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DATE: 10-08-24
DEPT: P&R

### **COUNCIL ACTION FORM**

# SUBJECT: SYSTEMS COMMISSIONING FOR FITCH FAMILY INDOOR AQUATIC CENTER PROJECT

## **BACKGROUND:**

Construction of the Fitch Family Indoor Aquatic Center (FFIAC) began in spring 2024, with the estimated project completion occurring in late fall 2025. The facility will contain a variety of mechanical systems that need to be finely tuned to ensure proper function, energy efficiency, and longevity of the facility and its equipment. As part of the project, it is necessary to contract with a company to perform systems commissioning during construction.

The systems to be commissioned include natatorium space systems, locker and lobby areas to control pressure/airflow balancing between space types, heat pump chiller, air handling unit condensing unit, heating, ventilating and air conditioning systems including fan coil units, energy recovery unit and pool air handling unit, heat recovery chillers, and heating water system.

Systems commissioning work to be performed under this contract includes, but is not limited to:

- 1. Developing a comprehensive systems commissioning plan
- 2. Review and coordinate with construction schedule the commissioning activities required
- 3. Establish and maintain an issue log to track items to be addressed
- 4. Conduct kickoff meeting with the Construction Manager, Consultants and Contractors
- 5. Review shop drawings and equipment submittals for commissioning elements
- 6. Schedule and lead a control system review meeting with Controls Contractor, Engineer, Construction Manager and City staff
- 7. Perform site visits as necessary to observe components and systems installations
- 8. Provide pre-functional checklists for contractors
- 9. Conduct functional performance testing on sub-system, systems and interaction between systems during the acceptance phase documenting all tests witnessed and conduct opposite season functional performance testing during post-acceptance phase
- 10. Review owner training and building automation, operation and maintenance manual
- 11. Prepare and submit Final Commissioning Report.

A Request for Proposals (RFP) for these services was issued on July 29, 2024, with a due date of August 9, 2024. A total of five proposals were received and evaluated by City staff.

The RFP costs are shown in the table below:

Company	Evaluation Rank	<b>Proposed Cost</b>
SystemsWorks, LLC, West Des Moines, Iowa	1	\$49,480
IMEG Consultants Corporation, Des Moines,	2	\$65,000
Iowa TUNE Facilities, Omaha, Nebraska	3	\$49,600
Cornerstone Commissioning, LLC, Boxford, Massachusetts	4	\$59,235
Dunham Associates, Minneapolis, Minnesota	5	\$59, 800

Staff has reviewed the proposals and believes the proposal from SystemsWorks, LLC West Des Moines, IA, is acceptable. The FFIAC budget for Soils, Surveys, and Testing, which includes commissioning services, is \$390,000. The balance remaining is \$245,749.

Story Construction, the project's Construction Manager, will be responsible for scheduling the systems commissioning work as needed. Building Envelope Commissioning will be completed as part of a separate scope of work to be approved at a later date.

### **ALTERNATIVES:**

- 1. Award a contract to SystemsWorks, LLC, West Des Moines, Iowa for Systems Commissioning Services for the Fitch Family Indoor Aquatic Center Project in the amount not-to-exceed \$49,480.
- 2. Award the decommissioning contract to one of the other companies that submitted a bid.
- 3. Do not award a contract and refer back to staff with direction as to how to proceed.

## **CITY MANAGER'S RECOMMENDED ACTION:**

Commissioning services is an important component of the construction process. The top two firms submitting proposals were deemed acceptable. SystemsWorks, LLC and IMEG Consultants Corporation are reputable and have performed work for comparable communities in the past. SystemsWorks, LLC was ranked #1 when proposals were evaluated by staff and is also the low-cost proposal. Staff contacted Story Construction for feedback regarding the proposals. Story Construction reviewed the proposals and indicated the top two firms are capable of doing the work and are acceptable. Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as shown above.