

If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO award a professional services contract to Maiani Construction Services, Inc. in the amount of \$81,350.00, for the Mechanical Commissioning- Commissioning Blatchley Middle School Building Systems (Remodel Project), subject to the uncontested passage of the State of Alaska required ten day appeal period (ending December 30, 2011 at 5:00pm).

MEMORANDUM

To: Mayor Westover and Assembly Members
Jim Dinley, Municipal Administrator

From: Michael Harmon, Public Works Director *MH*
Stephen Weatherman, Municipal Engineer *SW*
Kelli Cropper, CBS Project Manager *KE*

Reviewed: Jay Sweeney, Finance Director *JS*
Tammy O'Neill, Contract Coordinator *TO*

Date: December 20th, 2011

Subject: Contract Award to Maiani Construction Services, Inc- Mechanical Commissioning- Commissioning Blatchley Middle School Building Systems (Remodel Project).

Background

Blatchley Middle School (BMS) is currently undergoing the significant remodel and/or replacement of the school's existing mechanical and electrical systems. The original school building was built in the mid sixties and was remodeled and expanded in the mid eighties. The existing mechanical equipment and systems were, either, past the life cycle replacement age and are being replaced with newer technology and energy efficient systems, or are of newer vintage and are being refurbished. The building is approximately 100,000 square feet and has a pool. There are multiple existing fan rooms and Air Handling Units (AHU). Most of the AHU's are being replaced with Variable Refrigerant Flow (VRF) heat pumps and Energy Recover Ventilators (ERV) systems. Additional work in the BMS Remodel includes installation new building controls, motors, motor controls, new electrical service, replacement exhaust fans, the replacement of the domestic water system (piping and fixtures), the installation of fire life safety systems, computer network, clock and PA system.

The City and Borough of Sitka (CBS) published a Request for Qualifications (RFQ) for a qualified Commissioning Agent to commission the building mechanical and electrical systems at BMS. The Work includes commissioning the VRF Systems, Energy Recover Ventilators (ERV), Exhaust Fans, Hydronic Heating, Boiler Systems, Air Handling Units (AHU), Building Controls, Convectors, Equipment and Motor Connections, Unit Heaters, Domestic Hot Water System, equipment Testing Adjusting & Balancing, and to provide Owner Training for the proper operation and maintenance of the equipment.

The Commissioning Agent is the expert representing the Owner. The Commissioner works with the Contractors, Consultants, and Owner during the construction and installation of the building systems and equipment to ensure all systems are properly installed, calibrated, and operating at best capacity at project completion.

The Commissioner will perform the following tasks:

- 1) Develop Commissioning Plan as outlined in the commissioning specifications.
- 2) Review Submittals and O&M Manuals
- 3) Review Air/Water Balancing Reports
- 4) Witness Major Equipment Start-up
- 5) Develop Pre Commissioning Checklists
- 6) Develop Performance Tests
- 7) Provide Periodic Field Inspections
- 8) Conduct Pre Commissioning Meeting
- 9) Perform Functional Performance Testing
- 10) Perform Owner Training
- 11) Prepare Final Commissioning Report
- 12) Provide End of Warranty Inspection and Report

Analysis

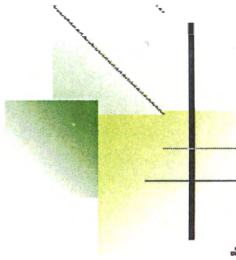
The RFQ for a Commissioning Agent for the BMS Remodel was published in accordance with CBS and State of Alaska procurement requirements. There were four respondents to the RFQ. The qualifications and references for each respondent were checked and the selection committee unanimously chose the number one ranked respondent; Maiani Construction Services, Inc.

Fiscal Note

Fees for the Commissioning Work at BMS have been successfully negotiated. The BMS Remodel-2011 project funds total \$12.4 million, and include State 70% funding, CBS 30% funding, and bond proceeds. The construction contract is within its budget and there are sufficient project funds to award the contract to Maiani Construction Services, Inc. for the commissioning of the building systems at Blatchley Middle School.

Recommendation:

Approve award of a professional services contract to Maiani Construction Services for \$81,350.00, subject to the uncontested passage of the State of Alaska required ten day appeal period (ending 30 December 2011 at 5:00 pm).



Maiani Construction Services, Inc.

(Y)our Reputation Is In The Balance

December 18, 2011

Ms. Kelli Cropper, CBS Project Manager
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

SUBJECT: BLATCHLEY MIDDLE SCHOOL REMODEL – 2011
CBS PROJECT #90505 & 90640
MECHANICAL COMMISSIONING

Ms Cropper:

Maiani Construction Services, Inc. offers to perform the construction phase mechanical commissioning in accordance with the contract specifications for the total sum of:

THIRTY SIX THOUSAND, SEVEN HUNDRED AND 00/100 DOLLARS (\$36,700.00)

This price does not include vehicle rental or the reimbursable travel expenses of 10 site visits. An estimate of these expenses are as follows:

Trip Description	Air Fare	Per Diem	Travel Hours	Travel Time
Site Visit (Pre Cx Meeting 2 people)	\$1,200	\$900	40	\$4,600
Site Visit (General Inspection & Mtg.)	\$600	\$450	20	\$2,300
Site Visit (General Inspection & Mtg.)	\$600	\$450	20	\$2,300
Site Visit (General Inspection & Mtg.)	\$600	\$450	20	\$2,300
Site Visit (General Inspection & Mtg.)	\$600	\$450	20	\$2,300
Pre Cx Checkout & Mtg.	\$600	\$450	20	\$2,300
Functional Performance Test & Mtg.	\$600	\$2,400	20	\$2,300
Functional Performance Test & Mtg.	\$600	\$2,400	20	\$2,300
Attend Training & Mtg	\$600	\$2,400	20	\$2,300
End of Warranty Insp. & Mtg	\$600	\$2,400	20	\$2,300
Sub Total	\$6,600	\$12,750		\$25,300
Total Estimated Travel Expense				\$44,650



Blatchley Middle School Remodel - 2011

Mechanical Commissioning

Leonard Maiani

Due to the unpredictability of air fares and hotel rates, Actual air fares and hotel charges will be billed at cost with receipts supplied with each invoice. The above reimbursable amounts are an estimated value.

This price includes the commissioning of the following mechanical equipment:

- Hydronic Heating
- Boiler system
- Air Handling Units
- Exhaust fans
- Energy Recovery Ventilators
- Building Automation System
- Convectors
- Unit heaters
- VRF systems
- Equipment and motor connections
- Motor controls
- Domestic Hot Water System
- Testing, Adjusting & Balancing
- Owner Training

Additional functions included in this price are:

- Development of the Commissioning Plan as outlined in the specification
- Periodic field inspections (4)
- Preliminary O&M Manual submittal review
- Witness of major equipment start-up
- Pre-Balance contractor checklist
- Pre-functional performance test-components (motors, actuators, equipment)
- Air/water balance review
- Functional performance tests-systems
- Retesting/deficiency corrections etc.
- Final commissioning documentation
- Punchlists
- Owner training
- Final O and M Manual submittal
- End of Warranty Inspection and Report

Field inspections do not take the place of normal A/E or Owner inspections. They are intended to supplement A/E and Owner inspections. Additional inspections or visits requested by the Owner

Blatchley Middle School Remodel - 2011

Mechanical Commissioning

Leonard Maiani

will be billed at our standard rate of \$115/hr on site time plus the reimbursable expenses listed below.

Reimbursables:

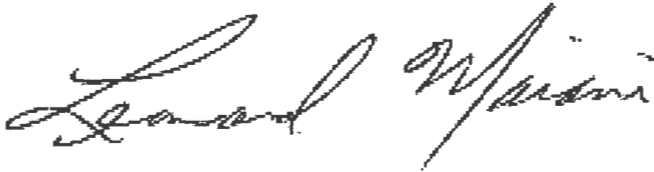
- Travel Time @ \$115/hr
- Air Fare @ cost
- Parking @ cost
- Vehicle Rental @ cost
- Per Diem @ \$150/day/person

Reimbursables for trips not included in the contract price will be billed at cost.

Upon acceptance, we will begin the process of developing the commissioning plan and schedule a meeting with the general contractor and the appropriate subs to introduce the plan, explain the process and answer any questions.

Thank you for the opportunity to provide this proposal,

MAIANI CONSTRUCTION SERVICES, INC.



Leonard Maiani LEED AP, NEBB CP

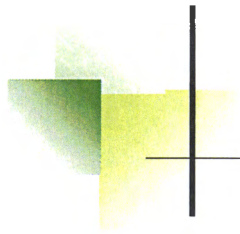
President

Encl: Breakdown for billing purposes

Blatchley Middle School Remodel - 2011

Mechanical Commissioning

Leonard Maiani



Maiani Construction Services, Inc.

(Y)our Reputation Is In The Balance

**SUBJECT: BLATCHLEY MIDDLE SCHOOL REMODEL – 2011
CBS PROJECT #90505 & 90640
MECHANICAL COMMISSIONING**

Breakdown of Contract for Billing Purposes

Function	% of Contract	Amount
Contract Amount		\$36,700
Develop Draft Commissioning Plan	8%	\$2,936
Review Submittals	5%	\$1,835
Develop Pre commissioning Checklists	8%	\$2,936
Develop Functional Performance Tests	15%	\$5,505
Field Inspection #1	5%	*\$1,835
Field Inspection #2	5%	*\$1,835
Field Inspection #3	5%	*\$1,835
Field Inspection #4	5%	*\$1,835
Pre Commissioning Meeting	9%	*\$3,303
Perform Functional Performance testing	17%	*\$6,239
Owner Training	4%	*\$1,468
Finalize & Submit Commissioning Report	12%	\$4,404
End of Warranty Inspection and Report	2%	*\$734

* Plus Reimbursables as detailed in our proposal