

## New Spencer County Elementary School

### Commissioning Letter of Recommendation

To: Mr. Chuck Adams  
From: Shrout Tate Wilson Consulting Engineers  
Contact: Glen Knauer, Mechanical Project Manager  
Date: April 26, 2016

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This letter is to recommend acceptance of the proposal from ZH Commissioning (ZHCx) in the amount of \$ 35,750.00, to perform the required commissioning of the New Spencer County Elementary School based on the following:

- On Monday, April 25, 2016, (3) three proposals were received by STW in response to the RFP for commissioning services. The proposals received were from ZH Commissioning (ZHCx), Facility Commissioning Group (FCG), and Sustainable Technical and Commissioning Services (STCS).
- All proposals were reviewed for conformance to the scope and qualifications listed in the Commissioning RFP provided by Shrout Tate Wilson (STW). All proposals met the criteria as listed in the RFP.
- All agencies have similar experience and have listed several projects that compare to the New Spencer County Elementary School. The comparable projects were the same approximate size and contained similar HVAC and lighting control systems.
- The fee breakdown for the work required is as follows:
  - ZHCx - \$ 35,750.00
  - FCG - \$ 42,875.00
  - SCTS - \$ 40,000.00
- STW has experience with two of the three commissioning agencies submitting proposals although all firms are qualified to commission this project.

If you have any questions regarding the items listed above or the recommendation contained herein, please feel free to contact our office.

Respectfully,



Glen Knauer

Enclosures: Proposals received  
cc: Justin McElfresh