



TO : BOARD OF DIRECTORS
FROM : GARY PLATT, EXEC. DIRECTOR – CAPITAL PROJECTS
SUBJECT : AUTHORIZATION TO REQUEST PROPOSALS FOR SHS
COMMISSIONING SERVICES
DATE : AUGUST 15, 2017
TYPE : ACTION NEEDED

A handwritten signature in dark ink, appearing to be "GP", is written over the word "COMMISSIONING" in the subject line.

The new Stanwood High and Lincoln Hill/Saratoga schools are required, as a condition of receiving state funding, to contract for building commissioning services. The state funding, assuming the legislature approves the capital budget, provides reimbursement for up to 12% of the costs of this work. The project budget for this work is \$219,950.

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner, occupants, and operators. To reach this goal, it is necessary for the commissioning process to establish and document the owner's criteria for system function, performance, and maintainability. In addition, the process must verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation. Complete operation and maintenance (O&M) manuals, as well as training on system operation, should be provided to the building operators to ensure the building continues to operate as intended.

The Commissioning Authority (CA) should be involved throughout the project from the design through the warranty phase. The primary role of the CA during the overall design phase is to develop detailed commissioning specifications and review the design to ensure it meets the Owner's objectives. During construction, the CA develops and coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that they are functioning in accordance with the owner's design intent requirements and the contract documents. The CA is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem-solving or resolving non-conformance issues or deficiencies.

Due to the cost of these services we are recommending that the board authorize the issuance of a request for proposals to selected firms with experience in this area.

Recommendation:

We recommend the board *move to authorize the issuance of a request for proposals for commissioning services for new Stanwood High School and the new alternative learning center.*