



Board of County Commissioners - Staff Report

Meeting Date: November 16, 2021

Presenter: Steve Ashworth

Submitting Dept: Facilities Maintenance Division

Subject: Rec Center Commissioning Add Service
Contract Amendment

Statement / Purpose:

Consideration to approve a contract amendment for retrocommissioning services at the Recreation Center.

Background / Description (Pros & Cons):

On March 2, 2021, the Board of County Commissioners (BCC) approved a contract to hire Cator Ruma and Associates to provide commissioning services for the Recreation Center Expansion Project. This contract was for services related to new construction only. As we have gotten into the project we have realized the need to take a deeper look at the existing facility infrastructure for two reasons:

1. To determine the impacts of the new construction on the existing facilities, and what changes might be needed for both old and new to work together. To determine the feasibility of a combined system serving both existing and new.
2. To determine deficiencies in the existing HVAC systems (primarily the heating water system and natatorium Air Handling Units).

The goal of the retro commissioning (RCx) process is to maximize the performance of the existing and new facilities as well as that of individual pieces of equipment. Achieving this goal will reduce energy costs and carbon footprint. This contract covers assessment phase services only. The actual specification and design of remedial steps will occur in a subsequent phase.

Stakeholder Analysis & Involvement:

Stakeholders include the Rec Center staff who work in the facility, the Facilities Division staff who operate and maintain the facility, and the citizens of Teton County whose taxes fund the energy costs of the facility. Facilities and Rec Center Staff have worked jointly to develop this proposal.

Fiscal Impact:

The cost of the proposed services is \$15,770.00. In a subsequent staff report, Facilities and Rec Center staff will request that this amount be funded through the Energy Mitigation Program.

Staff Impact:

Facilities will act as Owner's Representative to oversee the performance of Cator Ruma in conjunction with Rec Center staff.

Legal Review: Gingery

Staff Input / Recommendation:

Staff recommends that the BCC approve the contract amendment for retro commissioning services related to the existing Recreation Center facility in the amount of \$15,770.00.

Attachments:

Contract

Suggested Motion:

I move to approve the contract amendment with Cator Ruma for retro commissioning services related to the existing Recreation Center facility in the amount of \$15,770.00.



SERVICES

- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Technology
- Architectural Lighting
- Commissioning

LOCATIONS

- Denver Metro - CO
- Cheyenne - WY
- Boise - ID

October 19, 2021

Facilities Maintenance Division
Teton County WY

RE: **Teton County Recreation Center Expansion -- Retro-Cx Additional Services**
Retro-Commissioning Additional Services Fee Proposal

Per Teton County Facilities Team request, we have developed this additional services proposal to provide retro-commissioning services for the existing HVAC equipment at the Rec Center.

SCOPE DEFINITION

1. Responsibilities Include:
 - A. Design survey and recommendations for upgrades/replacements
 - B. Functional testing of existing systems and controls
 - C. Narratives, concept drawings, energy calculations and cost opinions to guide decision making
2. Assessment phase services to include:
 - A. RCx and Design Survey site visit to assess existing conditions, function, and limitations.
 - B. Develop and incorporate commissioning requirements into the construction documents.
3. RCx Reporting phase services to include:
 - A. Draft the recommissioning report which will include:
 - 1) Itemized facility improvement measures (FIM) with associated savings calculations and cost opinions
 - 2) Full list of equipment and systems tested during the assessment along with any observed deficiencies that do not rise to the level of an FIM.
 - 3) Recommendations along with a list of Pros/ Cons for the county to utilize in the overall retrofit decision-making process.
 - 4) Coordination and presentation of the options to county stakeholders. We have budget to support the decision-making process through attendance at meetings and involvement at board presentations.

- 4. The building MEP systems to be evaluated and included in this project are:
 - 1) HVAC and Building Automation Systems (BAS) controls
 - 2) Heating water plant, including boilers, pumps, valves, all other components, and controls
 - 3) Natatorium air handling units, including dampers, fans, coils, all other components, and controls

EXCLUDED SERVICES

- 1. Services not included in our base fee:
 - A. Systems not specifically listed in this proposal

FEE SUMMARY

- 1. We have based our fee on a comprehensive commissioning approach as detailed in the RFQ and in the accompanying appendices. Should the scope of the commissioning effort increase, or if significant project delays require our involvement for an additional time period, we anticipate our fees will be adjusted appropriately.
- 2. In summary, we are requesting a fixed-fee for our consulting scope with an allowance for County Vendor support in the amounts shown in the chart below:

FEE BREAKDOWN	
<u>Re-Commissioning Phase</u>	<u>Fee</u>
Assessment	\$9,650
RCx Reporting	\$6,120
Total	\$15,770

- 3. Reimbursable expenses are included in our fee and will be billed, along with labor, according to a schedule of values based on the percentage of the project that is complete.
- 4. This document is an offer to enter into an Agreement and is enforceable as a Contract as soon as the Client accepts it. The Client may accept this Proposal either by signature, oral consent authorizing Cator, Ruma & Associates to commence providing services, or any payments to Cator, Ruma & Associates in consideration of services, and any of the above modes of acceptance shall be deemed to incorporate all of the terms of this Proposal into the Contract between Cator, Ruma & Associates, and the Client.

Once again, we appreciate the opportunity to present you with this Fee Proposal. If you have any questions, please feel free to contact us.

Sincerely,

Cator, Ruma & Associates, Co.



Joshua Harwood, CCP
Commissioning Department Manager

ACCEPTED BY:

Natalia Macker, Chair – Teton County
Board of County Commissioners
Teton County WY

Date

Attest:

Maureen Murphy Teton County Clerk
Teton County WY

Date

cc: Accounting, File - Cator, Ruma & Associates

By: email

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