

CLEVELAND PUBLIC LIBRARY

Board Meeting

May 16, 2013

RESOLUTION AUTHORIZING AGREEMENT FOR COMMISSIONING SERVICES FOR THE HEAT CONVERSION CONSTRUCTION PROJECT AT THE MAIN LIBRARY

WHEREAS, The Board of Trustees of the Cleveland Public Library has previously authorized contracts for construction of the Heat Conversion Project to convert the electric heat system for the Main Branch and Louis Stokes Wing building to gas heat; and

WHEREAS, The Library desires to engage the services of an independent project commissioning agent to verify that once the project is complete, all the mechanical and temperature controls have been installed and that all systems are fully functional, tested, operational, and in full compliance with specifications prepared by the Library's consultant, Spectrum Energy Concepts, Inc ("Spectrum"); and

WHEREAS, On March 21, 2013 the Board authorized a deduction of \$7,000 from the Library's agreement with Spectrum, removing commissioning services from the scope of Spectrum's services. The Library prefers to engage an independent commissioning agent to provide additional checks and balances; and

WHEREAS, The Director of Property Management received quotes from three (3) different commissioning agents listed herein: TEC Inc. Engineering & Design -\$48,000; TES Engineering - \$17,500; and Energy Management Specialists, Inc ("EMS") - \$16,400; and

WHEREAS, The Library has engaged the services of EMS in the past and is satisfied with its services; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee is authorized to enter into and execute an agreement with Energy Management Specialists, Inc. aka EMS, for independent commissioning services for the Heat Conversion Project in the amount of \$16,400.00, which agreement shall be subject to the approval of the Library's Chief Legal Officer. The cost shall be charged to the Building & Repair Fund Account 40190105-55300-12901.



One Energy Plaza • 15800 Industrial Parkway • Cleveland, Ohio 44135 • Phone (216) 676-9045 • Fax (216) 676-5948

SALES/ENGR.: J JG

CUSTOMER: CLEVELAND PUBLIC LIBRARY
ATTN: MYRON SCRUGGS

OFFICE ADDRESS: 325 SUPERIOR AVE
CLEVELAND, OHIO 44114

JOB ADDRESS: SAME

JOB NAME: COMMISSIONING FOR NEW BOILERS AND TEMPERATURE CONTROL

We propose to furnish and install heating and/or air conditioning products and related equipment for your building located at the job address above. In accordance with the conditions and specifications set forth in this proposal.

THIS QUOTATION IS FOR PROFESSIONAL SERVICES TO FURNISH COMMISSIONING SERVICES IN ACCORDANCE WITH GENERALLY ACCEPTABLE INDUSTRY PROCEDURES FOR THE CLEVELAND PUBLIC LIBRARY ON THE PROJECT DESCRIBED AS THE ELECTRIC HEAT CONVERSION PROJECT.

WE WILL FURNISH THESE SERVICES TO COMMISSION THE UPGRADE TO THE SIEMENS APOGEE BUILDING AUTOMATION SYSTEM AS WELL AS THE INSTALLATION OF THREE NEW HOT WATER BOILERS AND ACCESSORIES.

THIS WORK WILL BE PERFORMED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PREPARED BY SPECTRUM ENERGY CONCEPTS, INC. DATED 2/20/2012.

WE WILL WORK WITH THE INSTALLING CONTRACTORS AND APPROVE ALL DOCUMENTATION AND PERFORM THE PROJECT COMMISSIONING NEEDED FOR THE PROJECT.

IN ACCORDANCE WITH STANDARD INDUSTRY PRACTICES WE WILL PERFORM AND/OR OBSERVE TESTING OF THE SYSTEMS AND DOCUMENTATIONS FOR SAME.

We propose to furnish MATERIAL and LABOR in accordance with the above specifications for the SUM OF:

\$ 16,400.00

CONTRACT EXPIRATION:

This PROPOSAL will become a Contract between us if accepted by you on or before APRIL 28, 2013 and subsequently approved by our Credit Department.

PURCHASER ACCEPTANCE:

P.O.#

DEALER APPROVAL:

JOE GUZIK

DATE:

03-21-13

ACCEPTED:

DATE:

JOB NO.:



electrical | mechanical | lighting design | technology design

April 9, 2013

Mr. Tim Murdock
Assistant Director of Property Management
325 Superior Avenue
Cleveland, Ohio 44114

Re: Commissioning Services for the Cleveland Public Library

Mr Murdock;

Thank you for considering Tec Inc. for Commissioning Services of the Cleveland Public Library (CPL) Buildings. The buildings have the following characteristics:

| | | |
|-------------------|------------|---------------------------------|
| 525 Superior Ave. | 11 Stories | 267,000 s.f. (East Stokes Bldg) |
| 325 Superior Ave. | 7 Stories | 205,000 s.f. (Main Bldg) |

BACKGROUND

The management structure for the project is traditional design-bid-build with full design documents and specifications being developed by architectural and engineering firms. The bid and award of the project has already occurred and awarded to Marlin Mechanical.

The project has already commenced and will finish in approximately 6 months.

In general, the project is understood to include the following items.

- Conversion of the existing chilled water loop to a two pipe hot water and chilled water loop with seasonal change over. New control valves will provide automatic change-over.
- Three new high efficiency boilers and associated piping, valving and controls have been included to replace the electric heating system.
- Replace existing 17 control panels and front end software and 1 Simplex gateway for transfer of data from fire alarm system.
- Existing control sequences for the fan coils, VAV boxes, air handlers, make-up air, unit, heaters and air door. This includes DCV (Demand Control Ventilation), humidity control and VAV minimum stops.
- Recertify the smoke control system with the new controls.

33851 Curtis Blvd
Suite 216
Eastlake, OH 44095
t 440.953.8760
f 440.953.1289
www.tecinc1.com

It is assumed that obligations to perform Commissioning Process activities have been agreed to in a contract with the Owner, by the Design Team and Contractors. This commissioning service proposal and fee does not include costs to be borne by the Contractors, Architect, Engineer, Owner or others associated with the Commissioning Services work.

cleveland | columbus

SCOPE OF WORK

Tec Inc. will work in conjunction with the Design and Construction Team to commission the project as described in this proposal. The following is a summary of the Commissioning Process that will be implemented by our Commissioning Department.

FUNDAMENTAL COMMISSIONING SERVICES

1. Perform design review of construction documents
2. Develop and implement a Commissioning Plan that identifies processes and procedures necessary for a successful Commissioning Process.
3. Integrate Commissioning Process Activities into the project schedule.
4. Conduct and document the Commissioning Kick-Off Meeting.
5. Develop test procedures and direct the execution of these tests to verify operation of systems and assemblies to be commissioned.
6. Document the correction and retesting of non-conformance items with the use of an Issues Log.
7. Complete a Commissioning Process Report.

The following systems and assemblies are the focus of the Commissioning Process:

- Fan coil units (approx. 200) Spot check 10% or 20 fan coil units.
- Door Heater (1)
- Hot water boilers (3)
- Pumps (3)
- Make-up air unit (1)
- VAV boxes (estimated qty 132, assume 20 spot check)
- Air handlers (+/-17)
- Unit heaters (4)
- Control panels (17)
- Gateway from fire alarm system (1)
- Control valves – used for changeover of heating to cooling (6)
- Humidifiers (17)
- CO2 sensors for DCV (38)
- Smoke control system recertification (1)

LIMITS OF RESPONSIBILITY

Tec Inc. acting as a Commissioning Authority for the Owner shall not be responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The Commissioning Authority may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and design professionals. All design related issues identified will be deferred to the Project Design Team for clarification or change.

ADDITIONAL SERVICES

The following general items are not included in the basic services in this fee proposal and, if requested and mutually agreed upon in writing, will be performed as additional services requiring additional compensation.

1. Work factors which could necessitate additional services include: effective participation of the Commissioning Team Members or construction not being performed in accordance with industry standard practices. If additional work is required to overcome these or other project factors to provide the Commissioning Services described in this proposal, the additional work will be identified and an estimate of additional cost will be submitted for consideration and approval.
2. If there are design changes that modify the scope of the project and commissioning work, additional services associated with these changes will be identified and an estimate of additional cost will be submitted for consideration and approval.
3. Reimbursable expenses shall be compensated by your office to us in addition to those fees stated herein for basic services for expenses incurred by Tec, Inc. in the interests of the project for the following items:
 - a. Delivery service fees as required for the prompt exchange of information where normal mailing is not practical. These fees will be passed through at 1.1 times their direct expense.
 - b. Expense of additional insurance coverage or limits including professional liability insurance in excess of \$1,000,000.00 per claim; \$2,000,000.00 aggregate.
4. Not included in our scope of work will be responsibility for the discovery, presence, handling, removal, or disposal of (or exposure of persons to) hazardous or toxic materials at the job site.

COMPENSATION

For the purposes of this project, we propose to work on a flat fee basis.

Our fee for Commissioning Services of the scope and systems listed above will be \$48,000.

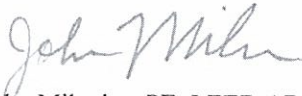
Should additional services as defined herein be requested by your office, with our mutual agreement we propose to renegotiate the flat fee.

Our terms of payment are net 30 days after invoicing. Invoicing for this project will be monthly based upon a percentage of completion to date. Please advise if special billing formats or reference numbers are required. Our fees and rates are based on the timely receipt of payment for our services performed.

We reserve the right to renegotiate fees in the event that the project is suspended and later resumed.

Thank you for the opportunity to present this proposal. If the proposal meets with your approval, please sign and return the original proposal, retaining the copy for your files. Should any item in the proposal require clarification, please contact us. We look forward to working with you to the completion of this project.

Respectfully submitted,
Tec Inc.



John Milenius, PE, LEED AP
Director of Mechanical Engineering

accepted:

company name

authorized signature

printed name & title

date

25760 First Street
Cleveland, OH 44145
P: 440-871-2410
F: 440-871-7954
tesengineering.com



Service Authorization Request
From TES Engineering

This **Service Authorization** is for a specific project or assignment. No services shall be performed until Consultant receives a signed approval from an authorized agent of the Client. Receipt of this signed document shall constitute an Authorization for the TES Engineering to proceed and invoice for the work described when complete.

Client Contact: Mr. Myron Scruggs
Client: Cleveland Public Library
Date of Request: March 21, 2013
Project: Mechanical System Renovation
City, State: Cleveland, OH 44114
Service Description: System Commissioning

Scope is as described below:

Serve as the CPL representative working with CPL Staff and Contractors to review and approve all documentation and perform the Project Commissioning needed for the project.

Along with the installing Contractors, provide commissioning services to verify Mechanical and Temperature Controls installed, to assure all systems are fully functional, tested, operational, and in full compliance with the specifications prepared by Spectrum Energy Concepts, Inc. and the project intent.

Observe all functional testing of each installed system and provide approval of as-built drawings and documentation for same.

Consultant Service Price: \$17,500.00 including expenses.

Submitted by 

K. Dieter Hausmann, P.E., LEED AP
Director of Mechanical Engineering

Authorized By: _____ Date: _____

Client Cost Code or PO: _____ Date: _____