

The Brewer-Garrett Company  
6800 Eastland Rd.  
Middleburg Heights, Ohio 44130

January 8, 2021

Scope of Commissioning Services

Mr. Doug Swartz

Big Walnut Local Schools  
110 Tippet Court  
Sunbury, OH 43074

Subject: Commissioning Review and Functional Commissioning of the mechanical systems in the new High School and integration with the Physical plant.

**Overview:**

The Brewer-Garrett Company (Brewer-Garrett) is proposing to provide Design Review and Functional Commissioning services of the new High School and integration to the Physical Plant that was built with the elementary school. The overall intent of the Design Review and Functional Commissioning is to verify proper installation of all mechanical HVAC equipment and provide documentation that all equipment including the new Building Automation System (BAS) functions properly. These services will be provided to and serving the best interests of the school district. The proposed services to be provided are listed in the Scope section below.

**Scope:**

- Revised mechanical equipment design review of the high School and integration to the Physical Plant construction set plans and specifications to allow verify there were no changes from the initial review done during the elementary school phase. Provide a complete review of the DD and CD plans and specifications for the High School.
- High School Air handling equipment commissioning will include new RTUs, Ductless splits, Exhaust fans, PTACs, Dust collector, Fume Hoods, Unit heaters, Cabinet Unit heaters, and VAV terminals. The VAV terminals will be inspected at a rate of 10%. If issues are discovered on more than 30% of the Inspected VAVs an additional 10% will be inspected. This will include site visits during installation.
- Building Automation system commissioning will be conducted to verify that all equipment is represented correctly on the graphics and all TOD scheduling is in place. Functionality of the mechanical systems listed above will be tested through the BAS.
- Air and water Testing and Balancing (TAB) reports will be reviewed to ensure that the agreed upon air delivery and water delivery rates are met.
- A Post Occupancy review will be conducted to ensure comfort levels are met, warranty issues are addressed, and energy consumption issues are quantified.
- Chiller plant integration commissioning to assess the plant once the load of the new high school is attached including chillers, pumping systems and tower.
- Boiler plant integration commissioning will include the new Boilers and full pumping system with High School Load.

- A final report will be written documenting all aspects of the Commissioning activities.

**Resource Breakdown**

<b>Commissioning Activity for High School and Physical Plant</b>	<b>Portion of Basic Fee</b>
<b>Design Stages (13%)</b>	
Submittal review and final Design Review	\$9,139
<b>Construction Stage (70%)</b>	
Pre-Functional Verification / Start-up Report Verification	\$10,545
Functional Testing of Mechanical Systems	\$28,120
Seasonal Testing	\$7,030
Construction Stage Partial Final Cx Report with Issues Log	\$3,515
<b>Post-Occupancy / Correction Period (17%)</b>	
Trend Report	\$2,109
Ten-Month Inspection	\$7,030
Final Cx Report	\$2,812
<b>Total Basic Fee</b>	<b>\$70,300</b>

The cost for all work listed under the scope section is **\$70,300**.

Upon notification of cancelation from Big Walnut Local Schools Brewer-Garrett will cease work.

Brewer Garrett is a full-service Engineering, Design-Build organization. We offer the capability of building custom mechanical solutions for facility HVAC systems including sheet metal and pipe fitting.

In order to expedite this agreement, please review and sign and return this proposal to me along with a Purchase Order.

The Brewer Garrett Company

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Rodney Rouse