



THE SPINNAKER GROUP

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COMMISSIONING PROPOSAL

December 17, 2012

Client:

**City of Hallandale Beach
 400 South Federal Highway
 Hallandale Beach, FL 33009**

Project: B.F. James Park (“Project”)

Project Understanding

The park has a building that houses restrooms, administrative office and pool equipment. The building is about 3,800 S.F. The restrooms are naturally ventilated and the administrative portion of the building (about 1,100 S.F.) is air conditioned. The site has a new swimming pool, playground, basketball courts and new parking. The project is seeking LEED Certification.

Scope of Services

The Spinnaker Group, Inc. (“Consultant”) is pleased to provide a proposal to provide Professional concerning the Project by providing Building Commissioning Services (the “Commissioning Services”) for **LEED credit EA2 - Enhanced Commissioning or LEED Prerequisite Fundamental Commissioning**. Commissioning will be performed on the entire Project including, but not limited to, the Project’s systems, which are defined as energy using systems by USGBC. The Commissioning Services will consist of the following, which are broken down between Fundamental Commissioning and Enhanced Commissioning. The Owner can elect whether it wishes to obtain Fundamental Commissioning or Enhanced Commissioning. Such election should be made by not later than Design Development

1. The Fundamental Commissioning Services of the Commissioning Services consist of:

- A. Develop Commissioning Requirements for the Project. It is not the responsibility of the Consultant to incorporate the Commissioning Requirements into the Project plans.
- B. Meet with the Project general contractor, design Architect and Owner to explain the commissioning process for the Project, including:
 - (i) Provide written answers to questions from the Owner, design Architect and contractor on commissioning questions prior to Owner’s execution of the contract of construction for the Project; and
 - (ii) Provide answers to questions from the Owner, design Architect and contractor after execution of the contract of construction for the Project.



C. Develop a Commissioning Plan for the Project which will incorporate comments from the Owner, the design Architect and all other consultants involved in the design and development of the Project (the “Design Team”) and the Project contractor.

D. Verify that Energy Consuming Systems (HVAC, lighting, domestic hot water) Installation of the Project meet requirements of the USGBC, including:

- (i) Development of Pre-Functional Tests;
- (ii) Development of Functional Tests;
- (iii) Observation and acceptance of Pre-Functional Tests;
- (iv) Observation and acceptance of Functional Tests; and
- (v) Observation of Test and Balance.

E. Prepare Commissioning Management Report (Commissioning Final Report). The Report shall include an executive summary, list of participants and their roles, brief description of the Project, and thorough text on each of the following sections:

- (i) Executive Summary
- (ii) Design Intent;
- (iii) Basis of design;
- (iv) Pre-functional checklists is complete;
- (v) Functional checklists is complete;
- (vi) Deficiency Log.

2. The Enhanced Commissioning Services of the Commissioning Services consist of:

A. Document Owner's Project Requirements and Basis of Design;

B. Perform a focused design review which shall include the following: a) input regarding making the Project easier to commission; b) how building maintenance can be made easier (accessibility and system control, etc.); c) are systems consistent with design intent and d) how utility usage and Indoor Environmental Quality can be improved;

C. Meet with the Project general contractor, design Architect and Owner to explain the commissioning process for the Project, including:

- (i) Provide written answers to questions from the Owner, design Architect and contractor on commissioning questions prior to Owner's execution of the contract of construction for the Project; and
- (ii) Provide answers to questions from the Owner, design Architect and contractor after execution of the contract of construction for the Project.

D. Review and recommend for approval, disapproval or conditional approval submittals by the Project general contractor, applicable to systems being commissioned for compliance with Commissioning needs;

E. Develop a Systems Manual and deliver it to Owner;

F. Verify Training of Systems Operating Personnel

G. Conduct a post occupancy review at 10 months post occupancy.

The Consultant agrees to provide the Commissioning Services in a timely manner so as not to cause the Project to be delayed because of the Commissioning Services.

Smoke Evacuation systems and life safety system are specifically excluded from this contract.

FEE

The lump sum price for the Fundamental Commissioning aspect of the Commissioning Services only is:

\$14,310.00

The lump sum price for the Enhanced commissioning aspect of the Commissioning Services (2 LEED Points) is:

\$6,188.00

Please circle one or both of the options above to signify acceptance

Pricing Assumptions

Construction Manager will provide approved submittals and Installation & Operation Manuals for the equipment included in this commissioning process for development of Pre-functional Test Protocols Design Professionals will provide full Sequence of Operations, inclusive of Operator Interface descriptions for development of Functional Performance Test Protocols.

Unescorted access to the site will be provided as required for the commissioning activities.

Owner, General Contractor, and Design Professionals will ensure availability of required documents, equipment, personnel, and information necessary for the timely completion of all deliverables

Costs Not Included in This Proposal

These fees are exclusive of reimbursable expenses. Reimbursable expenses include LEED registration and certification fees, plotting and printing (except as required for in-house coordination), photography, courier services, shipping and express mail and all travel related expenses.

- Travel to include – Spinnakers Weston office will be used as point of origin for travel. The following rates will apply for travel outside of the South Florida Metro region
 - Mileage at \$.75/mile
 - Business Class Airfare for International Flights
 - Hotel Charges for overnight travel
 - \$75 per diem for overnight travel
 - Taxi/rental car for out of area travel

The Spinnaker Group reserves the rights to submit a change in pricing should the project substantially change

Billing

Billing monthly on a percent of completion basis using the schedule of values outlined in Attachment “A”.

For The Spinnaker Group

Signature



Name

Rob Hink LEED AP

Title

Vice President

Date

12/17/2012

For Client

Signature

Name (Print)

Title

Date

Attachment "A" Schedule of Values	
Fundamental Commissioning	
Develop Commissioning Specifications	\$956
Develop Commissioning Plan	\$1,181
Develop Pre-Functional Tests	\$1,001
Develop Functional Tests	\$1,328
Observe Prefunctional Tests	\$4,275
Observe Functional Performance Tests	\$4,725
Final Commissioning Report	\$844
Sub total	\$14,310
Enhanced Commissioning	
Document Design Requirements and Basis of Design	\$844
Design Review	\$1,125
Submittal and As-Built Review	\$956
Develop System Operation Manual	\$1,069
Verify Training	\$1,069
Post Occupancy Evaluation	\$1,125
Sub total	\$6,188