

FOREST PARK SCHOOL DISTRICT
801 Forest Parkway
Crystal Falls, MI 49920
906-214-4695 X322

Heating & Cooling Project Manager Specifications 2018

Project Objective

Project includes commissioning and construction management services for the conversion of pneumatic to Direct Digital Controls and an associated Building Automaton System.

Scope of Services:

Commissioning:

- Perform an onsite review of the systems to be converted.
 - Identify exact scope of work required on each system.
 - Discuss and document the Owners Project Requirements (OPR) i.e., occupancy schedules, acceptable occupied and unoccupied zone temperature and humidity requirements, IAQ requirements, energy goals, etc...
- Perform submittal review, comments and acceptance of complete BAS installation.
- Create Functional Performance Tests for the units to be converted.
- Perform Commissioning of the components installed.
- Provide a Log of Issues identified through the course of the project and ensure they are resolved prior to final payment.
- Provide a formal Commissioning Report at the completion of the Cx activities.
- Create a training agenda and schedule and ensure thorough training is provided.

Construction Management:

- Develop the Scopes of Work required to satisfy the OPR.
 - Scopes of Work to include points lists required to meet the desired energy efficient Sequences of Operation.
- Create Request for Proposal (RFP) and solicit competitive pricing from Building Automation System (BAS) vendors.
- Perform an on-site pre-bid walk through with prospective vendors.
- Assist with and provide recommendation for the selection of the BAS provider.
- Assist with the development and issuance of the owners' contracts or purchase orders to subcontractors.
- Coordination and management of subcontractor which shall include scheduling and installation oversight for the project.
- On and off-site Project reviews.
- Provide subcontractor payment reviews.
- Ensure 'As-Built' information and other closeout documentation is provided.
- Establish warranty dates and receive warranty information from vendor.

Clarifications:

- Subcontracting of firm(s) performing the work shall be by Forest Park Schools.
- Onsite staff will be required to provide access into the facility.