



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: January 11, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: City Dog Pound – AC/Mechanical Improvements and Exterior Siding

The DPW has contacted the engineering firm of Van Zelm Engineers who is working with Studio Q Architecture and has submitted a proposal to perform a preliminary design of the City dog pound improvements. The initial DPW request was for Van Zelm Engineers to submit a proposal to provide AC at the dog pound. DPW consulted an engineering firm due to concerns that the capacity of the dog pound building electrical system would not be able to support AC.

As indicated in the attached proposal Vans Zelm Engineers identified additional concerns associated with building ventilation and the vapor barrier of the building. In order to address the building vapor barrier issue the engineer recommends installing new siding with additional insulation. Inclusion of building siding into the project, although increasing project cost, is consistent with scope objectives based on the current conditions of the siding. Therefore the DPW recommends the following action:

Authorize the DPW to procure the services of Van Zelm Engineering in the amount of \$19,850 to perform a preliminary design of AC, Building vapor barrier and ventilation improvements. Said service will be funded using available funds within the City Building project fund.

Additional funding will be required to complete the design and construction / install improvements and the preparation of a budget is one of the required engineering task. However, in order to obtain funding as part of the FY2022-23 budget DPW estimates project cost of \$140,000.

The DPW has started painting the ceiling of the dog pound and IT has been contacted regarding extending Data cable to the facility to provide Wi-Fi.

Please feel free to contact me with any question at 860-584-6113.

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



January 5, 2022

via Email

Mr. Raymond Rogozinski
Director of Public Works
Bristol Public Works
111 North Main Street
Bristol, CT 06010

**RE: Bristol Animal Control HVAC Evaluation
Proposal for Engineering Services
van Zelm: #2021200.00**

Dear Ray:

van Zelm Heywood & Shadford, Inc. is pleased to offer our proposal to provide Mechanical Engineering Services for the purpose of evaluating the Mechanical, Electrical, and Plumbing Systems (MEP) at the Bristol Animal Control Facility.

History

We have been made aware that you wish to add cooling to the Facility. We will provide cooling options as well as recommendations for bringing the ventilation systems up to current code.

As we discussed during our recent conference call with you, the lack of insulation and vapor barrier on the building has us very concerned with moisture if cooling is installed. We have carried Studio Q Architecture to assist with building envelope evaluations and associated cost estimating.

A. SCOPE OF SERVICES

The detailed scope of services, as described below, will be the basis of our scope of work. This task list is meant to be a guide to convey the minimum requirements for our work.

MEP Schematic Design

1. Visit the site to document all existing systems.
2. Provide a comprehensive evaluation of the existing MEP Systems.
3. Perform load calcs do determine proper equipment sizing.
4. Provide various options for the addition of cooling (for all areas).
5. Provide option to connect the building to the City's BAS network.
6. Provide options for additional ventilation to allow the building to meet current codes.
7. Determine the size required for new electrical panel (existing panel is undersized and will need to be upgraded).
8. Review gas fired generator size and capacity and determine if upgrades will be required to meet the needs of the Facility.

VAN ZELM HEYWOOD & SHADFORD, INC.

1200 CONVERSE STREET
LONGMEADOW, MA 01106
P: 617.218.9976

10 TALCOTT NOTCH
FARMINGTON, CT 06032
P: 860.284.5064
www.vanzelm.com

862 BRAWLEY SCHOOL ROAD, SUITE 207
MOORESVILLE, NC 28117
P: 704-799-7275

9. Review natural gas feed to the building and determine if size and capacity are adequate to support new equipment.

Building Envelope (Studio Q)

1. Visit site to meet with staff and document existing conditions.
2. Assessment of the existing conditions.
3. Assessment of the existing building envelope and recommendation for repairs/ new moisture protection (siding and changes to existing grade conditions).
4. Recommendation of thermal improvements to the existing structure in compliance with the IBC and the IECC (Energy Code)
5. Collaborate on duct penetrations to the existing structure, duct routes, maintenance of appropriate ventilation or improvements of such, and the approximation of the mounting requirements of said equipment.
6. Collaboration on the thermal separation of tempered or treated air as it relates to outdoor (untreated air), and the management of relative humidity and the condensation caused by the barriers between the two.

Final Report:

1. A narrative with recommendations and options for MEP upgrades related to air conditioning and code required ventilation.
2. A narrative of the potential improvement and recommendations related to Building Envelope.
3. Develop budgets estimates for MEP upgrades. Estimates will include Engineering and Construction related costs.
4. Develop budgets estimates for Building Envelope upgrades, which will include Design, Construction, and Building Enveloped related costs.
5. Review final report with Owner and respond to comments.

B. FEE FOR SERVICES

For the work defined in the preceding, we propose the lump sum fees as follows:

Task	Est. Cost
MEP Schematic Design	\$ 8,850
Building Envelope	\$ 6,500
Final Report	\$ 4,500
Total Lump Sum Fee	\$ 19,850

Any authorized additional hourly billings will be based on the attached Rate Schedule A. Reimbursable expenses for this project are included in the above fee.

C. CLARIFICATIONS AND EXCLUSIONS

1. We have based the above pricing and scope of services on Owner providing reasonably accurate drawings of existing site conditions.
2. Exclude any hazardous material investigation.
3. Exclude any architectural design.

D. PROJECT SCHEDULE

We are prepared to begin the work on this project immediately.

E. SUMMARY

We thank you for the opportunity to present this proposal. Following your review of this proposal, we would be pleased to meet with you and discuss any questions you may have. In the meantime, please feel free to contact me at (860) 284-5064 ext. 335.

Sincerely,

VANZELM, HEYWOOD & SHADFORD, INC.



Accepted by

Date

Manager of Commissioning Services
Certified Building Commissioning Professional (CBCP™,EBCP™)

WJD:wjd

Attachments: Rate Schedules A & B

cc: Thomas Wunder - van Zelm
Susan Labas - van Zelm
Beatrice Chipelo – van Zelm



RATE SCHEDULE A: LABOR RATES

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$230.00
Senior Associate	188.00
Associate	183.00
Team Leader/PM	172.00
Senior Consultant III/Senior Specialist III	210.00
Senior Consultant II/Senior Specialist II	158.00
Senior Consultant I/Senior Specialist I	145.00
Consultant II/Specialist II	129.00
Consultant I/Specialist I	112.00
Senior Designer/Senior Technician	103.00
Designer/Technician	89.00
Support Technician	81.00
Draftsperson	78.00
Administrative Assistant	60.00
Legal Preparation	275.00
Legal Expert Testimony	375.00

Client-Requested overtime shall be invoiced at a multiple of 1.25 times the listed rates.
An additional 25% surcharge may be assessed on listed rates to provide immediate service demand disruptive to on-going project schedules.

RATE SCHEDULE B: REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the compensation for basic and additional services. They include actual expenditures made by van Zelm Heywood & Shadford, Inc., (van Zelm) its employees, and any consultants to van Zelm in the interest of the project. Reimbursable expenses include the following:

1. Expense of transportation in connection with the project. Specifically, personal auto mileage is charged in accordance with the most current IRS guidelines for personal mileage reimbursement, or in cases of business travel in excess of 100 miles per day round trip, rental car fees, gas and expenses may apply in lieu of mileage charges. Cost of tolls, parking and taxi/transportation service will be charged.
2. Expenses in connection with out-of-town travel. Specifically, cost of air, rail or similar transportation services and the cost of lodging and meals will be charged.
3. Reproductions, prints, copies and other documents, including the expense of CAD plots associated with delivery of work products to the Client.
4. Express mail, shipping, delivery and postage expenses. Messenger charges are \$25.00/hour, plus mileage.
5. Expense for web based document management services.
6. Expense of any additional insurance coverage, including professional liability insurance, requested by the Client in excess of that normally carried by van Zelm or its consultants.
7. Cost of "Consultants" where not included as part of compensation for Basic Services.

Charges for all reimbursable expenses are as incurred or as specifically noted, plus 10%.

TERMS: Terms are Net 30 days. Interest at the rate of 1-1/2% per month may be applied to past-due invoices. The rates listed herein are effective January 1, 2021.

VAN ZELM HEYWOOD & SHADFORD, INC.

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