



Public Works | 860-584-6125

Memorandum

Date: December 8, 2020

To: City Council Building Committee

From: Raymond A Rogozinski, P.E., Director Public Works

Re: **FIRE HOUSE No.5 (Mix St) – AC CORRECTIVE ACTION PLAN**

Since the completion of the project to renovate Fire House no. 5 on Mix St, occupants of the building have been experiencing problems with the air conditioning system. The problem consist of an inability to sufficiently cool the building on extremely warm days during seasonal heat waves and excessive water condensation. Due to the condensate problem which consists of water dripping from AC louvers and pipes (staining floor tiles), the inability to cool may not be addressed by simply increasing cooling capacity within the building.

The concern is that as cooling increases and the air within the building reaches it dew point, water condensation will increase. In order to address the issue DPW recommends the following action:

Motion to authorize the Department of Public Works to procure the MEP services of VanZelm Engineers in the amount of \$10,352 to provide preliminary engineering services associated with corrective action plan to repair AC at Fire House No. 5.

Please note that sufficient funds are currently available with the City Building project fund to cover the recommended expense. It should also be noted that the proposal is the initial phase and it is anticipated that additional engineering and AC corrective measures will be required to address the issue. In addition, although the primary focus is to develop a corrective action plan, the engineering associated with this study may result in a deficiency associated with the renovation project that identifies a responsible party that may result in legal action to recoup project cost.

Please feel free to contact me with any questions/concerns at 860-584-6113.



December 9, 2020

via Email

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

**RE: Bristol Firehouse #5 HVAC Evaluation
Proposal for Engineering Services
van Zelm: #2020128.00**

Dear Ray:

van Zelm Heywood & Shadford, Inc. is pleased to offer our proposal to provide Mechanical Engineering Services for the purpose of evaluating the HVAC Systems at Firehouse #5 in Bristol, CT.

History

We have been made aware that Firehouse #5 has experienced excessive condensation accumulating on the ceiling tile/grid, light fixtures and diffusers within the building, as well as high humidity levels in some of the conditioned spaces. We would assist with determining the cause and solution to these issues.

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.

This set of tasks is designed to provide a systematic analysis of the HVAC systems, document operational issues, determine causes for the issues, and recommend improvements to resolve the problems.

1. Design Review
 - a. Provide a comprehensive evaluation of the mechanical systems design.
 - b. Review load calcs (if available from original design Engineer).
 - c. Determine if the installed systems are capable of meeting the owner's needs.
2. Installation & Operational Assessment
 - a. Visit site to meet with staff and document existing conditions.
 - b. Determine if the systems are installed correctly and per the design drawings.
 - c. Test HVAC systems to determine if they are setup and operating.
 - d. Evaluate the Building Envelope (Envelope Consultant carried as an add alternate).
3. Final Report: The final report will contain:
 - a. Description of operational problems, analysis undertaken, and likely causes of problems.
 - b. Description of recommendations for modifications to address deficiencies and resolve operational problems.
 - c. Develop budgets estimates for Engineering and Construction costs.
 - d. Review final report with Owner and respond to comments.

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

4. Add Alternate - Building Envelope Evaluation:

- a. We have carried an add alternate allowance for the purposes of evaluating the building envelope, as it relates to the problem areas. We have carried Hoffman Architects as a sub-consultant for this work should it be deemed necessary.

B. FEE FOR SERVICES

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

Task	Est. Cost
1. Design Review	\$ 1,638
2. Installation & Operational Assessment	\$ 2,772
3. Final Report	<u>\$ 2,142</u>
	Total Lump Sum Fee \$ 6,552
4. Add Alternate - Building Envelope Evaluation	\$ 3,800

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. Assumes testing and monitoring of HVAC system during Winter and Summer operation.

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	\$220.00
Senior Associate	179.00
Associate	174.00
Team Leader/PM	164.00
Senior Consultant III/Senior Specialist III	200.00
Senior Consultant II/Senior Specialist II	150.00
Senior Consultant I/Senior Specialist I	138.00
Consultant II/Specialist II	123.00
Consultant I/Specialist I	107.00
Senior Designer/Senior Technician	98.00
Designer/Technician	85.00
Support Technician	77.00
Draftsperson	74.00
Administrative Assistant	57.00
Legal Preparation	250.00
Legal Expert Testimony	350.00

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 July 1, 2019

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: 704-896-0407