



PROPOSAL LETTER
FOR:

City Hall UPS Replacement Construction Administration & Commissioning Services

City of Columbus
90 W. Broad Street, Columbus, OH

TECH SITE Proposal: 2536

September 11, 2012



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Steve Alvarez
City of Columbus
90 W. Broad Street
Columbus, OH 43215

RE: City of Columbus – UPS Replacement Project Construction Administration Proposal
TECH SITE Job Number 2536

Dear Steve,

Thank you for the opportunity to provide this proposal for Construction Administration and Commissioning Services to City of Columbus. TECH SITE specializes in the design and construction of critical facilities, including computer rooms, collocation facilities, web hosting sites, call centers, telecom rooms and other critical environments.

This Construction Administration and Commissioning Services proposal is based on the detailed design drawings and specifications issued for plans review on August 18, 2012. This proposal has been developed for TECH SITE to provide a comprehensive level of assistance with the UPS Replacement project depending on City of Columbus' needs. The proposal includes basic document review, construction assistance, construction administration services and post construction and commissioning services.

We are hopeful for the opportunity to fulfill this contract, for which we feel we are highly qualified to meet your needs. We stand ready to begin upon your acceptance of this proposal. Please feel free to contact me at 614-873-7800 ext. 102 if I can provide any clarifications.

Sincerely,

Jacqueline Kershaw, P.E.
Vice President of Engineering

Methods and Deliverables

Document Review and Construction Assistance

TECH SITE provides project engineers who are extremely knowledgeable in reviewing and providing recommendations, approvals and responses to contractor proposals, equipment submittals, and requests for information (RFIs). TECH SITE's involvement with project document review and construction assistance will ensure the project is completed in accordance with the original design and that any technical discrepancies or modifications encountered during the construction phase are addressed accordingly.

1. Document Review and Construction Assistance Objectives:
 - a. TECH SITE attendance at project pre-bid meeting and contractor walkthrough.
 - b. Response to all contractor Requests for Information (RFIs) prior to bid submittals.
 - c. Review of contractor proposals following submission of bids.
 - d. Review of all equipment submittals to ensure compliance with project drawings and specifications.
 - e. Communication of design clarifications, submittal acceptance or rejection
 - f. Timely Responses to contractor RFIs or clarifications during project construction phase
 - g. Two (2) TECH SITE project walkthroughs (mid and post construction) to note deviations from drawings and address

Construction Administration

In addition to the document review and construction assistance services set forth above, TECH SITE will provide a construction/project manager or project engineer who is extremely knowledgeable in providing direction for the contractor on how to meet or exceed schedules and objectives, while controlling quality and cost for the project. Additional Objectives included with the Construction Administration portion of this proposal are as follows:

1. Weekly progress meetings and objectives:
 - a. Review of work by qualified TECH SITE team member
 - b. Review of progress versus schedule
 - c. Review of previous meetings
 - d. Communication of design clarifications, submittal acceptance or rejection
 - e. Identification of issues and discussion of possible solutions
2. Equipment review and acceptance to ensure the following:
 - a. Review of all major equipment as received to ensure it meets specifications and is physically what was ordered. This includes checking for added options and features
 - b. Review unloading procedures to ensure proper handling of equipment.
3. Inspection services including the following services and results:
 - a. TECH SITE's presence during any critical installation phases
 - b. Visual inspection of all items installed prior to cover-up
 - c. Assurance of proper installation versus cheapest installation

- d. Elimination of major rework due to non-compliance with specifications or codes
- e. Pro-active versus reactive response to possible obstacles to objectives

Post Construction and Commissioning Services

TECH SITE believes final testing of the equipment, installation, and design is imperative to ensuring the system will work as it was intended. We also believe that accurate documentation of the project is vital to provide on-going protection for the City Hall facility. Post Construction and Commissioning services include the following items:

1. Provide Method of Procedures for final testing, including (as applicable):
 - a. Written steps to test Emergency Power Off System while protecting existing and on-going operations, and to meet inspectors' schedules.
 - b. Written procedures to test proper operation of critical equipment
 - c. Written procedures to test monitoring equipment
 - d. Written procedures to test control systems
 - e. TECH SITE participation in performing the above items
2. Documentation of the following:
 - a. Update construction plans documenting final construction results
 - b. Collecting and providing final operations & maintenance manuals for all equipment in a single source binder and electronically
 - c. Final project construction manual including weekly job meeting minutes, change orders, design clarifications, as well as all related implementation materials
 - d. Collection of all warranty documentation in a single source binder
 - e. Collect vendor provided preventative maintenance proposals with TECH SITE recommendations
 - f. TECH SITE will provide final as-built construction drawings, in electronic format, and paper format making sure they match all on-site labels
3. Training services includes the following services:
 - a. Overall simplified systems review explaining concepts of system
 - b. Coordination of equipment vendor representatives to provide operational training
 - c. Coordination with City of Columbus representatives to prepare documentation of suggested responses to alarm conditions
 - d. Preparation of emergency contact sheets in the event of alarms or failures.
4. Prepare Detailed Commissioning Procedures:
 - a. TECH SITE to provide initial commissioning procedure of all new systems based on drawings and submittals.
 - b. TECH SITE to coordinate conference call with owner and contractor to discuss the commissioning procedures and receive feedback.
 - c. Update Commissioning plan and provide preliminary schedule.
 - d. Review schedule and finalize required personal for all procedures.
5. Functional Performance Testing

- Provide on-site project managers and/or engineers to coordinate, conduct, and/or observe actual commissioning testing including:
- a. Providing (when possible) immediate remediation steps to allow re-testing during current testing phase.
 - b. Providing suggested resolutions scope of works for non-compliant results and potential testing requirements if immediate corrections cannot be implemented
 - c. Provide analysis of non-compliant results that may be acceptable based on unanticipated conditions.
 - d. Facilitate end of day high level reviews of results from that day's testing, immediate actions necessary, and updates as needed for next day's and/or remaining testing procedures.
6. Final Commissioning Report
- a. Provide a final report detailing all testing, results of testing, suggested corrective actions (if required).
7. In addition to the services listed above, TECH SITE will be providing the following testing equipment to commission the new installations:
- a. One (1) 50 kW, Floor Mounted, "Suitcase Style" Load Bank

Owner Interface and Meetings

The preceding sections describe TECH SITE's recommended procedure for keeping personnel from City of Columbus and their selected contractors involved and in control of the UPS Replacement project. See the Clarifications portion of our proposal for the anticipated quantity of weekly meetings with City of Columbus and their contractors during implementation. These weekly meetings will ensure open lines of communication and mutual problem solving. Additionally, it is our intent that the implementation of the commissioning activities will occur with TECH SITE personnel on site a total of (2) days.

Agreement

City of Columbus as the Owner and TECH SITE as the Design Consultant, agree to the services to be provided, as listed above, with the Customer agreeing to compensate TECH SITE for the services as detailed below.

TECH SITE agrees to provide said services in accordance with the attached rate sheet. The services will be provided at our hourly rates with a Guaranteed Maximum Price (GMP). TECH SITE will only bill for the actual hours and expenses incurred on the project. Should the GMP be reached, TECH SITE will complete the Deliverables at no additional charge to the Owner.

Document Review, Construction Assistance, Construction Administration and Post Construction and Commissioning Services:

GMP:

Twenty Three Thousand, One Hundred Ten Dollars..... \$ 23,110

With payment terms as follows: progress invoicing at two weeks after performance of each service listed above; invoices are to be paid within 30 days of invoice date.

This agreement entered into as of the date first written below:

Date: _____, 2012

TECH SITE
As the Design Consultant

City of Columbus
As the Owner

By: _____

BY: _____

Name: Jacqueline A. Kershaw, PE

Name: _____

Title: Vice President, Engineering

Title: _____

Date: _____

Date: _____

Clarifications

1. Any design services requested for this project that are not described in the scope portion of this proposal will be offered as a change order and performed at TECHnology SITE Planners standard hourly rates.
2. Total TECH SITE visits included with this proposal are as follows: Document Review and Construction Assistance – Three (3) Visits (Pre-Bid Meeting, Mid and Post Construction Walkthroughs); Construction Administration Services – Two (2) Additional Visits and five (5) on-site meetings; Post Construction and Commissioning Services - Two (2) Visits to the site and Two (2) man-days of labor; If additional visits or meetings are requested by the owner and are not required to perform the scope or work described herein, a change order will be offered and performed at TECHnology SITE Planners standard hourly rates.
3. The pricing for Post Construction and Commissioning Services includes Load Bank rental costs.
4. Thermal scans shall be performed by others.
5. TECH SITE expects the installing contractors and/or their subcontractors to provide all qualified labor necessary to perform commissioning testing as directed by TECH SITE, including but not limited to flipping breakers, installing temporary load banks and adjusting equipment setpoints/operating parameters. Additional fees may be included in responses from contractors and vendors and are not included in this proposal.

2012 Consulting Hourly Rate Schedule, effective January 1, 2012

<i>Description of Service</i>	<i>Individual filling Role</i>	<i>Hourly Rates</i>
Principle	Jim Schrader, P.E.	\$170
Vice President, Engineering	Jackie Kershaw, P.E.	\$140
Sr. Mechanical Engineer	Jason Cowgill, P.E.	\$125
Sr. Electrical Engineer	Frank Jenkins, P.E.	\$125
Assistant Engineer	Joe Reep/Adam Himes	\$ 90
Vice President, Operations	Matt Phillips	\$140
Project Manager	Varies	\$100
Administrative Asst.	Varies	\$ 50