



April 6, 2017

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**Contract No. 1516-150 – NORMAN FORWARD Libraries Central Branch: Amendment #1**

Burns & McDonnell is pleased to provide this Letter Proposal for additional commissioning services for the Underfloor Air Distribution (UFAD) system at the Central Branch Library located in Norman, OK. This additional work will be performed under the same Terms and Conditions as agreed and signed June 28, 2016 attached. This proposal includes commissioning tasks as described herein.

**I. Understanding of Project**

**A. Project Description**

Provide additional commissioning services as described herein for the UFAD system in the 80,000 square foot new Central Branch will be located near the intersection of James Garner Ave and Acres.

**B. Current Project Status**

The project is currently in the late design phase and preparing to go out for bids.

**C. Schedule**

1. Bid Date: March 2017
2. Construction Complete: March 2019
3. 10 Month Warranty Review: Dec 2019

**II. Systems to be Commissioned**

The following systems listed below will be commissioned by the Commissioning Authority (CxA) in support of LEED registration for this project. Quantities below were estimated based on prior experience. Burns and McDonnell will review the final equipment count with the City of Norman once the design is complete.

**Norman Central Branch**

**A. Mechanical / Architectural**

System	Estimated Quantity	Sampling Rate
Underfloor Air Distribution System	1	100%

### **III. Commissioning Services**

This proposal includes commissioning services during the following phases of the project. All phases of the project will require assistance from other members of the Design and Construction Team, including Owner's personnel. The cost, if any, for this assistance is not included in this Proposal.

#### **A. Design Phase (Additional)**

1. Update Cx Plan for Underfloor Air (UFAD) commissioning
2. Update Cx Specification for UFAD commissioning.

#### **B. Construction Phase (Additional)**

1. Review Submittals, RFIs, Change Orders, testing procedures for UFAD Systems
2. Make [ 03 ] site visits for UFAD Construction Observations
  - a) One (1) – 4-hour site observation for one local and one additional Cx Agent by phone (Pre-installation meeting)
  - b) One (1) – 8-hour site observation for one local and one additional Cx Agent (observe mockup testing activities related to UFAD system installation and leak testing)
  - c) Three (3) – 4-hour site observations for one local Cx Agent (observe construction activities related to the UFAD system installation)
  - d) One (1) – 8-hour site observation for one local and one additional Cx Agent (observe construction activities related to UFAD system installation and witness UFAD plenum leak testing)
3. Witness air pressure testing. To take place during 1 of the site visits (See item 2.c).
4. UFAD Pre-Functional Checklists

#### **C. Acceptance Phase**

Acceptance Phase Tasks include the following: No additional scope of work.

#### **D. Warranty/Occupancy Phase**

Warranty Phase Tasks include the following: No additional scope of work

### **IV. Deliverables**

1. UFAD Construction Checklists
2. Site Observation Reports

### **V. Assumptions**

1. UFAD leakage / pressure testing occurs during one of the 3 site observations. No retesting observation is included in the proposal.
2. Owner will provide BMcD with schedule updates and coordinate timing of site observations regarding the UFAD system.

**VI. Basis of Compensation**

**A. UFAD Commissioning Services – Central Branch**

For BASIC COMMISSIONING SERVICES as defined above, we propose that the BASIS OF COMPENSATION will be a lump sum fee of \$11,680 (Dollars and No/100)

**B. Additional Commissioning Services**

For all work requested as Additional Commissioning Services by the Client, we propose that the BASIS OF COMPENSATION will be a fixed negotiated fee.

**C. Out of town travel cost included in Fee**

a. Central – 3 trips (3 days)

**D. Reimbursable Expenses**

The following expenses are in addition to BASIC COMMISSIONING SERVICES and ADDITIONAL COMMISSIONING SERVICES and will be invoiced at 1.0.

1. Reproduction/printing with in-house or by commercial printer at standard commercial rates.
2. Local and overnight couriers.
3. Outside consultants.

**END OF PROPOSAL**

**Burns and McDonnell Engineering Company, Inc.**

**Norman Municipal Authority**

Name: David A Stewart  
Authorized Representative

Approved as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2016.

Signed: [Signature]  
Authorized Representative

\_\_\_\_\_  
General Counsel

Commissioning Project Manager  
Title

Approved by the Trustees of the Norman Utilities Authority, this \_\_\_\_ day of \_\_\_\_\_, 2016.

Attest: [Signature]

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson