

GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

TO: Mark Silverstein  
FROM: Scott Henry  
DATE: November 13, 2018  
RE: Agenda item for November 14, 2018

Recommend the Board of Education approve the attached proposal from STPCx to provide retroactive commissioning of the building management system in each district facility. Total of proposal is \$12,480.00. Additional work may be billed at \$135/hour. Referendum funds will be used for this project.

Wednesday, October 31, 2018

Scott Henry  
Business Administrator  
Glassboro School District

## **RE: Glassboro School District Retro-Cx Services – Various Schools**

### **A. Project Understanding**

The district has requested a review of various issues relating to HVAC systems and controls. The district is experiencing issues mostly on the controls end that require scoping and resolution prior to the end of the contractors warranty period and also for the continued designed operation of the school. This effort is typically Phase 1 of a retro cx scope. If Phase 2 is required to provide additional testing, pricing recommendations, or verify deficiencies corrected, an additional service fee will be requested.

STPCx attended a brief training by the controls contractor with the following observations:

1. The system appears to have quite a few software issues. Based on the number of times the technician providing the training had to stop and reset a non-functioning valve or other device it is safe to say the system is not operating properly and therefore it is not complete.
2. There are units with a single valve and two actuators and when the unit (2-pipe heat/cool) is in the heat mode and switched to cooling the actuators must be swapped above the ceiling. And switched back again at the beginning of the heating season. System is not programmed properly.
3. Equipment may be missing- the fan coil unit for the maintenance shop does not have an outside air damper and froze its coil last winter. Not the outside air is just blanked off.
4. Controllers are not properly setup- the fan coil unit for the maintenance shop is currently being powered on and off as needed to maintain comfort in the space
5. The building operators security levels were changed to allow troubleshooting of the system.
6. When changing from cooling mode to the heating mode the high schools setpoints all sent to "0" and started cooling off the building- the server was rebooted and the system seemed to respond afterwards.
7. The system locks the user out and prevents signing on. The server then needs to be rebooted to regain access, it is not known if this is a system or IT issue but it needs to be addressed.
8. In the two hours I was there to observe the training about ½ the time was spent on addressing the above issues rather than actually training the staff how to use the system.

**B. Scope of Work**

1. Initial Walkthrough and meeting to review site and discuss initial requirements and issues.
2. Review available documentation (drawings, submittals, shop drawings, etc.)
3. Based on the issues, STPCx will develop a plan to address the issues.

Please note that our intent is to help resolve the issues. This is done by working with all parties to provide a working system based on the design intent. This could include the design team, CM, Owner, and Facilities.

4. Create Functional Test Forms, if required to perform any testing.
5. Perform functional testing with the controls person (provided by the district) to review the equipment components and functionally test the operation sequences. STPCx may provide two agents, one at the building management system and the other at the equipment depending on the issues. Owner to coordinate facilities personnel, contractor controls technician, or Manufacturer’s representative as required to manipulate controls and provide access to the equipment.
6. Provide Report with findings and recommendations. This will include an assessment of the equipment, functionality and any recommendations.
7. Discuss report and recommendations with Owner via sit down meeting at the district.

**C. Payment**

A purchase order is required or signed proposal below. An invoice will be submitted at monthly intervals during the period of this contract for services rendered. Progress payments for fees earned under this contract are due upon receipt.

**D. Additional Services**

1. Additional Meetings or additional scope of work.

**E. Professional Services Fee**

Our fee for professional services is T&M NTE: **Twelve Thousand Four Hundred and Eighty Dollars (\$12,480.00).**

**F. Hourly Rates**

Position	Billing Rate \$/h
Project Manager	135.00
Senior Commissioning Agent	135.00
Commissioning Agent	105.00

**G. Proposal Signature**

STPCx

601 Dresher Road, Suite 270  
Horsham, Pennsylvania 19044  
Fax: 856-547-8300



Thomas Miller  
VP of Operations  
Phone: 609-304-9226

Approval Signature:

Date:

**Note: Local working office is located at 402 S. White Horse Pike, Audubon, NJ 08106**

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