



July 29, 2021

Elio Longo
Chief Financial Officer
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

via email: elongo@westportps.org

Subject: Proposal for MEP and Building Enclosure Study - Long Lots Elementary School

Dear Elio:

Colliers' Commissioning & Energy Services team is pleased to submit this proposal to provide a technical study to evaluate the Mechanical, Electrical, Plumbing, and Building Enclosure Systems for the Long Lots Elementary School in Westport, CT.

Colliers has an extensive history providing commissioning, retro-commissioning, and energy services throughout the Northeast. Our team has been providing commissioning services since 1996 and has become a clear leader in the commissioning industry based on our proven success with clients and our role shaping and galvanizing the field.

The scope of work below was designed to compliment the Langan Engineering work and provide supplemental information to aid in the overall evaluation of the building systems.

Phase I Services

- Kick-off meeting with Team
- Review Existing Documentation
- Prepare Testing Plans

Phase II Services

- Perform Field Reviews and Collect Data
- Test and Evaluate HVAC Equipment Performance
- Review and Evaluate Electrical Equipment Performance
- Test and Evaluate Plumbing Equipment Performance
- Perform an Infrared Scan of the Roof and Walls
- Analyze Results from Testing



Project Leaders

- Document Current Sequences of Operation for HVAC Equipment
- Develop Recommendations and Review with Owner
- Provide a Final Report

Included Systems and Equipment

HVAC

- Root top H&V Units, steam, VFD
- Roof top units, Dx cooling, steam heating
- Induction units dx cooling, HW heating, with external condensing units
- Induction units CHW cooling, HW heating
- Steam radiation
- Misc. Supply and Exhaust Fans
- Chiller, 20 ton, air cooled
- Boilers, dual fuel, steam, 4200 MBH
- Steam to HW heat exchanger
- Hot water pumps
- Chilled water pumps

Plumbing

- Domestic water systems
- Pumps and controllers
- Domestic water heaters, 125 gallon, gas-fired

Electrical

- Switchboards
- Transformers, pad mounted
- Lighting control systems
- Emergency Lighting & Controls

Building Enclosure

- Roofing Systems
- Windows & Doors
- Wall Systems

Fees for the services as described are ***thirty-four thousand three hundred dollars (\$34,300)***, plus expenses estimated at \$1,400 (not to exceed amount).

Exhibit I provides the details utilized by Colliers in the development of this fee proposal and our staffing matrix by each major commissioning element. Exhibit II indicates the equipment and systems anticipated in the proposal.

The table below provides an hourly rate schedule for each team member for work that may exceed the scope.

2021 Hourly Rates	
Category	Hourly Rate
Director	\$250
Senior Project Manager	\$175
Project Manager	\$165
Assistant Project Manager	\$125

Note: Hourly rates do not include reimbursable expenses such as mileage, tolls, parking, and sustenance. Escalation of Commissioning Provider hourly rates is 4% per year.

We hope that this submission meets with your expectations. If you have questions or require additional information, you can contact me at (860) 395-0055 ext. 119 or evan.wyner@colliers.com.

Sincerely,



Evan Wyner PE, CCP, LEED AP
Senior Director, Commissioning & Energy Services

Your signature in the space provided below and return of a signed copy to Colliers will signify your acceptance of the terms proposed in this letter of agreement and the ability to mutually adjust scope of services and corresponding fees if applicable at a later date. Any changes to this scope must be agreed upon in writing prior to formal modifications of the agreement as set forth in this document.

Name

Signature

Title

Date

Westport Public Schools
Long Lots Elementary School
Technical Services Fee Proposal Detail

Date: July 29, 2021

	TOTAL HOURS				Total Associated Fees	Notes
	Director	BECx Specialist	M, P Specialist	E Specialist		
I. Phase I Services						
A Kick-off meeting with Team	-	4.00	4.00	-	\$ 1,400	In-person meeting on-site
B Review Existing Documentation	-	2.00	2.00	2.00	\$ 1,050	Available drawings for construction and renovations
C Prepare Testing Plans	-	4.00	4.00	2.00	\$ 1,750	For the listed equipment
Sub-Total Phase I Services Fees	-	10.00	10.00	4.00	\$ 4,200	
II. Phase II Services						
A Perform Field Reviews and Collect Data	-	8.00	12.00	4.00	\$ 4,200	Physical review of the equipment, gathering of equipment data
B Test and Evaluate HVAC Equipment Performance	-	-	64.00	-	\$ 11,200	Test within the limits of the control system to verify operation
C Review and Evaluate Electrical Equipment Performance	-	-	-	16.00	\$ 2,800	Test within the limits of the control system to verify operation
D Test and Evaluate Plumbing Equipment Performance	-	-	4.00	-	\$ 700	Test within the limits of the control system to verify operation
E Perform an Infrared Scan of the Roof and Walls	-	8.00	-	-	\$ 1,400	Scan to be completed in the evening
F Analyze Results from Testing	-	6.00	6.00	4.00	\$ 2,800	
G Document Current Sequences of Operation for HVAC Equipment	-	-	6.00	2.00	\$ 1,400	Document HVAC and Electrical sequences as observed in testing
H Develop Recommendations and Review with Owner	-	10.00	8.00	8.00	\$ 4,550	
I Provide a Final Report	-	2.00	2.00	2.00	\$ 1,050	
Sub-Total Phase II Services Fees	-	34.00	102.00	36.00	\$ 30,100	
Total Fees for Services	-	44.00	112.00	40.00	\$ 34,300	
Project Expenses					\$ 1,400	
Grand Total, Fees & Expenses					\$ 35,700	

Westport Public Schools

Qty	Sampling Rate	Major Equipment
A. HVAC		
2	100%	Root top H&V Units, steam, VFD
5	100%	Roof top units, Dx cooling, steam heating
13	100%	Induction units dx cooling, HW heating, with external condensing units
7	100%	Induction units CHW cooling, HW heating
	100%	Steam radiation
	100%	Misc. Supply and Exhaust Fans
2	100%	Chiller, 20 ton, air cooled
3	100%	Boilers, dual fuel, steam, 4200 MBH
1	100%	Steam to HW heat exchanger
2	100%	Hot water pumps
2	100%	Chilled water pumps
B. Plumbing		
1	100%	Domestic water systems
1	100%	Pumps and controllers
1	100%	Domestic water heaters, 125 gallon, gas-fired
C. Electrical		
1	100%	Switchboards
1	100%	Transformers, pad mounted
1	100%	Lighting control systems
1	100%	Emergency Lighting & Controls
D. Envelope		
1		Roofing Systems
1		Windows & Doors
1		Wall Systems