



# **SCHOOL BOARD ACTION REPORT**

**DATE:** November 16, 2018  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Stephen Nielsen, Deputy Superintendent  
206-252-0169, sjnielsen@seattleschools.org

**For Introduction:** December 19, 2018  
**For Action:** January 9, 2019

## **1. TITLE**

BEX IV/BTA III: Resolution 2018/19-11: Acceptance of the Building Commissioning Report for the Meany Middle School Reconfiguration project

## **2. PURPOSE**

The purpose of this action is to accept the building commissioning report for the Meany Middle School Reconfiguration Project, in accordance with [WAC 392-344-165](#), as required to complete the Office of Superintendent of Public Instruction (OSPI) Form D-11 Application to Release Retainage. Approval of the resolution meets identified requirements.

## **3. RECOMMENDED MOTION**

I move that the School Board adopt Resolution 2018/19-11 and accept the building commissioning report for the Meany Middle School Reconfiguration project.

## **4. BACKGROUND INFORMATION**

### **a. Background**

Commissioning is a systematic process of documentation and verification to demonstrate that the building mechanical and electrical systems have been installed and function properly and efficiently and can be maintained to operate and satisfy the engineer's design intent and the district's operational requirements. The commissioning consultant, Meng Analysis, has satisfactorily completed the commissioning process for Meany Middle School, located at 301 21<sup>st</sup> Avenue East, Seattle WA 98112.

The commissioning report dated May 25, 2018, noted contractor and owner responsible issues to resolve. The contractor and the district have resolved all issues noted in the report and are considered closed. The district's Capital Projects Mechanical/Electrical Coordinator, Mike Kennedy, has been involved throughout the commissioning process on the Meany Middle School Reconfiguration Project. Mike Kennedy recommends the acceptance of this effort.

The Office of Superintendent of Public Instruction (OSPI), through the School Construction Assistance Program (SCAP), provides funding assistance to school districts that are undertaking a major new construction or modernization project. The primary

documents that form the basis of any agreement between OSPI and the district are the “D-form” documents. These documents, when properly completed and signed by all parties, form the official notices of agreement and intent on behalf of the district and OSPI.

As noted above, the acceptance of the commissioning report is required for Form D-11 for the release of construction retainage. On this project, the contractor submitted a retainage bond. Approval of this motion meets the requirements of OSPI to receive state funding assistance.

**b. Alternatives**

Not accepting this motion could put the district in a position subject to litigation and if state funding requirements are not met, the district will not receive state funding assistance that is available for this project. Therefore, this alternative is not recommended.

**c. Research**

- Office of Superintendent of Public Instruction, Form D-11 Application to Release Retainage
- Meany Middle School Reconfiguration Project Commissioning Report, Meng Analysis

**5. FISCAL IMPACT/REVENUE SOURCE**

Action helps to secure approximately \$4.5 million dollars in state funding assistance. This motion does not represent a specific expenditure.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

**6. COMMUNITY ENGAGEMENT**

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

The selection of projects in the BTA III programs went through an extensive community vetting process and thereby ultimately received 73% approval from voters in February 2010. The selection of projects in the BEX IV programs went through an extensive community vetting process and thereby ultimately received 72% approval from voters in February 2013.

**7. EQUITY ANALYSIS**

This motion was not put through the process of an equity analysis. The selection of projects in the BEX IV/BTA III program was designed to provide equitable access to safe school facilities across the city.

**8. STUDENT BENEFIT**

This project helps ensure a safe, secure learning environment for every student.

**9. WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item
- Other: OSPI requires Board acceptance of this report.

**10. POLICY IMPLICATION**

School Board approval of the commissioning report is consistent with Board Policy No. 6100, Revenues from Local, State and Federal Sources, which states “It is the policy of the Seattle School Board to pursue systematically those funding opportunities that are consistent with district priorities from federal, state and other governmental units, as well as from private and foundation sources,” and “The Board agrees to comply with all federal and state requirements that may be a condition for the receipt of federal or state funds...”.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Operations Committee meeting on December 6, 2018. The Committee reviewed the item and moved it forward to the full Board with a recommendation for approval.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the D-11 Application to Release Retainage will be completed and submitted to OSPI

**13. ATTACHMENTS**

- Resolution 2018/19-11 - for approval
- Commissioning Report - for approval (full report is available in the Capital Projects and Planning Office)
- Commissioning Executive Summary - for reference



**Seattle School District #1  
Board Resolution**

**Resolution No. 2017/18-11**

**A RESOLUTION** of the Board of Directors of Seattle School District No. 1, King County, Seattle, Washington accepting the building commissioning report by Meng Analysis for the Meany Middle School Reconfiguration project; and

**WHEREAS**, The Seattle School District Board of Directors has received the building commissioning report from Meng Analysis regarding the Meany Middle School Reconfiguration project; and

**WHEREAS**, it has been determined that the building commissioning report is complete and the building is operating as the commissioning report states;

**THEREFORE, BE IT ACCEPTED AND RESOLVED**, by the Seattle School Board of Directors, that the building commissioning report by Meng Analysis for the Meany Middle School Reconfiguration project is hereby accepted and approved.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Leslie Harris, President

\_\_\_\_\_  
Rick Burke, Vice-President

\_\_\_\_\_  
Jill Geary, Member

\_\_\_\_\_  
Zachary DeWolf, Member

\_\_\_\_\_  
Eden Mack, Member

\_\_\_\_\_  
Betty Patu, Member

\_\_\_\_\_  
Scott Pinkham, Member

ATTEST: \_\_\_\_\_  
Ms. Denise Juneau, Superintendent  
Secretary, Board of Directors  
Seattle School District No. 1  
King County, WA

# MENG ANALYSIS

May 15, 2018

Seattle Public Schools  
**ATTN: Mike Kennedy**  
2445 3<sup>rd</sup> Ave South,  
Seattle, WA. 98134

VALUE ANALYSIS

CONSTRUCTABILITY

COST ESTIMATING

COMMISSIONING

FACILITY ASSESSMENTS

## RE: Meany Middle School Reconfiguration Commissioning Report

Dear Mr. Kennedy:

### BUILDING COMMISSIONING FINAL REPORT

We have completed Commissioning (Cx) services for the Meany Middle School Reconfiguration project and hereby submit this Final Cx Report. The Contractor has addressed identified Commissioning Issues, excepting a minor lighting issues (two broken light fixture lenses in the Kitchen) as detailed in the report. Several minor issues remain outside the Contractor's scope of work, including baseboard heaters and classroom unit ventilators, also as detailed in the Report.

Cx services rendered satisfy the WA State Energy Code (WSEC) Section C408 – System Commissioning, with Seattle amendments, WAC 392-343-080 – VE/CR/Cx, and WAC 392-344-067 – Building Cx.

### COMMISSIONING SUMMARY

Commissioning services were initiated with a Commissionability Review which was completed during 95% CD on November 18<sup>th</sup>, 2015. Pre-Cx of the existing pneumatic controls was initiated on March 3<sup>rd</sup>, 2016. Pre-functional testing and Cx of HVAC began on May 23<sup>rd</sup>, 2017 and continued over a 5-month period. Functional testing was initiated on August 1<sup>st</sup>, 2017. Commissioning identified 179 specific performance deficiencies. Final system testing and balancing back-checks occurred over the next 7 months, resulting in all systems including, HVAC, Lighting, and electrical/gas monitoring, performing per design documents on March 16<sup>th</sup>, 2018 with the exception of two open Contractor-responsible lighting issues, and several open Owner-responsible baseboard heater and unit ventilator issues, all as detailed in the Issues Resolution Log (IRL).

The included Cx Plan, IRL, Cx Site Visit Reports, PC and FT Forms, Cx TAB Back-check and Appendix materials form the Cx Record for this project.

Respectfully yours,

***Doug Smith***

Doug Smith, PE, MENG Analysis

Cc:

Brian Cannon, Hargis Engineers  
Laura Maman, Miller Hyashi Architects.  
Jason Marion, Western Ventures Construction

2001 Western Avenue  
Suite 200  
Seattle, WA  
USA 98121

206 587 3797 / tel  
206 587 0588 / fax

# MENING ANALYSIS

November 27, 2018

Seattle Public Schools  
**ATTN: Vince Gonzales**  
2445 3<sup>rd</sup> Ave South,  
Seattle, WA. 98134



VALUE ANALYSIS  
CONSTRUCTABILITY  
COST ESTIMATING  
COMMISSIONING  
FACILITY ASSESSMENTS

## RE: Meany Middle School Reconfiguration Commissioning (Cx) Report – Executive Summary

Dear Mr. Gonzales:

As requested, this Cx Report Executive Summary is provided for insertion into the Cx Report dated 5/15/18. Each section of the Cx Report is summarized in the paragraphs below.

Cover Letter of 5/15/18. Reports completion of the Cx process per WA State Energy Code (WSEC) and WAC requirements. Notes 179 issues identified and all resolved, except for one Contractor lighting issue (two broken fixture lenses), and several Owner baseboard heater and unit ventilator issues.

Cx Plan of 2/8/16. Lays out the Cx process including: 1) Introduction, 2) Scope, 3) Team, 4) Communications, 5) Process, 6) Documentation and 7) Schedule. The Cx Plan was reviewed with the Contractor at the Cx Kick-off meeting. The Cx scope included HVAC, Domestic Hot Water, and Automatic Lighting Control systems.

Issues Resolution Log (IRL). The IRL lists all commissioned equipment with date of functional test (FT) completion; the IRL also lists all 179 Cx issues and their date of resolution; as above a few were not resolved at time of Cx Report, which is not unusual. The project has an unusually large number of lighting control issues.

Building Cx Reports. Twenty (20) Cx site visit reports document regular Cx site visits conducting both Pre-functional Installation Checks (PCs) and Functional Performance Tests (FTs); these Reports document Cx Issues in detail including pictures. This project required an unusually large number of Cx site visits considering the modest size of the project.

Pre-functional Installation Forms (PCs). PCs forms were completed Summer to Fall 2017 prior to FT work. The PCs ensure commissioned equipment is properly installed and ready for testing. PCs included Boilers, Pumps, Water Heaters, Unit Heaters, Air Handling Units and others. Issues found during PC work are listed in the IRL and detailed in the Building Cx Site Visit Reports.

Functional Test Forms (FTs). FT forms were also completed Summer to Fall 2017, most shortly following associated PC completion. Issues found during FT work are listed in the IRL and detailed in the Building Cx Site Visit Reports.

Cx TAB Check. Test, Adjust & Balance (TAB) “back-check” was conducted for several air handling units with back-checked air flows found consistent with TAB Report and design requirements.

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Appendices:

- WSEC Cx Checklist. Completed 2012 WSEC Figure C408.1.2.1 – Cx Compliance Checklist is provided.
- Start-up Checklists. Factory start-up checklists are provided for selected equipment including Silent Aire air handling units and Cleaver Brooks boiler.
- Training Documentation. Copy of the Owner Training Log listing over thirty training sessions.
- Cx Reviews. Cx review comments are provided on the 95% Construction Documents (CDs) prior to bid for consideration by Owner and Design Team to improve commissionability and functionality. Additionally, post-operational trend logs were reviewed.

In summary the Cx Report provides a record of commissioning work completed for the Meany Middle School Reconfiguration project, in the end with just a few issues outstanding as detailed in the Report.

Respectfully yours,

***Doug Smith***

Doug Smith, PE, CCP  
MENG Analysis

Cc:  
None