

August 17, 2023

Comprehensive Program Services
3368 Hardee Avenue
Atlanta, GA 30341

Attn: Steven Mauro

Re: Commissioning Services for Brookhaven City Hall

Mr. Mauro:

Total Systems Commissioning, Inc. appreciates the opportunity to offer this proposal for commissioning services for the Brookhaven City Hall project. Our budget proposal is based upon the 100% design documents dated 2023.05.09 by Sizemore Group Architects. We have also included all the requirements for LEED 4.0 enhanced commissioning.

Commissioning Scope

1. Conduct design review for constructability, maintainability, and energy efficiency. This is not a peer review for building load calculations.
2. Provide support for adding commissioning specifications into design project manual.
3. Provide Design, Interim and Construction Phase Plan.
4. Issue commissioning plan including pre-functional and functional performance test forms.
5. Review contractor's submittals.
6. Lead commissioning team.
7. Attend relevant construction meetings to maintain our continuity with construction team.
8. Schedule and conduct commissioning team meetings.
9. Make periodic site visits as required to assure that equipment, ductwork, wiring, and piping is being properly installed and has adequate clearance and access for maintenance.
10. Generate and distribute observation reports based on site visits.
11. Generate progress reports on commissioning activities.
12. Witness any on-site testing and/or start-up of equipment.
13. Conduct functional performance testing of all HVAC equipment and control systems.
14. Witness the testing of all fire, smoke, and fire/smoke dampers per NFPA 80. Sheetmetal contractor to drop and reset dampers. TSCx will document dampers when open and closed, assign damper number, and issue a fire damper test log. Fire Marshall's really appreciate this and often will only spot check after receipt of a complete damper test log.
15. Issue deficiency reports and maintain master issues log of items needing correction.
16. Retest all items that have been corrected.
17. Spot check test and balance performance and review final test and balance report.
18. Review building performance trends generated by the control's contractor.
19. Issue summary commissioning report including executive summary, all performance testing results, factory testing certificates, and remaining deficient items.

20. Review O&M manuals for completeness and functionality.
21. Oversee owner training to ensure Maintenance staff is properly trained by qualified instructors.
22. Seasonal testing
23. Provide System Manual
24. Warranty visits approx. 10 months after building acceptance to review equipment operations before warranties expire.
25. Assist engineers and contractors with problem solving, resolving non-conformance issues, and identifying potential future problems as well as solutions.
26. Provide on-going commissioning plan as requirement of LEED 4.1 enhanced.
27. We have also provided a budget for a Continuously monitoring Commissioning Plan.

Equipment to be Commissioned

We have included commissioning of the following equipment and systems in our proposal pricing:

- Building envelope
- Rooftop Unit
- Ductwork
- LNT's
- VRF FCU and heat pumps
- VRF piping systems
- Exhaust Fans
- Smoke exhaust system
- Fire and Smoke Dampers (all fire dampers should be tested at the time of installation per NFPA 80)
- Building Automation System including calibration of space and equipment sensors
- Plumbing
- Lighting Controls
- Power
- Emergency Power

Commissioning Budget Proposal Pricing	\$ 68,850.00
Add for Continuously monitoring Commissioning Plan.....	\$ 9,500.00
Add for controls estimate to assist with Continuously monitoring Commissioning Plan...	\$ 10,000.00

Scope	Leed Points	Cost
4.1 Commissioning	Required	\$ 48,500.00
Enhanced Commissioning (4.1)	3	\$ 7,500.00 *
Monitoring Based Commissioning	1	\$ 9,500.00
Building Envelope Commissioning	2	\$ 9,000.00
LEED Energy Model Review		N/A
LEED Advanced Energy Metering Support and integration with MBCx		\$ 10,000.00 – Budget for controls
Enhanced Owner Training Led by CxA		\$ 1,500.00
Duct Air Leakage		\$ 850.00 – witness only
Test and Balance of system		\$ 1,500.00 – verification only

*** You don't need the Path1 ongoing Cx Plan if you are doing Path 2**

We appreciate this opportunity to be of service and will be available should any questions arise concerning this proposal. We look forward to working with you and your design and construction team on this project.

Sincerely,



Richard Dutro, CxA, BCxP, CPD, LEED AP BD+C
President - Total Systems Commissioning, Inc.



8/23/2023

Christian Sigman
City Manager, City of Brookhaven