



# PROPOSAL

NOVEMBER 5, 2021

ATTN: Anna Stieve and Jennifer Sweeney

**RE: City of Lodi City Hall RCx**

McKinstry Technical Services is providing the following Retro-Commissioning proposal for City Hall.

Commissioning Services will be provided for the project in the amount of:

**TEN THOUSAND AND EIGHT-HUNDRED DOLLARS (\$10,800)**

**RE-COMMISSIONING SCOPE NARATIVE:**

Provide labor to:

1. Conduct Client Commissioning Kickoff/Interview meeting. (Virtual or in person)
2. Assist with Focus on Energy Application (FOE) forms.
3. Review building design drawings and DDC control drawings if available
4. Site inspection of all major mechanical HVAC equipment
5. Generate site specific functional performance tests based off drawings.
6. Review current Building Automation system controls and strategies.
7. Generate a listing of potential Energy Conservation Measures (ECMs)
8. Provide any Energy Savings Calculations as needed for FOE.
9. Provide final RCx Report to FOE and the City of Lodi.

Functional testing will include the following:

- a. (1) Gas Fired RTU
- b. Sample testing of VAV Boxes and reheat coils if applicable
- c. (1) Gas Boiler system and associated pumping
- d. Sample testing of radiant wall fin, cabinet or unit heaters

Qualifications:

1. Current Utility Usage information will be provided
2. All areas of work will be accessible with prior notice.
3. Full Read/Write access to the Building Automation System
4. This proposal assumes all work will be performed between 7:00am – 4:00pm Monday through Friday.
5. Fee is inclusive of all expenses.

EXCLUSIONS:

1. Shift work or overtime

Please do not hesitate to contact me with questions or comments.

Sincerely,

Robert Fuls  
Commissioning Program Manager-Midwest Region  
[robertf@mckinstry.com](mailto:robertf@mckinstry.com)