

Board Meeting Agenda Item Executive Summary

Supt.'s Office Use Only

Board Meeting 4-21-09

Agenda Consent

Item No. F. 15.

Board Meeting Date:	April 21, 2009
Submitted By:	Ed Gable
Item Description:	SBAC W0802 – Buchholz and Eastside High Schools Energy Efficiency Upgrade Professional Fees

Purpose and Explanation:

CONSENT

On March 3, 2009, the School Board approved Moses and Associates, Gainesville, Florida, as the design professional on this project. It is requested that the School Board approve a negotiated professional services lump-sum fee not-to-exceed \$52,640, plus additional services and reimbursable expenses, on this project.

BUDGETARY IMPACT

Funding Source (Description): 2 Mill **Amount: \$52,640**

Staff Attorney Review & Approval <i>(For Contracts Only)</i>	Date: _____ Initial: _____	ADDITIONAL INFORMATION Yes: _____ No: _____
--	-------------------------------	--

MOSES & ASSOCIATES
MOSES • LEBO • AKIN • BROOKS
INTELLIGENT BUILDING SYSTEMS ENGINEERING

PRINCIPALS:
FRANCIS W. MOSES, PE
GEORGE R. LEBO, LEED AP, PE
MARK R. AKIN, RCDD, LEED AP, PE
DAVID L. BROOKS, PE

March 10, 2009

Mr. Edward Gable
Executive Director of Facilities
School Board of Alachua County
3700 NE 53rd Avenue
Gainesville, Florida 32609

Re: Engineering Services Fee Proposal
Buchholtz and Eastside High Schools Energy Efficiency Upgrades
SBAC WO802
M&A Project No. 09040

Dear Edward:

The following proposal outlines our understanding of the project requirements and our scope of work. At your request, we are pleased to submit our proposal to provide the following engineering services for the project. Our sub-consultant is Campbell Engineering of North Florida, Inc. Asbestos abatement is not included in the services for this project.

1. Moses and Associates (M&A) will visit the site and make the necessary investigations for the development of the project. Our staff will prepare a Project Development Report with our findings, a recommended scope, cost estimates and estimated GRU rebates.
2. Our staff will prepare 50% review drawings and technical specifications. The drawings for this project will be produced using AutoCAD Release 2004. We will submit three (3) copies for 50% review.
3. Following your review of the 50% documents and notice to proceed, we will prepare 100% review drawings and specifications. We will incorporate your non-technical specifications and submit six (6) copies for your 100% review. Two (2) sets will be signed and sealed.
4. M&A will provide customary construction administration services including review of shop drawings, periodic inspections and review of pay requests.
5. M&A will provide ten (10) sets of bid documents.
6. M&A will produce the drawings for this project using AutoCad Release 2004. The Contractor's as-built marks will be transferred to a copy of the drawings and one set of reproducible will be provided. M&A will also provide you a copy of the record drawings and specifications (Bid Set) and any addenda on CD-ROM.

The following summarizes our proposed approach to this project. This includes a project development phase, design phase, construction phase, and verification phase. We have reviewed the project scope and understand the design objectives for both the Eastside and Buchholtz High Schools. The specific scope and tasks are summarized below.

Phase 1: Project Development Phase

As with any project it is important that the goals and objectives be defined and ultimately achieved. This phase of the project will ensure the Owner (SBAC) and the design team (M&A) are proceeding with similar objectives and goals. It is also equally important that we develop these objectives and goals in concert with the available budget. It is for this reason that we recommend this initial phase. M&A will survey the existing HVAC systems and associated controls to confirm as-built conditions and system condition. The information collected during this phase will help determine the final design scope. This phase will produce a scope narrative that includes our findings, a detailed recommended scope of work, project construction cost estimate and estimated GRU rebate allowances. It is during this phase in which we plan to utilize the services of Campbell Engineering of North Florida to help us with the existing mechanical equipment evaluation.

Phase 2: Design Phase

As the name implies this is the phase in which a design is developed. The scope narrative (developed during Phase 1) will be the basis for the design. We propose to produce a 50% review submittal. After final comments, we will proceed into the development of a 100% review submittal. Once we receive approval of the 100% submittal, we will produce Bid Documents.

Expected design scope:

- All controls for the HVAC mechanical system. Includes required demolition and new work scopes.
- All piping, duct work, and mechanical equipment associated with the main AHU mechanical rooms and VAV terminal units where applicable to support the control upgrade.
- All electrical work required to support the control upgrade scope of work.
- All fire alarm work required to support the control upgrade scope of work.
- Zone cooling load and heating load evaluations. M&A will assess the current air flows to determine if more or less air flow is needed.
- Specifications and SBAC non-tech specifications.
- Bid support including open book pricing as required to support sole source negotiations

Exclusions:

- Asbestos abatement and associated scope of work development
- Re-zoning of existing HVAC duct system. Existing thermal zoning will be retained.
- Major equipment replacement (AHUs, chillers, boilers, etc...)
- Structural or Architectural modifications.
- Zone cooling/heating load evaluations. We have assumed no additional load calculations will be required and will use current design airflows and water flows.

Phase 3: Construction Phase

M&A will provide standard construction administration services. Includes periodic site visits, progress reports, and inspections to confirm substantial completion and final project completion. M&A will document all site visits using detailed field reports.

The estimated construction cost for this work is \$600,000 (includes Eastside and Buchholtz).

Our lump sum, fixed fee proposal for these professional services is \$52,640. This is based on the tasks and manhours attached. We propose to bill according to the Sample Invoice attached.

In addition to the basic services described above, we also propose an additional Phase 4 referred to herein as the verification phase. Our lump sum fee proposed for these services is \$11,056.

Phase 4: Verification Phase

Verification can mean a formal commissioning process or a simple sampling of the systems that have been installed. M&A proposes a simple verification process based on the traditional commissioning processes. M&A will create the necessary functional performance test documents and carry out the testing and verification with the Contractor. M&A will conduct a 25% sampling strategy to validate the system performance. In the event additional testing is required (due to deficiencies), M&A will request additional services which will be back charged to the Contractor by the Owner. The sampling strategy and potential back charges will be described in the Contract Documents.

Additional services can be provided on the following basis:

Bid Sets: Additional bid sets can be provided at a cost of \$50.00 per set.

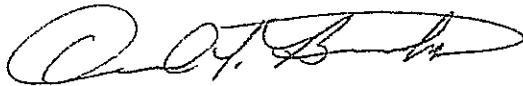
Other Services: Additional services that you may request will be billed at our standard hourly rates which are attached.

The time schedule for services through bid documents is proposed to be:

- Scope narrative 45 days after written Notice to Proceed
- 50% submittal 45 days after receipt of all review comments and written Notice to Proceed
- 100% submittal 30 days after receipt of all review comments and written NTP
- Bid documents 5 days after receipt of all review comments and written NTP

If you decide to proceed with this project and the scope of our proposed services and fee meet your approval, please contact us at your earliest convenience.

Sincerely,



David L. Brooks, P.E.
Vice President

DLB/mrc

cc: Tom Cowart
Contract File
Binder

F:\09040\PD1.wpd