

Facility Commissioning Group

158 Burt Road • Lexington, KY 40503 • Tel. (859) 278-5552

8355 Rockville Road, Suite 36 • Indianapolis, IN 46234 • Tel. (317) 536-2618

October 16, 2025

Marion County Board of Education
ATTN: Nick Greenup, CMTA, Inc.
755 East Main Street
Lebanon, KY 40033

RE: Marion County Board of Education
Marion County Area Technology Center Renovation & Addition
Commissioning Scope Fee Proposal

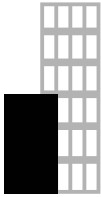
Mr. Greenup,

FCG has prepared a scope of work based on your initial email request with attached RFP on 10/08/2025 to provide a commissioning fee proposal for this project. We reviewed the commissioning scope of work included in the RFP dated 10/08/2025, and the existing building drawings dated 07/01/2009. The systems to be commissioned are HVAC, HVAC Controls, and Lighting Controls.

The scope of this project involves renovations and addition to an existing technical education center which encompasses approximately 54,300 SF.

This commissioning fee proposal is based on the following:

- This project is currently in the schematic design phase, and no developed drawings are available. Based on the available existing building drawings referenced above FCG has estimated the anticipated equipment to be commissioned. A breakdown of that estimate can be found at the end of this document.
- The Lighting Control system for the project is estimated to consist of approximately 60 Rooms.
- We anticipate Functional Performance Tests for 100% of equipment.
- FCG has included meeting time for One (1) Commissioning Kickoff Meeting and five (5) additional meetings.
- Below are exclusions to the scope of work included in the RFP. The RFP section tasks indicated for commissioning agent (CA) responsibility are not in conformance with ASHRAE Standard 202: Commissioning Process and are not required by the current KY energy code, IECC 2012 section C408.
 - Section 1.3.B.1.L and 3.3.B: CA shall conduct independent startup.
 - Section 1.4.1: CA will approve the TAB site technician for this job.
 - Section 1.4.7: CA shall verify TAB airflow readings using his own equipment.



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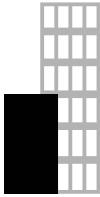
- Section 3.3.C.1: CA shall develop detailed startup testing plans for scheduled equipment.
- Section 3.3.E: CA shall be present for contractor required startup and checkout.
- Section 3.6.A and 3.6.B.2-3: CA shall submit a non-compliance report or approval form to the contractor.
- Section 3.6.C.3: CA shall recommend acceptance of proposed solution to functional testing.
- FCG will provide the following deliverables per the RFP:
 - Attend in-person Design Review Meetings per RFP Section 1.5.3 (Qty. 2)
 - Attend virtual Design Review Meetings per RFP Section 1.5.3 (Qty. 2)
 - Commissioning Meetings/Site Observations
 - Develop Commissioning Plan
 - Write System Verification Checklists (SVC)
 - Write and Perform Functional Performance Tests (FPT)
 - Review Equipment Start-Up Reports
 - TAB Report Review
 - Review Contractor Provided O&M Materials and Training
 - Final Commissioning Report (Delivered in PDF Format)
- Each contractor must include time in their proposal to perform stipulated tests as required in the Specifications. The costs associated with any other contractor's work are not included in the Facility Commissioning Group fee amount.
- Any contractor not adhering to the commissioning schedule will assume responsibility for lost time of other participating contractors, consultants, and owner personnel.
- Failed tests resulting from concealed conditions or due to design or installation negligence will be retested at the responsible party's expense.
- Commissioning work will be performed in sequence with the actual phasing of the project, to the extent possible.

Please contact us with any questions or comments about this proposal or the commissioning process.

Sincerely,

FACILITY COMMISSIONING GROUP, INC.

V. Todd Yates, PE
President



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Marion County Board of Education Marion County Area Technology Center Renovation & Addition Lebanon, KY

Commissioning Fee Breakdown

Base Bid

HVAC Commissioning Cost:

\$34,630.00

Lighting Controls Commissioning Cost:

\$6,700.00

TOTAL Commissioning Cost:

\$41,330.00

Estimated Breakdown of Equipment to be Commissioned

Qty.	HVAC
1	Wellfield
2	Pumps
3	DOAS
25	VAV/CAV (OA)
25	HPs
12	Electric/Unit Heaters
2	Split Systems
1	Dust Collectors
6	EFs/SFs
2	Circ Fans

THIS PROPOSAL IS ACCEPTED:

BY:

TITLE:

DATE:

PRINTED NAME:

ORGANIZATION NAME: