

Spencer County ELC

Commissioning Letter of Recommendation

To: Mr. Chuck Adams
From: Shrout Tate Wilson Consulting Engineers
Contact: Brandon Cecil, Mechanical Project Manager
Date: May 20, 2020

This letter is to recommend acceptance of the proposal from Facility Commissioning Group in the amount of \$14,075.00, to perform commissioning of the Spencer County ELC based on the following:

- On Wednesday, May 20, 2020, (3) three proposals were received by STW in response to the RFP for commissioning services. The proposals received were from Performance Commissioning, ZH Commissioning (ZHCx) and Facility Commissioning Group (FCG)
- 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 Spencer County ELC. 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:
 - Performance - \$ 16,800.00
 - ZHCx - \$ 23,355.00
 - FCG - \$ 14,075.00
- STW has experience with all of the commissioning agencies submitting proposals and 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,

Brandon Cecil

Brandon Cecil

Enclosures: Proposals received
cc: Allison Commings

**REQUEST For PROPOSAL RESPONSE
FOR
COMMISSIONING SERVICES**

**SPENCER COUNTY BOARD OF EDUCATION
SPENCER COUNTY EARLY LEARNING CENTER
PHASE 1 ADDITION & RENOVATION**

Attention: Spencer County Board of Education

May 20, 2020



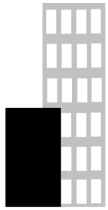
Facility Commissioning Group

158 Burt Road | Lexington, KY 40503 | Tel. (859) 278-5552
2611 Waterfront Parkway, Suite 340 | Indianapolis, IN 46214 | Tel. (317) 536-2618

Request for Proposal For Commissioning Services Spencer County Board of Education Spencer County Early Learning Center Phase 1 Addition & Renovation

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May 20, 2020

Spencer County Board of Education
c/o Brandon Slusher, Shrout Tate Wilson
Spencer County Schools
207 W. Main Street
Taylorsville, KY 40071

RE: RFP Response for Commissioning
Spencer County Early Learning Center Phase 1 Addition and Renovation

Spencer County Board of Education,

Facility Commissioning Group (FCG) appreciates this opportunity to respond to your request for commissioning proposals for the Spencer County Early Learning Center Phase 1 Addition and Renovation. This proposal meets and exceeds the Request for Proposal (RFP) criteria for a fixed fee proposal to perform the requested commissioning services. FCG has prepared this proposal with a keen understanding of the unique characteristics of this project and the coordination required of commissioning services to assure delivery of a working and sustainable building. As requested, we have added the FCG fee schedule for additional services. As you review our enclosed information it will be notable that the range of commissioning services available by FCG exceeds the scope discussed in the RFP. Additional services can be negotiated beyond the quotation enclosed herein as a Fixed Fee for the scope described by the RFP.

FCG has succeeded in the commissioning industry based on our demonstrated capabilities of delivering unequaled service to our clients, through the robust manpower of an accomplished multi-disciplinary staff. We encourage you to consider our commissioning accomplishments contained herein and enumerated on our website at www.facomgrp.com, particularly with respect to contacting our present and previous customers. Facility Commissioning Group has a long-standing relationship with Shrout Tate Wilson, Inc. Having commissioned over 650 facilities in Kentucky and Indiana over the past 20 years, FCG has sound working relationships with most local contracting companies and equipment suppliers.

FCG will work directly with the owners, Sherman Carter Barnhart Architects, Shrout Tate Wilson Mechanical and Electrical Engineers, contractors and vendors.

The services proposed herein are to be wholly performed by FCG personnel, including licensed professional engineers. FCG provides commissioning services as our exclusive business, which distinguishes us from other firms and enhances the continuity and absence of conflicts in our owner advocacy approach. Our personnel are local, immediately available and highly motivated to provide outstanding customer service.



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It is our distinct pleasure to present the enclosed proposal for your consideration with a strong desire to work for your project as the owner advocate for quality construction and installation of the commissioned systems. We invite your questions and comments regarding this proposal.

Sincerely,

FACILITY COMMISSIONING GROUP, INC.

V. Todd Yates, PE
President

COMMISSIONING PROVIDER GROUP

The commissioning provider team members noted below have experience in the systems and building type of this project, and all names listed below are experienced commissioning professionals.

PRINCIPAL IN CHARGE

Jim Magee, CxA, LEED AP BD+C, Principal; Bachelor of Science degree from the University of Kentucky in Mechanical Engineering; EIT #8892. Jim has experience as a certified Test and Balance Engineer (TBE) #97-06-35 with the Associated Air Balance Council (AABC) from 1987-2009, a co-author of the *ACG Commissioning Guideline for Building Owners, Design Professionals, and Commissioning Service Providers*, a charter ACG certified Commissioning Authority (CxA) #902-002, a USGBC LEED Accredited Professional (LEED AP) and immediate past president of the AABC Commissioning Group (ACG). Jim is past president and director of the Southeast Region Chapter of the Building Commissioning Association (SERBCA). He is a member of ASHRAE, BCA, and the USGBC. Sample commissioning projects include Lucas Oil Stadium, Sweetwater, Fort Campbell – Division Command and Control Facility, and Eastern Kentucky University – New Science Building. Jim specializes in HVAC troubleshooting and commissioning laboratory fume hood systems.

PROJECT MANAGER

Alex Cowan, EIT, CxA; Bachelor of Science degree from the University of Louisville in Mechanical Engineering. Alex is a Engineer In Training and ACG certified Commissioning Authority (CxA), and holds OSHA 10 certification. Sample commissioning projects include Kentucky International Convention Center, Shaker Village of Pleasant Hill – Centre Family Dwelling and Meeting House, University of Kentucky – Law Building Upgrades/Renovations, and Christ Church – Helm Building Renovation.

PROFESSIONAL AND TECHNICAL STAFF

Todd Yates, PE, TBE, CxA, LEED AP, President; Bachelor of Science degree from the University of Kentucky in Mechanical Engineering; licensed Professional Engineer in the Commonwealth of Kentucky (#20447), Indiana (#PE10001131), Tennessee (#001906392) and Alabama (#27716E); certified Test and Balance Engineer (TBE #97-06-34) with the Associated Air Balance Council (AABC) from 1991-2009, charter Certified Commissioning Authority (#1004-042). Todd is a member of ASHRAE. He is the lead commissioning agent for the Indianapolis Public Schools – Capital Improvements Program. Todd has performed mitigation commissioning for secondary schools in Kentucky and Indiana. Sample commissioning projects include IUPUI – Biotechnology Research and Training Center, IUS – Life Science Building and Library. Todd possesses extensive HVAC experience with schools, HVAC controls, and specializes in laboratory fume hood systems.

Jim Adams, PE, RCDD, CxA, Vice President; Bachelor of Science degree from the University of Kentucky in Electrical Engineering; licensed Professional Engineer in the Commonwealth of Kentucky (#19845), and Ohio (#275323); ACG certified Commissioning Authority (CxA) #711-871; registered communications distributions designer (#140157) and is certified as a Crime Prevention Through Environmental Design (CPTED). Jim is a member of the Building Industry Consulting Service International (BICSI) and ASHRAE. Jim has industry experience since 1991. Sample industry projects include Eastern State Hospital, Eastern Kentucky University – New Science Building and Western Kentucky University – College of Education & Behavioral Sciences. Mr. Adams provides commissioning support relating to electrical distribution, lighting, life safety, emergency power generator and automatic power transfer systems as well as fire alarm and various low-voltage systems.

PROJECT ADMINISTRATOR

Brandon Moore, CxA, LEED GA, Vice President; Bachelor of Arts degree in Accounting from Transylvania University; ACG Certified Commissioning Authority (CxA) #518-1662 and USGBC LEED Green Associate #10797615. Brandon has administrative experience since 2008. Brandon's involvement in the following projects includes commissioning report production and distribution and file maintenance: Lucas Oil Stadium, Sweetwater Headquarters, Eastern State Hospital, University of Louisville – Kersey Renovation and Kenton County Middle Schools – Turkey Foot Middle School.

OUTLINE OF ANTICIPATED DUTIES

Jim will interact with the commissioning team as the primary commissioning project contact. Jim Magee will supervise commissioning project management and coordination of Owner's Project Requirements with the commissioning plan and site activities. Jim will be responsible for site project management, site visits and direction of the commissioning plan creation and site execution, directing field operations, developing commissioning protocols and document control. Jim will organize the commissioning provider group and will represent executive authority for document control and deliverables. He will be responsible for site supervision of the commissioning plan implementation and directing FCG field personnel execution of the Commissioning Plan and associated documentation provided by FCG and the installing contractors. Jim will oversee creation of the commissioning report documentation, system verification checklists and functional performance tests.

Alex will be responsible for site supervision of the commissioning plan implementation and directing FCG field personnel execution of the Commissioning Plan and associated documentation provided by FCG and the installing contractors. Alex will interact with the commissioning team as the field supervisor for FCG personnel conducting verification and functional performance tests. Alex will oversee creation of the commissioning report documentation, system verification checklists and functional performance tests with Jim Magee's direction during the project.

Todd Yates will provide professional engineering services to review design development documents and provide technical support related to HVAC and HVAC controls a for the commissioning process.

Jim Adams will be available to provide professional engineering services for lighting/daylighting controls design review and technical support, system verification and developing and performing Functional Performance Tests. Jim will also provide field support for the commissioning process for lighting and new electrical panelboard systems.

Brandon Moore will provide administration of this project, which includes document distribution, commissioning plan and report production and commissioning document administration. Brandon will provide communication support for the commissioning provider group and implement a professional approach to delivery of Facility Commissioning Group quality standards for the commissioning process.



Jim Magee, Principal

EDUCATION BSME, University of Kentucky

CERTIFICATIONS

EIT #8892

Certified Commissioning Authority (CxA) #902-002, ACG

Certified Energy Management Professional (EMP), #412-E02, EMA

USGBC LEED Accredited Professional #24333, LEED AP

OSHA 10-Hour Construction Safety and Health Course

AFFILIATIONS

AABC Commissioning Group (ACG)

Past President & current Director of Southeast Regional Chapter Building Cx Association (SERBCA)

Member #20 of Building Commissioning Association (BCA)

Co-author of AABC Commissioning Guideline for Building Owners, Design Professionals, and
Commissioning Service Providers, and ACG Commissioning Guideline-2005

Voting Committee Member of ASHRAE Standard 202

Technical Advisory Committee Member of the ASHRAE Building Performance Alliance (BPA)

United States Green Building Council (USGBC)

International Society of Pharmaceutical Engineers (ISPE)

Technical Advisory Committee Member of IAS for Sustainability (Commissioning)

NIBS/DOE Commissioning Leadership Council

INDUSTRY EXPERIENCE BEGINNING: 1987

PROJECT EXPERIENCE

Lucas Oil Stadium, Indianapolis, IN

Project Cost: \$720,000,000.00 / 1.8 million SF

Scope: Comprehensive HVAC and Electrical Commissioning for new construction of a special events venue that covers 1.8 million SF. The Indianapolis Colts' stadium features 137 corporate suites, two club lounges, meeting rooms, and two exhibit halls.

Sweetwater, Fort Wayne, IN (LEED Platinum)

Project Cost: \$30,000,000 / 150,000 SF

Scope: Comprehensive Commissioning for new construction of an energy plant, warehouse area, repair areas, office area, mall areas, studios, and an auditorium to serve as the facility for a leading music retailer and wholesaler.

Fort Campbell - Division Command and Control Facility, Fort Campbell, KY

Project Cost: \$33,000,000 / 93,000 SF

Scope: Comprehensive HVAC Commissioning for new construction of a division headquarters building having state-of-the-art security and technology to meet today's military challenges.

Eastern Kentucky University - New Science Building, Richmond, KY

Project Cost: \$83,000,000 / 234,000 SF

Scope: New construction of a facility with laboratory classrooms and offices. The facility also features an atrium and greenhouse to draw attention to the environment and serve as teaching tools. With this emphasis on the environment EKU has utilized a sustainable design for this facility.



V. Todd Yates, President

EDUCATION BSME, University of Kentucky

CERTIFICATIONS

PE in the Commonwealth of Kentucky #20447
PE in the State of Tennessee #001906392
PE in the State of Indiana #PE10001131
PE in the State of Alabama #27716-E
PE in the State of West Virginia #PE021877
Certified Commissioning Authority (CxA) #1004-042, ACG
Certified Test and Balance Engineer (TBE) #97-06-34, AABC
USGBC LEED Accredited Professional #10269800, LEED AP BD+C

AFFILIATIONS

Associated Air Balance Council (AABC)
AABC Commissioning Group (ACG)
American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)
United States Green Building Council (USGBC)

INDUSTRY EXPERIENCE BEGINNING: 1991

PROJECT EXPERIENCE

Indianapolis Public Schools Capital Improvements Program Phase I, II and III, Indianapolis, IN

Project Cost: \$693,000,000 / 6,500,000 SF

Scope: Comprehensive HVAC Commissioning for renovations and new construction of elementary, middle, and high schools funded by bonds issued by the city of Indianapolis. FCG performed Commissioning pursuant to LEED certification on 25 of the 27 Phase III projects.

Indiana University (IUB) – Ashton Apartment Complex, Bloomington, IN

Project Cost: \$80,000,000 / 400,000 SF

Scope: Comprehensive HVAC Commissioning for new construction of seven student housing buildings. The new complex will have a five-story commons building that provides programming and classroom space, while the housing buildings will be four stories. It consists of 803 beds and the majority of units have four-bedroom suites, each with its own kitchen, common area and two bathrooms.

Indiana University School of Medicine – Information Science Building, Indianapolis, IN

Project Cost: \$42,000,000 / 167,000 SF

Scope: Comprehensive HVAC Commissioning for new construction of a research facility that also includes restaurants and other shops to serve the occupants of the building and the general public.

Purdue University – Mechanical Engineering Building - Gatewood Wing, West Lafayette, IN

Project Cost: \$25,000,000 / 84,000 SF

Scope: Comprehensive Commissioning for research labs, classrooms, offices, conference rooms, teaching labs and breakout rooms, and tech-atrium space for exhibits and departmental events.



Jim Adams, Vice President

EDUCATION BSEE, University of Kentucky

CERTIFICATIONS

PE in the Commonwealth of Kentucky #19845

PE in the State of Ohio #75323

Certified Commissioning Authority (CxA) #711-871, ACG

Certified Energy Management Professional (EMP), #412-E32, EMA

RCDD (Registered Communications Distributions Designer) #140157

CPTED (Crime Prevention Through Environmental Design)

OSHA 30-Hour Construction Safety and Health Course

AFFILIATIONS

AABC Commissioning Group (ACG)

BICSI Building Industry Consulting Service International

American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) #8198793

INDUSTRY EXPERIENCE BEGINNING: 1991

Design, operation, maintenance, and commissioning of electrical distribution, lighting, life safety, emergency power generator and automatic power transfer systems as well as fire alarm and various low-voltage systems.

PROJECT EXPERIENCE

Eastern Kentucky University – New Science Building, Richmond, KY

Project Cost: \$83,000,000 / 234,000 SF

Scope: New construction of a facility with laboratory classrooms and offices. The facility also features an atrium and greenhouse to draw attention to the environment and serve as teaching tools. With this emphasis on the environment ECU has utilized a sustainable design for this facility. Mr. Adams was responsible for specification development and design of the physical access control and DVMS (digital video management system) through the contract document phase of this project.

Eastern State Hospital, Lexington, KY (LEED Silver)

Project Cost: \$129,000,000 / 323,000 SF

Scope: New construction of a mental health care facility that is a state-of-the-art facility providing specialized programs such as for veterans with substance abuse and mental illnesses. Mr. Adams was responsible for specification development and design of the physical access control, DVMS, and emergency notifications systems through the contract document phase of this project.

Western Kentucky Univ. – College of Education & Behavioral Sciences, Bowling Green, KY (LEED Gold)

Project Cost: \$35,000,000 / 119,000 SF

Scope: New construction of a building that will house administrative, classroom, library and clinical spaces dedicated to literacy, psychology, and counseling programs.. Mr. Adams was responsible for Physical Security, Access Control design and contract administration.



Alex Cowan, Commissioning Authority

EDUCATION

Masters in Mechanical Engineering, University of Louisville

CERTIFICATIONS/TRAINING

Engineer In Training
Certified Commissioning Authority (CxA), ACG
OSHA 30 Hour Occupational Safety and Health

INDUSTRY EXPERIENCE BEGINNING: 2015

PROJECT EXPERIENCE

St. John's Lutheran Church, Lexington, KY

Project Cost: \$4,200,000 / 20,000 SF

Scope: Comprehensive Commissioning for new construction of a church that consists of a new sanctuary and fellowship center to comply with IECC 2012 Section C408 for HVAC commissioning.

Morehead State University - Student Service Facility (Adron Doran), Morehead, KY

Project Cost: \$50,000,000 / 197,000 SF

Scope: The newly renovated Adron Doran University Center, features a 100-seat theatre, modern decorative touches, the second largest Starbucks in Kentucky, three additional popular restaurant chains, and a campus pub and lounge area. Students asked for more dining options and more collaboration space. The renovation to ADUC increases student services and amenities on campus and nearly doubles the size of the facility.

Kentucky International Convention Center (KICC), Louisville, KY

Project Cost: \$207,000,000 / 1,000,000 SF

Scope: The renovated KICC houses nearly 1 million square feet of space across three main floors. During its two-year closure, the west end of the building was demolished and rebuilt with large windows and skylights, providing a focus on glass, open space, modern technology and natural light. Inside, the new KICC has a little more than 200,000 square feet of contiguous exhibit hall space, a 40,000-square-foot main ballroom, 52 meeting rooms, a 175-seat tiered conference theater and a new kitchen that can accommodate as many as 15,000 meals per day.

Shaker Village of Pleasant Hill – Centre Family Dwelling and Meeting House, Harrodsburg, KY

Project Cost: \$4,000,000 / 40,000 SF

Scope: The project includes the exterior restoration of the Centre Family Dwelling and Meeting House buildings. The general scope of the exterior work includes brick and stone masonry pointing and repair, restoration carpentry, wood shingle roofing, wood window and door restoration and painting. HVAC Unit replacement was included in this project as well as an updated lighting control system.



Clay Kissick, Commissioning Technician

EDUCATION Computer Engineering/Computer Science studies at University of Louisville

CERTIFICATIONS
Infrared Training Center Thermographer Level I, #172009

INDUSTRY EXPERIENCE BEGINNING: 2014

PROJECT EXPERIENCE

Eastern State Hospital, Lexington, KY (LEED Silver)

Project Cost: \$129,000,000 / 323,000 SF

Scope: Comprehensive Commissioning for new construction of a mental health care facility that is a state-of-the-art facility providing specialized programs for veterans with substance abuse and mental illnesses.

University of Kentucky Football Training Center and Practice Field

Project Cost: \$45,000,000 / 107,795 SF

Scope: Comprehensive commissioning services for a new facility that will ultimately provide the University with state-of-the-art facilities that will improve the experience of students, athletes, coaches, staff and faculty.

University of Kentucky Commonwealth Stadium Expansion and Renovation

Project Cost: \$125,000,000 / 478,646 SF

Scope: Comprehensive commissioning services for an expansion and renovation to improve the stadium's function and aesthetic appearance thus improving the overall fan experience on game day. In addition, premium spaces were created for game day and rental use throughout the year.



Brandon Moore, Vice President

EDUCATION BA Accounting, Transylvania University

CERTIFICATIONS

Certified Commissioning Authority (CxA) #518-1662, ACG
USGBC LEED Green Associate #10797615, LEED GA

AFFILIATIONS

AABC Commissioning Group (ACG)
United States Green Building Council (USGBC)

INDUSTRY EXPERIENCE BEGINNING: 2008

Brandon's involvement in the following projects includes project/LEED administration duties that entails commissioning plan/report production, document reviews, file distribution and file maintenance.

Lucas Oil Stadium, Indianapolis, IN

Project Cost: \$720,000,000 / 1.8 million SF

Scope: New construction of a special events venue. The Indianapolis Colts' stadium features 137 corporate suites, two club lounges, meeting rooms, and two exhibit halls.

Sweetwater, Fort Wayne, IN (LEED Platinum)

Project Cost: \$30,000,000 / 150,000 SF

Scope: Commissioning of HVAC, DHW, and Lighting Controls for new construction of an energy plant, warehouse area, repair areas, office area, mall areas, studios, and an auditorium to serve as the facility for a leading music retailer and wholesaler.

Gateway Community and Technical College – Boone Campus Phase II (Center for Advanced Manufacturing), Florence, KY

Project Cost: \$30,000,000 / 103,000 SF

Scope: Commissioning of HVAC, DHW, Lighting, and E-Power Systems for new construction of a facility, which houses 16 general classrooms and special high-tech laboratories equipped to teach leading-edge manufacturing process in a variety of disciplines. The center also contains an array of services that includes an assessment center and career/transfer center for students.

University of Louisville – Kersey Renovation, Louisville, KY (LEED Gold)

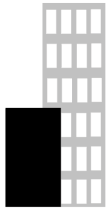
Project Cost: \$4,100,000 / 35,000 SF

Scope: Comprehensive Commissioning for renovation of an existing 34,000 square foot library that is being converted into an academic building that will offer state of the art teaching and research labs, a career center, and student commons.

Kenton County Middle Schools – Turkey Foot Middle School, Edgewood, KY

Project Cost: \$29,000,000 / 133,000 SF

Scope: Comprehensive commissioning for new construction of a high performance school design to accommodate 1,100 students (grades 6-8). The project included some of the following features to reduce energy consumption drastically: Natural daylight harvesting, solar tube day-lighting for interior space, rainwater harvesting, vegetated roof, and the largest solar photovoltaic system built in Kentucky. These features helped to rate the school as a Net "10" school for energy usage.



Facility Commissioning Group

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STATEMENT OF QUALIFICATIONS AND EXPERIENCE

Facility Commissioning Group is a certified independent third party direct for owner commissioning services provider agency singularly dedicated to our mission statement of “optimal performance through accountability” by developing and executing state of the art commissioning process. FCG does not conduct non-commissioning business: we do not design, construct, or manage in other venues; therefore, our professional relationships are developed and maintained through the commissioning context. Likewise, FCG personnel understand commissioning perspectives and we continually educate ourselves as processes and training evolve.

Facility Commissioning Group offers 8 ACG certified commissioning authorities (CxA's), 2 USGBC LEED Accredited Professionals (LEED AP), and 2 PE's with Kentucky registration. FCG is based in Lexington, Kentucky and we maintain a branch office located in Indianapolis, Indiana. FCG has performed successful commissioning services for more than 600 projects, with over 150 LEED projects, over the past 20 years, including similar scope and building types as requested for the Manchester Elementary project. We have demonstrated verifiable performance for HVAC, mechanical, domestic hot water, lighting controls, electrical, fire protection, fire alarm, security, laboratory equipment, gas manifold systems, and controls systems. A review of our projects list at www.facomgrp.com demonstrates the company's commissioning experience and our client's concerns with having a functioning building that will be able to be operated and maintained per the owner's project requirements. FCG has the experience in commissioning the recommended building systems that are included in the commissioning specification for this project.

Facility Commissioning Group possesses the operations and maintenance knowledge necessary for facilities HVAC, domestic hot water, lighting controls, and electrical systems. We bring particular focus to interfaces between systems and subsystems. We maintain our understanding and resource references for applicable life safety codes, regulations, and procedures consistent with prevailing commissioning practices and ASHRAE guidelines.

FCG operates the most accomplished lighting controls commissioning services company in the Kentucky-Indiana market. Led by Jim Adams, P.E., FCG is familiar with distributed intelligence networked time-based, daylight-based, sensor-based and manual lighting controls through extensive experience with these systems on the 129 LEED projects we have been engaged on. We are knowledgeable with all major vendors selling and installing lighting controls in this area.



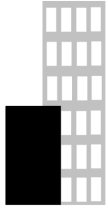
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Facility Commissioning Group practices commissioning with over 30 years of collective experience in testing, adjusting and balancing (TAB), being thoroughly experienced in TAB procedures and methods. Jim Magee held an AABC Test and Balance Engineer (TBE) certification for 17 years managing field operations for Thermal Balance, Inc. Glenn Miller, TBE and Todd Yates, P.E., TBE currently hold AABC Test and Balance Engineer (TBE) certification. HVAC and HVAC controls represent the core knowledge of the FCG managing officers.

The commissioning process executed at the Spencer Count Early Learning Center project will be in accordance with the Scope of Commissioning Services article contained in the Request for Proposal describing Construction, Acceptance and Post-Acceptance deliverables, and will be provided for commissioning HVAC Systems, HVAC Controls, and Building Lighting Control Systems.



Facility Commissioning Group

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BUSINESS MANAGEMENT APPROACH

Address of the office where the administration and management for this project will be performed:

FACILITY COMMISSIONING GROUP
158 Burt Road
Lexington, Kentucky 40503
(859) 278-5552
(859) 278-6501 fax
(859) 221-5838 Jim Magee's cell phone

Address of the office where the technical and field support for this project will be provided:

FACILITY COMMISSIONING GROUP
158 Burt Road
Lexington, Kentucky 40503
(859) 278-5552
(859) 278-6501 fax

Facility Commissioning Group is professionally managed and staffed to maintain our backlog of work without interruption of services to our clients, whose interest and perceptions are paramount to the success of our business. From our inception in 1998, FCG has aggressively pursued market transformation and commissioning process development and implementation on the local and national level. Working with diverse multidisciplinary teams and training engineers and technicians to execute commissioning procedures represents a key asset of Facility Commissioning Group to the building industry.

FCG maintains a strong commitment to education and instruction as a cornerstone to the success of our organization, and this philosophy extends to the selection of our business partners and adjunct consultants. Facility Commissioning Group utilizes ACG certified commissioning authorities (CxA's) and ACG certified commissioning technicians (CXT's) to execute the commissioning process on our projects.

Relative to performance of services on this project, FCG would implement the criteria of the following resources as the basis for evaluating the overall testing program:

- ASHRAE Standard 202–2013: *Commissioning Process for Buildings and Systems*
- ASHRAE Guideline 0–2005: *The Commissioning Process*
- ASHRAE Guideline 1.1–2014: *HVAC&R Technical Requirements for the Commissioning Process*
- ACG Commissioning Guideline–2005: *For Building Owners, Design Professionals, and Commissioning Service Providers*
- NECA 90–2004: *Recommended Practice for Commissioning Building Electrical Systems*



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- NETA-ATS–2003: *Acceptance Testing Specifications for Electrical Power Distribution Equipment and Systems*
- AABC National Standards–2002: *For Total System Balance*
- BICSI–2014: *Telecommunications Distribution Methods Manual, 13th Edition*
- NFPA 72–2013: *National Fire Alarm and Signaling Code*
- NFPA 70–2008: *National Electric Code*
- The Kentucky Building Code–2013: *10th Edition Revised June 2013*

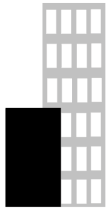
The above noted documents are the primary source references for the training of FCG personnel and would be the primary basis of our evaluation of the overall project-testing program. For proprietary systems we would certainly reference appropriate manufacturer's information and prevailing industry standards. Our personnel are carefully trained to monitor application of relevant criteria through national standards, client design and installation standards, and proprietary documentation as required.

Our initial efforts engaging projects beyond the logistical necessities of contact information and communications protocols focuses on acquiring or facilitating the development of an Owner's Project Requirements (OPR) document for use as the basis of functional performance test pass/fail criteria. The OPR should be prepared and updated by the owner and the designer through design development and then again when changes occur during construction. The OPR is a nontechnical narrative describing the owner's expectations for building systems. The OPR is valuable for customizing design objectives to meet the owner's requirements and serves as the cornerstone for assessing whether building systems meet their commissioning targets.

FCG will execute Construction Phase Building Commissioning Services for this project by first preparing a Commissioning Plan to guide the activities of Commissioning Team members through the commissioning process. The Commissioning Plan will include the Commissioning Team and updated construction information obtained from review of Construction Documents, review of submittal data and controls submittals per commissioning scope, data from specific equipment being installed, complete controls sequences of operation, change order work to date, and any approved as-built modifications. The Commissioning Plan contains project specific System Verification Checklists (SVC's) prepared by FCG and to be filled out by installing contractors, and manufacturer start-up checklists provided by installing contractors for equipment and systems included in the commissioning scope.

FCG writes and submits Functional Performance Tests (FPT's) for Commissioning Team review for each system that details the tests to be undertaken to demonstrate correct operation under designed modes of control, specified sequences of operation, and the applicable pass/fail criteria for compliance with the Owner's Project Requirements (OPR).

The owner and designer will review the Commissioning Plan for approval. After approval the document will be distributed to all commissioning team members during a Construction Phase Commissioning Kick-Off Meeting led by FCG onsite. Prior to this meeting, while preparing the Commissioning Plan, FCG will provide written Construction Documents



Facility Commissioning Group

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reviews and submittal reviews for systems to be commissioned for consideration and action by the Design Team and owner representatives. Design and submittal review documents will not be included in the Construction Phase Commissioning Plan document placed onsite for contractor execution of SVC's, but these reviews will be contained in the Commissioning Report delivered to the owner at the conclusion of the Acceptance Phase of the project.

The sequence and timing of the commissioning activities will be incorporated into the construction schedule through close coordination with the prime contractor. The Commissioning Authority identifies the required activities and coordinates with all team members to facilitate the integration of commissioning into the total construction program. The Commissioning Authority (CxA) reviews and verifies the Testing, Adjusting and Balancing (TAB) report detailing the TAB procedures and instruments planned for use on the project. The Commissioning Authority observes the installation periodically to assess construction compliance with the OPR, specification requirements, and prevailing industry standards.

It is important to note that FCG will not be directly involved in interactions between the Authority Having Jurisdiction (AHJ) and the contractor to avoid confusing lines of authority, but the commissioning process will be closely involved with preparation for and mitigation of issues resulting from AHJ inspections for systems to be commissioned.

Construction issue resolutions are documented by Resolution Tracking Form (RTF). The RTF ensures that issues raised during commissioning are documented, addressed, followed up, and kept visible until resolved. The CxA conducts commissioning meetings in conjunction with regular progress meetings to discuss upcoming commissioning milestones, start-ups, RTF issues, and tests required for the project. A consistent onsite CxA/CxT presence during construction provides owners, contractors and designers an additional avenue for communicating design intent concerns. System Verification Checklists (SVC's) ensure that systems have been installed properly, conform to the specifications and are ready for safe start-up. Controls contractors carry out point-to-point control checks and document their results. The Commissioning Authority verifies test results reported by the contractors, includes appropriate information in the Commissioning Report and reviews Operation and Maintenance (O&M) Manual submittals to assure inclusion of these tests.

The contractor is responsible for starting equipment and systems in accordance with the project specifications. The Commissioning Authority will witness start-ups and document the results using the start-up checklists and provisions in the commissioning plan. The contractor is responsible for preparing the O&M documentation for the owner in accordance with the specification requirements. The CxA, designer, and owner will review O&M documents for acceptance. The contractor prepares detailed written and/or electronic O&M documents and training materials that provides a permanent resource for the owner's staff.



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The CxA is responsible for preparing and submitting the final Commissioning Report to the owner. The Commissioning Report includes the documents noted herein and contains an Executive Summary addressing OPR conformance for all commissioned equipment and systems. The report includes references to system documentation, and is organized and tabulated to facilitate access to specific information. The owner and design team review the Commissioning Report to determine completion of the Commissioning Plan and may use this information to inform their decisions relative to acceptance and closeout procedures for the project.

REFERENCES AND REPRESENTATIVE PROJECTS

FCG has provided commissioning services for 175 projects K-12 schools. We possess the experience and knowledge for schools with comparable size, type and scope that will entail the commissioning agent services required for Spencer County Schools commissioning projects. The following is a detailed list of project contacts and projects of comparable size, type and scope.

1. KENTON COUNTY SCHOOLS DISTRICT – EDGEWOOD, KY

Rob Haney, Director of Support Operations, Kenton County Board of Education
1055 Eaton Dr. Fort Wright, KY 41017
(859) 344-8888 / rob.haney@kenton.kyschools.us

Kenton County School District - Turkey Foot Middle School

The new construction of a 133,000 square foot high performance school design middle school includes 39 classrooms, choral room, technical education room, art room, media center, cafeteria, and gymnasium to accommodate 1,100 students (grades 6-8). The project included some of the following features to reduce energy consumption drastically: Natural daylight harvesting, solar tube day-lighting for interior space, rainwater harvesting, vegetated roof, and photovoltaic systems. FCG performed commissioning services for the HVAC, Domestic Hot Water, Rain Water Catchment, Electrical, Exterior Enclosure, Low-Voltage Communications Technology and Audio/Visual Wiring Systems.

Kenton County Middle School – Twenhofel

The Kenton County School District meets the needs of students with this new \$19 million middle school, which accommodates 900 students with a total of 112,000 sq. ft. and was constructed to replace the demolished Twenhofel Middle School. The new school has three academic wings with a fourteen foot wide mall corridor separating the library, gymnasium, and commons area which will allow these areas to function independently from the academic areas during and after school hours. This building has been designed for utility efficiency. A geothermal heating and cooling system was installed in this building to regulate the building temperature. To conserve on water consumption, a rainwater catchment system provides non-potable water to all toilets and urinals and irrigates the athletic fields. Solar panels were installed on the roof to provide energy to run science labs. A large plasma screen information center was installed in the building lobby to monitor the energy efficient systems. This center serves as a great teaching tool for ecology and energy conservation, not only for the students at Twenhofel, but for other students who physically visit this building or for those who log onto the internet to check the vital signs of the building. FCG performed commissioning services for the HVAC, Domestic Hot Water, Rain Water Catchment, Electrical, Low-Voltage Communications Technology and Audio/Visual Wiring Systems.

2. BOONE COUNTY PUBLIC SCHOOLS – FLORENCE/UNION, KY

Dan Razor, Director of Facility Management
Boone County Board of Education
8330 U.S. Highway 42 Florence, KY 41042
859-282-3320
dan.razor@boone.kyschools.us

Boone County Schools – Thornwilde Elementary School

Completion date: Summer 2014

New \$17 million 76,270 SF building to serve approximately 750 students to provide an up-to-date learning environment in a LEED certified building. Geothermal heating and cooling, energy efficient lighting, and a well-sealed thermal envelope contributed to energy savings over a typical building. Facility Commissioning Group performed commissioning services of HVAC, HVAC controls, light and day-lighting controls, domestic hot water system, and communication technology systems for this project.

Boone County Schools – Boone County High School HVAC Upgrades

Completion date: Summer 2014

\$2.5 million renovation of the 1950's wing of the original high school that included mechanical, electrical, plumbing, community technology, security and ADA improvements to bring the building up to current new building standards. Facility Commissioning Group performed commissioning services of HVAC and HVAC controls.

Boone County Schools – Burlington Elementary School Geothermal Heat Pump and Glycol Charge

Completion date: Summer 2013

\$2.5 million renovation of the school that included life safety improvements, roofing, paving, HVAC improvements, floors, classrooms renovations, MEP upgrades, security system and ADA improvements to bring the school up to current new building standards. Facility Commissioning Group performed commissioning services of HVAC and HVAC controls.

Boone County Schools – Ryle High School Replacement of Temperature Controls

Completion date: Summer 2014

This project consisted of HVAC improvements involving replacement of the temperature controls too much of the existing equipment which included the air handling units, pumps and unit heaters. New equipment was included which were split system units and unit ventilators. Facility Commissioning Group performed commissioning services of HVAC and HVAC controls.

3. CLARK COUNTY PUBLIC SCHOOLS – WINCHESTER, KENTUCKY

Paul D. Christy, Superintendent
Clark County Board of Education
1600 West Lexington Ave., Winchester, KY 40391
(859) 744-4544
Paul.Christy@clark.kyschools.us

New Clark County High School Phase I and II (George Rogers Clark)

Completion Date: 2013

New 230,000 SF building to serve 1,900 students that contains standard classrooms to serve grades 9 to 12, specialized classrooms including Art, Band, Chorus, Orchestra, Agriculture, Business Education, Family & Consumer Science, Industrial Arts, JROTC, Library, Computer Classrooms, Multipurpose Rooms, an Auxiliary Gym, Kitchen/Cafeteria and Administration Offices. A 15,000 SF, 600-seat auditorium was added to the project's Base Bid.

Facility Commissioning Group performed commissioning services for the HVAC, HVAC Controls, Domestic Hot Water, Electrical, Electronic Safety and Security and Communications systems.

Clark County Public Schools – Clark County Elementary School (Willis H. Justice)

Completion Date: Spring 2014

New \$13 million 67,516 SF elementary school to house 600 students, which Facility Commissioning Group performed commissioning services for the HVAC, HVAC Controls, and Lighting Controls systems.

Clark County Public Schools – Conkwright Middle School Renovation

Completion Date: Fall 2014

Renovation of an existing 95,000 SF middle school that the school district has turned into an elementary school to serve roughly 500 students. Major renovations included Life Safety, ADA compliance, roof/gutters, HVAC system, renovate plumbing fixtures, lighting controls, marker boards and kitchen serving equipment to accommodate smaller students. Facility Commissioning Group performed commissioning services for the HVAC, HVAC Controls, and Lighting Controls systems.

COMMISSIONING REPORT DOCUMENTATION

The commissioning provider will compile and provide a final Commissioning Report that encompasses the construction to post acceptance phase requirements outlined in the commissioning RFP in section 2.4.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Heritage Insurance Agency, Inc 3306 Clays Mill Rd Suite 106 Lexington, KY 40503	CONTACT NAME:	
	PHONE (A/C, No, Ext): 859-219-1122	FAX (A/C, No): 859-223-4166
	E-MAIL ADDRESS: heritageinsurance@heritageinsuranceky.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Facility Commissioning Group, Inc 158 Burt Rd Lexington, KY 40503	INSURER A: Motorist Mutual Insurance	13331
	INSURER B: MOTORISTS MUTUAL INS CO	14621
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		5000095320	02/28/2020	02/28/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			5000095320	02/28/2020	02/28/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED RETENTION \$			5000095464	02/28/2020	02/28/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	WCS3004754	02/28/2020	02/28/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Giviny Hyman

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The undersigned agent, being duly sworn, states that neither he/she nor his/her firm has any relationship (financial or through kinship) to:

- ☐ Any school board member or the superintendent;
- ☐ Any or all prime contractors or material suppliers when using the construction management method of construction.

The undersigned further states that he/she has not entered into any agreement or collusion with any person relative to the price bid by anyone nor has he/she attempted to induce anyone to refrain from bidding.

Explain below any kinship or financial relationship you may have to any parties as mentioned above on this project.

N/A

This affidavit is subject to KRS 45A.455 prohibition against conflict of interest, and gratuities and kickbacks.

Todd Yates

President

Name

Title

Facility Commissioning Group, Inc.

Name of Company

Subscribed and Sworn to Me this

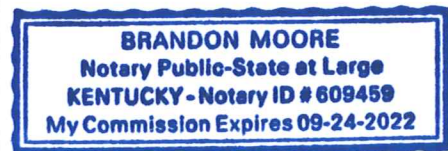
20th day of May,

2020.

Brandon Moore
Notary Signature

My Commission expires:

September 24, 2022.



Notary Seal

Spencer County Board of Education
Spencer County Early Learning Center Phase 1
Addition & Renovation
Taylorsville, KY

COMMISSIONING FEE PROPOSAL

COMMISSIONING SERVICES

Base Bid

- | | |
|-----------------------------------|-------------|
| 1. HVAC & HVAC Controls | \$ 8,120.00 |
| 2. Lighting Controls System | \$ 4,420.00 |

Commissioning (Cx) Fee Total – Base Bid.....\$ 12,540.00

Alternate #1 Bid

- | | |
|-----------------------------------|-----------|
| 1. HVAC & HVAC Controls | \$ 990.00 |
| 2. Lighting Controls System | \$ 545.00 |

Commissioning (Cx) Fee Total – Alternate #1\$ 1,535.00

Commissioned systems are based on the commissioning RFP section 2.1.

Hourly Rate Schedule

Principal or Professional Engineer.....	\$125.00
Commissioning Agent.....	\$100.00
Senior Project Manager	\$ 75.00
Commissioning Technicians	\$ 60.00
Administrative Associates.....	\$ 40.00

TIMELINE FOR COMPLETION OF COMMISSIONING (Cx)

Facility Commissioning Group is immediately available to start this project upon notification to proceed. Commissioning services will be provided in sequence with completion of installations based on close coordination with contractors and the construction schedule to provide verified and tested systems at the point of building turnover.

PAYMENT SCHEDULE

Facility Commissioning Group will bill on a 30-day calendar period based on the proposal breakdown relative progress, or as negotiated with Spencer County Schools.