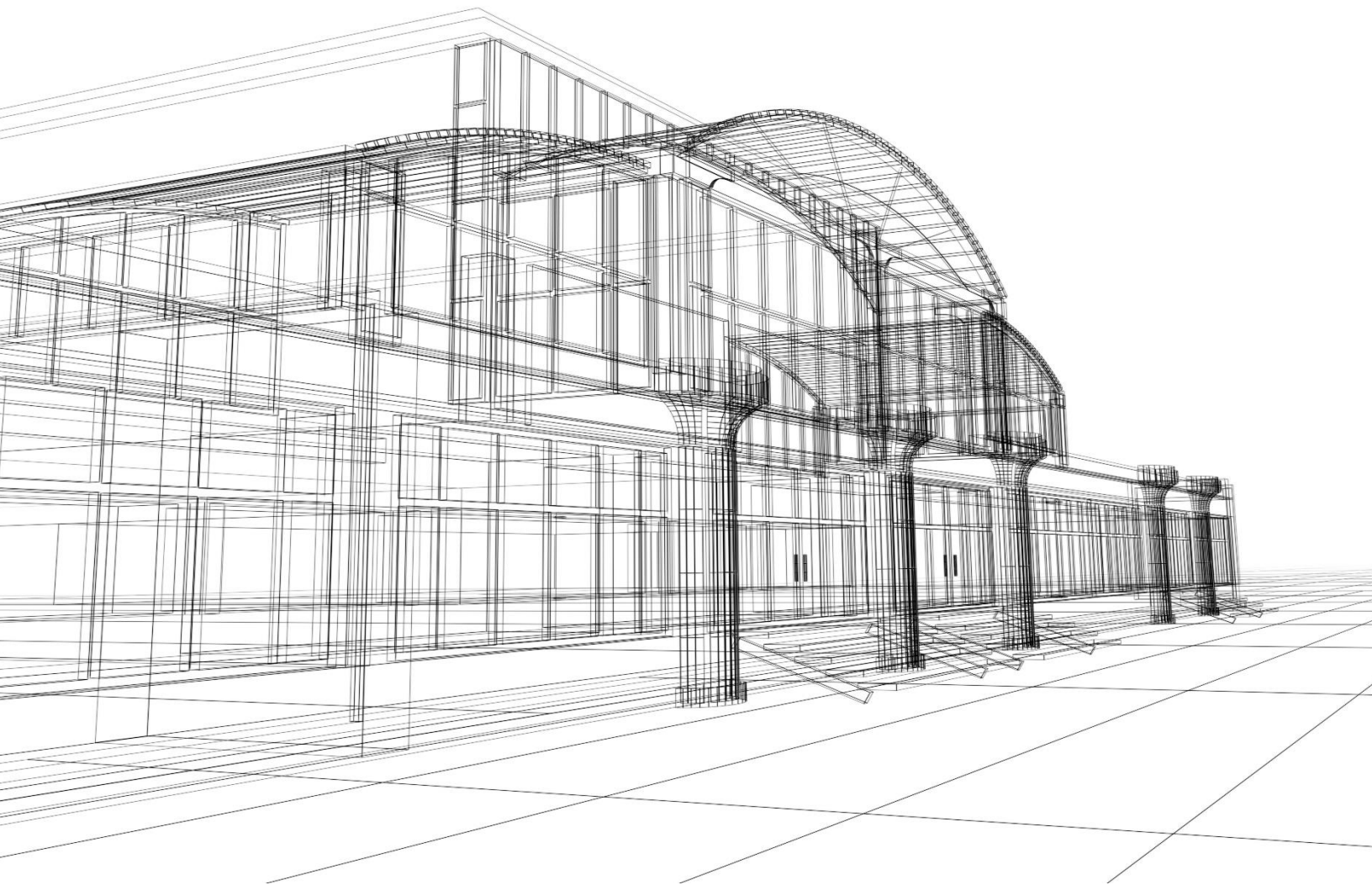
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### **ATTACHMENTS:**

Proposals from EMA Engineering & Consulting for McAnally Middle School project and Aledo Middle School Additions/Renovations project

### **ADMINISTRATIVE RECOMMENDATION:**

The Administration recommends the Board of Trustees approve the hiring of EMA Engineering & Consulting as the District's Commissioning Agent for the McAnally Middle School and Aledo Middle School Additions/Renovations Projects as presented.



# **EMA** Engineering & Consulting

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**Commissioning Services Proposal**  
Aledo Independent School District  
New Middle School #2

March 17, 2021

Tyler Boswell  
Director of Construction & Facilities  
Aledo Independent School District  
1 Dean Drive  
Aledo, TX 76008

Subject: Commissioning Services Agreement Between EMA Engineering & Consulting and  
Aledo Independent School District

Dear Mr. Boswell:

EMA Engineering & Consulting hereby submits the following proposal for professional commissioning services for the **New Middle School #2** project for Aledo Independent School District (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 – Scope, deliverables and fee for commissioning of systems.

Table 02 – List of commissioned systems and sample strategy for this project.

Table 03 –Scope of work and fee associated with the Oncor Incentives administration.

EMA Engineering & Consulting 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 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 shall operate under the assumption that the design team and the contractors will receive instructions from the Owner, that EMA Engineering & Consulting 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.

<b>Table 01 - Commissioning Scope/Deliverables</b>	
<b>Cx Plan</b>	<ul style="list-style-type: none"> <li>Review project details, scope and budget and develop and maintain the project commissioning plan.</li> </ul>
<b>Commissioning Meeting</b>	<ul style="list-style-type: none"> <li>Conduct a construction phase commissioning coordination meeting with the Owner, A/E, GC, TAB contractor and appropriate sub-contractors.</li> </ul>
<b>Submittal Review</b>	<ul style="list-style-type: none"> <li>Review major equipment and controls system submittals of commissioned systems. Issue comments/ recommendations to Owner, Engineer of Record, and contractor.</li> </ul>
<b>Site Observations</b>	<ul style="list-style-type: none"> <li>Perform three (3) construction site observation reports at phases determined by Owner.</li> </ul>
<b>Pre-functional checklists</b>	<ul style="list-style-type: none"> <li>Issue and review pre-functional checklists for major commissioned equipment/systems.</li> </ul>
<b>Functional Performance Testing</b>	<ul style="list-style-type: none"> <li>Develop functional testing record and perform functional quality sample-based performance testing. Lead and oversee the testing by contractor. <ul style="list-style-type: none"> <li><i>HVAC and controls</i></li> <li><i>Lighting and lighting controls</i></li> <li><i>Service hot water heating</i></li> <li><i>Ionization</i></li> </ul> </li> </ul>
<b>EMS Point-to-Point Verification (30-40%)</b>	<ul style="list-style-type: none"> <li>Perform point-to-point testing of EMS graphics, trends, and sequences of operation for consistency with design documents and Owners' guidelines and expectations.</li> </ul>
<b>Cx Issue Log</b>	<ul style="list-style-type: none"> <li>Develop the commissioning issues log and verify all items are corrected prior to Owner acceptance.</li> </ul>
<b>O &amp; M</b>	<ul style="list-style-type: none"> <li>Review O&amp;M and closeout documents for completeness for systems commissioned.</li> <li>Include CFR and operations and maintenance plan.</li> </ul>
<b>Final Commissioning Record</b>	<ul style="list-style-type: none"> <li>Develop and provide final commissioning record detailing services performed.</li> </ul>
<b>Fee: \$63,000</b>	

<b>Table 02 – List of commissioned systems/equipment types and sampling strategies</b>		
	Quantity	Sampling Strategy
<b>MECHANICAL EQUIPMENT (INCLUDING DDC CONTROLS)</b>		
Multi Staged Packaged Units	21	30%
VRF System (AH, CU)	125, 12	30%
Dedicated Outside Air Units	14	50%
Mini Split Dx Systems	16	30%
Ventilation Fans – Exhaust and Supply	17	30%
<b>PLUMBING EQUIPMENT</b>		
Domestic Hot Water System (Water Heaters, Circ-Pumps, Controls)	7 WH, 7 CP	100%
Hot Water Fixture Discharge Temperatures	TBD	30%
<b>ELECTRIC POWER, LIGHTING &amp; LIGHTING CONTROLS</b>		
Occupancy Sensors	TBD	30%
Daylight Photo Sensors	TBD	30%
Programing / Switching Methods	TBD	50%

<b>Table 03 – Oncor Incentive Administration Scope/Deliverables</b>
<ul style="list-style-type: none"> <li>• Review all construction documents and provide comments to achieve maximum incentive.</li> </ul>
<ul style="list-style-type: none"> <li>• Initiate each project in Oncor EEPM website.</li> </ul>
<ul style="list-style-type: none"> <li>• Collect necessary data for all HVAC and lighting systems in accordance with Oncor requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• Input all data onto required Oncor forms and spreadsheets.</li> </ul>
<ul style="list-style-type: none"> <li>• Submit each project through EEPM website with Owner approval.</li> </ul>
<ul style="list-style-type: none"> <li>• Communicate and coordinate with Oncor, Design Team and Construction Team if questions arise during inspections.</li> </ul>
<ul style="list-style-type: none"> <li>• Administrator will sponsor the projects and collect the incentive from Oncor and transmit to Owner. Administrator fee will be 30% of the collected rebate.</li> </ul>

**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 will invoice on the following schedule:

Billing 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 \$225/hour
- Project Manager/Designer \$150/hour
- Construction Admin/Commissioning \$130/hour
- CADD Draftsmen \$90/hour
- Administration \$75/hour

If the above is acceptable, please provide the appropriate signature to authorize us to begin work. We certainly appreciate the opportunity to provide this agreement. If you have any questions, please call me.

Sincerely,



Gary Bristow, P.E.  
Vice President

**Accepted by:**

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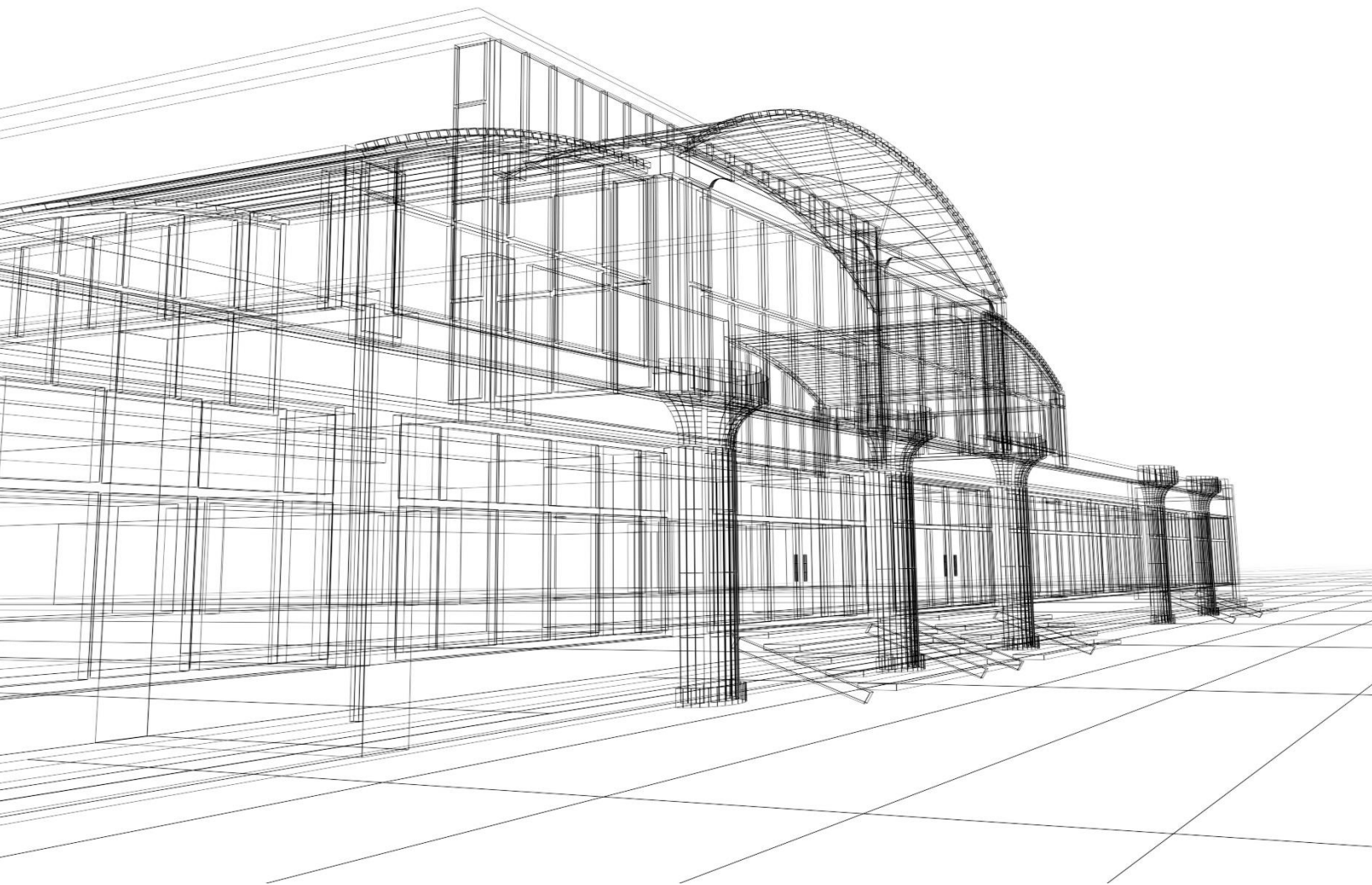
(Signature)

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(Print Name)

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(Date)



# **EMA** Engineering & Consulting

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**Commissioning Services Proposal**  
Aledo Independent School District  
Aledo Middle School Additions and  
Renovations



March 18, 2021

Tyler Boswell  
Director of Construction & Facilities  
Aledo Independent School District  
1 Dean Drive  
Aledo, TX 76008

Subject: Commissioning Services Agreement Between EMA Engineering & Consulting and  
Aledo Independent School District

Dear Mr. Boswell:

EMA Engineering & Consulting hereby submits the following proposal for professional commissioning services for the **Aledo Middle School Additions and Renovations** project for Aledo Independent School District (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 – Scope, deliverables and fee for commissioning of systems.

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<b>Table 01 - Commissioning Scope/Deliverables</b>	
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<b>Commissioning Meeting</b>	
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<b>Final Commissioning Record</b>	
<ul style="list-style-type: none"> <li>Develop and provide final commissioning record detailing services performed.</li> </ul>	
<b>Fee: \$35,000</b>	

<b>Table 02 – List of commissioned systems/equipment types and sampling strategies</b>		
	Quantity	Sampling Strategy
<b>MECHANICAL EQUIPMENT (INCLUDING DDC CONTROLS)</b>		
Single Zone VAV Packaged Units	72	30%
Dedicated Outside Air Handling Units	5	100%
VAV Boxes - electric re-heat	27	30%
Mini Split Dx Systems	8	30%
Ventilation Fans – Exhaust and Supply	16	30%
<b>PLUMBING EQUIPMENT</b>		
Domestic Hot Water System (Water Heaters, Circ-Pumps, Controls)	4 WH, 4 CP	100%
Hot Water Fixture Discharge Temperatures	TBD	30%
<b>ELECTRIC POWER, LIGHTING &amp; LIGHTING CONTROLS</b>		
Occupancy Sensors	TBD	30%
Daylight Photo Sensors	TBD	30%
Programing / Switching Methods	TBD	50%

<b>Table 03 – Oncor Incentive Administration Scope/Deliverables</b>	
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Gary Bristow, P.E.  
Vice President

**Accepted by:**

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(Signature)

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(Print Name)

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(Date)