

FOX CHAPEL AREA SCHOOL AUTHORITY
Business Meeting Agenda – Staff Development Room
April 29, 2024
8:00 AM

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. BUSINESS ITEMS UPDATE
 - A. Dorseyville Middle School Window Project
 - B. Hartwood Elementary School HVAC Project
- V. ACTION ITEMS
 - A. Approval of Minutes:
 - Approval of the March 18, 2024 Authority Business Meeting Minutes
 - B. Approval of April 29, 2024 Disbursements totaling: \$ 134,176.58
 - Fund 10: \$ 45,806.54
 - Fund 31: \$ 88,370.04
 - C. Recommendation to accept the change order for the DMS Window Project
 - D. Recommendation of the proposal for the Facility Assessment/Energy Audit
 - E. Solicitor's Report
- VI. OTHER BUSINESS
- VII. NEXT MEETING:
 - Monday, May 20, 2024 – 8:00 AM Staff Development
 - Monday, June 24, 2024 – 8:00 AM Staff Development Room
- VIII. EXECUTIVE SESSION
- VIII. ADJOURNMENT

Fox Chapel Area School Authority
Business Meeting Minutes
March 18, 2024

A meeting of the Fox Chapel Area School Authority was held in the Administrative Staff Development Room on Monday, March 18, 2024. The meeting was called to order at 8:00 a.m.

Roll Call

Members were present as follows: Keith Fenton, Warner Macklin, Richard Ranii and Bryan Thomas.

Others present at the meeting were: Daniel Breitreutz, Paul Giuffre, Marybeth Dadd, Ron Frank, Adam Goode, Jon Thomas, Dan Macek (departed the meeting at 8:06), and Linda Casile. Additionally, Mary Catherine Reljac was present via telephone.

Public Comments

There were no public comments.

Business Items Update

A. Dorseyville Middle School Window Project

Mr. Macek reported that as of the end of last week 162 windows of the 310 that are scheduled to be replaced. The project remains on schedule.

B. Hartwood Elementary School HVAC Project

Mr. Thomas stated that the Design Development phase is complete. The pre-purchase bid has been sent out, vetted and executed. We are now in the procurement phase.

Action Items

A. Approval of Minutes

On a motion made by Mr. Thomas and seconded by Mr. Ranii, the business minutes from February 26, 2024 were unanimously approved.

B. Approval of the March 18, 2024 Disbursements

On a motion made by Mr. Macklin and seconded by Mr. Fenton, the disbursements from Fund 10 and Fund 31 totaling \$209,890.56 were unanimously approved.

C. On motion by Mr. Ranii and seconded by Mr. Fenton, a recommendation was made to approve a change order to MacBracey Corporation in the amount of \$67,500.00 to purchase and install blinds for 225 openings for the Dorseyville Middle School window project.

D. Solicitor's Report
No report was given.

Other Business
No other business was reported.

Adjournment
On motion by Mr. Ranii and seconded by Mr. Thomas, it was unanimously resolved to adjourn the meeting at 8:36 a.m.

Respectfully submitted,

Bryan Thomas
Secretary

Disbursement Report Fund 10 for the Period of 3/19/24 - 4/29/24

| Vendor Name | Budget Unit Title | Account Title | Transaction Amount |
|--|------------------------|-----------------------|--------------------|
| 102350 PAUL J. GIUFFRE ESQ. LLC | LEGAL SRV | PROFESSIONAL SERVICES | \$475.00 |
| 102350 - Total | | | \$475.00 |
| 104600 CANZIAN/JOHNSTON & ASSOCIATES LLC | CONSTRUC-ARR-DMS | PROFESSIONAL SERVICES | \$925.00 |
| MACBRACEY CORPORATION | CONSTRUC-ARR-DMS | CONSTRUCTION SERVICES | \$44,406.54 |
| 104600 - Total | | | \$45,331.54 |
| | Overall - Total | | \$45,806.54 |

Disbursement Report Fund 31 for the Period of 3/19/24 - 4/29/24

| Vendor Name | Budget Unit Title | Account Title | Transaction Amount |
|----------------------------------|-------------------|------------------------|--------------------|
| 314600 H.F. LENZ CO. | CP- CONSTRUCTION | PROFESSIONAL SERVICES | \$62,735.04 |
| PROFESSIONAL CODE SERVICES, INC. | CP- CONSTRUCTION | PROFESSIONAL SERVICES | \$500.00 |
| THOMAS & WILLIAMSON | CP- CONSTRUCTION | PROFESSIONAL SERVICES | \$25,050.00 |
| TREASURER OF ALLEGHENY COUNTY | CP- CONSTRUCTION | PROFESSIONAL SERVICES | \$85.00 |
| 314600 - Total | | Overall - Total | \$88,370.04 |



AIA® Document G701® – 2017

Change Order

| | | |
|---|---|--|
| PROJECT: <i>(Name and address)</i> Dorseyville Middle School Window Replacement 3732 Saxonburg Boulevard, Pittsburgh, PA 15238 | CONTRACT INFORMATION: Contract For: General Construction Date: 4/24/2024 | CHANGE ORDER INFORMATION: Change Order Number: 002 Date: 4/24/2024 |
| OWNER: <i>(Name and address)</i> Fox Chapel Area School District 611 Field Club Road Pittsburgh, PA 15238 | ARCHITECT: <i>(Name and address)</i> Canzian Johnston Associates 361 Main Street New Kensington, PA 15068 | CONTRACTOR: <i>(Name and address)</i> MacBracey Corporation 2085 Park Ave Washington, PA 15301 |

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

CO#2- Additional blocking was required at certain window types (A, B2, C, and G). Drawings showed blocking present at the head/sill and it was found to be missing. MacBracey provided the lumber and installed at a unit price of \$115 per opening. Full Change Order Log is attached to this document.

| | |
|--|---------------|
| The original Contract Sum was | \$ 688,780.00 |
| The net change by previously authorized Change Orders | \$ 67,500.00 |
| The Contract Sum prior to this Change Order was | \$ 756,280.00 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 13,915.00 |
| The new Contract Sum including this Change Order will be | \$ 770,195.00 |

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be June 23, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

| | | |
|--|---|--|
| <u>Canzian Johnston Associates</u> ARCHITECT <i>(Firm name)</i> | <u>MacBracey Corporation</u> CONTRACTOR <i>(Firm name)</i> <i>Brooke Hughes</i> | <u>Fox Chapel Area School District</u> OWNER <i>(Firm name)</i> |
| _____ SIGNATURE | _____ SIGNATURE | _____ SIGNATURE |
| _____ PRINTED NAME AND TITLE | _____ PRINTED NAME AND TITLE | _____ PRINTED NAME AND TITLE |
| _____ DATE | _____ DATE | _____ DATE |



April 17, 2024

Fox Chapel Area School District
Attn: Daniel Breikreutz
611 Field Club Road
Pittsburgh, PA 15238

Re: P24.0121.00 - Fox Chapel SD Condition Assessment

Dear Daniel Breikreutz:

Thank you for the opportunity to provide condition assessment services to the school district. Detail on our approach, scope, deliverables, timeline and fees are provided in the attached proposal. If you have any questions, my contact information is provided below.

Respectfully,

Benjamin A. Skelton

President

P.E. (PA) • CxA • LEED AP



☎ 312.520.0025

✉ bskelton@cyclone.energy

🌐 cyclone.energy

Fox Chapel Area School District
Condition Assessment
April 17, 2024



Cyclone Energy Group

Your Buildings, Only Better

Proposal Number: P240121.00

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About Us

Trusted Advisors

Established in 2012, Cyclone Energy Group provides reliable analysis, cutting-edge insights, and practical solutions for achieving energy efficiency for all stages of the commercial building life cycle, from design to construction, through warranty, and into operations. Based in Chicago, our team works throughout the United States on behalf of designers, contractors, developers, owners, and property managers.

Our team is composed of talented engineers and architects possessing deep, technical knowledge and a wide variety of real-world experiences and credentials. Knowledge-sharing and peer collaboration across project teams are hallmarks of our working culture. Each project in our office benefits from the full array of professional skills at our disposal.

Professional Licenses

Cyclone Energy Group is a registered *Professional Engineering* firm with the State of Illinois (License #: 184.006416-0002.) The project Principal shall be Benjamin A. Skelton, licensed Professional Engineer in the State of Pennsylvania (PE080298 exp. 09/30/2025.)

Certifications

Our **ACG Certified Commissioning Authorities** are ready to provide *premier, hand-on service* for your project. Our team is highly trained and experienced with all building systems and controls.



Insurance Limits

| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | | | |
|---|---|----------------|------|-----|----------------|-------------------------|-------------------------|--|
| INBR LTR | TYPE OF INSURANCE | ADDL SUMM RISO | INSO | WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | Y | | OBC 9543953 08 | 05/08/2022 | 05/08/2023 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$ |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | Y | Y | | OBC 9543953 08 | 05/08/2022 | 05/08/2023 | COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAS <input type="checkbox"/> EXCESS LIAS <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ | Y | Y | | OBC 9543953 08 | 05/08/2022 | 05/08/2023 | EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | Y | WHC 9543958 08 | 05/08/2022 | 05/08/2023 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| B | Architects & Engineers Prof Liab | N | N | | LHC 9544010 08 | 05/08/2022 | 05/08/2023 | Claims-Made: \$2M Ea Claim/\$4M Agg |

Project Scope

Fox Chapel Area School District is seeking a condition assessment of four (4) of the six (6) schools. The facilities include Fairview Elementary School, O'Hara Elementary School, Dorseyville Middle School, and Fox Chapel Area High School. The assessment shall focus on the following systems and equipment in each building:

1. Heating, ventilating and air-conditioning;
2. Electrical transformers, switchgear, service and distribution equipment;
3. Interior and exterior lighting;
4. Domestic hot water heating and plumbing equipment;
5. Building automation system and equipment controls.

The assessment shall evaluate the condition and functionality to inform planning and decision-making for the facilities. The assessment shall consider energy performance, sustainability, indoor health and wellness, infrastructure, future technologies, renewable energy and resilience. In addition to evaluating each school individually, a District Master Plan Matrix shall be developed to prioritize projects across campuses.

Project Approach

The project shall be led by Benjamin Skelton, P.E. and managed by Emmy Riley with assistance from Senior Energy Engineers Greg Swiss and Robert Rugala. Benjamin and Robert will perform the on-site assessments. The full team brings extensive K-12 background. The project approach is as follows:

1. Request and collect documentation from the school district on existing conditions and historic data,
2. Review documentation and prepare procedures for field data collection,
3. Collect utility data (electricity, natural gas, water) for a minimum of two (2) consecutive years,
4. Establish an energy benchmark using ENERGY STAR Portfolio Manager (per school),
5. Host a meeting with project stakeholders to review benchmarking data, establish a project baseline, and discuss potential future targets and goals. During the meeting, establish the ranking or scoring metrics necessary for decision making. (Typically recommendations are put into groupings of less than one year, two to five years, five to ten years and ten years plus,)
6. Conduct site surveys to review the physical condition of systems and equipment detailed in the project scope. In addition to data collection, while on site:
 - a. Interview facilities team members on operational uses,
 - b. Document building schedules,
 - c. Learn about maintenance issues and procedures,
 - d. Discuss existing service agreements, contractors and vendor arrangements.
7. Determine potential Energy Conservation Measures (ECMs),
8. Determine estimates for system and equipment end-of-life expectancy,
9. Estimate replacement, maintenance and other other cost factors,

10. Evaluated factors including incentives/grants/rebates, energy performance, sustainability, indoor health and wellness, infrastructure, future technologies, renewable energy and resilience,
11. Perform preliminary analysis on equipment condition and assign the appropriate score and ranking system,
12. Host a meeting with project stakeholders to review the preliminary assessment findings and District Master Plan recommendations,
13. Finalized calculations, estimates and recommendations based on direction agreed upon in the preliminary review meeting,
14. Issue a final report,
15. Host a presentation meeting or present to the facilities committee or Board as needed.

Deliverables

The following list of deliverables highlights major milestones. Meetings will have one in-person attendee from Cyclone and the remaining team in attendance virtually.

1. Kick-off meeting (virtual)
2. Benchmarking & Target Setting Meeting (In-person with virtual component)
3. Preliminary findings report detailed by school with a District master plan matrix
4. Preliminary findings meeting (In-Person with virtual component)
5. Final report detailed by school with a District master plan matrix
6. Final report presentation (In-Person with virtual component)

Anticipated Timeline

The following are milestone date estimates. Deliverable dates are established during the kick-off meeting. The schedule is based on providing draft recommendations by September for near-term budget planning purposes.

- Contract..... May 2024
- Kick-off meeting..... May 2024
- Data Collection and Benchmarking..... June 2024
- Benchmarking & Target Setting Meeting..... June 2024
- Site Evaluations (4 Days)..... June 2024
- Preliminary Report & Meeting..... September 2024
- Final Report..... October 2024
- Presentation..... November 2024

Exceptions

Scope excludes:

- Hartwood Elementary School
- Kerr Elementary School

Fee

Lump sum fixed fee inclusive of all expenses.

- Condition Assessment (4 schools) + District Master Planning Matrix..... \$118,725

If the Field House at Fox Chapel Area High School is excluded, deduct..... \$3,500

Project Team



Benjamin A. Skelton

President

Benjamin Skelton is the Founder and President of Cyclone Energy Group, a Chicago-based energy services company. He has spent more than 20 years specializing in energy efficient, sustainable and healthy buildings. Throughout his career, he has worked on thousands of buildings from mechanical, plumbing and fire protection design, to energy modeling, commissioning, energy engineering and sustainability certifications.

Benjamin's projects have earned certifications including LEED, WELL, Green Globes, ENERGY STAR and more. He has helped engineer some of the most innovative buildings in the World including two award winning net-zero buildings. Through active involvement in ASHRAE Society on the Board of Directors (2016-2019) he has help the industry promote and advance energy efficient and sustainable buildings.

Professional Licensure

PE: (CO, DE, FL, GA, ID, IL, IN, KY, MD, MI, MO, MT, NC, NE, NJ, NV, OH, OR, PA, TX, VA, WA)

Certifications

ACG Certified Commissioning Authority (CxA)
USGBC LEED AP

Leadership

ASHRAE Illinois Chapter Past President (2011-2012)
ASHRAE Director, Regional Chair Region VI (2016-2019)

Membership

AABC Commissioning Group
ASHRAE
CIBSE
Illinois Green Alliance

Professional Experience

Cyclone Energy Group - President

2012 - Present

Building Momentum Group - Technical Director

2009 - 2012

WMA Consulting Engineers (now Salas O'Brien) - Mechanical Engineer

2005 - 2009

KJWW Engineering Consultants (now IMEG) - Mechanical Engineer

2002 - 2005

Education

Iowa State University - Bachelor of Science in Mechanical Engineering



Emmy Riley

Energy Engineering Team Leader & Account Manager

As Energy Engineer Team Leader & Account Manager, Emmy oversees energyPLAN and airPLAN accounts to ensure that the monitoring of building data and implementation of cost-saving initiatives are on target to meet or exceed building performance expectations. In her previous role as an Energy Engineer at Cyclone, she provided analytical and consulting services for clients in the development of high-performance buildings, through retro-commissioning projects and performing technical analyses for energyPLAN clients.

She has been recognized as a Certified Energy Manager™ by the Association of Energy Engineers since 2013, and as an ASHRAE Building Energy Assessment Professional since 2016. In 2018, one of her projects was ComEd's RCxpress Project of the Year, for achieving the most energy savings of any retro-commissioning project in its category.

Certifications

AEE Certified Energy Manager
(CEM)

ASHRAE Building Energy Audit
Professional (BEAP)

WELL Performance Testing
Agent

University of Chicago Essentials
of Project Management Certified

Membership

Illinois Green Alliance

Professional Experience

Cyclone Energy Group - Energy Engineering Team Leader
2015 - Present

SEDAC (University of Illinois) - Building Energy Coordinator
2010 - 2015

Crowe Horwath, LLP - Process Improvement & Implementation Consultant
2009 - 2010

Education

University of Illinois Chicago - Master of Energy Engineering

University of Illinois Urbana-Champaign - Bachelor of Science General
Engineering



Greg Swiss

Energy Engineering Team Technical Leader

As an Energy Engineering Team Technical Leader, Greg is responsible for being a technical resource to building owners. Providing a comprehensive outlook on their building energy usage and finding the right solution. Always working to improve efficiency Greg offers tested up-to-date solutions to improve performance. He spends the majority of his time involved with energy efficiency projects whether Retro-Commissioning or major equipment replacements.

Prior to joining the Cyclone team, Greg was with SEDAC, where over the course of 5 years he gained experience analyzing energy usage and reductions in a broad spectrum of buildings from K-12 schools to light industrial.

Professional Licensure

PE: (IL)

Certifications

AEE Certified Energy Manager
(CEM)

Membership

Association of Energy Engineers
(AEE)

Professional Experience

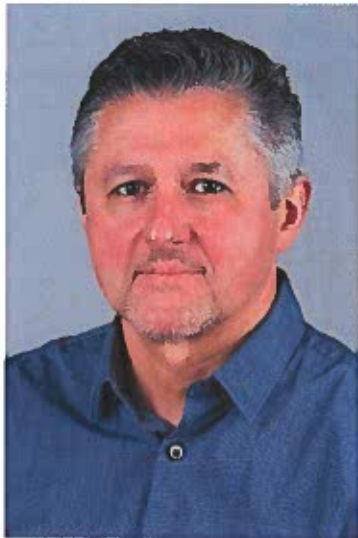
Cyclone Energy Group - Energy Engineering Team Technical Leader
2015 - Present

SEDAC (University of Illinois) - Building Energy Specialist
2010 - 2015

Education

University of Illinois Chicago - Master of Energy Engineering

Iowa State University - Bachelor of Science Mechanical Engineering



Robert Rugala

Senior Energy Engineer & Commissioning Project Manager

As Senior Energy Engineer & Commissioning Project Manager, Robert is responsible for organizing and performing commissioning duties for projects. He works to review project documents and schedules, perform functional equipment testing, and maintain lasting communication with clients. In his position he also works with the Real Estate Services team on new monitoring-based commissioning projects for utility incentive programs as well as new construction projects.

Prior to joining the Cyclone team, Robert was a Senior Project Engineer for Aero Building Solutions and Senior Energy Engineer for Goby, Inc. In these roles he performed ASHRAE Level I and II energy audits for commercial real estate buildings, RCx and MBCx projects for commercial buildings and engineering support for LEED certification projects.

Certifications

AEE Certified Energy Manager
(CEM)

Membership

Association of Energy Engineers
(AEE)

Professional Experience

Cyclone Energy Group - Senior Energy Engineer & Commissioning PM
2020 - Present

Aero Building Solutions - Senior Project Engineer
2019-2020

Goby Inc. (now Conservice) - Senior Energy Engineer
2015 - 2019

exp Global Inc. - Energy Engineer
2008 - 2014

Education

Maritime University of Szczecin - Master of Science Marine Engineering