



**Meeting Date:** February 20, 2025

**Submitted By:** Daniel Brooks  
**Title:** Assistant Superintendent

**Agenda Item:** Consider and take action regarding approval of the selection for commissioning services for the Selma ES project in Bond 2022.

## CONSENT ITEM

### **RECOMMENDATION:**

It is recommended that the Board approve the selection of commissioning services for the Selma ES project in Bond 2022 and that the Board of Trustees delegate the authority to the Superintendent or their designee to execute all contracts and related documents necessary to complete this project. The scope of work includes commissioning services to verify all MEP (Mechanical, Electrical and Plumbing) systems in Selma ES are installed and operate per the contract documents and project requirements. Expenditures will be made from Bond 2022 funds at a total estimated cost of \$98,750.00.

### **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 \$98,750.00. The scope of work includes commissioning services to verify all MEP (Mechanical, Electrical and Plumbing) systems in Selma ES are installed and operate per the contract documents and project requirements. The contract will be for a specific project and will expire upon completion of all related services.

### **BOARD ACTION REQUESTED:**

**Approval/Disapproval**



**Date:** February 20, 2025

**To:** Lynnette Trevino, Director of Purchasing

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

**Project:** Selma Elementary School – Commissioning Services

The Department of Facilities Planning has found KCA Engineers, Inc. to be a highly qualified firm to provide commissioning services for the Selma Elementary School project.

- KCA Engineers, Inc.
- Engineered Air Balance Co., Inc.
- Cleary Zimmerman Engineers, LLC

The scope of work includes commissioning services to verify all MEP (Mechanical, Electrical and Plumbing) systems in Selma ES are installed and operate per the contract documents and project requirements.

The total estimated cost to procure these commissioning services is \$98,750.00.

Expenditures will be made from Bond 2022 funds.

KCA Engineers, Inc. was selected from a pool of engineering firms that submitted to RFQ 23-18 Engineering 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 (2) year extension.

The Board of Trustees had previously approved all respondents to RFQ 23-18 Engineering Services, as being qualified on August 15, 2024.

**CC:** Cecilia Davis, Deputy Superintendent of Operations  
Daniel Brooks, Assistant Superintendent of Operations

# Tabulation

## Selma Elementary School - Commissioning Services

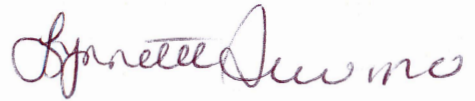
Vendor	Ranking
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### SUMMARY

KCA Engineers, Inc.	1
Engineered Air Balance Co., Inc.	2
Cleary Zimmerman Engineers, LLC	3

### 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

**January 31st, 2025**

**Judson ISD**

8205 Palisades Dr, Live Oak, TX 78233  
 Live Oak, TX 78233

ATTN: Cesar Sosa  
 Project: **Commissioning Selma ES**  
 Subject: **KCA Commissioning Services Proposal**

**Mr. Sosa,**

KCA Engineers, Inc. very much appreciates the opportunity to propose commissioning services for the above-referenced project.

**Scope of Services**

Commissioning objective is to verify that all MEP systems in Selma ES are installed and operate per Contract Documents dated 11/14/23 (with all subsequent drawing revisions) and Owner’s Project Requirements. Major Commissioning deliverables/milestones are as follows:

1. Conducting of the Commissioning kick-off meeting
2. Preparation/delivery of Commissioning plan
3. Preparation & On-site verification of pre-functional checklists
4. Preparation/execution of functional testing
5. Tracking all deviations between designed and installed systems in Deficiency Log
6. Issuance of Final Commissioning Report


**Compensation:**

<i>Items 1 &amp; 2 as described above.</i> .....	\$19,750
<i>Items 3 &amp; 4 as described above</i> .....	\$49,375
<i>Items 5 &amp; 6 as described above.</i> .....	\$29,625
Total Fixed Fee.....	<b>\$98,750</b>

Again, we very much appreciate your consideration and the opportunity to assist Judson ISD on this project. KCA’s services can begin upon receipt of signed proposal. Should you have any questions regarding our costs or proposed scope of services, kindly reach out to Michael Kyler, P.E. at 210.262.4823 or at [mkyler@kcaeng.net](mailto:mkyler@kcaeng.net).

Sincerely,

Judson ISD



Michael Kyler, P.E.  
 Principal/Project Engineer  
 210.262.4823 | [mkyler@kcaeng.net](mailto:mkyler@kcaeng.net)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name/Title

**Attachments:** Conditions of Terms

**Conditions of terms:**

- Additional Services include any work not expressed herein or implied in this proposal.
- Functional testing shall begin upon written confirmation from the GC that all requirements listed in specification section 23 0200 'Commissioning of HVAC systems' have been completed.
- Invoices: Invoices will be submitted per the above 'Compensation' section. Payment is due upon receipt of the invoice and will be past due after 30 days.
- Termination of Services: This contract may be terminated by the client or by KCA Engineers, Inc. if either party fails to perform its commitments. If services are terminated, the client shall pay KCA Engineers, Inc. for all services rendered up to the point of termination.
- This proposal is valid for 30 days.