

January 31, 2018

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

RE: Contract Award Recommendation for Commissioning Services
Jackson Early Childhood Center / Buchanan Elementary / Webster Elementary
Livonia Career Technical Center / Data Center Relocation

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 Projects 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 Firms for these Projects.

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 and 2017 Projects. The Bond Team has been satisfied with their work and is recommending Sellinger Associates be re-engaged for the 2018 Projects. Attached is a proposal for the five (5) Projects listed above for the lump sum fee amount of \$45,500.00 plus \$4,550.00 in project contingency for a total project cost of \$50,050.00.

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



Scott Smith, LEED AP
Senior Consultant

Enclosures: Budget Summary
Proposal Letter

COMMISSIONING - BUDGET SUMMARY

	Commissioning Costs		
Building	Budget	Actual	Variance
Jackson / Buchanan / Webster	\$ 50,000	\$ 45,500	\$ 4,500
LCTC / Data Center			
Totals	\$ 50,000	\$ 45,500	\$ 4,500

	Commissioning Contingency		
Building	Budget	Actual	Variance
Jackson / Buchanan / Webster	\$ 5,000	\$ 4,550	\$ 450
LCTC / Data Center			
Totals	\$ 5,000	\$ 4,550	\$ 450

	Total Project Costs		
Building	Budget	Actual	Variance
Jackson / Buchanan / Webster	\$ 55,000	\$ 50,050	\$ 4,950
LCTC / Data Center			
Totals	\$ 55,000	\$ 50,050	\$ 4,950

Sellinger Associates, Inc.

Consulting Engineers

19821 Farmington Rd.
Livonia, Michigan 48152TEL 248.482.0045
FAX 248.482.0052

January 9, 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 – 2013 Bond Program. This proposal is for the 2017/2018 projects, year 5 of the bond.

The project involves commissioning per ASHRAE 0-2005 guidelines and the scope of services based on the Bid set prepared by French Associates and SES engineers dated December 2017.

The project involves a major mechanical and electrical refurbishment to The Career Tech Center,(55,000 sf), Jackson Early Childhood Center, (45,000 sf), Webster elementary School (60,000 sf) and control upgrades work to Buchanan Elementary School, (50,000 sf).

In addition a small project in the LPS Administration Building relocating the Computer Center to the second level will be commissioned.

Commissioned systems will include HVAC and controls, domestic hot water, lighting and day lighting controls, and emergency generators.

HVAC equipment and systems to be performance tested includes approximately 74 unit ventilators, 35 exhaust fans, 7 split system AC systems, 22 cabinet unit heaters, 1 air handling unit, VAV boxes, 7 rooftop units and 3 HV units. Emergency generators, water heater systems and lighting controls will be commissioned.

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. Assist in the development of the OPR and BOD to verify compliance with documents.
3. Attendance at up to ten 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.
4. Tour the existing facilities; review the mechanical and electrical systems that may affect the project.
5. 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.
6. Review of contract drawings during DD and CD phases using random sampling to determine compliance with OPR and BOD.
7. Develop commissioning specifications to be inserted into the design teams ME specifications.
8. 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.
9. Prepare an issues log to be monitor and document the project. The log will consist of action items to be resolved throughout the project.
10. Review of contractor submittals to ensure compliance with OPR, BOD and project requirements.
11. Preparation of functional construction checklists in concert with contractors and distribution of checklists which are to be filled out by installing contractors.
12. Observation, documentation and functional performance testing for all equipment aforementioned. Note; UV's will be spot checked; 50% of the terminal units will be commissioned per each school. If more than 25 % of these are flawed then an additional 25% will be tested. At this point the contractor will be asked to review all remaining boxes and make corrections.

13. Verify, coordinate and document that the final operation training is accomplished per the contract documents in cooperation with the CM.
14. Review and approval of, if deemed satisfactory, the O&M manuals as specified in the contract documents.
15. Review equipment warranties to ensure Owners responsibilities are clearly defined.

16. Organize and assist in developing a thorough Systems Manual providing system single line diagrams, as built Sequences of Operation.
17. A final commissioning report, 3 hard copies, will be prepared covering all aspects of the commissioning process and detailing the results of all tests. Provide a pre-final submittal, 3 hardcopies. Provide one CD containing the final report.
18. 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.
19. During the approximately 6 month construction period SAI anticipates attendance at up to 6 meetings. If this number is increased then SAI may seek additional services.
20. Review the systems after 10 months of operation and verify proper building operation with the facility staff.
21. 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 **\$42,000.00** and divided as follows:.

Design Phase:	\$ 6,000.00
Bidding Phase:	\$ 2,000.00
Construction Phase:	\$30,000.00
Warranty Phase:	\$ 4,000.00
<u>Total</u>	\$42,000.00

Add alternate #1: add \$3,500.00
Total with Alternate: **\$45,500.00**

- 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: