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EC-22-137

CITY OF ALBUQUERQUE

Albuquerque, New Mexico
Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM **DATE: August 19, 2022**

TO: Isaac Benton, President, City Council

FROM: Timothy M. Keller, Mayor

SUBJECT: Mayor's Recommendation of Engineering Consultants for City Wide On-Call Engineering Commissioning Agent

The Selection Advisory Committee corresponded via email on August 18 and August 19, 2022 to consider the following project.

Project: Project No: 8028.02; Engineering Consultants for City Wide On-Call Engineering Commissioning Agent

Agency: Department of Municipal Development

Project Description: Commissioning Agent to provide on-call support for a variety of City of Albuquerque projects, at any stage of a project, whether in design or after occupancy. The awarded agent needs to analyze designs and identify resources within budget limitations and timetables and follow current City approved IECC standards currently 2018. The commissioning agent may monitor the project cycle and help the City on document progress observations, performing diagnostic tests, and creating instruction manuals and resolutions. The commissioning agent may be required to check, inspect and/or test every operational component of a project and produce reports for the City of Albuquerque.

The Committee made the following recommendation:

EEA Consulting Engineers
McKinstry

The Cover Analysis, Score-Sheet Compilation and Minutes of the SAC Meeting are attached. Therefore, in accordance with Section 14-7-2-1 et seq, ROA 1994, the following is my consultant selection recommendation concerning the procurement of professional services for the above listed project:

EEA Consulting Engineers
McKinstry

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Mayor's Recommendation of EEA Consulting Engineers and McKinstry for Project No: 8028.02; Engineering Consultants for City Wide On-Call Engineering Commissioning Agent.

This recommendation is being forwarded for Council consideration and action.

Approved:

Lawrence Rael Date
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:
Lauren Keefe 8/25/2022 | 6:35 PM MDT
1A21D9pD32C7AEE...
Lauren Keefe Date
City Attorney

DS
Dk

Recommended:

DocuSigned by:
Patrick Montoya 8/25/2022 | 3:07 PM PDT
1D98B25E5A1E...
Patrick Montoya, Director Date
Department of Municipal Development

MIM
Attachments:

Cover Analysis
Composite SAC Evaluation Form
Minutes of the SAC Meeting

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Cover Analysis

1. What is it?

This Executive Communication is the Mayor's recommendation of EEA Consulting Engineers and McKinstry for Project Number 802802, Citywide On-Call Engineering Commissioning Agent Services.

2. What will this piece of legislation do?

This piece of legislation will enable City departments to acquire professional Commissioning and Engineering consulting services on an as needed basis in a quick turnaround time.

3. Why is this project needed?

This On-Call contact will allow small and time-sensitive projects to be commissioned in a timely manner.

4. How much will it cost and what is the funding source?

It is estimated that this project will not exceed $1,000,000.00 in design and /or construction phase services. Funding will come from various sources as required. The project contains no federal funding.

5. Is there a revenue source associated with this contract? If so, what level of income is projected?

There is no revenue source associated with this contract.

6. What will happen if the project is not approved?

The lack of on-call Commissioning and Engineering service contracts will impact the ability of city departments to construct and implement small city-wide engineering projects in a timely manner

7. Is this service already provided by another entity?

Other on call contracts are available, however, the current demand for Commissioning and Engineering services from various City departments will exceed the capacity of these contracts in the near future.

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Composite Selection Advisory Committee Evaluation Form

Project No: 8028.02; Engineering Consultants for City Wide On-Call Engineering Commissioning Agent

Evaluation Criteria	Maximum Points	Firm Name EEA Consulting Engineers	Firm Name Mckinstry
I. General Information 1. Provide Name and Address of Respondent and, if firm, when firm was established. 2. Provide number of employees, technical discipline and registration. 3. Indicate where the services are to be performed.	25	23	18
II. Project Team Members 1. Provide organization plan for management of the project. 2. Identify all consultants to be used on the project. 3. Provide qualifications of project team members shown in organization plan, including registration and membership in professional organizations. 4. Provide any unique knowledge of key team members relevant to the project.	125	102	98
III. Respondent Experience 1. Describe previous projects of a similar nature, including client contact (with phone numbers), year services provided, construction cost (if applicable), and a narrative description of how they relate to this project. 2. Provide examples of the Project Manager's City experience within the past five (5) years that serve to demonstrate the the Project Manager's knowledge of City procedures.	150	131	117
IV. Technical Approach 1. Describe respondent's understanding of the project scope. 2. Describe how respondent plans to perform the services required by the project scope. 3. Describe specialized problem solving required in any phase of the project.	150	123	117
V. Cost Control 1. Describe cost control and cost estimating techniques to be used for this project. 2. Provide comparisons of bid award amount to final cost estimate for projects designed by the respondent during the past two (2) years. The consultant may provide justification for any discrepancies that may exist with this information.	25	23	19
VI. Quality and Content of Proposal 1. Evaluator's rating of overall quality of proposal.	25	23	23
Total Possible Points	500	500	500
Total Points (Before Point Deductions)		425	392
Minus High and Low Scores Total		170	155
Total Points (Minus High and Low Scores)		255	237
Minus Point Deductions (If Applicable)		0	0
Sub-Total (All Applicable Deductions Applied)		255	237
Plus Tie Breaker Points (If Applicable)		0	0
SAC TOTAL SCORES		**255**	**237**
Plus Interview Scores		0	0
FINAL SCORES		**255**	**237**

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Minutes of the Meeting
of the
Selection Advisory Committee
August 18, 2022

via Email

Engineering Consultants for
City Wide On-Call Engineering Commissioning Agent

Project No: 8028.02

Present:

Carlos Montoya, PM, Department of Municipal Development
Keith Reed, PE, Department of Municipal Development
Eric Michalski, PE, Department of Municipal Development
Jerry Francis, RA, Department of Municipal Development
Hartwell Briggs, RA, Aviation Department

Staff:

Myrna Marquez, Administrator, Selection Advisory Committee

Two proposals were received in response to the Request for Proposals.

Project Description:

Commissioning Agent to provide on-call support for a variety of City of Albuquerque projects, at any stage of a project, whether in design or after occupancy. The awarded agent needs to analyze designs and identify resources within budget limitations and timetables and follow current City approved IECC standards currently 2018. The commissioning agent may monitor the project cycle and help the City on document progress observations, performing diagnostic tests, and creating instruction manuals and resolutions. The commissioning agent may be required to check, inspect and/or test every operational component of a project and produce reports for the City of Albuquerque.

Maximum Compensation $ 1,000,000.00

The Administrator contacted the SAC Committee and RFP respondents on August 8, 2022 and advised them that this meeting would take place via email. She reminded the SAC Committee to have their scores and comments emailed to her by 11:00am on August 18, 2022.

The Administrator collected the Committee members' scores and she deleted the high score and low score and then totaled the proposal scores. Although Point Deductions were considered since this project does not contain federal funding, neither firm had any Point Deductions to apply. The Committee and respondents were advised of the final scores and the Administrator asked the Committee if there was a motion for interviews; no motion was made.

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The Administrator verified the scores prior to submitting the Committee's recommendation to the Mayor.

Final scores reported via the email meeting were as follows:

EEA Consulting Engineers	255
McKinstry	237

The Administrator informed the Committee of the following ranking of the firms based on their scores and subject to verification of Total Final Points:

EEA Consulting Engineers	255
McKinstry	237

There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone at 8:57am on 8/19/22.

Myrna Márquez

Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk

EEA CONSULTING ENGINEERS

City of Albuquerque, New Mexico

City Wide On-Call Engineering Commissioning Agent

Project No. 8028.02

August 3, 2022

Presented to:

Myrna Marquez, Administrator

Selection Advisory Committee

Department of Municipal Development

myrnamarquez@cabq.gov

Presented By:

Theresa Lujan

Project Manager

EEA Consulting Engineers

www.eeace.com

EEA Consulting Engineers

4343 Pan American Fwy NE #239

Albuquerque, NM 87107

(505) 877-4499 main

Firm Registration No. F-2497

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GENERAL INFORMATION	1
PROJECT TEAM MEMBERS	2
RESPONDENT EXPERIENCE	7
TECHNICAL APPROACH	10
COST CONTROL	13
CERTIFICATIONS	15

1. Provide name, address of respondent, and telephone number of respondent, and, if firm, when firm was established.

EEA Consulting Engineers - Albuquerque Office
4343 Pan American Fwy NE #239
Albuquerque, NM 87107

(505) 877-4499

Established 1977

2. Provide number of employees, technical discipline, registration, and registration number.

137 Employee Owners

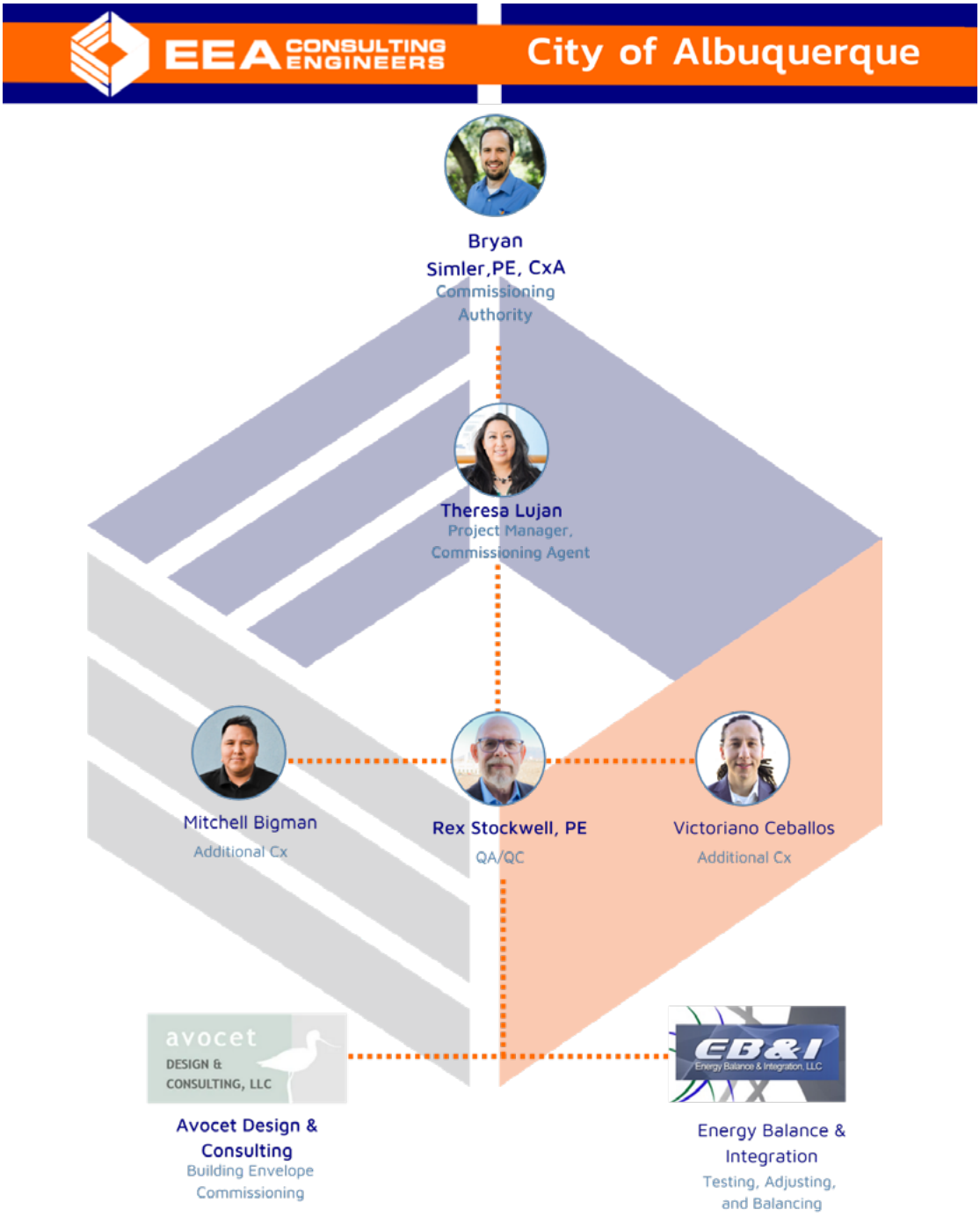
MEP Engineering

Firm Registration No. F-2497

3. Indicate where the services are to be performed

All commissioning services are to be performed from our Albuquerque, NM office.

1. ***Provide an organization plan for management of the project.***



2. *Identify all consultants to be used on the project.*

EEA will utilitize the following subconsultants:

- Energy Balance and Integration -Testing, Adjusting, and Balancing Services; Duct Leakage Testing; Troublehshooting
- Avocet Design + Consulting - Building Envelope Commissioning Services

3. *Provide qualifications of project team members shown in organization plan, including registration and membership in professional organizations.*

Please see the following pages for team resumes and registration.

4. *Provide any unique knowledge of key team members relevant to the project.*

The proposed team has an abundance of experience working with the City of Albuquerque and other entities and buildings owners in the city of Albuquerque, Bernalillo County, and the State of New Mexico. The team is aware of city and state regulations and processes from their previous experience. In addition, the team possesses unique knowledge through their certifications such as Certified Energy Manager (CEM) and Commissioning Authority (CxA).

Theresa Lujan

Project Manager, Commissioning Agent

Ms. Lujan's passion is to learn about the ever-evolving, various building materials and methods, specifically those related to sustainable living and design. This passion is precisely why she decided to pursue a career in construction & engineering. Theresa, a lifelong NM resident, is currently a UNM School of Engineering & UNM Anderson School of Management Alumni. In 2009, she graduated with honors from CNM with an Associate's Degree in Architectural/ Engineering Drafting Technology.

Education

- BS Civil Engineering/ Construction Management, Minor in Business Management, UNM
- AS Architectural/Engineering Drafting Technology, CNM

Residence

- Albuquerque, NM

Relevant Experience:

Albuquerque Public Schools, Joe Harris Elementary School, Albuquerque, New Mexico

New Elementary School in Rio Rancho, NM, Setup project for pre functional and functional testing. Attended coordination meetings as needed. LEED Report Writing: Enhanced Commissioning & System Manuals.

Central New Mexico Community College + Albuquerque Public Schools Joint Use Facility, Albuquerque, New Mexico

New Joint Use Facility for APS & CNM located at CNM's Main Campus. Setup project for pre functional and functional testing. Trend Analysis and Reporting. LEED Report Writing: Enhanced Commissioning & System Manuals. Photovoltaic Design, Coordination, & Analysis.

Albuquerque Public Schools Rio Grande High School Gymnasium, Albuquerque, New Mexico

New Main Gymnasium including mezzanines, offices & storage, locker rooms, & bleachers. Managed and reviewed all documents received. Delivered Kickoff Meeting to Owner & Subcontractors. Setup project for prefunctional and functional testing. Reviewed MEP submittals, manage submittal log & responses.

Rex Stockwell, PE, ASHRAE Fellow

QA/QC

Mr. Stockwell is a registered mechanical engineer with over 30 years of experience, including successful roles in engineering and design, commissioning, project management, client advocacy, and owner representation. Extensive higher education and healthcare experience and technical expertise in large and complex HVAC systems, including building central air systems, chilled water and steam systems, automatic temperature controls, and mechanical codes. Dozens of projects have incorporated sustainable features, including many LEED projects. Excellent skills in planning, problem solving, and working on complex projects.

Education

- BS Mechanical Engineering

Notables

- +30 years of Industry Service

Residence

- Albuquerque, NM

Key Projects

- Alvarado Square Building Assessment, Bernalillo County Government Services, Albuquerque, NM
- CNM-APS Joint Use High School, Albuquerque, NM
- Albuquerque Biopark Penguin Exhibit HVAC Commissioning
- City of Albuquerque Convention Center Retro-Commissioning, Albuquerque, NM
- VA Hospital OR Expansion ($10M, 5-phase renovation)
- GSA Land Port of Entry ($60M LEED Gold), Columbus, NM
- GSA Montoya Building (100,000 sqft), Master Facility Plan, Santa Fe, NM
- UNM Replacement Hospital Phase I (250,000 sqft, LEED Silver)
- Commissioning of Indiana University, Multi-Discipline Sciences Building (LEED Silver)

Victoriano Ceballos, CxA, CEM

Additional Cx

Mr. Ceballos has over 7 years of experience in energy efficiency and improving building performance. Managed retro-commissioning and AC tune-up program for two years; reviewing and processing applications, conducting field inspections, controls commissioning, and contractor training.

Relevant Experience:

Bernalillo County Metro Detention Center Retro-Commissioning, Albuquerque, New Mexico

We performed our commissioning services for this project and oversaw the implementation of various energy conservations measures such as LED lighting and lighting controls, HVAC-RTU replacements, Exhaust Fan upgrades, DDC Controls User Interface upgrade, upgrading motors and piping for HW system and landfill gas boilers, and Solar PV. Recorded meeting minutes, monthly progress walkthroughs and reports, recorded issues and ensured corrections were carried out, gave owners completion packet with all pertinent project progress and verification of implementation.

Central New Mexico Community College Max Salazar Hall Commissioning, Albuquerque, New Mexico

The project consisted of a renovation of a 5 story classroom and admin building as well as an attached 5 story addition, all of which received new VAV terminal units, fan-coils, split-systems, air-handlers, dampers, valves, actuators, lighting, lighting controls, and domestic plumbing.

State of New Mexico Harriet B Sammons Building Renovation, Farmington, New Mexico

Existing building commissioning for renovation project. Contracted late into the construction of project, after much of the equipment was onsite. Performed late-stage commissioning of a fully renovated building that was equipped with one large RTU and a Variable-refrigerant flow system that was mated to two Energy Recovery Ventilators. The project required many trips during functional testing and had issues that were not caught during the equipment startup. These issues were remedied by being onsite and working with contractors and performing a full BAS analysis with Trend Data review.

Education

- BS Mechanical Engineering, University of New Mexico

Professional Affiliations

- NMAEE, President
- Certified Energy Manager
- Certified Commissioning Authority

Residence

- Albuquerque, NM

Mitchell Bigman

Additional Cx

Mr. Bigman is based out of EEA's Albuquerque office and works as a commissioning technician on project primarily within the SLED (state, local, educational) market sector. As such, he is well-versed in the requirements and restraints of a state agency and has over 6 years of experience.

Singing Arrow Community Center, Albuquerque, New Mexico

15,000 square foot Community Center in Albuquerque, NM. Managed and reviewed all documents received. Reviewed MEP submittals, manage submittal log & responses. Setup project for prefunctional and functional testing.

Martin Luther King Elementary School, Rio Rancho, New Mexico

Commissioning services for a renovated elementary school. Managed and reviewed all documents received. Delivered commissioning meetings to owner & subcontractors. Setup project for pre-functional and functional testing.

Bernalillo County @ Alvarado Square, Albuquerque, New Mexico

Bernalillo County @ Alvarado Square is 282,000-square-feet, eight floor, office building with a newly adjoined 12,000-square-foot commission chambers. Conducted functional testing, trend analysis, and final reporting.

Education

- Associates of Engineering, San Juan College

Residence

- Albuquerque, NM

CERTIFICATES

acg
AABC Commissioning Group

hereby certifies that

Victoriano Ceballos, CxA

EEA Consulting Engineers

has met all prerequisites demonstrating independence and the technical, management, and communications skills required to implement the commissioning process in new and existing buildings, and passed the necessary examination to be awarded this certificate in recognition of their qualifications as an ACG

Certified Commissioning Authority

Registration number: 0322-1978 . This certificate, valid only for the year 2022, is renewable on an annual basis upon meeting all requirements noted in the CxA Candidate Handbook.

Justin E. Gomez, P.E., CxA
Certification Council Chair

Ray Bert
ACG Executive Director

Better Buildings RECOGNIZED PROGRAM
MEETS U.S. DEPARTMENT OF ENERGY GUIDELINES

ANSI ACCREDITED
ISO/IEC 17024 Personnel Certification Program #1210

This certificate is the sole property of ACG and must be returned upon request.

AEE ID:	118998	**Phone:**	505-440-0579
Member Name:	Victoriano Ceballos	**Fax:**	N/A
Title:	Project Manager, CxA	**Email:**	victorianoceballos@gmail.com
Company Name:	EEA Consulting Engineers	**Member Type:**	MEMB/A
Address:	5615 Everitt Rd. NW Albuquerque, NM 87120		

Current Certifications

Certificate Type	Certificate ID	Status	Expires
CEM	24195	Active	12/31/2023

LEED GREEN ASSOCIATE

11354987-GREEN-ASSOCIATE
CREDENTIAL ID

16 JUL 2022
ISSUED

15 JUL 2024
VALID THROUGH

GREEN BUSINESS CERTIFICATION INC. CERTIFIES THAT

Theresa Lujan

HAS ATTAINED THE DESIGNATION OF

LEED® Green Associate™

by demonstrating the knowledge and understanding of green building practices and principles needed to support the use of the LEED green building program.

PETER TEMPLETON
PRESIDENT & CEO
U.S. GREEN BUILDING COUNCIL & GREEN BUSINESS CERTIFICATION INC.

Proud Member Since [illegible] Member # [illegible]

Membership Certificate

Theresa Lujan

has been granted the grade of

Associate

and is entitled to all the rights and privileges as provided by the Constitution and Bylaws of the Society.

As a member of ASHRAE Society, I comply with the ASHRAE Code of Ethics (www.ashrae.org/codeofethics)

ASHRAE

Secretary [illegible] LITTLETON

President FARIDOO MEHROOB

Incorporated New York 1895

1. ***Describe previous projects of a similar nature, including client contact (with phone numbers), year services provided, construction cost (if applicable), and narrative description of how they relate to this project***

Alvarado Square – Bernalillo County
Albuquerque, New Mexico

Rex Stockwell provided design reviews to help implement changes necessary during drawing the design phase. Theresa Lujan assisted with the creation of prefunctional checklists, Certificate of Readiness, & all setup of commissioning documentation. Mitchell Bigman reviewed submittals and lead the commissioning process from pre-functional testing onward. Mitchell & Theresa executed functional performance testing of a very problematic controls system. Eventually, the team managed to get the MEP operating as the engineer intended.

- **Owner:** Bernalillo County
- **Contact:** Shiree McKenzie, (505) 377-0880
- **Years Services Provided:** 2017-2022
- **Construction Cost:** $68,000,000

Martin Luther King Jr. Elementary School – Rio Rancho Public Schools
Rio Rancho, New Mexico

Rex Stockwell reviewed the construction documents provided. Mitchell Bigman created the Cx Plan, setup prefunctional checklists, managed the Commissioning Plan, and wrote the functional test scripts for testing. Monthly and weekly commissioning meetings were also conducted by Mitchell. Theresa Lujan and Mitchell executed functional testing on the HVAC and lighting systems through all modes of operation.

- **Owner:** Rio Rancho Public Schools
- **Contact:** Carl "Chip" Berglund, (505) 313-1705
- **Years Services Provided:** 2021-2022
- **Construction Cost:** N/A

Water Utility Authority – Bernalillo County
Albuquerque, New Mexico

Theresa Lujan created and managed the Certificated of Readiness, reviewed the O&M Manual and created the System Manual. She also composed all Fundamental and Enhanced LEED Commissioning Report Documenation including the Ongoing Cx Plan, Inspection Forms, and Equipment Run Schedules.

- **Owner:** Bernalillo County
- **Contact:** Kris Callori (Verdacity), (505) 242-2852
- **Years Services Provided:** 2019-2020
- **Construction Cost:** N/A

CNM & APS Joint Use Facility – Albuquerque Public Schools + Central NM Community College
Albuquerque, New Mexico

Rex Stockwell assisted with construction drawing and specification reviews during the design phase. Theresa Lujan designed and produced photovoltaic system construction drawings. She also created prefunctional checklists, commissioning plan, Certificate of Readiness, and Functional Performance Test scripts. All final LEED documentation was executed by Theresa. Mitchell Bigman, then employed as the controls technician, physically wired all controls systems and assisted with functional testing.

- **Owner:** Albuquerque Public Schools + Central NM Community College
- **Contact:** Peter Siebert, (505) 221-7558
- **Years Services Provided:** 2020
- **Construction Cost:** N/A

CNM Marketplace – Central NM Community College
Albuquerque, New Mexico

Victor Ceballos managed the project from beginning to end from creating the Building Energy Model and all commissioning documents necessary. All prefunctional and functional performance testing, trend analysis and LEED Reports were executed by Victor.

- **Owner:** Central NM Community College
- **Contact:** Kris Callori (Verdacity), (505) 242-2852
- **Years Services Provided:** 2019-2020
- **Construction Cost:** N/A

2. Provide any unique knowledge of key team members relevant to the project.

The team possesses the following unique and relevant knowledge from other recent and ongoing City of Albuquerque projects:

- **RCx of Civic Plaza Building** - Victor Ceballos managed the energy audit and energy model through the PNM Rebate Program. Energy savings estimates were provided and energy conservation measures were identified to implement into the HVAC and lighting controls system.
- **ABQ Biopark Penguin Building** - The Penguin Building was designed with special low temperature air and water systems with a low temperature chilled water system providing the source of cooling. At start-up, none of the systems would cool the air and water properly. It was urgent to address these issues. The building systems had to be operational before the penguins could occupy the building and there was a definite deadline. Rex Stockwell's previous work experience with the President of the GC on a large and complex building for the County attributed to the General Contractor to hire Rex directly to commission these troublesome systems. He was able to troubleshoot them and recommend fixes. Rex was successful in modifying and starting up the systems. And the penguins arrived to a building where the air and water temperatures were to their liking.
- **CABQ Edith Vehicle Maintenance Facility** - Theresa Lujan is the lead project manager and manages all correspondence, commissioning activities, and walkthroughs. Monthly & weekly meetings are hosted by Theresa in preparation for startup & functional testing. Mitchell Bigman will be providing functional testing assistance.

- **CABQ Explora X-Studio** - Theresa Lujan is the lead project manager and manages all correspondence, commissioning activities, and walkthroughs. Monthly & weekly meetings are hosted by Theresa in preparation for startup & functional testing. Mitchell Bigman provides additional commissioning support as needed.
- **CABQ Singing Arrow Community Center** - Theresa Lujan was the lead project manager and managed all correspondence, commissioning activities, and walkthroughs. Monthly & weekly meetings were hosted by Theresa in preparation for startup & functional testing. Mitchell Bigman provided functional testing assistance.
- **CABQ Hiland Plaza** - Theresa Lujan is the lead project manager and manages all correspondence, commissioning activities, and walkthroughs. Prefunctional checklists and functional performance scripts, with functional testing to be executed by Theresa.

1. Describe respondent's understanding of the project scope.

Our understanding of the project's scope of work is to provide the City of Albuquerque with on-call commissioning services & support for a variety of projects. These projects can vary in phases from design, through construction, and occupancy. Our services include:

Adherence to IECC 2018 standards

All commissioning projects will comply with IECC 2018 requirements, specifically those listed in Section C408.2.1. This includes creation of the Commissioning Plan, and review of the Test, Adjusting, & Balancing Report in preparation of Functional Testing. Execution of Functional Testing includes HVAC Equipment, Controls, Economizer, Lighting Controls, & Service Water Heating Systems. Although Prefunctional Checklists are not an IECC 2018 commissioning requirement, they can be provided upon request via Bluerithm, our online commissioning software. Any issues that arise throughout the construction phase are placed in the project's "Issues Log" for tracking and response by the responsible party. The Issues Log also resides on Bluerithm. See www.bluerithm.com. A systems manual will be assembled for the owner for use by the maintenance staff and includes the basis of design, controls drawings, O&M manuals, and blank functional test forms for seasonal testing. O&M Documentation will be reviewed and a Final Commissioning Report with the results from functional performance testing, final issues log, and training logs will be provided.

Review project drawings and specifications

Any review of construction drawings & specifications are managed by Theresa Lujan. Rex Stockwell, a registered mechanical engineer with over 30 years of experience in successful roles including engineering and design, commissioning, and owner representation Mitchell Bigman reviews all HVAC & Domestic Hot Water System Sequence of Operations & Control Diagrams. Mr. Bigman provides several years of experience as an onsite control's technician. Design reviews are conducted at 50% Construction Documents (CDs) & 90-100% CD's. All comments are issued and managed by Theresa Lujan in a drawing review log and provided to the project's engineer for response. Any unresolved comments that affect the commissioning process will be added to the project's Issues Log, if construction phased commissioning is applicable.

Identify resources within budget limitations and timetables

Bryan Simler was added to our team in April 2020. He functions as our Senior CxA and will be advising our team and serve as an additional resource. He is a professional engineer with many years of commissioning experience. Victor Ceballos, who acquired his CxA certification and one of EEA's top building energy modelers, will also be used as a resource for commissioning purposes.

Monitor the project cycle and help the City of Albuquerque document progress observations

Early in the construction phase, we request access to the General Contractor's OAC meeting minutes, ASI's, RFI's, project schedules, and any online project management software to monitor the project's progress. Construction observation reports are provided after site visits to record the project's progress. All HVAC, Domestic Hot Water Systems, Electrical, & Renewable Energy System's progress is documented within the observation report. In addition to overall progress, some specific items we check for are potential issues and if ASI changes reflect site conditions. Site visit frequencies should be discussed between EEA & the City of Albuquerque. EEA is happy to meet as often as the City of Albuquerque desires.

Perform diagnostic tests

Diagnostic tests are conducted on site, through Trend Analysis from the FMS, and at times with the assistance of the project's subcontractors. The engineer's sequence of operations shall govern the proper installation and operation of the building. Any issues discovered are tracked and managed through Bluerithm, our online commissioning software.

Create instruction manuals and resolutions

EEA can provide in depth Instruction manuals and resolutions for any troubleshooting necessary to building operators & maintenance personnel. Also included within our manuals are blank startup and functional test forms for their use.

Check, inspect, and/or test every operational component of a project as required and generate reports for the City of Albuquerque.

Each piece of equipment we commission is thoroughly inspected to ensure it is operating as intended, per the engineer's design. Commissioning Sampling Size Guidelines are per ASHRAE Guidelines 0-2005. We create a "Certificate of Readiness" for each project to clearly define equipment within our scope of work. Our Final Commissioning Report will contain our results from any functional testing of equipment.

2. Describe how respondent plans to perform the services required by the project scope.

Our methods are founded on strong project and systematic commissioning process management fundamentals. Our process begins with a complete understanding of the project scope and requirements, thoughtful consideration of assigning the proper personnel to the project through a structured work breakdown, and proper integration of our commissioning work into the overall project schedule. EEA's commissioning approach and methodology is based on ASHRAE Guideline 0, as well as the AABC Commissioning Group's (ACG) commissioning guidelines. While these provide the basis for the commissioning process, EEA caters our methodology to each specific project according to the owner's project requirements and the design intent. Project Manager, Theresa Lujan, will direct all EEA team members and subconsultants to execute the scope of work throughout the entire duration of the project. The project professional, commissioning agents and support staff will serve to execute the project according to the overall plan designated by the project manager, and will be the "boots on the ground" to implement the requirements of the scope of work for the project. All communication will be funneled through the project manager to ensure this individual is involved in all tasks related to the project in order to properly schedule and designate the work to be performed, all confined to maintaining the City of Albuquerque's project requirements.

Most of EEA's Commissioning project experience is in the role of a Prime Firm, working directly for the Owner. We believe our fundamental role is to act as the Owner's representative to ensure that they are receiving the building that they purchased. For these projects, the commissioning process will start with a thorough review of the Project Requirements. Then, throughout the design of the projects, we, in conjunction with our team of subconsultants as necessary, will review the Basis of Design and design documents produced by the design team to ensure these align with the project requirements and objectives. Working and coordinating directly with the owner and design engineer is a crucial part of the commissioning process because ultimately our goal is to ensure the design intent and owner's requirements are followed over the course of the entire project. Throughout the construction phases of each project, our role will be to continue to act as the Owner's agent while coordinating and working with the contractors. EEA has extensive experience working with general contractors, as they represent the main communication path for the commissioning agent to the subcontractors and vendors. While communication is always funneled through the City of Albuquerque.

3. Describe specialized problem solving required in any phase of the project

Effectively communicating, in a professional and courteous manner, is key to problem solving in any project phase. We actively practice our core values, F.I.E.S.T.A., into our commissioning services and the issues that may arise with it.

F.I.E.S.T.A., which represents **Flexibility**, **Integrity**, **Excellence**, **Sustainability**, **Transparency**, and **Accountability**, are all core values we apply to strategically manage problem solving skills.

Flexibility is important- we strive to not be too rigid and exercise understanding when needed.

Integrity: We will always do what's right, especially in the best interest of the owner.

Excellence: We strive to provide the most effective approach to resolving issues in a fair and prompt manner.

All decisions are always made with **Sustainability** in mind, environmentally and economically.

Keeping all team members informed and involved in the problem and its resolution provides a **Transparent** approach to effectively resolve issues together as a team.

Accountability is crucial to problem solving. We hold ourselves and others accountable for our mistakes. We're all human and make errors, but without accountability, resolution is unlikely to take place.

Bluerithm, our online commissioning software, is used to track and mange any problems that arise. This allows for the entire commissioning team to view and add responses so all team members stay informed.

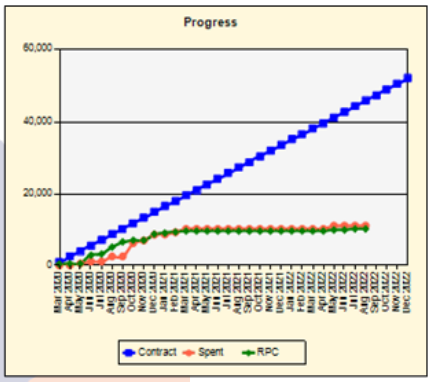
We intend to apply the following protocols on all commissioning projects:

Issue	Protocol
For requests for information (RFI) or formal documentation requests:	The CxA goes first through the GC to the Architect or Subs
For minor or verbal information and clarifications:	The CxA goes direct to the informed party.
For notifying contractors of deficiencies:	The CxA documents deficiencies through the GC and Architect, but may discuss deficiency issues with the Subs.
For scheduling functional tests or training:	The CxA may provide input for and do some coordination of training and testing, but does not do any scheduling.
For scheduling commissioning meetings:	The CxA selects the date and schedules through the GC and Architect.
For making a request for significant changes:	The CxA has no authority to issue change orders.
For making small changes in specified sequences of operations:	The CxA may not make changes to specified sequences without approval from the A/E.
Subcontractors disagreeing with requests or interpretations by the CxA shall:	Try and resolve with the CxA first. Then work through GC who will work with CxA directly.

1. Describe cost control and cost estimating techniques to be used for this project.

There are two methods our team uses to manage cost control, Ajera & a "Cx Fee Management Tool"

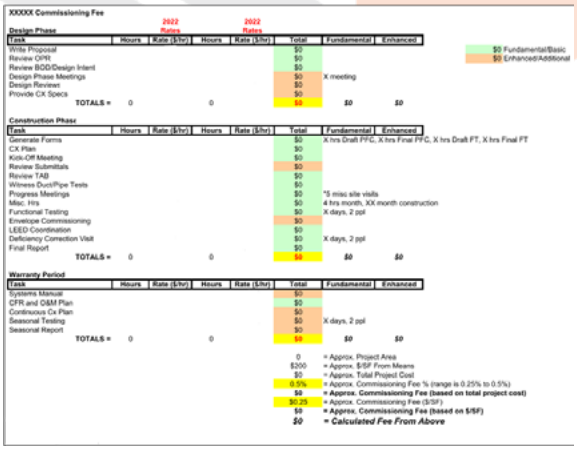
Ajera is our company-based accounting software which tracks the project's contract amount against the amount of work billed; work in progress; and spent dollar amounts. All time spent on a project is entered and processed through Ajera for timesheet & invoicing purposes. All information in Ajera, including contract, spent, and work in progress dollar amounts, is available to all employees and managed by the project manager. Every project manager is assigned to their respective projects and expected to track each project's progress and budget by updating start and end dates & reported percent complete (RPC). This information, coupled with the project's spent amount and contract amount, provides all project managers a real time, tabular & visual snapshot of the project's progress to help manage project time & costs. See image below for an example:



The project manager assigned to the project is also responsible for invoicing the client. This allows the project manager and entire team to see where the project stands at any given time and be cognizant of the fee remaining. Our "Cx Fee Management Tool" is an Excel spreadsheet each project manager in our team individually manages and updates. Every two weeks, Theresa & Mitchell update each project's spent to date amounts against the contract amount, project duration, and progress. Bryan, Theresa, & Mitchell meet internally bi-weekly to discuss all project's progress utilizing an intricate excel spreadsheet.

Each project resides on its own tab within the spreadsheet. The contract fee is distributed amongst the MEP systems within the project, which is then translated into hours per system. We then analyze and budget how much time we have left for various tasks such as submittal reviews, planning, observations, prefunctional testing, functional testing, and any final reports.

All Commissioning proposals are generated with a "Master Commissioning Fee Estimate" spreadsheet- see image below. There are two columns with 2022 Rates, one at a senior rate and the other at a technician rate. These predetermined rates are evaluated on a yearly basis by our leadership team and include our salary, overhead, and profit. Each proposal provided will include an entire breakdown of our fee and pay rate table.



XXXXX Commissioning Fee

Design Phase

Task	Hours	Rate ($/hr)	Hours	Rate ($/hr)	Total	Fundamental	Enhanced
		2022 Rates		2022 Rates			
Write Proposal					$0		
Review OPR					$0		
Review BOD/Design Intent					$0		
Design Phase Meetings					$0	X meeting	
Design Reviews					$0		
Provide CX Specs					$0		
TOTALS =	0		0		$0	$0	$0

$0 Fundamental/Basic
$0 Enhanced/Additional

Construction Phase

Task	Hours	Rate ($/hr)	Hours	Rate ($/hr)	Total	Fundamental	Enhanced
Generate Forms					$0	X hrs Draft PFC, X hrs Final PFC, X hrs Draft FT, X hrs Final FT	
CX Plan					$0		
Kick-Off Meeting					$0		
Review Submittals					$0		
Review TAB					$0		
Witness Duct/Pipe Tests					$0		
Progress Meetings					$0	*5 misc site visits	
Misc. Hrs					$0	4 hrs month, XX month construction	
Functional Testing					$0	X days, 2 ppl	
Envelope Commissioning					$0		
LEED Coordination					$0		
Deficiency Correction Visit					$0	X days, 2 ppl	
Final Report					$0		
TOTALS =	0		0		$0	$0	$0

Warranty Period

Task	Hours	Rate ($/hr)	Hours	Rate ($/hr)	Total	Fundamental	Enhanced
Systems Manual					$0		
CPR and O&M Plan					$0		
Continuous Cx Plan					$0		
Seasonal Testing					$0	X days, 2 ppl	
Seasonal Report					$0		
TOTALS =	0		0		$0	$0	$0

0	= Approx. Project Area
$200	= Approx. $/SF From Means
$0	= Approx. Total Project Cost
0.5%	= Approx. Commissioning Fee % (range is 0.25% to 0.5%)
$0	**= Approx. Commissioning Fee (based on total project cost)**
$0.25	= Approx. Commissioning Fee ($/SF)
$0	**= Approx. Commissioning Fee (based on $/SF)**
$0	***= Calculated Fee From Above***

Should we foresee a project going over budget or that the project's scope can be achieved at a much lower cost than negotiations discussed, we strive to engage the Client in conversation, in order to obtain the Client's preference about how to proceed. Typically, if it appears a project's budget will be exceeded, we would aim to

be less hands on as possible, saving as much as our fee as possible for functional testing and our final report. This means perhaps eliminating a site visit & report and being mindful of meeting frequencies and durations.If it appears the project's scope can be achieved at a much lower cost, we would engage the Client to confirm our understanding of the scope of work is in alignment. We would then provide an updated proposal to reflect a lower cost. A revised "Commissioning Fee Breakdown" would be provided for Client review and approval.

2. ***Provide comparisons of bid award amount to final cost estimate for projects designed by the respondent during the past two (2) years. The consultant may provide justification for any discrepancies that may exist with this information.***

Name of Project	Month and Year Bid	No. of Bids	Final Cost Estimate	Bid Award Amount
CABQ Singing Arrow Community Center	May-20	n/a	$15,000	$15,000
CABQ Explora X-Studio	Jun-20	n/a	$22,635	$22,635
CABQ Fire Station 9	Jun-20	n/a	$10,500	$10,500
CABQ Edith Vehicle Maintenance	Sep-20	n/a	$23,550	$23,550
Hiland Plaza Cx	Apr-22	n/a	$15,010	$15,010

Client#: 1842813 EEACON

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
USI Southwest Dallas /CL
14241 Dallas Pkwy STE 700
Dallas, TX 75254
214 443-3100

CONTACT NAME: Connie Olvera
PHONE (A/C, No, Ext): 214 443-3100 FAX (A/C, No): 214 443-3900
E-MAIL ADDRESS: connie.olvera@usi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Sentinel Insurance Company Ltd.	11000
INSURER B : Hartford - WC Multiple Issuing Cos	00914
INSURER C : Arch Insurance Company	11150
INSURER D : Hartford Accident and Indemnity Co	22357
INSURER E :	
INSURER F :	

INSURED
Energy Engineering Associates, Inc.
dba EEA Consulting Engineers
6615 Vaught Ranch Road, Suite 100
Austin, TX 78730

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			46SBAIN2950	06/29/2022	06/29/2023	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
D	AUTOMOBILE LIABILITY			46UECKQ2542	06/29/2022	06/29/2023	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / X OCCUR			46SBAIN2950	06/29/2022	06/29/2023	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			46WBCAR2823	06/29/2022	06/29/2023	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: Y (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
C	Professional Liab Claims Made Retro Date:4/8/02			PAAEP0002107	06/29/2022	06/29/2023	Per Claim: $5,000,000 Aggregate: $5,000,000 Ded: $100,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability and Automobile Liability policies include a blanket automatic additional insured endorsement that provides additional insured status and General Liability, Automobile Liability, and Workers' Compensation policies include a blanket waiver of subrogation endorsement to the certificate holder when required by written contract. The General Liability and Auto Liability policies have a blanket Primary & Non-Contributory endorsement that affords that coverage to certificate holder when required by (See Attached Descriptions)

CERTIFICATE HOLDER

**For Bidding Purposes Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03) 1 of 2 The ACORD name and logo are registered marks of ACORD
#S36457917/M36438708 SAJZP

DESCRIPTIONS (Continued from Page 1)

written contract. Workers Compensation policy includes a blanket Notice of Cancellation to certificate holders endorsement, providing for 30 days advance notice if the policy is cancelled by the company other than for non-payment of premium, 10 days notice after the policy is canceled for non-payment of premium. Notice is sent to certificate holder with mailing addresses on file with the Agent or Company. The endorsement does not provide for Notice of Cancellation if the Named Insured requests cancellation. Umbrella follows form.

SAGITTA 25.3 (2016/03) **2 of 2**

#S36457917/M36438708

Pay Equity Reporting Form

City of Albuquerque www.cabq.gov | Bernalillo County www.bernco.gov | Water Authority www.abcwua.org

Company Details

Company Name	Energy Engineering Associates Inc dba EEA Consulting Engineers	Mailing Address	4343 Pan American Fwy NE Suite 239 Albuquerque, NM 87107
Phone	512.744.4400		
Email Address	meganflynn@eeace.com	NM Employees?	yes

Job Category		No. Females	No. Males	Gap (Abs. %)
1.1	Exec/Senior Level Officials/Mgrs	0	0	N/A
1.2	First/Mid Level Officials/Mgrs	0	1	N/A
2	Professionals	3	11	1.22%
3	Technicians	7	7	38.60%
4	Sales Workers	0	0	N/A
5	Office and Admin. Support	2	2	21.37%
6	Craft Workers (Skilled)	0	0	N/A
7	Operatives (Semi-Skilled)	0	0	N/A
8	Laborers (Unskilled)	0	0	N/A
9	Service Workers	0	0	N/A
	Overall Total	12	21	20.09%

Total # of Females (all categories)	12	Total # of Males (all categories)	21
Total # Female Only Job Categories	0	Total # Male Only Job Categories	1
Total # Part Time Females	0	Total # Part Time Males	1
Female % Workforce	36.36%	Male % of Workforce	63.64%
Total # Employees	33	Total # Non-Binary Employees	0

Must be signed by a representative of the company. Signature certifies that all employees working in New Mexico are included, the data is for one year ending when the form is signed, and any challenges to your information may require you to get third party verification at your own expense.

Megan Flynn HR Manager	*Megan Flynn*	Aug 3, 2022
Name and Title	Signature	Date Submitted

All Pay Equity Reporting Forms are reviewed by the Gender Pay Equity Initiative within two business days of submission. A copy of the reviewed form will be emailed to you for inclusion with your bid or proposal. If the Overall Total Pay Gap on your form is 0%, the Gender Pay Equity Initiative will certify your Pay Equity Reporting Form. A Certified Pay Equity Reporting Form may allow you to obtain a 5% preference. Please keep in mind that a Pay Equity Reporting Form - whether certified or uncertified - must be submitted with all bids and proposals. Please contact the Gender Pay Equity Initiative with any questions: oei@cabq.gov or (505) 768-3512.

☐ **Certified - Overall Gap is 0%** _____ ☐ **Uncertified - Overall Gap is more than 0%**

Gender Pay Equity Representative

Company ID:

City of Albuquerque

CITY WIDE ON-CALL ENGINEERING COMMISSIONING AGENT

Project No: 8082.02

ALBUQUERQUE, NM
AUGUST 3, 2022

McKinstry
For The Life Of Your Building

August 3, 2022

City of Albuquerque
1 Civix Plz NM #7057
Albuquerque, NM 87102

Re: City Wide On-Call Engineering Commissioning Agent (Project No: 8028.02)

Dear City of Albuquerque Selection Committee,

On behalf of McKinstry Essention LLC (McKinstry), we are delighted at the opportunity to present our proposal to provide commissioning services for the City of Albuquerque On-Call Commissioning Agent. We assembled a team that knows the right practices to keep this project on schedule and within budget while ensuring equipment performance and design intent is met.

As a Top 5 National Commissioning (Cx) firm, our team will be focused on providing a high level of assurance that the building's systems are engineered, installed, and are functioning according to the design intent. McKinstry's business philosophy is built around the motto, ***For the Life of Your Building***. Our methodology for Building Commissioning and LEED Consulting Services embraces this philosophy, with an integrative approach to the building process, and emphasis on a synergistic partnership with owners and all key stakeholders. This involves collaboration with the entire project team beginning in the design development phase, extending through the acceptance phase, and continued through post-occupancy seasonal testing.

COLLABORATIVE AND INTEGRATED IMPLEMENTATION APPROACH – We will collaborate with your team and all building stakeholders to fully comprehend the facility operations to deliver high-quality solutions. Our team will bring best practices, services, solutions, evaluation, design, engineering, commissioning, measurement & verification, validation, and support at an economical cost.

TRUSTED PARTNERSHIPS – We believe in going beyond just being a vendor but building a true partnership. It is important to us from day one on each project that we are openly communicating, listening with transparency, and delivering services to the team that are aligned with the schedule, budget, and performance requirements of the building.

ACCOUNTABLE TO PERFORMANCE – Our many years of experience in the built environment along with our commitment to excellence in facilities operations make us uniquely qualified for this undertaking. We are prepared with a dedicated and robust team of resources to mobilize immediately, and our breadth of expertise combined with prioritization analytics and data visualization software will allow you to communicate your facility plans with clarity and confidence to diverse audiences

DESIRED CX CERTIFICATIONS – McKinstry is certified by the AABC Commissioning Group, The National Environmental Balancing Bureau, and we are a Building Commissioning Association Certified Cx Firm. We want to work with you to provide the best project outcomes and successful delivery of these exciting local projects.

We look forward to partnering with the City of Albuquerque, and we are dedicated to assisting with the delivery of a successful project. If you have any questions or want to discuss our proposal in more detail, you can reach me at 480-849-1731 or andreww@mckinstry.com

Sincerely,

Andrew Willman | *Account Executive*

Michael Frank | Vice President of Engineering

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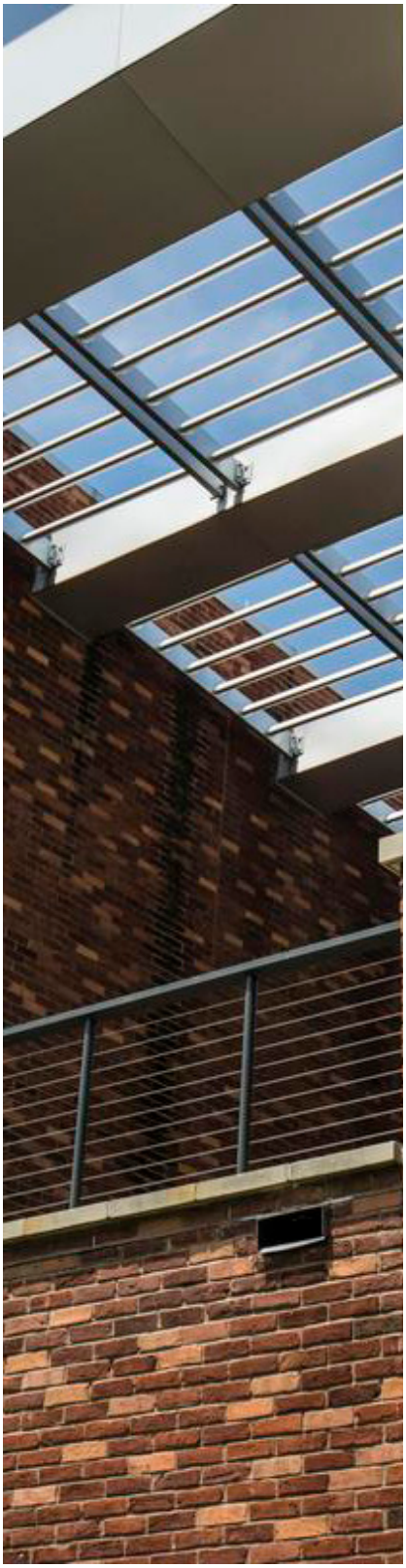

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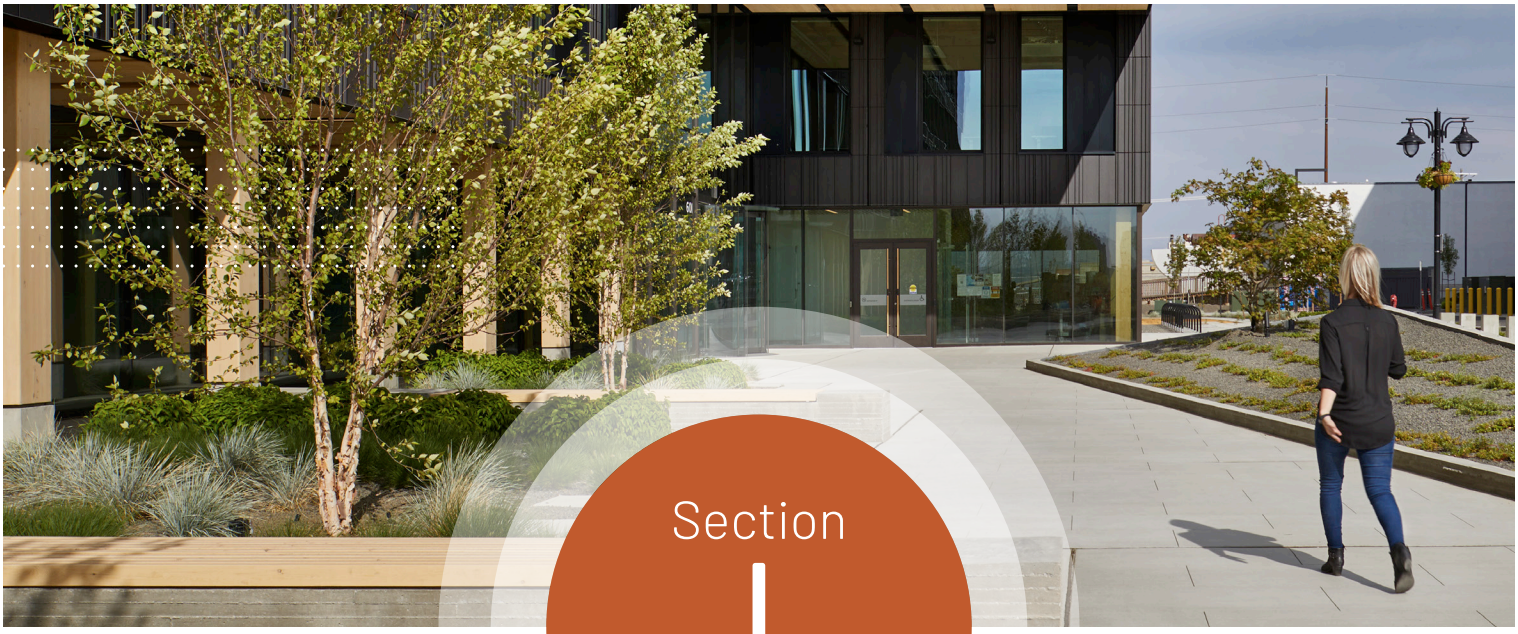


Section

I

General Information

McKinstry®

For The Life Of Your Building

I. General Information

MCKINSTRY AT A GLANCE

ESTABLISHED 1960
2,000 employees

23 offices nationwide

65+ Cx Professionals that include the following accreditations:

- AABC Certified Commissioning Authority (CXA)
- NEBB Certification (TAB and Building Commissioning)
- BCA, CCP, and ACP Certification
- AEE Certified Building Cx Professional (CBCP)
- 80+ Professional Engineers
- 85+ LEED Accredited Professionals

OUR VISION: *Together, building a thriving planet*

OUR MISSION: *To make every building we touch more efficient*

OUR VALUES:

Put People First

Build Trusted Partnerships

Be Constantly Curious

Make a Positive Difference

About McKinstry

For more than 60 years, McKinstry has helped transform the way the industry engineers, constructs, and cares for the built environment, delivering some of the smartest, most efficient buildings. With a breadth of services across engineering, construction, facilities, and technology we have the unique ability to impact and optimize every element of the built environment.

Building systems, resources and our environment are constantly evolving and transforming. We have built a unique organization that advances right along with it. With passion, ambition, and courage our people are united by a common purpose and an intense sense of responsibility to our customers and our planet.

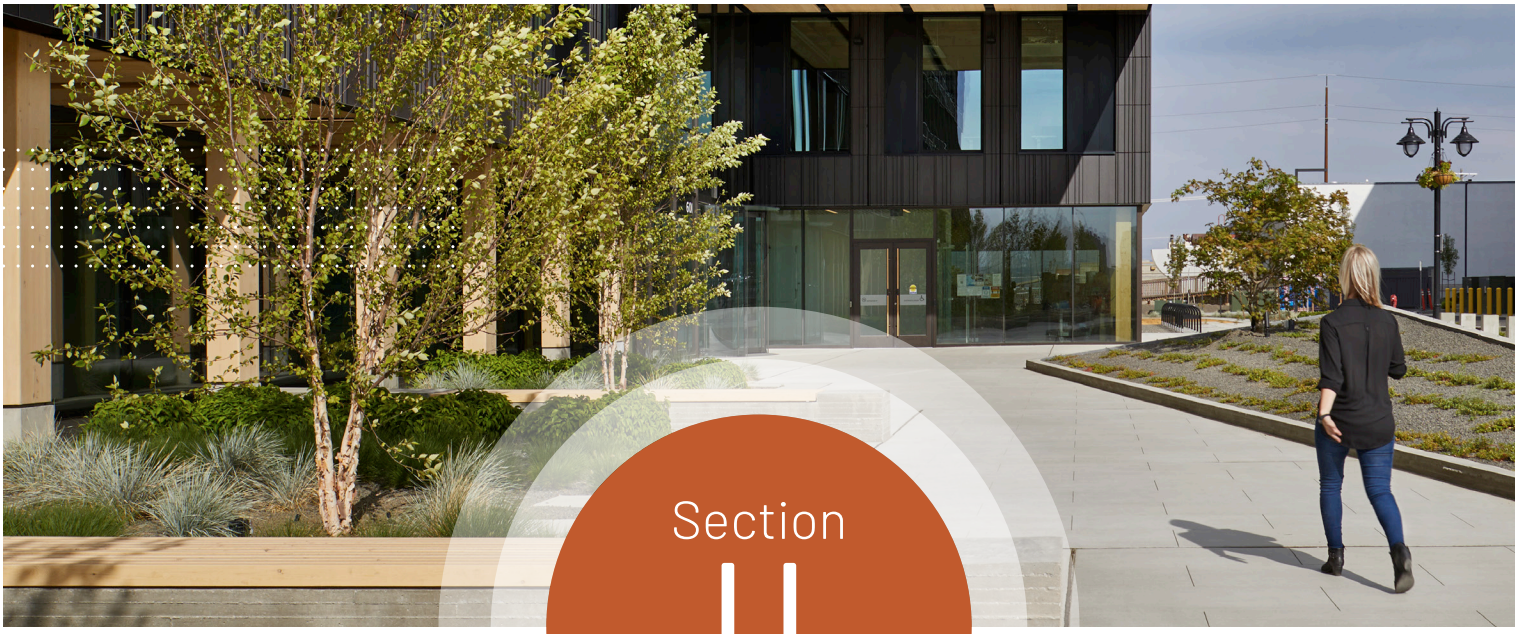
Our success is rooted in the never-ending pursuit of a radically more efficient built environment that responsibly manages energy use and construction costs. We focus on people and outcomes to ensure the built environment serves owners, operators, and occupants alike. We are compelled to act, to take bold action, and to uncover new solutions ***For the Life of Your Building***.

OUR CORE SERVICE OFFERINGS INCLUDE:

- New and Existing Building Commissioning
- Monitoring-Based Commissioning
- Energy Auditing
- Energy Savings Performance Contracting
- Facility Condition Assessments
- Behavior-based Energy Savings (powerED)
- Master Systems Integration
- Measurement & Verification
- Transition to Sustainable Operations

Full Cycle of Services and Expertise

McKinstry is a market leader in design and energy engineering, facility assessments and planning, commissioning and retro-commissioning, measurement and verification, warranty and issue management, utility bill tracking, and behavior-based energy savings programs. The knowledge store available to us means that we provide you with informed recommendations for ideal solutions. For all of your facility needs, we are truly your single point of accountability.



Section

II

Project Team Members

McKinstry®

For The Life Of Your Building

II. Project Team Members

McKinstry's Commissioning Team

We have outlined below what we believe to be a robust team that is well-suited to support City of Albuquerque. McKinstry believes the City is best served by a group of individuals who have experience in not only pre-construction and construction-phase commissioning (Cx) but are also highly knowledgeable about energy-efficiency opportunities, cutting-edge technologies, sustainability practices, LEED Cx requirements, and facility transition from construction to operations. Above all, we ensure that all our projects are led by skilled and highly trained Cx engineers. Our Project Manager, ***Eric Koeppel***, is not only a knowledgeable Cx engineer, but he is also a creative problem solver. Eric currently holds the position of Lead Cx Engineer at McKinstry and frequently works collaboratively with owners, management, and contractors, all while leading the greater Cx team. The organizational chart below outlines the key members of our experienced, integrated project team that brings the complete set of skills needed to produce the most comprehensive and cost-effective commissioning services for City of Albuquerque.

ERIC KOEPPEL, PE, CEM, CXA
Project Manager, Lead Cx Engineer

KRISTINA AUTOBEE
Project Coordinator

NEW CONSTRUCTION COMMISSIONING

JOHN STEWARD, PE, CCP
NCCx Engineer

ANN SCHNEIDER, EIT
NCCx Engineer

EXISTING BUILDING COMMISSIONING

JAMES JOHNSON, CCP
EBCx Engineer

JAMES HUNTON
EBCx Engineer

MONITOR-BASED COMMISSIONING

JAYMES MCMULLIN, CEM, CMVP, LEED® AP
MBCx Engineer

MAIA BENAVENTE, CEM
MBCx Engineer

II. Project Team Members

ERIC KOEPPEL, PE, CEM, CXA | PROJECT MANAGER AND LEAD CX ENGINEER

Eric Koeppel has over 25 years of experience in building systems controls, Cx, and energy analysis. He is a member of the ASHRAE Guideline Project Committee 36P which developed guidelines for high-performance sequences of operation for HVAC systems.

EDUCATION

University of Wisconsin Madison – MS, Mechanical Engineering

TENURE

Industry - 29 years
McKinstry - 2 years

RELEVANT PROJECT EXPERIENCE

Mesa, City of - Convention Center Building A RCx | Mesa, AZ (2022)

***Maricopa, County of**- NCCx, LEED Cx, and EBCx for Sheriff's Office, Assessor's Office, and South Court Tower Buildings | Phoenix, AZ

Pima, County of- NCCx and EBCx for multiple projects including Historic Courthouse, Administration Buildings, Southeast Library, and Sahuarita Library | Tucson, AZ (2021-2022)

Tempe, City of - Building 525 EBCx | Tempe, AZ (2022)

**indicates project experience prior to McKinstry*

> "Eric [Koeppel] and team performed great RCx work at Convention Center Building A at the city. They have performed energy audit and operational equipment testing. They analyzed EMS schedules and setpoints. The delivery of report was provided on time and with different options, costs and savings. Eric and team have also prepared AZ Labs study for the city. They performed energy audit and report that highlighted energy efficiency improvements. **Eric and team did a great job and so far it has been a pleasure working with the whole team**."
>
> *—Lena Spiric, Energy/Water Conservation Coordinator, City of Mesa*

KRISTINA AUTOBEE | PROJECT COORDINATOR

Kristina Autobee brings over 14 years of extensive project management experience to the team, and will utilize her effective communication, collaboration, and leadership skills to ensure customer satisfaction. Kristina is dedicated to anticipating and overcoming any challenges to ensure seamless project execution.

EDUCATION

University of Phoenix - BS, Business Management, Project Management Concentration

TENURE

Industry - 14 years
McKinstry - 1 year

RELEVANT PROJECT EXPERIENCE

***General Services Administration** - Region 4, Facility upgrades for 9 Federal buildings | Multiple Locations

***General Services Administration** - Region 8, Facility upgrades to 4 Denver Courthouses, the Federal Center Campus, and Courthouse in Cheyenne Wyoming | Multiple Locations

***NARA Presidential Libraries** - Facility upgrades at 13 libraries | Multiple Locations

**indicates project experience prior to McKinstry*

II. Project Team Members

JAMES JOHNSON, CCP | EBCX ENGINEER

James Johnson's experience in existing building commissioning allows him to verify that systems function as intended and to identify potential areas of improvement for facility operations. James has supported a variety of complex building projects and brings extensive knowledge of HVAC systems and the commissioning process

EDUCATION

Colorado State University - BS, Mechanical Engineering

TENURE

Industry - 8 years
McKinstry - 8 years

RELEVANT PROJECT EXPERIENCE

Denver International Airport - Concourse B & C Expansion NCCx | Denver, CO (Ongoing)

Phoenix, City of - Municipal Courthouse and Calvin C. Goode Municipal Building RCx | Phoenix, AZ (2018,2019)

Colorado, State of - Colorado State Capital RCx and LEED Certification | Denver, CO (2016)

Fort Collins, City of - Police Services RCx and BECx | Fort Collins, CO (2022)

Boulder, City of - RCx services for 14 City-owned facilities | Boulder, CO (2022)

JAMES HUNTON | EBCX ENGINEER

James Hunton has a diverse background as an energy analyst, building performance and integrated building specialist, and application engineer. James is highly experienced in designing control logic for HVAC systems using multiple programming platforms, as well as the start-up and commissioning of systems.

EDUCATION

Vermont Technical College - BS, Electromechanical Engineering

TENURE

Industry - 11 years
McKinstry - 2 years

RELEVANT PROJECT EXPERIENCE

Mesa, City of - Convention Center Building A RCx | Mesa, AZ (2022)

Pima, County of - Historic Courthouse EBCx | Tucson, AZ (2022)

Boulder, City of - Open Space and Mountain Parks ASHRAE Level II Audit| Boulder, CO (2022)

JOHN STEWARD, PE, CCP | NCCX ENGINEER

John Steward brings over 20 years of field experience including design reviews, specification writing, testing writing, test execution, and Cx management. John has commissioned both new construction and existing buildings, including numerous large campus and high-performance projects that have achieved LEED certification.

EDUCATION

University of Nebraska - BS, Mechanical Engineering

TENURE

Industry - 24 years
McKinstry - 8 years

RELEVANT PROJECT EXPERIENCE

Denver International Airport - Concourse B & C Expansion NCCx | Denver, CO (Ongoing)

Denver International Airport - Multiple Projects through On-Call Cx contract | Denver, CO (Ongoing)

Fort Collins, City of - Cx services for LEED Certified Utility Service Center | Fort Collins, CO (2017)

II. Project Team Members

ANN SCHNEIDER, EIT | NCCX ENGINEER

Ann Schneider has experience in commissioning for a variety of clients in the healthcare, data center, pharmaceutical, and airline industries throughout the United States, Europe, and South America.

EDUCATION

Colorado School of Mines - BS, Mechanical Engineering

TENURE

Industry - 3 years
McKinstry - 1 year

RELEVANT PROJECT EXPERIENCE

Denver International Airport - Concourse B & C Expansion NCCx | Denver, CO (Ongoing)

Denver International Airport - Multiple Projects through On-Call Cx contract | Denver, CO (Ongoing)

Gonzales Library - Third-party Cx services| Denver, CO (2022)

Foothills Parks and Recreation - Cx services| Littleton, CO (Ongoing)

JAYMES MCMULLIN, CEM, CMVP, LEED® AP | MBCX ENGINEER

Jaymes McMullin has a strong background in managing and optimizing existing buildings, including auditing, analysis, reporting and implementation, and has led energy analysis and conservation projects for a diverse range of clients. His expertise will offer this project a dedicated building systems and equipment performance analyst through MBCx.

EDUCATION

Colorado State University - BS, Mechanical Engineering

TENURE

Industry - 16 years
McKinstry - 12 years

RELEVANT PROJECT EXPERIENCE

Boulder, City of - Implemented a full behavior-focused, occupant engagement, and operational efficiency program (powerED) in 26 city-owned facilities, with $80,000 in annual savings opportunities | Boulder, CO (2014-Ongoing)

Denver, City of - powerED for 22 facilities with an annual savings goal of $178,00 |Denver, CO (Ongoing)

Lakewood, City of - powerED for 6 facilities, achieved annual savings of $35,760 | Lakewood, CO (Ongoing)

MAIA BENAVENTE, CEM | MCBX ENGINEER

Maia Benavente brings over a decade of experience in HVAC systems & design, energy control systems, energy efficiency, and renewable energy technologies. Maia has supported a variety of higher education, K-12, municipal, commercial, and utility clients throughout her career.

EDUCATION

University of Massachusetts, Lowell - MS, Mechanical Engineering, Solar Energy Engineering Concentration

TENURE

Industry - 12 years
McKinstry - 1 year

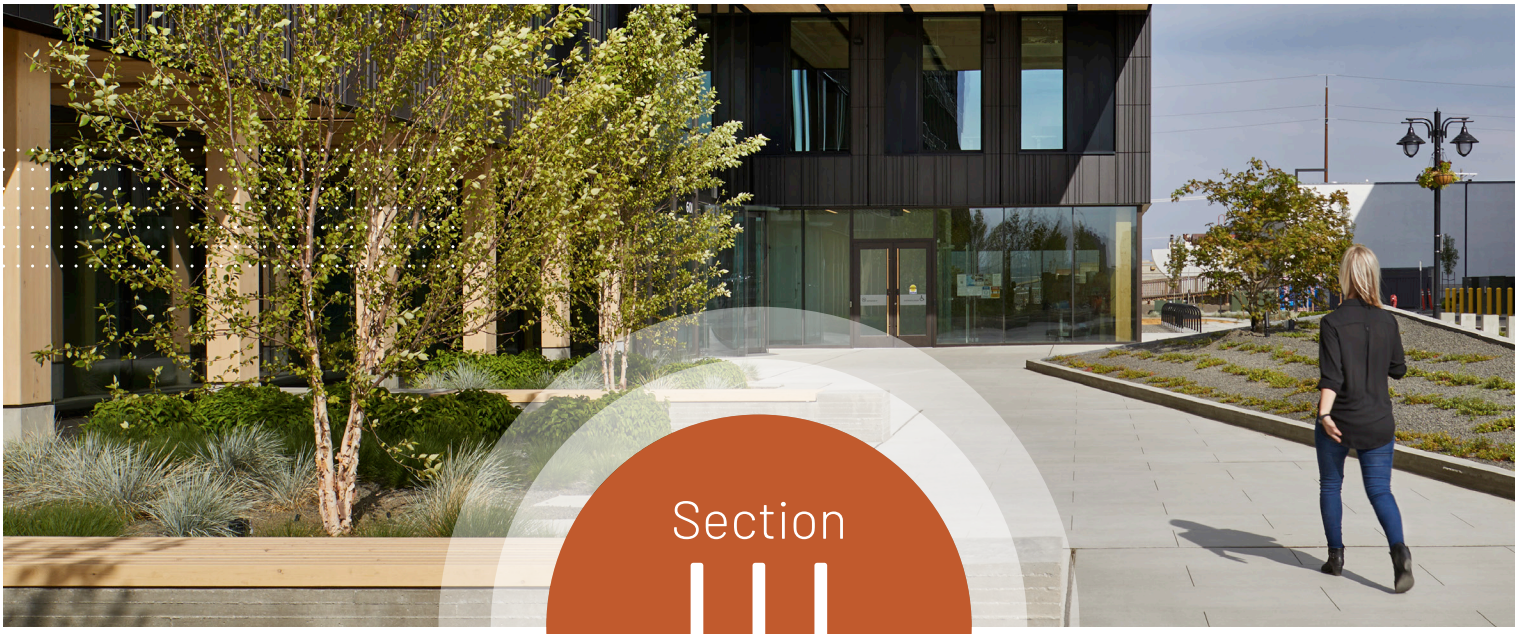
RELEVANT PROJECT EXPERIENCE

Mesa, City of - Convention Center Building A RCx | Mesa, AZ (2022)

Mesa, City of - Arizona Labs Preliminary Energy Audit | Mesa, AZ (2021)

Fort Collins, City of - Police Services RCx and BECx | Fort Collins, CO (2022)

Glendale, City of - Investment Grade Audit | Glendale, AZ (2022)



Section

III

Respondent Experience

McKinstry®
For The Life Of Your Building

III. Respondent Experience

Commissioning Expertise

McKinstry is a national leading design, build, operate, and maintain (DBOM) firm. We have commissioned well over 1,000 buildings in excess of 150 million square feet since we began offering formal Cx services 30 years ago. Our building systems experience ranges from basic unitary packaged HVAC equipment to large central steam and chilled water plants, to laboratory HVAC and pressurization control systems. Additionally, we've worked extensively with electrical, security, emergency power, building envelope, fire alarm detection/ monitoring, renewable energy systems, and numerous other technical building systems.

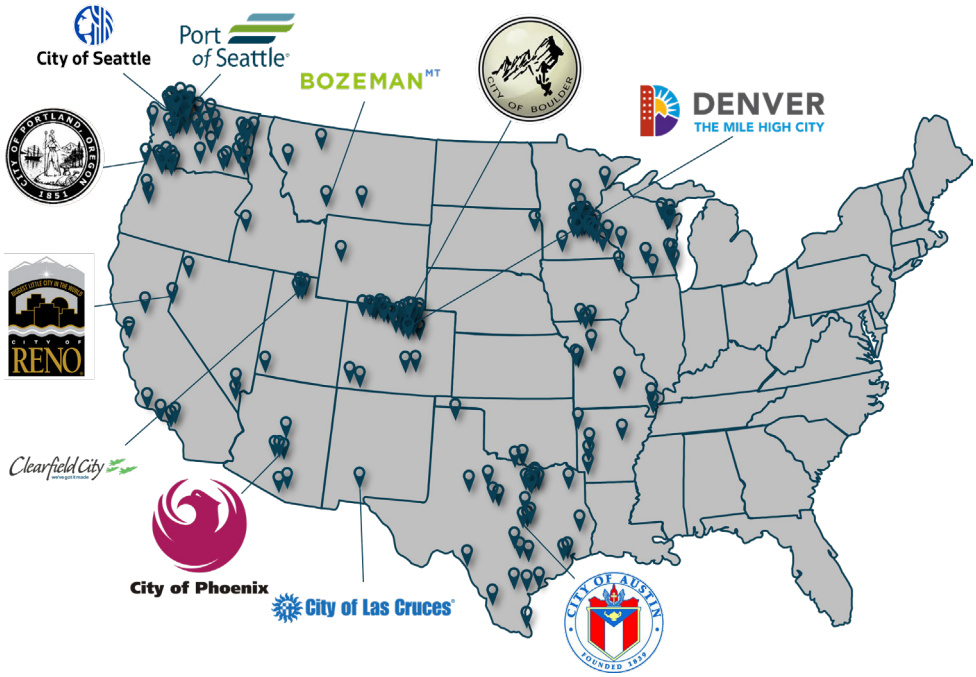
COMMISSIONING EXPERIENCE	
30+	YEARS EXPERIENCE
1000+	BUILDINGS COMMISSIONED
150+	MILLION SF COMMISSIONED
100+	LEED PROJECT COMMISSIONED

McKinstry's extensive Cx experience encompasses both new construction/renovations and existing buildings. This gives us insight into how systems operate when they are new and how they are integrated into actual building operations and maintenance over the long term.

Today, McKinstry is a national leader in Commissioning. McKinstry was named a ***Top 5 "Commissioning Giant" in 2021*** and have been named in the Top 10 of Commissioning Giants every year since 2018 by *Consulting-Specifying Engineer* magazine.

Municipal Experts

McKinstry's list of local municipal clients is extensive. Company-wide, we have partnered with more than 215 municipal entities. This extensive expertise gives us unique insights into the design and function of municipal facilities, allowing us to deliver our commissioning services with excellence. Below is a map of our national municipal experience.



215+
MUNICIPALITIES

III. Respondent Experience

Denver International Airport | CONCOURSE EXPANSION PROJECT

PROJECT LOCATION
Denver, CO

PROJECT SIZE
654,000 SF

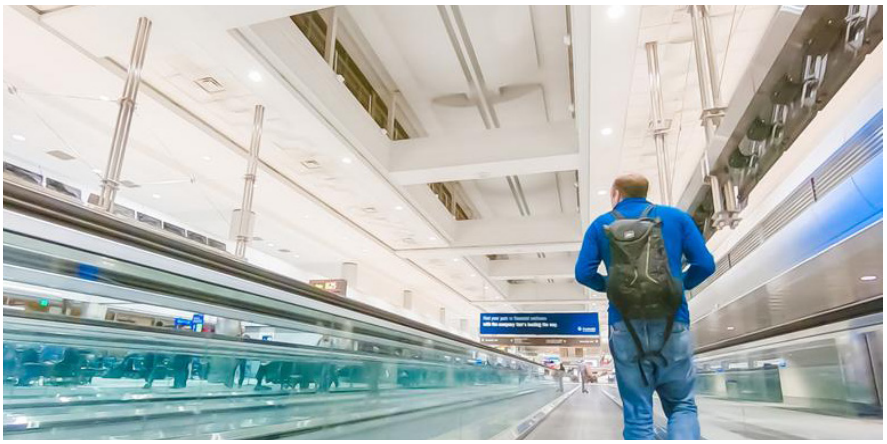
PROJECT COST
$3,800,000

PROJECT DATES
2018 - 2024 (projected)

SYSTEMS COMMISSIONED
- ✓ HVAC Systems and Equipment
- ✓ Lighting Controls
- ✓ Mechanical, Electrical, and Plumbing (MEP) Systems
- ✓ Building Envelope
- ✓ Digital Wayfinding Systems
- ✓ Emergency Communication Systems
- ✓ Fire Systems

PROJECT TEAM MEMBERS
- James Johnson
- John Steward
- Ann Schneider

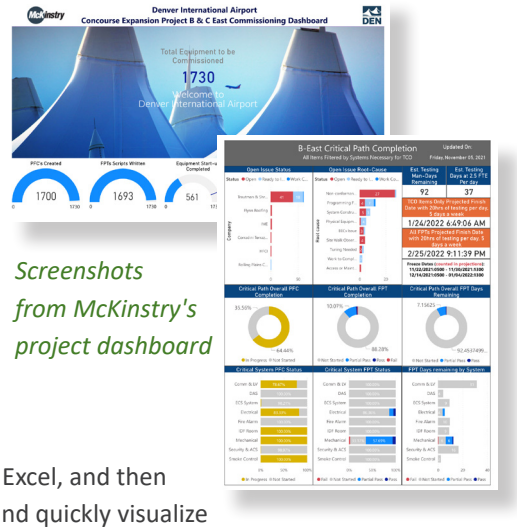
> "John Steward is really pleasant to work with and very helpful. He really makes an effort to be an asset to the project.
>
> *—Stephanie Spencer, Project Manager/ Engineer, Denver International Airport*



PROJECT DESCRIPTION
Denver International Airport (DEN) first opened in 1995 and was originally built to accomodate 50 million annual visitors. In 2018, recognizing the need to address both current and future growth, DEN decided to move forward with the Concourse Expansion Project (CEP), the first major expansion project in over 2 decades of operation.

McKinstry has been an on-call commissioning (Cx) services provider for DEN since 2015 and commissioned over 25 projects for the airport to date. This proven track record of successful project execution strategically positioned McKinstry to win the CEP work McKinstry is providing enhanced Cx services for the CEP to achieve a LEED Gold certification.

The CEP is a multi-year project with multiple stakeholders, including DEN staff, the City and County of Denver, a multitude of contractors and sub tiers, as well as airport tenants and concession vendors. Recognizing an opportunity to track Cx tasks and project deadlines internally while also clearly delivering information to the client, McKinstry's commissioning team created a project dashboard. Data was pulled from our cloud-based commissioning software, exported into Excel, and then uploaded into PowerBI to better track and quickly visualize project scope and deliverables.



Screenshots from McKinstry's project dashboard

City of Fort Collins | ON-CALL COMMISSIONING SERVICES

PROJECT LOCATION
Fort Collins, CO

TOTAL PROJECT SIZE
270,000+ SF (to date)

TOTAL PROJECT COST
$105,655 (to date)

PROJECT DATES
2015 - Present

SYSTEMS COMMISSIONED
- ✓ HVAC Systems and Equipment
- ✓ Lighting Controls
- ✓ Mechanical, Electrical, and Plumbing (MEP) Systems
- ✓ Building Envelope

PROJECT TEAM MEMBERS
- James Johnson
- Maia Benevente
- John Steward

"McKinstry does a good job of hiring good, strong people to deliver a great service... I also like the way that contractors are managed and how your team holds them accountable."

-Stu Reeve, Energy Manager, City of Fort Collins

PROJECT SUMMARY
McKinstry has completed several projects for the City of Fort Collins under a qualified consultants list for on-call Cx services.

Police Services Building
RCx services for the 97,000 SF police services building constructed in 2007. The facility consists of police offices, dispatch, storage, and a detention center that operates 24/7.

835 Wood St.
NCCx and BECx services for a newly built steel structure onto the existing city-owned vehicle workshop.

Utility Services Center
Cx services for the new LEED-certified Light & Power Vehicle Storage building is an 11,340 square foot utility vehicle garage with twelve overhead doors. The building utilizes exhaust fans, louvers, and radiant tube heaters to manage the temperature and air quality within the garage. A methane detection system monitors the indoor air quality

Northern Colorado Law Enforcement
Cx services for the new LEED-certified Light & Power Vehicle Storage building iNCCx, BECx, Enhanced Cx, and LEED Certifications Services for the 84,000 SF of training classroom space and a 24,00 SF shooting range.

Pima County | ON-CALL COMMISSIONING SERVICES

PROJECT LOCATION
Tucson, AZ

TOTAL PROJECT SIZE
135,000+ SF (to date)

TOTAL PROJECT COST
$98,820 (to date)

PROJECT DATES
2020 - Present

SYSTEMS COMMISSIONED
- ✓ HVAC Systems and Equipment
- ✓ Lighting Controls
- ✓ Mechanical, Electrical, and Plumbing (MEP) Systems
- ✓ Building Envelope

PROJECT TEAM MEMBERS
- Eric Koeppel
- James Hunton

> "Commissioning is thoughtful, the results are professionally communicated. It's great to learn from our in-the-field discussion so my agency can improve efficiency.
>
> *—Julie Parizek, Pima County*

PIMA COUNTY

PROJECT SUMMARY
McKinstry has completed several projects for Pima County, AZ under a qualified consultants list for on-call Cx services.

Esmond Station Library (Southeast Library)
Cx services for the new 9,000 square foot library location in Tucson, AZ. Through the commissioning process, 11 issues were identified during the construction site observations and testing. All 11 issues were addressed and resolved by the construction team.

Sahuarita Regional Library
Cx services for the new 17,700 square foot library located in Sahuarita, AZ. The systems to be commissioned include the HVAC systems, the energy management control system, lighting controls and the domestic heating hot water system.

Public Defense Services / Office of Children's Counsel Buildings
Cx services for the new 1-story 12,600 square foot Public Defense Services building and for the new addition and remodel of the 9,300 square foot Office of Children's Counsel building. The buildings are located adjacent to each other in Tucson, AZ.

Historic Library
Cx assessment of the HVAC systems and controls, focused on reviewing and assessing comfort complaints (both hot and cold complaints), high indoor relatively humidity levels, and the settings of the HVAC system controls. And to provide a report documenting our observations and noted issues, and our recommendations to improve the building temperature and humidity control and system performance. For this assessment, McKinstry also reviewed the mechanical design documents and all of the available the HVAC testing, adjusting and balancing (TAB) Reports. And conducted onsite spot temperature and humidity measurements, reviews and inspections of the HVAC systems and controls, and obtained occupant feedback.

III. Respondent Experience

City of Phoenix | ON-CALL COMMISSIONING SERVICES

PROJECT LOCATION
Phoenix, AZ

TOTAL PROJECT SIZE
1,103,225 SF

TOTAL PROJECT COST
$98,820 (to date)

PROJECT DATES
2017 - 2019

SYSTEMS COMMISSIONED
- ✓ HVAC Systems and Equipment
- ✓ Lighting Controls
- ✓ Mechanical, Electrical, and Plumbing (MEP) Systems
- ✓ Building Envelope

PROJECT TEAM MEMBERS
- James Johnson

"The City of Phoenix is very pleased with the Cx efforts provided by McKinstry's team."

- Russ Fowler, Project Coordinator (former Energy Management Specialist), City of Phoenix

PROJECT SUMMARY
McKinstry has completed several projects for City of Phoenix, AZ under a qualified consultants list for on-call Cx services.

City Hall
McKinstry performed a RCx study and implementation of several facility improvement measures (FIMs) identified through the study for this 20-story, 550,000 SF office building which houses 34 City management and other essential City service departments. The combined annual savings realized from the RCx activities and recommended FIMs is approximately $100,000, an annual utility savings of 15%.

Municipal Courthouse
McKinstry performed a RCx study and implementation of several FIMs identified through the study for the City's Municipal Courthouse. The 323,225 SF building, constructed in 2000, is a multi-story structure comprised of municipal department offices, court room and conference room spaces. The combined annual savings realized from the RCx activities and recommended FIMs is $83,200, an annual utility savings of 12%.

Calvin C. Goode Municipal Building
McKinstry performed a RCx study of the 230,000 SF Calvin C. Goode Municipal Building constructed in 1973. The combined annual savings realized from the RCx activities and recommended FIMs is $18,510, an annual utility savings of 12%.

Section

IV

Technical Approach

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IV. Technical Approach

McKinstry's Comprehensive Approach to Commissioning

McKinstry's Cx program approach is unique, just as each client and project is unique. While we deploy a rigorous, time-tested process, our teams are flexible and agile in supporting the unique demands of municipal facilities and sustainability-minded clients like City of Albuquerque. We kick off our process by codifying the specific desired outcomes through a living Owner's Project Requirements (OPR) document that serves as our true north. This ensures that our capable staff can guide all parties to a successful project delivery. Furthermore, McKinstry specializes in leveraging utility rebate programs in ways that offset our fees and we pass along the savings to our clients.

McKinstry also uses advanced technologies to improve collaboration throughout the commissioning project and achieve substantial time savings. CxAlloy is one such technology. All Cx engineers are equipped with an iPad in the field that allows them to comment and photograph issues as they are discovered. This enables team members to know about issues in real-time and start collaborating to solve the issues. This will also permit the project team to track issues and their time-to-close for easy reporting/ 'dashboarding' of project progress. McKinstry believes that our client's most asset is time, and Cx Alloy helps us quickly look at an executive big picture view at how the project is going. This tool also allows us to leverage all our teams' insights on various projects.

Image 1. Real-time updates in CxAlloy platform

Image 2. Tailored resports created in CxAlloy platform

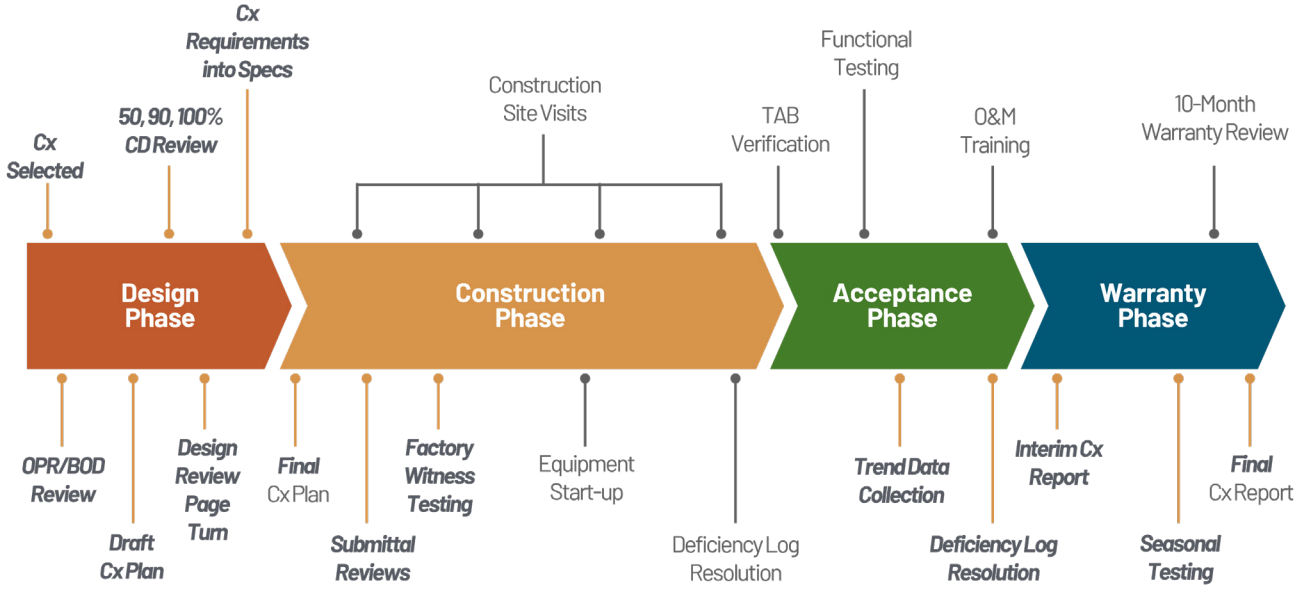
Image 3. Project dashboard in CxAlloy platform

The key to McKinstry's approach to commissioning is the ability to define the desired outcomes of our clients and provide a process that assures these outcomes will be met. While our experienced team is the key ingredient to achieve this, we have put in place a system of Quality Assurance/Quality Control (QA/QC) to provide an additional measure of discipline to our delivery:

- **Clearly Defining the Project Outcomes.** At the outset of our engagement, we develop a complete description of scope, budget, schedule, and other salient information necessary to test and transition the facility. This will provide a clear communication benchmark with all other team members to align around the desired outcome. Our commissioning team owns this deliverable, focusing on design development, scope definition process, maintenance, long-term operational issue assessment, and other details essential to our Quality Assurance Program.
- **Milestone Reviews.** We develop commissioning milestones collaboratively and deliver milestone documentation for each event that allows for regular and thorough quality control. We coordinate external reviews of our work product relative to the predetermined expectations and other industry benchmarks.
- **Coordination and Interface with Other Team Members and Disciplines.** Our process is designed to deliver effective, right-sized communication and content to the design, construction, and operations team

Upon contract execution, our Project Manager and Cx team oversee the project expertly and efficiently. Our Project Manager, Eric Koeppel, is involved from design through project closeout, providing strong and consistent engagement to ensure overall performance and workflow of the Cx process, through and into operation, supporting our Cx Agents as

needed throughout the entire lifecycle of the projects. From design reviews, submittal reviews, Cx plan creation, functional test script development, to the final integrated systems testing of the building systems, our team works closely with all project parties to identify improvements, efficiencies, and optimization. Partnering for success with City of Albuquerque is our #1 priority. We will respond expertly to all requests, develop efficient schedules and processes to leverage as much existing knowledge from the facilities staff, share everything we learn with staff, and support facilities management training on specific systems throughout this process. Our Cx professionals will assure that the City's overall project requirements are met and ensure a seamless turnover from construction to operations. Below is a chart that outlines McKinstry's commissioning process. The activities unique to McKinstry are indicated with orange lines.



UNIQUE CAPABILITIES AND DIFFERENTIATORS

Transition to Sustainable Operations

McKinstry recognized early on that the construction industry tends to focus on a finite ending to the builder's involvement in new construction with turnover being complete when the keys are handed over. The owners' operational staff receives a brief orientation and often underwhelming training only to be left with the responsibility of running a building's complex systems with no plan and limited experience with today's complex equipment and systems.

Owners often then find themselves sour on their investment for several reasons: the operational budget exceeds their expectations, systems do not perform as designed, promised energy savings are not realized, and their staff is unfamiliar with new equipment. In today's complex facilities there are hundreds of new processes and procedures, preventative maintenance tasks, equipment warranties, and punch lists. Our customers needed a tool to manage the wide variety of intricate details, which drove us to develop our Transition to Stabilized Operations (TSO) program. Year after year, we continue to build on the suite of services we offer to clients during the transitional period. McKinstry has been a pioneer in helping clients make a successful transition to their new environments, elevating their skills and facilities to a world-class level of operational excellence.

McKinstry's TSO scope of work includes asset management, warranty management, operating procedure development, and work order management.

IV. Technical Approach

New Construction Commissioning (NCCx) Approach

The best designs, installations, and construction processes fall short of meeting the clients' objectives unless a thorough and well-managed commissioning complete process is implemented. McKinstry has established and developed our own in-house Cx Team to ensure that building systems in new construction projects operate as intended to meet the owner's needs. Our Cx Team has successfully implemented Cx plans on our own projects and as a third-party Cx agent and has extensive knowledge of project requirements and objectives. McKinstry's Cx Team works closely with other project team members and assumes responsibility for the following process and functions

Pre-Design

- Early selection and involvement of Cx team protects owner's investment
- Lead development of Owner's Project Requirements (OPR), including technical aspects, operational needs, and facility requirements
- Cx scope and budget

Design

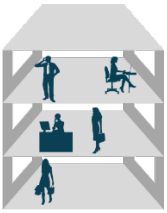
- Develop Cx schedule & plan
- Communicate and optimize OPR
- Review design drawings & BOD
- Review submittals, shop drawings, and equipment detail sheets to ensure compliance with specifications
- Assist development of operations and maintenance budget (optional)

Construction

- Ongoing Cx meetings
- Witness startup, test, adjust, and balance
- System testing & verification
- Oversee control system startup
- mplement functional tests and verify performance requirements
- Document and monitor issues discovered by Cx through to resolution or acceptance by owner

Handover & Training

- Provide Cx report or systems manual
- Monitor system operation & fine-tune
- Verify operator/owner training and education



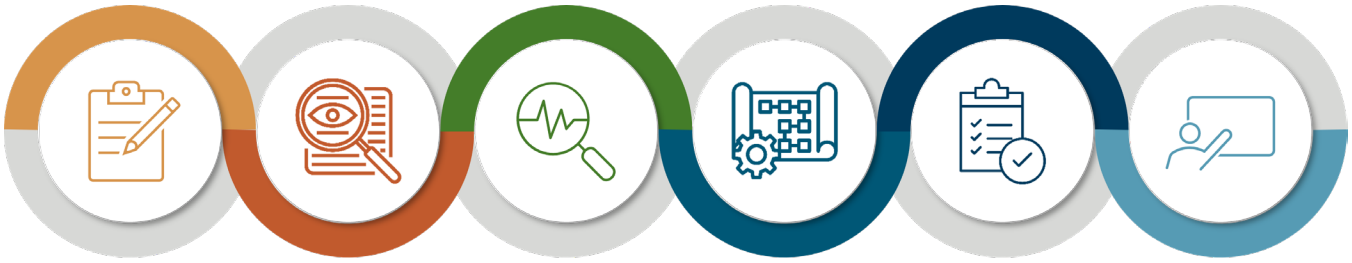
Ongoing Support (Optional)

- Continue monitoring system performance post-occupancy
- Assist with warranty management
- Provide ongoing operator training
- Assist with deployment of preventive maintenance plan

IV. Technical Approach

Existing Building Commissioning (EBCx) Approach

McKinstry's approach to the creation of an EBCx or Retro-Commissioning (RCx) plan can be summarized in three words: ***collaboration, flexibility, and transparency***. Our EBCx and RCx Services are built on industry best practices and tailored according to our expertise across the building lifecycle – We bring engineering expertise from designing and building some of the region's most enduring private and public sector buildings; we bring operations expertise forward to ensure that we are helping build capacity, shaping culture, and setting a new baseline for the way forward.



ASSESS	INVESTIGATE	ANALYZE	IMPLEMENT	VERIFY	TRAIN
Initial site walk	Data collection	Energy conservation measure brainstorm	Turn-key implementation of accepted measures	Implementation report	AEM*
Existing Building Commissioning Plan	Site audit	Scope development		Client acceptance	Train facility operators
Utility rebate investigation	Point-to-point verification	Energy calculation		M&V kickoff*	Shift operators' mentality to think about sustainable operations
	Functional performance testing	Existing Building Commissioning report		AEM kickoff*	Continue to build client relationships
		Client review			

As indicated in the table above, McKinstry developed best practices for EBCx and RCx through policies, procedures, tools, templates, and standard operating procedures (SOPs) to ensure that every EBCx and RCx project attains the same high level of execution. These are customized to the specific need of each client and provide a roadmap for on-site engineers to complete their work in an efficient manner without making additional site visits

Monitor-Based Commissioning (MBCx) Approach

Continuing to ensure newly constructed buildings remain operating as designed and intended, ongoing, monitoring based commissioning is critical for the long Energy Management (AEM) program, a pterm success of the systems. Through McKinstry's Active rofessional service that provides monitoringbased commissioning through our team of engineers, supported with technology enabled solutions, we deliver a facility management strategy that enables clients to make effective and timely decisions at all levels of an organization with intended focus on reducing operational and energy costs over the lifecycle of the building. This program implements energy savings measures through equipment enhancements and building automation system analytics.

Section

V

Cost Control

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V. Cost Control

Budget Methodology and Cost Control

ESTABLISHING AND MAINTAINING BUDGET

Having worked with many municipalities through on-call contracts, McKinstry is acutely familiar with the proper procedures, rules, and policies in place to manage to the owner's established budgets. We aim to have a deep understanding of the desired goals of the project prior to outlining our Cx scope. This ensures quality commissioning is completed with fewer change orders and allowing the overall project budget is maintained.

CONTROLLING CONTRACT COSTS

McKinstry understands how important it is to be able to trust and depend on the people who work to make your project a reality. Throughout this on-call contract, we are committed to being good stewards of your project dollars. We will make recommendations starting early in design when there are issues that may affect budgets and performance. McKinstry's goal is to ensure you are aware of and in agreeance with all the choices we are making with your budget dollars. Our team applies continual cost tracking to our work throughout each project. The final budget that we produce will be our baseline for tracking any changes to the project. We set targets, agree on schedule sequencing and milestones, and commit to frequent communication. By taking an active role in the design, the CxA can help facilitate the best first cost for all subcontracts. Our goal is to integrate with your operations and design team and gain a full understanding of the project and the requirements to adequately test and validate the installation well before it is built. This approach delivers the best value to the City by taking full advantage of competitive pricing and not waiting until contractors are on-board to figure out the details. As a technical consultant on the project, our role is to facilitate understanding of the design decisions and contractor questions along the way. With a full understanding, we can all collaborate on an approach that will minimize impact and deliver best value. To ensure the Cx process is delivered efficiently, McKinstry will apply continual cost tracking to our work through the design and construction of the project. The final budget that we produce will be our baseline for tracking any changes to the project. We will set targets, agree on schedule sequencing and milestones, and commit to frequent communication

QUALITY CONTROL METHODOLOGY

McKinstry is committed to an integrated commissioning process that encourages collaboration. We support an integrated team that engenders:

- Outcome-based evaluation
- Overlapping phases and strong, safe scheduling
- Seamless transfer of knowledge between phases and team members
- Minimization of project risks and maximization of performance
- Creation of a no change order environment
- Reduced time and work required of City staff

McKinstry has developed proprietary and innovative project commissioning with close-out that is unmatched in the industry. Our dedicated Cx team remains involved through the entire design-build process while leading the development of complete project startup and Cx programs.

MANAGING TASK ASSIGNMENTS

As task assignments are assigned to McKinstry by the City of Albuquerque, Project Manager Eric Koeppel will coordinate internally to determine appropriate resources to staff the project appropriately. Depending on the scope of work of the task assignments, there are many players with varying skill sets and expertise that will likely be a part of the successful execution of the project. Our key team members are outlined in the organizational chart in Section II, but the true depth and breadth of McKinstry's full team is much larger. McKinstry has nearly 150 employees in our Mountain Region, which consists of offices in Arizona, Colorado, Nevada, and Utah. Additionally, our regional team is backed by a national network of more than 2,000 employees with an extensive technical background. Our team is uniquely capable to manage and execute multiple task assignments from the City of Albuquerque, while not sacrificing project schedule or quality.

City of Albuquerque Capital Implementation Program

Agreement and Insurance Certification

We have reviewed the standard agreement for Engineering orArchitectural or Landscape Architectural Services that are required for the project listed below, and hereby certify that we will, if selected for the project, enter into this standard agreement for this project and meet all insurance requirements listed therein.

This Certification is intended for the use of the City of Albuquerque only, in conjunction with the award of the Engineering or Architectural or Landscape Architectural Services Agreement for Project:

Project Name City Wide On-Call Engineering Commissioning Agent

Project Number 8028.02

Date 08/03/2022 Firm Name McKinstry Essention, LLC

Signature Greg Spalty

Title Regional Director

STATE OF NEW MEXICO)

) ss

COUNTY OF BERNALILLO)

AINSLEY CAWTHON
Notary Public - Arizona
Maricopa County
Commission # 597134
My Comm. Expires Feb 4, 2025

The above Certification was subscribed before me, the undersigned authority, by:

Ainsley D Cawthon

who swore upon oath that this Certification was signed of free act and deed, on this

3 day of August, 20 22

Ainsley D. Cawthon
(Notary Public)

My commision expires: 2/4/2025

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	**Emp. ID (Name or Number)**	**Job Category Number**	**Gender (m or f)**	**Full/Part (ft or pt)**	**Total Annual Compen-sation ($)**	**Total Annual Hours**		**DATA ENTRY FORM, VERSION 03-2018** ~~~~~ **Job Category numbers to use:** **1.1 - Exec/Senior Level Officials/Mgrs** **1.2 - First/Mid Level Officials/Mgrs** **2 - Professionals** **3 - Technicians** **4 - Sales Workers** **5 - Office and Admin. Support** **6 - Craft Workers (Skilled)** **7 - Operatives (Semi-Skilled)** **8 - Laborers (Unskilled)** **9 - Service Workers**		**Note: Data entry starts on row 42**									
42																			
43																			
44										**Employer to enter data here:**									
45								**Company Name:**		McKinstry Essention, LLC									
46								**Mailing address line 1:**		4835 E Cactus Rd.									
47								**Mailing address line 2:**		Suite 100									
48								**City, state, zip code:**		Scottsdale, Az 85254									
49								**Phone:**		480-849-1731									
50								**E-mail address:**		AndrewW@mckinstry.com									
51								**FEIN number:**											
52								**EAN number:**		46-1563231									
53								**SUPPLIER ID:**		N/A									
54																			
55								**If you have no employees working in the State of New Mexico, OR if you have no employees other than yourself, you are not**											TRUE
56								**required to enter employee data, but you must complete the employer information above and submit your reporting form.**											
57							☑	To certify that you have no employees working in New Mexico, check this box											
58							☐	To certify that you have no employees other than yourself, check this box											FALSE
59								**After data entry is complete, SAVE YOUR FILE.**											
60								**Excel 2007 users: in menu bar click on "Data" then click "Refresh All"; RESAVE YOUR FILE**											
61								**For earlier versions of Excel (1997-2003) refer to "PE10-249 Employee Data Entry Form Instructions" (pdf)**											
62								**Do NOT Submit this worksheet - for help please contact our office at 505-768-4712 or odhr@cabq.gov**											
63																			