

# Stanwood Camano School District

TO : BOARD OF DIRECTORS  
FROM : GARY PLATT, EXECUTIVE DIRECTOR – BUSINESS SERVICES  
SUBJECT : FACILITIES AND TECHNOLOGY LEVY – DIRECTED  
ENGINEERING STUDY PROPOSAL  
DATE : DECEMBER 6, 2016  
TYPE : ACTION NEEDED

Attached is a proposal from McKinstry to conduct a directed engineering study of the energy conservation projects funded by the capital levy. The projects listed on the proposal represent the energy conservation projects that were included in the capital levy and are due for completion this fiscal year. Not included on the list are the projects affecting the Church Creek Campus building. We will be considering action (or not) on those projects in the spring.

The directed engineering study will help determine the scope of work and life cycle cost effectiveness for each project. The district has conducted several of these studies over the past few years and has used the information to proceed with many energy conservation projects resulting in dramatic decreases in utility costs.

The cost of the study will be included in the project budgets for the improvement measures that are implemented. The staff engineer with the State Department of Enterprise Services has reviewed and recommends moving forward with the proposed study.

Recommendation:

We recommend the board **move to approve the Directed engineering Study Proposal provided by McKinstry Essention date November 22, 2016.**



November 22nd, 2016

Mr Gary Platt  
Stanwood-Camano School District  
Executive Director, Business Services  
26920 Pioneer Way  
Stanwood, WA 98292

Mr. Joe Sullivan  
Department of Enterprise Services  
Div. of Engineering & Architectural Services  
206 General Administration Building  
P.O. Box 41012  
Olympia, WA 98504-1012

**SUBJECT: – DIRECTED ENGINEERING STUDY PROPOSAL – STANWOOD-CAMANO SCHOOL DISTRICT**

Gary and Joe:

Stanwood-Camano School District has expressed interest in continued improvement of their existing facilities infrastructure through a performance-based contract with McKinstry Essention, Inc. (McKinstry). During the course of previous preliminary school assessments, feedback from Stanwood-Camano School District and per approved bond measures, the following infrastructure needs have been identified. This proposal letter will provide the guidelines for which McKinstry will provide the following tasks:

1. Conduct a Directed Engineering Study at the target facilities.
2. Develop a comprehensive Energy Services Proposal for selected initiatives.
3. Coordinate with the district to prioritize measures and provide a scenario that meets its remaining allocated bond budget

The target facilities and initiatives to be studied include:

- ✓ Cedarhome Elementary – Upgrade Gym Lighting
- ✓ Cedarhome Elementary – Upgrade Boiler Controls
- ✓ Cedarhome Elementary – AHU VFD assessment
- ✓ Port Susan Middle School – Upgrade Controls (Confirm final scope and budget)
- ✓ Stanwood Middle School – Aux Gym HVAC Upgrades (Includes Mechanic evaluation of existing (2) units)
- ✓ Elger Bay Elementary – Upgrade Library and Gym Lighting
- ✓ Elger Bay Elementary – AHU VFD assessment
- ✓ Utsalady Elementary – Upgrade Gym Lighting
- ✓ Utsalady Elementary – AHU VFD assessment

**REQUESTED INFORMATION**

For effective execution of this letter of intent we ask that Stanwood-Camano School District provide access to the following for each facility:

- ✓ Good Faith Survey for existing facilities
- ✓ Historical utility bills for the last 24 months.
- ✓ All mechanical, electrical, architectural, and structural drawings.
- ✓ All operational and maintenance manuals, balancing records, & specifications.



- ✓ Operational records related to the cost of maintaining specific equipment.
- ✓ Information with regards to any on-going maintenance contracts.
- ✓ Access to individuals that have relevant information pertaining to the day-to-day operation of energy using systems on site.

**CRITERIA FOR IMPLEMENTATION**

The project criteria are as follows:

- ✓ For measures requested by Stanwood-Camano School District, the implementation criteria are based on demonstrating a net present value benefit over the life expectancy of the proposed measure.
- ✓ For other measures the implementation criteria is Life Cycle Cost Effective.
- ✓ Aggregate Lifecycle Cost (LCC) of the projects shall be equal to or less than the Lifecycle Cost (LCC) of the existing condition or "do nothing" scenario. Lifecycle Cost for the "do nothing" scenario will include any real costs associated with the replacement of failed items including district staff time at the appropriate pay rate.

**FEE BILLING BASED ON CRITERIA**

All fees assessed under this Letter of Intent will be included in the final implementation costs. In the event that McKinstry is unable to recommend projects that meet the criteria above, Stanwood-Camano School District has no further financial obligation to McKinstry. However, if the recommendations meet or exceed the CRITERIA FOR IMPLEMENTATION, and Stanwood-Camano School District chooses not to enter into an agreement with McKinstry to install the projects, Stanwood-Camano School District will reimburse McKinstry for its time and expenses for the Directed Engineering Study. All associated information, including deliverables, will become the property of Stanwood-Camano School District upon final receipt of payment.

Stanwood-Camano School District will reimburse McKinstry for its time and expenses at a cost not to exceed \$17,500 for this scope of work based on the Criteria for Implementation listed above.

**TASKS AND MILESTONES**

McKinstry is prepared to begin work immediately upon notice to proceed. Formal progress review meetings will be conducted regularly throughout the study phase. During these review meetings, McKinstry will recommend measures based on preliminary analysis while Stanwood-Camano School District will provide final direction regarding recommended measures. The goal of these review meetings is to focus on engineering efforts, budgeting, and savings assessment. Assuming a start by December 1<sup>st</sup> 2016 an Energy Services Proposal will be ready by March 2017

We look forward to working with the Stanwood-Camano School District.

Please call should you have any questions.

Sincerely,

Gerry Galvin  
Program Manager