

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: CONTRACT RENEWAL/Commissioning Services

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: November 15, 2016

STAFF CONTACTS: Melissa Tello, Transportation and Capital Infrastructure
Joe Kroboth III, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

PURPOSE: To renew the contract for Commissioning Services.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contracts for Commissioning Services with Burns & McDonnell Engineering Company, Inc., DECON Engineering, Inc., and Brinjac Engineering, Inc., in the estimated amount of \$750,000.

BACKGROUND: On December 3, 2014 the Board awarded contracts for Commissioning Services to Burns & McDonnell Engineering Company, Inc., DECON Engineering, Inc., and Brinjac Engineering, Inc. for the period of January 1, 2015 through December 31, 2015. The award of these contracts included four (4), one (1) year renewal options. Staff is recommending award of the second renewal option for the period of January 1, 2017 through December 31, 2017. Contracts are only renewed with those contractors with satisfactory performance.

The purpose of this contract is to provide fundamental commissioning and enhanced commissioning for Leadership in Energy and Efficient Design (LEED) on an “as needed” basis to support the County’s Capital Improvements Program (CIP). Commissioning is an important aspect of project development and construction that provides assurance that the building systems and equipment are properly designed, installed and are performing as intended. This verification is best performed by a third party Commissioning Agent.

ISSUES: The benefits of Commissioning Services are that they establish maintenance and operation policies; reduce lifecycle building costs; improve working environments including indoor air quality and lighting levels; establish performance criteria and verify benchmark goals; verify staff training goals are met; verify the proper operations of systems and building controls

via documented testing procedures; improve documentation of installed systems; verify equipment performance post-warranty and provide an owner representative independent of the design and contracting teams.

Costs for Commissioning Services vary based on the complexity of the building and its mechanical, electrical, plumbing systems and any other systems that would require commissioning. Commissioning services may include design phase reviews of the project and specifications by the Commissioning Agent as well as the construction phase support of testing, verification and monitoring to ensure that the systems are functioning as the design intended and achieving the intended performance. Post-occupancy services are also sometimes included to assess the performance following completion and user occupancy of the facility. Commissioning services provide a way to ensure quality from design through construction.

FISCAL IMPACT: Staff estimates spending \$750,000 on commissioning services during the contract period (January 1, 2017 – December 31, 2017). Funding for this contract would come from appropriations in the Capital Fund and the Department of Transportation & Capital Infrastructure's FY 2017-18 operational budget. No additional appropriations are being requested for this contract award. The estimated award authority is based upon the anticipated requirements to support the County's Adopted CIP.

ALTERNATIVES:

1. Recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contracts for Commissioning Services with Burns & McDonnell Engineering Company, Inc., DECON Engineering, Inc., and Brinjac Engineering, Inc., in the estimated amount of \$750,000.
2. Do not recommend renewal of the contracts and direct staff on how to proceed

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contracts for Commissioning Services with Burns & McDonnell Engineering Company, Inc., DECON Engineering, Inc., and Brinjac Engineering, Inc., in the estimated amount of \$750,000.

OR

2. I move an alternate motion.