

Good afternoon Tracy and Valerie,

Attached is the City's proposed contract with BVH Integrated Services, Inc. a Salas O'Brien Company, for commissioning agent services for the new Westhill High School project (RFP No. 2024.0194). Please schedule this contract to be taken up for consideration/approval by your respective Boards per M. Quinones' request below. I have CCed the Mayor on this email to assure you both that she is aware and supportive of this contract.

Per M. Quinones (see below), BVH will provide commissioning agent services for the new Westhill High School, located at 125 Roxbury Road. Commissioning involves systematic processes to provide documented confirmation that building systems perform according to the criteria set forth in the design intent and satisfy the owner's operational needs. This is achieved by beginning in the design phase and documenting design intent and continuing through construction, acceptance and the warranty period with actual verification of performance. The commissioning process shall encompass and coordinate the traditionally separate functions of system documentation, equipment startup, control system calibration, testing and balancing, performance testing and training. The existing Westhill High School will remain occupied for the length of the construction and be demolished upon substantial completion of the new building. The fee for these services is a lump sum of \$409,195 and an allowance totaling \$60,000 for additional systems testing during functional testing, peer reviews that require change to a system, and City directed additional services.

Please contact Katherine LoBalbo, the City's Director of BOE School Construction, if you have specific questions regarding these services, the associated fees or the new WHHS project in general. You may, of course, contact me at your convenience if I may be of any further assistance to you in this matter.

Thank you,

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