



POUDRE SCHOOL DISTRICT R-1

**REQUEST FOR QUALIFICATIONS
FOR**

COMMISSIONING SERVICES FOR THE THREE NEW SCHOOLS

**SOUTHEAST ELEMENTARY SCHOOL
WELLINGTON AREA MS/HS
EAST PROSPECT AREA MS/HS**

RFQu # 20-700-006

RFQu SCHEDULE

RFQu Issued	December 3, 2019
Pre-proposal Conference	December 16, 2019
Questions Due	December 19, 2019 2 p.m. MST
RFQu Closing Date	January 2, 2020 2:00 p.m. MST

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1.0 **GENERAL INFORMATION**

As part of the Poudre School District Bond Election in 2016, two new middle school/high schools (MS/HS) and a new elementary school were approved for construction in the District. The locations of the three schools are as follows:

- One MS/HS will be located at Larimer County Road 9 and Larimer County Road 62E within the Town of Wellington.
- One MS/HS will be located at Larimer County Road 5 and Prospect Road within the City of Fort Collins.
- The Southeast Elementary School will be located at Larimer County Road 30 and North Fairgrounds Avenue (CR 5) within the City of Loveland.

The project scope is based on the commissioning of two MS/HS buildings that are 247,824 square feet each and an elementary school at 76,956 square feet. The two MS/HS buildings are of the same floor plan and contain two stories. The new elementary school is also a two-story design.

This Request for Qualifications (RFQu) solicits complete commissioning services for the two new MS/HSs and the Southeast Elementary School. The scope of work under this RFQu is intended to ensure the Commissioning Coordinator oversees the commissioning process to provide the Owner with a high level of assurance the mechanical, electrical and other major building systems have been installed in the prescribed manner and operate within the performance guidelines. The Scope of Services is provided in Exhibit A.

It is envisioned the Commissioning Coordinator will be involved throughout the construction phase of each project. The Commissioning Coordinator shall be an independent third-party contractor for Poudre School District and shall not have any affiliation with project architects, engineers, contractors, or their subconsultants or subcontractors.

Proposing firms are encouraged to attend a pre-proposal conference to become familiar with the selection process, the schedule, and the elements of the contract.

DATE: December 16, 2019
TIME: 10:00 a.m. MST
WHERE: Operations Conference Room
ADDRESS: 2445 LaPorte Avenue
Fort Collins, CO 80521

The District is issuing this Request for Qualifications (“RFQu”) for commissioning services associated with two new MS/HSs and one ES. The anticipated project description and schedule is provided below.

1.1 PROJECT DESCRIPTION

As identified in the District’s 2016 Bond Proposal, two new middle school/high schools (MS/HS) and a new elementary school were approved for construction in the District. The two MS/HSs will include grades 6 through 12 in a 247,824 square foot buildings; one building is to be located northwest of the intersection of LCR 9 and LCR 62E (Wellington, CO) and one building is to be located northwest of the intersection of LCR 5 and Prospect Road (Fort Collins, CO). The new elementary school will be a PreK-5, four track school southwest of the intersection of Fairgrounds Blvd. (CR 5) and CR 30 (Loveland, CO).

The two new middle school/high schools are being designed by RB+B Architects. Adolfson and Peterson is under contract to the District to serve as Construction Manager/General Contractor (CMGC). The elementary school is being designed by Hord, Coplan, and Macht (HCM) and will be bid for construction in November-December 2019; general contractor to be determined. Construction is anticipated to begin in early 2020 on all three facilities.

The selected, Commissioning Coordinator will be authorized to participate and/or review all final design documents for the buildings to gain familiarity with the systems and expected performance levels. The Commissioning Coordinator will be expected to work closely with the District, RB+B, A-P, HCM, the successful general contractor for the SE ES, and other interested parties in pursuit of the successful completion of the project.

Interested parties can review relevant documents at the following locations:

MS/HS projects – Please see Exhibit B

Southeast ES project - www.bidnetdirect.com (BidNet); began November 19, 2019

1.2 PROJECT SCHEDULE

- 1.2.1 Anticipated award of commissioning services: January 2020
- 1.2.2 Anticipated construction start: February 2020 (Wellington & Loveland; July for Fort Collins school)
- 1.2.3 Anticipated occupancy: no later than mid-August 2021 for SE ES; December 2021 for Wellington school; August 2022 for Fort Collins school

2.0 MINIMUM QUALIFICATION REQUIREMENTS

As set forth in more detail below, the District will only consider proposals for this Project from firms that meet the following qualification criteria:

- 2.1 Principal Engineer of record must be registered and licensed in the State of Colorado.
- 2.2 Firm must have an established office within 150 miles of Fort Collins, Colorado at the time of proposal submission.
- 2.3 Firm must demonstrate experience successfully commissioning 5 projects of similar scale and scope within the previous five years.

3.0 SUBMITTAL REQUIREMENTS

As set forth in more detail below, the District is requiring the following information from all firms as part of their response:

- 3.1 Letter addressing the considerations below:
 - 3.1.1 Principal Engineer of record must be registered and licensed in the State of Colorado.
 - 3.1.2 Firm must have an established office within 150 miles of Fort Collins, Colorado at the time of proposal submission.
 - 3.1.3 Firm must demonstrate completion of Projects of a similar size and scope within the last five (5) years.
- 3.2 Description of the proposed Project team and approach
 - 3.2.1 Firm's summary of previous work for the District
 - 3.2.2 Firm's experience on projects of similar type and size within the last five (5) years
 - 3.2.3 Whether the firm or any of its principals has ever declared bankruptcy under their current names or former names.
 - 3.1.4 Whether the firm or any of its principals has ever made an assignment for the benefit of creditors
 - 3.1.5 Whether there are any unsatisfied judgements or liens against the firm or any of its principals.
- 3.3 Statement of the firm's capabilities.
 - 3.3.1 Current and projected workload.

3.4 Fee Proposal

3.4.1 Base fee for complete commissioning services of:

- 3.4.1.1 Wellington MS/HS
- 3.4.1.2 Prospect MS/HS
- 3.4.1.3 Southeast ES

3.4.2 Estimated reimbursable expenses (Printing, mileage, direct expenses, etc.)

3.4.3 Hourly rates for key project contributors (Principal, Project Manager, Project Engineer, etc.)

4.0 **RFQu PROCEDURES AND DEADLINES**

The procedures and deadlines associated with this RFQu are as follows:

- 4.1 The District shall provide copies of this RFQu and its related documents to firms through the electronic solicitation platform www.bidnetdirect.com (BidNet), where registered proposers are required to submit their electronic RFQu response along with the first and last name, telephone number and e-mail address of the employee within the firm's organization who will be designated as the District's primary contact with respect to this RFQu and the firm's response thereto. The District may provide copies of this RFQu to other firms upon request, who are also requested to provide the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District's primary contact with respect to this RFQu and their response thereto.
- 4.2 **At no time during the solicitation process, will communication regarding this RFQu be permitted with any district employee other than Jon Babcock (jbabcock@psdschools.org), the District Senior Procurement Agent associated with this RFQu, until an award has been announced. Communication with a district employee other than Jon Babcock may disqualify your proposal from consideration.**
- 4.3 Questions regarding this RFQu must be in writing and directed to the District through the BidNet platform any time after the issuance of this RFQu through and including 2:00 p.m. MST on **December 19, 2019**.
 - 4.3.1 Each question must be submitted individually. Multiple questions per entry will not be answered.
 - 4.3.2 Each question submitted, as well as the District's response thereto, shall be posted to Bidnet as an addendum.
- 4.4 Electronically submitted proposals, as provided in section 3.0 of this RFQu, must be received in BidNet's electronic solicitation portal on or before

2:00 p.m. MST on **January 2, 2020**. At that time the submission portal will close, and no further submissions will be allowed, nor considered.

- 4.5 District staff shall review the written proposals to this RFQu during the proposal consideration period commencing on January 2, 2020. During the proposal consideration period, questions may be asked of and additional information may be requested from specified District personnel and select firms may be asked to give presentations to District staff regarding their RFQu responses.
- 4.6 The selected firm's services are subject to and conditioned on: (a) exhibiting acceptable qualifications and experience performing commissioning services for projects off similar size and scope, (b) submitting the lowest, responsible fee, (c) negotiation of an agreement between the District and the selected firm regarding the terms and conditions of a written contract between the parties, and (d) the execution of the written contract by authorized representatives of the District and the selected firm.
- 4.6.1 The District reserves the right to award these commissioning services for all three facilities to one firm or to award the services individually based upon what is in the best interest of the District.
- 4.7 This RFQu does not commit the District to select or contract with any or all firms that provide responses, or to pay any costs incurred by firms in responding to the RFQu. The District reserves the right to reject any and all responses to this RFQu at any point in the process, to waive any irregularities and/or informalities with respect to the RFQu procedures and deadlines, and to select the firms whose responses it deems in its sole discretion to be in the best interest of the District. The pre-qualification of commissioning coordinators is contingent upon meeting all minimum qualifications and submittal requirements as provided in this RFQu.
- 4.8 Information and materials submitted in response to this RFQu may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that firm believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which firm believes they are confidential. The District, not the firm, shall determine whether information and materials so identified will be withheld as confidential, but will inform firm in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.

-- End --

Exhibit A

SCOPE OF SERVICES

COMMISSIONING SERVICES

RFQu – 20-700-006

PART 1 – GENERAL

The Commissioning Coordinator shall first develop a Commissioning Plan for review and approval by the District and the Project Architect. The purpose of the commissioning plan is to provide direction for the commissioning process during construction, to outline a path for resolving issues such as scheduling, roles and responsibilities, and identifying lines of communication. The Commissioning Plan must also identify reporting protocols, approval processes, and overall project coordination.

1.1 DESCRIPTION

- A. Commissioning Services will be provided by the Owner for this project. The Contractor shall cooperate with the Commissioning Coordinator in the performance of his/her duties.
- B. The purpose of the commissioning process is to provide the Owner with a high level of assurance that the mechanical, electrical and other major building systems have been installed in the prescribed manner and operate within the performance guidelines. The Commissioning Coordinator shall provide the Owner with an unbiased, objective view of the system's installation, operation, and performance. This process is not to take away or reduce the responsibility of the system designers or installing contractors to provide a finished product. Commissioning is intended to enhance the quality of system installation, start-up, and aid in the orderly transfer of systems to beneficial use by the Owner. The Commissioning Coordinator will be an observing member of the construction team, cooperating, and coordinating all commissioning activities with the contracting officer's representative, construction manager, contractors, sub-contractors, manufacturers, and equipment suppliers. The Commissioning Coordinator will coordinate all commissioning activities with the above group directly through the Poudre School District Project Manager.

1.2 SCOPE

- A. The functions and responsibility of the Commissioning Coordinator shall include:
 - 1. Responsibility: The primary point of responsibility is to inform the Owner and the General Contractor on the status, integration, and performance of systems within the facility. All communications with the General Contractor will be through the Poudre School District Project Manager.
 - 2. Information: The Commissioning Coordinator shall function as a catalyst and initiator to disseminate information and provide feedback to the design and construction teams in the completion of the construction process. This shall include system completeness, performance, and adequacy to meet the intended performance standards of each system. Services include construction observation, spot testing, verification and functional performance testing, and providing performance and operating information to the responsible parties, i.e., contractors, and the Owner.
 - 3. Quality Assurance: Assist the responsible parties to maintain a high-quality level of installation and system performance.
 - 4. Leadership / Training: Initiate and lead the involvement of the facility operations personnel in the commissioning process, utilize District standards, and coordinate training of operating personnel on each system.
 - 5. Observation of tests: Commissioning Coordinator shall coordinate and observe testing as required to ensure equipment and system performance meets the design intent.
 - 6. Documentation of tests: Commissioning Coordinator shall document the results of the performance testing directly and/or ensure that all testing is documented by the appropriate

technicians. The Commissioning Coordinator shall provide standard forms to be used by all parties for consistency of approach and type of information to be recorded.

7. Resolution of disputes: The Commissioning Coordinator is to remain an independent party present on the project with specific knowledge of the project. Should disputes arise, the Commissioning Coordinator shall perform research to determine the scope and extent of the problem and educate the involved parties as to the nature and extent of the problem. This shall include technical and financial aspects of the dispute, including assistance to help identify who the responsible parties are to implement corrective action. The Owner shall preside over resolution of the problem.
 8. Deficiencies: Provision of technical expertise to oversee and verify the correction of deficiencies found during the commissioning process.
 9. Acceptance: The Commissioning Coordinator shall determine and advise the Construction Manager and Owner of the date of acceptance for each component and system for start of the warranty period.
 10. O&M Data: Provision of technical expertise to review and edit operating and maintenance descriptions by system.
- B. The Commissioning Coordinator is referred to as an independent contractor in this Division and shall work under a separate contract directly for the Owner.
 - C. The Commissioning Coordinator shall not be financially associated with any of the Division 2 through 49 contractors on this project to avoid potential conflicts of interest.
 - D. The commissioning Coordinator shall utilize the projects Energy Modeling. If the Commissioning Coordinator and Energy Modeling Company are the same firm, the utilized energy models require 3rd party verification.

1.3 SYSTEMS TO BE COMMISSIONED

- A. The following systems shall be commissioned:
 1. Chilled water system(s)
 2. Hot water system(s)
 3. Fire protection system
 4. Laboratory systems
 5. Air handling / distribution system
 6. Building automation system
 7. Building lighting control system
 8. Packaged engine generator systems
 9. Public address system
 10. Irrigation systems
- B. Commissioning of heating and cooling systems is to take place in the proper season and temperature range for the operation of that system.

1.4 COORDINATION

- A. The Architect is to ensure Owner has necessary submittals and other information to keep Commissioning Coordinator informed and able to complete Commissioning activities. This includes, but is not limited to, furnishing a copy of all construction documents, addenda, change orders, and appropriate approved submittals and shop drawings to the Owner for transferring to the Commissioning Coordinator. The Architect is a team member and facilitator of the commissioning process also.
- B. The Commissioning Coordinator shall coordinate through the Project Manager with each contractor on the project specific to their responsibilities and contractual obligations. If the contractor is a subcontractor to another contractor, the Commissioning Coordinator shall disseminate written information to all responsible parties relative to the nature and extent of the communication. The District Project Manager will be copied on all written communications.
- C. The Commissioning Coordinator is responsible to the Owner through the Project Manager, and as such, shall regularly apprise the Project Manager of progress, pending problems and/or

disputes, and shall provide regular status reports on progress with each system. Any potential change in the contractual and/or financial obligations of the Owner (credits, change orders, schedule changes, etc.) shall be identified and quantified as soon as possible.

- D. The Commissioning Coordinator shall coordinate the schedule of commissioning activities with the construction schedule. It is possible that some procedures will be completed before the entire mechanical or electrical system is completed.
- E. The Commissioning Coordinator will attend progress meetings.

1.5 SCHEDULE

- A. Commissioning of systems shall proceed per the criteria established in the specific sections that follow, with activities to be performed on a timely basis. The Commissioning Coordinator shall be available to respond promptly to avoid construction delays.
- B. Start-up and testing of systems may proceed prior to final completion of systems to expedite progress. However, the Commissioning Coordinator shall not schedule testing and checkout services that are the primary responsibility of the contractor / vendor in advance of their testing and checkout.
- C. Problems observed shall be addressed immediately, responsible parties notified, and actions to correct deficiencies coordinated in a timely manner.
- D. Contractor schedules and scheduling is the responsibility of the General Contractor. The Commissioning Coordinator shall provide commissioning scheduling information to the General Contractor for review and planning activities. All Commissioning scheduling shall be communicated to the District Project Manager.
- E. For pre-functional and functional performance tests which occur in the acceptance procedures, the Commissioning Coordinator shall be available for up to two site visits to try and accomplish each test as part of the contract. Should additional work / site visits be required because systems are not ready or because they do not successfully pass test procedures after they have been indicated as ready, additional fees will be required. These additional fees shall be paid to the Commissioning Coordinator by the Owner and shall be reimbursed by the General Contractor.
- F. SUBSTANTIAL COMPLETION. The following activities must occur and be shown in the order listed to achieve Substantial Completion:
 - 1. Contractor must complete: Test and Balance (air and hydronics), Point to Point, Pre-functional Testing – with reports submitted and reviewed with minimal issues. Graphics must also be complete and to an acceptable user level/understanding as approved by the engineer, commissioning agent, and Owner.
 - 2. Although commissioning is ongoing throughout construction, final commissioning will begin when the items listed in number one (1) are complete.
 - 3. Substantial Completion is achieved when commissioning is complete.
 - 4. All other requirements for and definitions of substantial completion in the contract documents remain.

1.6 RELATED WORK SPECIFIED ELSEWHERE

- A. Commissioning requires support from the contractors. The commissioning process does not relieve any contractors from their obligations to complete all portions of work in a satisfactory manner.
- B. Refer to other Divisions, including but not limited to, Division 1, mechanical and electrical sections for contractor responsibilities relative to the commissioning process.
- C. Commissioning Contractor will not make design decisions, accept alternates or substitutions in the construction process.

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT

- A. All industry standard test equipment required for performing the specified tests shall be provided by the appropriate contractor and approved by the Commissioning Coordinator. Any proprietary vendor specific test equipment shall be provided by that vendor or manufacturer.
- B. Any portable or hand-held setup / calibration devices required to initialize the control system shall be made available by the control vendor (at no cost) to the Commissioning Coordinator.
- C. The instrumentation used in the commissioning process shall meet the following standards:
 - 1. Be of sufficient quality and accuracy to test and/or measure system performance within the tolerances required.
 - 2. Be calibrated at the manufacturer's recommended intervals with calibration tags permanently affixed to the instrument
 - 3. Be maintained in good repair and operating condition throughout the duration of use on this project.
 - 4. Be immediately re-calibrated or repaired if dropped and/or damaged in any way during use on this project.

PART 3 - EXECUTION

3.1 COMMISSIONING PLAN AND SCHEDULE

- A. The Commissioning Coordinator shall develop and submit a schedule for the commissioning process which is integrated with the construction schedule. Included shall be the required work by all team members (Commissioning Coordinator, Contractors, and the Owner). Overlay with the construction schedule, and include time for test and balance, pre-functional performance testing, and functional performance testing.

3.2 CONSTRUCTION OBSERVATION

- A. This is an additional and separate activity from that provided by the design team. Construction observation is required as part of the commissioning and coordination process to be provided by the Commissioning Coordinator.

3.3 TEST AND BALANCE

- A. Air and water balance and equipment performance verification shall be accomplished by an independent test and balance firm. The Commissioning Coordinator shall spot check this work to verify accuracy of results.

3.4 PRE-FUNCTIONAL AND FUNCTIONAL PERFORMANCE TEST PROCEDURES

- A. Personnel experienced in the technical aspects of each system to be commissioned shall develop and document the commissioning procedure to be used. Include a performance checklist and performance test data sheets for each system based on actual system configuration. These procedures shall be reviewed by the Owner for technical depth, clarity of documentation and completeness. Special emphasis shall be placed on testing procedures that shall conclusively determine actual system performance and compliance with the design intent.
- B. The majority of mechanical equipment requires safety devices to stop and/or prevent equipment operation unless minimum safety standards or conditions are met. These may include adequate oil pressure, proof-of-flow, non-freezing conditions, maximum static pressure, maximum head pressure, etc. The Commissioning Coordinator shall observe the actual performance of safety shutoffs in a real or closely simulated condition of failure.
- C. Systems may include safety devices and components that control a variety of equipment operating as a system. Interlocks may be hard-wired or operate from software. Operation of these interlocks shall be verified by the Commissioning Coordinator.

- D. The Commissioning Coordinator shall determine the acceptance procedures for each system within Divisions 20 thru 29 disciplines. The acceptance procedures shall incorporate the commissioning standards and successful testing results as referred to throughout Divisions 20 thru 29 specifications.
 - 1. In particular, the temperature control system shall have all I/O points individually verified for proper function, calibration, and operation. The Commissioning Coordinator shall review proposed testing procedures and report formats and observe sufficient field testing to confirm that all I/O points have been properly tested.
 - 2. All control sequence of operation strategies, alarm generation and reporting shall also be reviewed, and proper operation verified by the Commissioning Coordinator.
 - 3. The central Building Automation Controls server/software graphics, point assignments, alarm messages, and logging functions shall be verified.
 - 4. The Heating System and Cooling system shall be commissioned during a time with the appropriate outdoor temperatures for that particular system. Proper commissioning requires an outdoor temperature that would be conducive to all components of that HVAC system. Commissioning of Heating and Cooling systems will be separate, and done during the winter/summer, respectively.
- E. The appropriate contractor and vendor(s) shall be informed of what tests are to be performed and the expected results. Whereas some test results and interpretations may not become evident until the actual tests are performed, all parties shall have a reasonable understanding of the requirements. The commissioning plan shall address those requirements and be distributed to all parties involved with that particular system.
- F. Acceptance procedures shall confirm the performance of systems to the extent of the design intent. When a system is accepted, the Owner shall be assured that the system is complete, works as intended, is correctly documented, and operator training has been performed.

3.5 FUNCTIONAL PERFORMANCE TESTING - OBSERVATION

- A. The functional performance testing shall be done by the contractors and vendors. The Commissioning Coordinator shall witness and verify all of these tests. The District Project Manager shall witness these tests also.
- B. Tests shall be completed comprehensively and to the extent necessary to enable the Commissioning Coordinator to assure the Owner that the systems do perform per the design intent.

3.6 SOFTWARE DOCUMENTATION REVIEW

- A. Review detailed software documentation for all DDC control systems. This includes review of vendor documentation, their programming approach, and the specific software routines applied to this project. Discrepancies in programming approaches and/or sequences shall be reported and coordinated in order to provide the Owner with the most appropriate, simple, and straightforward approach to software routines.

3.7 OPERATING AND MAINTENANCE (O&M) MANUALS

- A. The Commissioning Coordinator shall review the draft form of the O&M manuals provided by the Division 20 thru 29 contractors (mechanical and electrical). The review process shall verify that O&M instructions meet specifications and are included for all equipment furnished by the contractor, and that the instructions and wiring diagrams are specific (edited where necessary) to the actual equipment provided for this project. Published literature shall be specifically oriented to the provided equipment indicating required operation and maintenance procedures, parts lists, assembly / disassembly diagrams, and related information. The contractor shall incorporate the standard technical literature into system specific formats for this facility as designed and as actually installed. The resulting O&M information shall be system specific, concise, to the point, and tailored specifically to this facility. The Commissioning Coordinator shall review and edit these documents as necessary for final corrections by the contractor.

- B. The O&M manual review, and coordination efforts shall be completed prior to Owner training sessions, as these documents are to be utilized in the training sessions.

3.8 TRAINING

Schedule and coordinate training sessions for the Owner's staff for each system. Training shall be in a classroom setting with the appropriate schematics, handouts, and visual / audio training aids on-site with equipment.

- A. The Commissioning Coordinator shall host each training session with program overview and curriculum guidance.
- B. The appropriate installing contractors shall provide training on all the major systems per specifications, including peculiarities specific to this project.
- C. The equipment vendors shall provide training on the specifics of each major equipment item including philosophy, troubleshooting, and repair techniques.
- D. The automatic control and fire alarm vendors shall provide training on the control system and fire alarm system per their specification section.

3.9 RECORD DRAWINGS

- A. The Commissioning Coordinator shall review the as-built contract documents to verify incorporation of both design changes and as-built construction details. Discrepancies noted shall be corrected by the appropriate party.

3.10 EXCLUSIONS

- A. Responsibility for construction means and methods: The Commissioning Coordinator is not responsible for construction means, methods, job safety, or any construction management functions on the job site.
- B. Hands-on work by the Commissioning Coordinator: The contractors shall provide all services requiring tools or the use of tools to start-up, test, adjust, or otherwise bring equipment and systems into a fully operational state. The Commissioning Coordinator shall coordinate and observe these procedures (and may make minor adjustments) but shall not perform construction or technician services other than verification of testing, adjusting, balancing, and control functions.

(END OF SECTION)

Exhibit B

The PSD MS/HS 90% Construction Documents Milestone has been posted to RB+B's FTP Server.

Files may be found in the following folder:

5-Milestone_Submittals\2019-11-11_PSD MSHS 01 90CD Milestone

RB+B FTP Access Info:

1. Go to <https://files.rbbarchitects.com>
2. Enter your username and password and click login
Username: 1801-Consultants
Password: FbwYhv
*case sensitive

Exhibit C

FEE SCHEDULE & HOURLY RATES

CONTRACT AMOUNT:

Base Fee for Complete Commissioning Services of :

Wellington MS/HS = \$ _____

Prospect MS/HS = \$ _____

Southeast ES = \$ _____

Estimated Reimbursable Expenses:

Expense: _____ = \$ _____

_____ = \$ _____

_____ = \$ _____

_____ = \$ _____

Hourly Rates for Key Project Contributors:

Position: _____ = \$ _____ /HR

_____ = \$ _____ /HR

_____ = \$ _____ /HR

_____ = \$ _____ /HR

Company Name: _____

Authorized Agent's Name: _____

Authorized Agent's Signature: _____

Email: _____

Phone: _____

Date: _____