



16025 TABLE MOUNTAIN PARKWAY  
GOLDEN, CO 80403  
303.215.4040 • MCKINSTRY.COM

July 2, 2019

Stu Reeve  
Energy Manager  
City of Fort Collins, Operations Services  
300 Laporte Avenue  
Fort Collins, CO 80521

**TEACHING TREE –COMMISSIONING SERVICES**

Dear Stu,

On behalf of McKinstry Essention, LLC (McKinstry), I am pleased to present our proposal for commissioning services for your Teaching Tree renovation project.

We look forward to working with City of Fort Collins, and we are dedicated to assisting with the delivery of a successful project. If you have any questions or want to discuss our proposal in more detail, you can reach me at 303.884.0310 or [gregs@mckinstry.com](mailto:gregs@mckinstry.com).

Best regards,

Greg Spalding, Operations Manager

# CoFC Teaching Tree Commissioning Services Proposal

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## Commissioning Services Scope of Work

- The scope of work for this fee is not clearly defined at this time. McKinstry will work with the City of Fort Collins as needed to assist with the goal outcome of obtaining a high performing facility. The budget allocated to this service will allow for approximately eight (8) hours for a Cx Program Manager along with another twenty-four (24) hours for a Cx Technician. The types of tasks that might be asked of McKinstry to perform, include, but are not limited to the following:
  - Design drawing review and comment;
  - Submittal review and comment;
  - On-site assessment of existing MEP systems along with an observation report focused on energy conservation measures for the City to consider implementing;
  - On-site commissioning verification of any MEP systems installed during the construction phase of this project along with an observation report focused on operational deficiencies per the basis of design.

## Time and Material Not to Exceed Proposal

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Teaching Tree Commissioning	\$5,000
<b>TOTAL</b>	<b>\$5,000</b>

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### ACCEPTED BY

CITY OF FORT COLLINS

Name: Stu Reeve

MCKINSTRY ESSENTION, LLC

Name:

\_\_\_\_\_  
Signature

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



CONFIDENTIAL & PROPRIETARY

# CoFC Teaching Tree Commissioning Services Proposal

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## 2019 McKinstry Labor Rates

### MCKINSTRY COMMISSIONING

Commissioning Technician.....	\$115.50/Hr
Commissioning Engineer.....	\$137.50/Hr
Sr. Commissioning Engineer.....	\$159.50/Hr
Commissioning Program Manager.....	\$192.50/Hr
Business Operations Coordinator.....	\$99.00/Hr
Safety Engineer.....	\$154.00/Hr
Operations Manager.....	\$231.00/Hr
Mileage Reimbursable.....	\$0.575 \$/mile

\*McKinstry labor rates may be adjusted in January 2020.

