

Board Office Use: Legislative File Info.	
File ID Number	11-3019
Committee	Facilities
Introduction Date	12-6-2011
Enactment Number	11-2527
Enactment Date	12-14-11



OAKLAND UNIFIED  
SCHOOL DISTRICT

Memo

To Board of Education

From Tony Smith, Ed.D., Superintendent  
Timothy White, Assistant Superintendent, Facilities Planning and Management

Board Meeting Date December 14, 2011

Subject Division of Facilities Planning and Management P.O. Less than \$50,000.00

Action Requested: Ratification by the Board of Education of the attached contracts for the Division of Facilities Planning and Management.

File ID	Vendor Name	\$	Funding Source	Type	Site	Period	City
11-3006	911 Restoration	\$41,725.89	GO Bond-Measure A	P.O.	Claremont Landscaping	6-28-2011 thru 8-27-2011	Richmond
11-3007	ABC School Equipment	\$355.00	GO Bond-Measure B	P.O.	Jefferson New Building	9-16-2011	Corona
11-3008	Alarcon Bohm	\$7,949.13	Special Reserve Fund	P.O.	Claremont HVAC Replacement	9-27-2011	Oakland
11-3009	Alcal Specialty Contracting, Inc.	\$1,925.00	GO Bond-Measure B	P.O.	Madison Modernization (HVAC)	9-15-2011 thru 12-31-2011	Fremont
11-3010	AON	\$3,500.00	Special Reserve Fund	P.O.	La Escuelita Educational Complex	9-26-2011 thru 10-26-2011	Concord
11-3011	BT Mancini	\$881.00	Go Bond-Measure B	P.O.	Oakland HS Mod	12-1-2011 thru 3-30-2011	Milpitas
11-3012	Campus Security Solutions	\$4,921.08	GO Bond-Measure B	P.O.	Prescott ES Mod	10-21-2011 thru 12-31-2011	Campbell
11-3013	Chussy International	\$370.00	GO Bond-Measure A	P.O.	Division of Facilities, Planning and Management	9-21-2011 thru 9-21-2011	Oakland
11-3014	Energy Systems	\$1,950.00	Country School Facilities	P.O.	Downtown Educational Complex Relocation	9-30-2011 thru 9-30-2012	Stockton
11-3015	Graybar	\$2,958.66	GO Bond-Measure B	P.O.	Frick Wellness Center	9-26-2011 thru 9-30-2011	Dublin
11-3016	Janakes Electric Inc.	\$5,200.00	Special Reserve Fund	P.O.	Claremont HVAC Replacement	8-25-2011 thru 9-1-2011	Redwood City
11-3017	Kam Yan and	\$4,500.00	County School	P.O.	Carter	9-1-2011	Oakland



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

	Associates		Facilities Fund		Baseball Scoreboard	thru 6-30- 2012	
11-3018	KW Engineering	\$32,720.00	GO Bond-Measure B	P.O.	Division of Facilities, Planning and Management	12-1-2011 thru 3-30- 2012	Oakland
11-3019	Noodle, Inc.	\$1,819.00	GO Bond-Measure B	P.O.	Oakland HS Health	8-12-2010 thru 8-31- 2011	Oakland
11-3020	North American Fence & Supply, Inc.	\$9,461.00	GO Bond-Measure B	P.O.	Havenscourt Interim Dining	8-30-2011 thru 12-31- 2011	Oakland
11-3021	Polk Communications	\$2,775.00	GO Bond-Measure A	P.O.	Claremont MS Landscaping	8-21-2011 thru 11-30- 2011	Oakland
11-3022	ServeSmart	\$3,275.00	GO Bond-Measure B	P.O.	Oakland HS Mod	10-1-2011 thru 10-31- 2011	El Cajon
11-3024	Sterling Environmental Corp.	\$21,160.00	Special Reserve Fund	P.O.	Claremont HVAC Replacement	7-15-2011 thru 7-22- 2011	Oakland
11-3026	Tot Turf	\$32,000.00	Special Reserve Fund	P.O.	Melrose Play Structure Repair	9-15-2011 thru 12-31- 2011	Oakland
11-3027	Tri-Net & McNamara Services Co.	\$8,412.31	GO Bond-Measure B	P.O.	Elmhurst MS Modernizatio n- Auditorium	9-29-2011 thru 12-31- 2011	Los Gatos
11-3028	Tri-Net & McNamara Services Co.	\$3,504.92	GO Bond-Measure B	P.O.	Madison MS Health Center	9-19-2011 thru 12-31- 2011	Los Gatos

**Discussion:**

Among the key purposes of the District's Facilities Master Plan is to provide an academic environment for the Oakland community that will give every student, educator, and community member using our facilities the best possible opportunity for learning.

Through implementation of the Facilities Master Plan, the District intends to improve the District's facilities in terms of structural integrity, safety, reliability of operating (mechanical) systems, access to modern resources, number and type of appropriate laboratories and specialized instruction rooms, opportunities for physical education, and attractiveness, such that the Oakland Public Schools are second to none. Operation of the District schools under the planned approach is intended to ensure safety, cleanliness, and orderliness for all individuals participating in the learning process.

The basic facility needs of students such as proper lighting, functional roofs, noise control and well maintained buildings, not only convey the message that we value our students and teachers but may foster a sense of school pride and community ownership which may improve attitudes towards learning. The implementation of the Facilities Master Plan is our first step in that direction.

**Fiscal Impact:**

Various

**Recommendation:**

The Board of Education is requested to approve the Facilities Planning and Management to OUSD school sites.



OAKLAND UNIFIED  
SCHOOL DISTRICT

**OAKLAND UNIFIED SCHOOL DISTRICT**  
 Department of Facilities Planning & Management

**AGREEMENT REQUEST FORM**

DATE SUBMITTED: 10.10.2011 SUBMITTED BY: Randy Horn

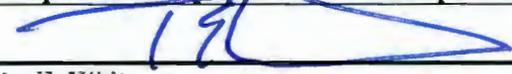
**SECTION I. TYPE OF AGREEMENT (PLEASE CHECK ONE BOX)**

1.) A&E (Architects and Engineers) Contract	<input checked="" type="checkbox"/>	5.) "Small"(under \$15,000.00) Construction Contract	<input type="checkbox"/>
2.) IOR (Inspector of Record) Contract	<input type="checkbox"/>	6.) Resolution Awarding Bid & Construction Contract	<input type="checkbox"/>
3.) Agreement for Professional Services-Testing Etc.	<input type="checkbox"/>	7.) Change Order	Vendor Number: _____ Fiscal Year: <u>2012-2012</u>
4.) Amendment to Agreement for Professional Services (Amendment #--)	<input type="checkbox"/>	8.) Purchase Order	P.O. Under \$50K: _____ Date Processed: <u>10-24-2011</u> To: MB: <u>10-24-11</u> To DR: _____

**SECTION II LOCAL BUSINESS PARTICIPATION PERCENTAGE**

Local Business	Small Local Business	Small Local Resident Business	Total Percentage
100%			100%

**All requests will require the Assistant Superintendent's and the Director of Facilities Authorization and Signature**

	Date		Date
Timothy E. White Assistant Superintendent		Tadashi Nakadegawa Director of Facilities	<u>10/11/11</u>

**SECTION III. AGREEMENT INFORMATION:**

Project Name:	Retro-Commissioning Project	Project No:	07144
Vendor Name:	Kw Engineering	Vendor Contact:	Steve Rottmayer
Vendor Phone Number:	510.834.6420	Vendor Mailing Address:	287 17 <sup>th</sup> St. Ste. 300, Oakland, Ca 94612
Agreement Start & Stop Dates:	Start: 12.1.2011 Stop: 3.30.2012	Amounts:	Current Contract Amount: \$0 Not to Exceed Amount: \$32,720 Revised Contract Amount:
Has Work Started?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes give an explanation:	Has Work Been Completed?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Certificate of Insurance Attached <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Date provided:	

**For Construction Contracts \$15,000, please provide or attach the following:**

- 1) Number of Bids Received, List of Bidders and Amounts (Bid Form) (Attach Bid Documents)
  - 2) Date(s) of Bid Advertisement \_\_\_\_\_
  - 3) Date of Bid Opening \_\_\_\_\_
  - 4) Name of Architect \_\_\_\_\_
  - 5) Liquidated damages per day \_\_\_\_\_
  - 6) Performance Bonds Attached 10-24-2011
  - 7) Payment Bonds Attached \_\_\_\_\_
  - 8) Number of Phases \_\_\_\_\_
- (Sections 6 & 7 to be completed by Contract Administration department)

**Scope of Work:** kw Engineering will provide scope of work & specifications, bid phase review and commissioning to complete All projects.

**Discussion Information:** kw Engineering is providing implementation support for the 2009 PG & E retro-commissioning Projects at McClymonds, Oakland Technical High and Castlemont High Schools.

**Funding Source**  
 File ID No. 11-3018  
 Introduction Date 12-6-2011  
 Enactment No. 11-2527  
 Enactment Date 12-14-11

**BUDGET DEPARTMENT**  
 2011 OCT 24 8:50 AM  
 CA 94601

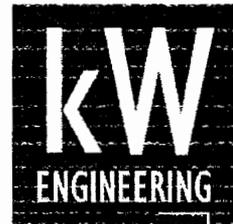
Certified:   
12/15/11  
**Edgar Rakestraw, Jr., Secretary**  
 Board of Education

Proj. # 07144

**Proposal to Provide  
Implementation Support for 2009 PG&E  
Retro-commissioning project at McClymonds,  
Technical, and Castlemont High Schools**

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Submitted to Oakland Unified School District,  
Facilities Planning and Management  
August 9<sup>th</sup>, 2011



287 17<sup>th</sup> Street, Suite 300  
Oakland, CA 94612  
(510) 834-6420  
[www.kw-engineering.com](http://www.kw-engineering.com)

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## 1.0 Overview

kW Engineering is pleased to present this proposal to support Oakland Unified School District (OUSD) with implementation of the 2009 retro-commissioning project conducted at three high schools under PG&E's core Retro-commissioning program. Recommendations resulting from the retro-commissioning (RCx) project were presented to OUSD in January of 2010.

This proposal is to provide Scope of Work documentation, Performance Specification documentation and Commissioning Services to support the implementation of the 2009 RCx project.

The RCx effort focused on the heating hot water, steam, and air distribution systems at the following high schools:

- Technical High School
- Mclymonds High School
- Castlemont High School

## 2.0 Project Scope

kW Engineering proposes to prepare a Scope of Work and Performance Specification for the measures identified in the 2009 PG&E Core RCx Findings Report. We will develop these documents for use as part of a Request for Proposal to send to contractors who can implement the measures. kW Engineering also proposes to provide OUSD with Commissioning Services to insure that the savings and incentives documented in the report are achieved.

The measures to be included in the scope of work include:

### Technical High School:

1. Use BAS to Schedule AHU Fans and Optimize AHU Supply and Return Fan VFD Control
  - Balance air distribution system including terminal units
  - Connect supply fan and return fan to the existing building automation system and reschedule
2. Optimize Boiler Staging
  - Install automated isolation valves on boilers so that boilers can be isolated from heating hot water loop
  - Connect isolation valves to existing BAS
3. Hot Water Pump Control
  - Fix pump scheduling control including optimized start routine
  - Fix outside air lockout control
4. Check distribution system and remove pressure restrictions
5. Rebalance Hot Water Distribution System

### Castlemont High School

1. Optimize Boiler Staging
  - Install automated isolation valves on boilers so that boilers can be isolated from heating hot water loop
  - Connect isolation valves to existing BAS
  - Enable boilers according to following schedule with existing building automation system

Lockout when Outside Air Temperature (°F) >	
Boiler #1	62
Boiler #2	65
○ Boiler #3	68

2. Hot Water Pump Control
  - Fix pump scheduling control including optimized start routine
3. Check distribution system and remove pressure restrictions
4. Rebalance Hot Water Distribution System

**McClymonds High School:**

- 1) Conduct boiler tune up on Boiler 1, 2, and 3 so that boilers operate at rated efficiency
- 2) Optimize Boiler Staging
  - a. Install automated isolation valves on boilers so that boilers can be isolated from heating hot water loop
  - b. Connect isolation valves to existing BAS
  - c. Lockout and stage boilers according to outside air temperature
- 3) Replace Broken Thermostats & Steam Valves
  - a. Conduct survey of all thermostats and steam valves
  - b. Replace as required

## 3.0 Engineering Services

kW Engineering proposes the following engineering services for the proposed scope of work

### Task 1: Scope of Work and Specifications

kW Engineering will use the 2009 RCx Findings report to create a scope of work and performance specifications suitable for bidding purposes to the design/build controls contractor. The controls contractor will act as the engineer of record and will likely sub-contract the required balancing and boiler tune up work. Detailed point-to-point design drawings, sequence of operations and points list will be developed by the controls contractor and reviewed by kW Engineering.

kW Engineering will begin by scheduling a Kickoff Meeting between OUSD and kW staff. The goal of this meeting will be to review the measures and discuss potential implementation issues prior to developing the scope of work and completing the bid walkthroughs with controls contractor(s).

At this stage, measures in the scope of work that may come in contact with hazardous materials should be noted. kW Engineering will support this effort, but OUSD will be responsible for identifying areas of concern. Hazardous material issues should be identified in the scope of work to reduce potential change orders.

kW Engineering's design package will include the following:

- Scope of Work document
- Commissioning Requirements and Specifications

All documents will be provided in MS word.

### Task 2: Bid Phase

kW Engineering will support OUSD during the bidding phase of the project. This work includes participating in the onsite pre-bid meeting(s) at the three high schools with contractor(s) to answer questions about the scope of work and also incorporate any feedback from the contractors. Following the bid walkthrough, kW will be available to answer any follow-up questions that the controls contractors may have.

kW Engineering has budgeted time to review three contractor bids for each school and provide comments about the bids satisfying the scope of work and specification requirements. At the request of OUSD, we can also provide feedback concerning the costs, however, our understanding is that OUSD will make the final cost review and award the bids.

### Task 3: Commissioning

We will prepare a commissioning (Cx) plan during the design phase and include it as part of the bid package so that the controls contractor bids include the cost of participating in the commissioning process. The plan will include definitions of roles and responsibilities as well as the lines of communication.

After construction is complete, we will perform a site walkthrough with the controls contractor to verify installation of equipment and controls sequences. This walkthrough will include supervision of functional performance tests performed by the controls contractor and

collection of field data (including logging) to verify the sequences of operation. kW Engineering will develop a punch list of items as needed to satisfy the design intent of the measures. We will also review the O&M manuals and verify that training has been provided by the controls contractor. At the end of the commissioning, we will prepare a commissioning report and will review it with the OUSD at a final Handoff Meeting.

Specific deliverables for a project of this size typically include:

- Commissioning Plan
  1. Pre-functional test procedures
  2. Functional Performance Test Results
  3. Trending requirements
- Punchlist of deficiencies, as needed, and subsequent resolutions
- Final Commissioning Report

## 4.0 Cost Proposal and Schedule

This section includes our proposed costs, anticipated completion time and clarifications and assumptions for this work.

### Costs

kW Engineering proposes to complete the tasks described in this proposal on a time and material basis with the following estimates for each.

Task 1	Scope of Work and Specifications	\$12,352
Task 2	Bid Phase	\$8,080
Task 3	Commissioning	\$12,288
<b>Total</b>		<b>\$32,720</b>

### Schedule

The schedule depends largely on when the project begins and the timing of key meetings and notices to proceed. The following table includes an estimate of the completion time for each task.

Task 1	Scope of Work and Specifications	30 days from Kickoff Meeting
Task 2	Bid Phase	45 days
Task 3	Commissioning	45 days from installation completion

Note: all days are business days.

### Clarifications and Assumptions

- 1) Requested services outside the scope of work are available at the following billing rates:

kW Engineering - 2011 Rates	
Employment Category	Current Rate
Principal	\$ 189.00
Project Manager	\$ 152.00
Senior Engineer II/Consultant II	\$ 147.00
Senior Engineer/Consultant	\$ 142.00
Project Engineer	\$ 136.00
Engineer/Consultant	\$ 131.00
Intern	\$ 75.00
Administrative	\$ 55.00

- Status: The District is eligible to request the 3% augmentation with no further documentation. In order to request actual ADA costs, the attached worksheet must be completed (optional). Please advise us of your preference.
  
- Over 50 year-old Buildings Augmentation – Additional funding for site development work related to upgrading utility service is available for the over 50 year old buildings. In order to request this additional funding, a Site Development Worksheet for Additional Grants must be completed by the architect or other design professional (attached). This grant is optional. **Please be aware that the OPSC Plan Verification will review the request for additional grants, and will make adjustments to the request, which the District must further substantiate or concur with.**
  - Status: In order to capture this funding, the attached worksheet must be completed.
  
- Qualification for SB 575 Funding – The project may qualify for additional funding for an automatic fire detection/alarm system if it meets the provisions of SB 575. Please advise if the plans and specifications for the project contain these elements.
  - Status: We will ask for this funding unless you indicate otherwise.
  
- High Performance Grant Augmentation – SFP Regulation Section 1859.77.4, *Addition to a Site and Modernization Grant for High Performance Incentive*, provides additional funding for projects that incorporate high performance design features including, but not limited to, use of natural lighting, energy and water efficiency, improved indoor air quality and use of recycled materials. To qualify, a project must meet a minimum point score based on the HPRC, and receive DSA concurrence on the point total. Please consult with the project architect to determine if the project is eligible for this augmentation.
  - Status: It is our understanding that this project does not qualify for High Performance Grants.
  
- Career Tech Confirmation - Written confirmation from the District's Career Technical Advisory Committee that the need for vocational and career technical facilities is being adequately met within the District and relative to this project.
  - Status: We have this in house.
  
- Resolution Date – Please provide a copy of the School District Board approved resolution that approves the filing of the project. A sample resolution can be provided at your request.
  - Status: Please provide the most current Board resolution authorizing Tim as signatory for SFP projects.
  
- Construction Delivery Method – Please identify one of the following:
  - Design-Bid-Build
  - Design-Build
  - Developer Built
  - Lease Lease-Back
    - Status: Need construction delivery method.
  
- SAB 50-04, *Application for Funding*, signed by the District representative and architect. **SFC will complete this form for the project upon receipt of finalized construction cost and the information listed above.**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/01/11

PRODUCER <b>Dealey, Renton &amp; Associates</b> P. O. Box 12675 Oakland, CA 94604-2675 510 465-3090	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED <b>Kilowatt Engineering, Inc</b> dba: KW Engineering 287 17th Street, Suite 300 Oakland, CA 94612	INSURER A: <b>Hartford Casualty Insurance Co.</b>	
	INSURER B: <b>Travelers Property Casualty Co of Am</b>	
	INSURER C: <b>U.S. Specialty Insurance Company</b>	
	INSURER D:	
	INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	57SBAKD1700 <b>General Liab.</b> Excludes Claims Arising out of the Performance of Professional Services	01/07/11	01/07/12	EACH OCCURRENCE	\$2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
						MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$2,000,000
						GENERAL AGGREGATE	\$4,000,000
						PRODUCTS - COMP/OP AGG	\$4,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	57SBAKD1700	01/07/11	01/07/12	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	UB5614Y804	02/28/11	02/28/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$1,000,000
						E.L. DISEASE - POLICY LIMIT	\$1,000,000
C		OTHER Professional Liability	USS1121623	04/02/11	04/02/12	\$1,000,000 per claim \$1,000,000 annl aggr.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**For proposal purposes only.**

**CERTIFICATE HOLDER**

\*SPECIMEN\*

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

