



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: **CIP – AC & EMERGENCY POWER SUPPLY PROJECT – CITY FIRE DEPARTMENTS**

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In order to address the lack of air conditioning and full emergency power at a number of the City's Fire Houses, DPW is recommending procuring the services of a MEP Engineering Firm to perform an initial evaluation and preliminary engineer services to develop a Capital Improvement Project that will address the installation of air conditioning and full service emergency generator capacity at each fire house.

The attached proposal of \$7,000 includes AC at Fire House 2 and emergency generators at 1, 2, & 5. The existing problem with AC at Fire House 5 is being addressed under a separate project and is therefore not included. In addition, a project to upgrade AC and generator power is not included for Fire House No. 3 on Church Street due to the anticipated project to replace/relocate the fire house. If Fire House No. 3 was included in the attached proposal it would increase the cost by \$1,000.

In order to proceed with the project, 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 \$7,000 to provide preliminary engineering services to install AC at Fire House 2 and full service emergency generators at fire houses 1, 2 and 5.**

Please note that sufficient funds are currently available with the City Building project fund to cover the recommended expense.

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



December 10, 2020 Revised

*via Email*

Mr. David Oakes  
Facilities & Energy Manager  
Bristol Public Works  
111 North Main Street  
Bristol, CT 06010

**RE: Bristol CT Firehouse Electrical and Mechanical Study  
Proposal for Engineering Services  
van Zelm: #2020104.00**

Dear Dave:

van Zelm Heywood & Shadford, Inc. is pleased to offer our proposal to provide Electrical and Mechanical Engineering Services for a schematic design report with recommendations for emergency backup power and the addition of air conditioning at several Firehouses in Bristol, CT.

Our scope of services will include the following:

1. Review existing drawings, visit site to meet with staff, and document existing conditions.
2. Review and analyze the building utility information provided by the Owner to determine current electrical loads.
3. Review and analyze existing emergency system to determine capacity required for 100% backup.
4. Evaluate air conditioning options for Firehouse#2. This will include generating load calculations to allow for properly sized systems.
5. Provide a report with the following:
  - a. Recommendations on each building's incoming electrical service size and main disconnect/panelboard.
  - b. Recommendations to provide 100% backup power to each Firehouse listed below.
  - c. Recommendations to provide air conditioning in Firehouse#2.
  - d. Range of cost for recommended upgrades.
6. Review final report with Owner and respond to comments.

**Fire Headquarters, North Main St.**

Currently the Firehouse Headquarters has a 50kW 208/120V 3 phase emergency generator and (1) 400A transfer switch that provides 100% backup. The building is undergoing some renovations to the building's mechanical systems and needs to determine if the generator will support the full electrical load.

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

**Firehouse #2, Hill St.**

Currently Firehouse #2 has a 16kW 240/120V 1 phase emergency generator and (1) Generac transfer panel that provides partial backup to the building. This building has no A/C and will need to be analyzed for properly sized unit and for full generator backup.

**Firehouse #5, Mix St.**

Currently Firehouse #5 has a 15kW 240/120V 1 phase emergency generator and (1) Generac transfer panel that provides partial backup to the building. This building's electrical service and generator will need to be analyzed for full generator backup.

**Fee for Services:**

For the work defined in the preceding, we propose the lump sum fee of Seven Thousand Dollars (\$7,000). A breakdown of the fee is as follows:

<b>Task</b>	<b>Est. Cost</b>
1. Electrical Study	\$ 4,500
2. Mechanical Study	<u>\$ 2,500</u>
Total Lump Sum Fee	<b>\$ 7,000</b>

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.

**Limitation of Liability:**

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultants officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$50,000.00, or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**Exclusions, Inclusions & Clarifications of Scope:**

As many of the specific design issues which affect our scope of work are not yet fully defined, we must present the following assumptions and clarifications:

- Exclude any utility charges.
- Exclude any architectural design.
- Exclude any hazardous material investigation.
- Firehouse#3 is not included in this study.

Mr. David Oakes  
Bristol Public Works  
van Zelm #2020104.00  
December 10, 2020  
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We hope you find this proposal acceptable and we look forward to working with you on this exciting project.

If the terms of this proposal are agreeable to you, please provide authorization.

Do not hesitate to contact me if you should have any questions or comments regarding this proposal or desire any additional information.

Sincerely,

**van Zelm Heywood & Shadford, Inc.**

*Steven E. Perry*

Steven E. Perry  
Senior Associate

Enclosures: Rate Schedules A & B

Cc: Steve S. Krawczynski – van Zelm  
Susan H. Labas – van Zelm  
Beatrice C. Chipelo – van Zelm



**RATE SCHEDULE A: LABOR RATES**

<b><u>CLASSIFICATION</u></b>	<b><u>HOURLY RATE</u></b>
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

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