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**Request For Proposal Response  
For  
Commissioning Services**

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**Lexington-Fayette Urban County  
Government  
Division of Water Quality Building  
Renovations  
LFUCG #RFP-43-2025**



**LEXINGTON**

**Attention: Richard Dugas  
LFUCG**

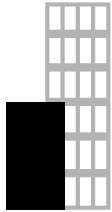
**November 26, 2025**



**Facility  
Commissioning  
Group**

[facomgrp.com](http://facomgrp.com)

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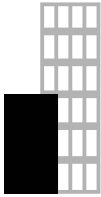
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## Request for Proposal For Commissioning Services

Lexington-Fayette Urban County Government  
RFP #43-2025  
Commissioning Services for the Division of Water Quality  
Building Renovations

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November 26, 2025

LFUCG  
200 East Main Street  
Lexington, KY 40507

RE: RFP Response for Commissioning Services  
RFP #43-2025 Commissioning Services  
for the Division of Water Quality Building Renovations

Dear LFUCG Selection Committee,

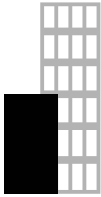
Facility Commissioning Group (FCG) appreciates this opportunity to respond to your request for commissioning proposals for the LFUCG - Division of Water Quality Building Renovations project. This proposal meets and exceeds the Request for Proposal (RFP) criteria for a fixed fee proposal to perform the requested commissioning services. FCG has prepared this proposal with a keen understanding of the unique characteristics of this project and the coordination required of commissioning services to assure delivery of a working and sustainable building. As you review our enclosed information it will be notable that the range of commissioning services available by FCG exceeds the scope discussed in the RFP. FCG is a Silver Level Member of the Lexington Green Check Program for sustainable business practices

FCG has succeeded in the commissioning industry based on our demonstrated capabilities of delivering unequalled service to our clients, through the robust manpower of an accomplished multi-disciplinary staff. We encourage you to consider our commissioning accomplishments contained herein and enumerated on our website at [www.facomgrp.com](http://www.facomgrp.com), particularly with respect to contacting our present and previous customers. Having commissioned over 900 facilities in Kentucky and Indiana since 1998, FCG has sound working relationships with most local contracting companies and equipment suppliers. FCG will work directly with the owners, GRW Inc., contractors and vendors.

The services proposed herein are to be wholly performed by FCG personnel, including licensed professional engineers. FCG provides commissioning services as our exclusive business, which distinguishes us from other firms and enhances the continuity and absence of conflicts in our owner advocacy approach. Our personnel are local, immediately available and highly motivated to provide outstanding customer service.

Commissioning priorities include:

- Functionally test systems to ensure they are operating as designed – in accordance with Owners Project Requirements.
- Ensure that the fundamental systems are calibrated and operating as required to deliver functional and efficient performance.
- Work with the construction and operations teams to optimize function of the commissioned systems.



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- Identify opportunities to optimize the building/ancillary systems so that they operate efficiently and effectively while in accordance with the Owners Project Requirements.
- Complete commissioning services in accordance with the construction schedule so that all work is completed on time and within the project schedule and substantial completion from design to post-acceptance phases.
- Ensure that the facility staff has adequate system documentation and video training recordings, and the knowledge/training to effectively operate and maintain the facility.

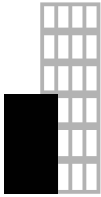
It is our distinct pleasure to present the enclosed proposal for your consideration with a strong desire to work for your project as the owner advocate for quality construction and installation of the commissioned systems. We invite your questions and comments regarding this proposal.

Sincerely,

FACILITY COMMISSIONING GROUP, INC.

V. Todd Yates, PE  
President





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## **COMPANY PROFILE AND EXPERIENCE**

**Facility Commissioning Group (FCG)** is a certified independent third party direct for owner commissioning services provider founded in 1998. We are dedicated to our mission statement: *optimal performance through accountability*. We develop and execute state of the art commissioning processes. FCG is a founding member of AABC Commissioning Group (ACG).

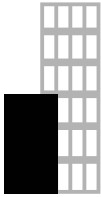
FCG as a 3<sup>rd</sup>-Party commissioning provider (CxP) does not design, construct, or manage in other venues; our professional relationships are developed and maintained through the commissioning context exclusively, which eliminates conflicts of interest. Likewise, FCG personnel understand commissioning perspectives and we continually educate ourselves as processes and training evolve. Our company includes approximately 20 professionals from a variety of backgrounds that are devoted to commissioning services based out of our main office in Lexington, KY and our branch office located in Indianapolis, IN.

FCG possesses comprehensive building systems commissioning capabilities immediately available to serve this project. FCG effectively harnesses quality engineering with a permanent local presence and properly credentialed field personnel experienced in specific systems associated with their project assignments. We value owner, client and institutional relationships that establish our mission particular to each facility and system. Our firm applies detailed knowledge of prevailing codes, standards and regulations.

FCG understands how to create and develop a project team approach that makes us contributing partners in design and construction activities. FCG engagement on projects in advocacy for the owner is a benefit to designers and contractors because a proactive, independent voice helps to mitigate complicated circumstances. FCG provides valuable services to benefit our client's needs with maintenance and operations emphasis.

### **A Certified Commissioning Authority (CxA) on staff**

Facility Commissioning Group is an AABC Commissioning Group (ACG) certified, independent, third party, direct for owner, commissioning services provider agency. We are singularly dedicated to our mission statement of "optimal performance through accountability" by developing and executing a state of the art commissioning process. ACG was founded as a separate, nonprofit, organization for the primary purpose of administering the AABC commissioning certification program to architects and engineers. FCG does not conduct non-commissioning business: we do not design, construct, or manage in other venues; therefore, our professional relationships are developed and maintained solely through the commissioning context. Likewise, FCG personnel understand commissioning perspectives and we continually educating ourselves as processes and industry training evolve.



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**At least 10 years of experience in the commissioning field, and with the types of HVAC controls, HVAC systems, lighting control systems, and similar building types**

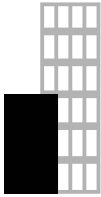
FCG is based in Lexington, Kentucky and we maintain a branch office located in Indianapolis, Indiana. FCG has performed successful commissioning services for more than 850 projects, over the past 20 years, with similar scope and building types as requested for this project. Facility Commissioning Group offers 8 ACG Certified Commissioning Authorities (CxA's), 1 ACG Certified Commissioning Technician (CxT), 3 ACG Certified Energy Management Professionals (EMP's), 3 USGBC LEED Accredited Professionals (LEED AP), 1 USGBC LEED Green Associate (LEED GA), 2 Professional Engineers (PE's) with Kentucky registration, 2 Test and Balance Engineers (TBE), and 2 Test and Balance Technicians (TBT). A review of our projects list at [www.facomgrp.com](http://www.facomgrp.com) demonstrates the company's extensive commissioning experience for buildings of all types and our clients' satisfaction with receiving documented, functional building systems that can be operated and maintained to meet the owner's project requirements.

Personnel serving this project have the following years of experience serving in the commissioning industry as FCG personnel:

<b><u>FCG Personnel</u></b>	<b><u>Role</u></b>	<b><u>Cx Experience</u></b>
Todd Yates	Project Manager	Certified CxA – 1998
Kim Kissick	Field Supervisor	Certified CxA – 2009
Jim Adams	Electrical Engineer	Certified CxA – 2011
Matt Adams	BAS/Controls Specialist	Certified CxA – 2006
Clay Kissick	Cx Technician/BECx Testing	Certified CxT – 2013
Mike Ledford	Cx Technician/BECx Testing	2023
Andrew Zimmerman	Cx Technician/BECx Testing	2022
Brandon Moore	Project Administrator	Certified CxA – 2009
Hayden McNeal	Cx Document Administration	2022

Facility Commissioning Group possesses the operations and maintenance knowledge necessary for facilities HVAC, and lighting controls system. We bring particular focus to interfaces between systems and subsystems, and incorporation of new systems with existing infrastructure. We maintain our understanding and resource references for applicable life safety codes, regulations, and procedures consistent with prevailing commissioning practices and ASHRAE guidelines.

FCG operates the most accomplished lighting controls commissioning services company in the Kentucky-Indiana market. Led by Jim Adams, P.E., FCG is familiar with distributed intelligence networked time-based, daylight-based, sensor-based and manual lighting controls through extensive experience with these systems. We are knowledgeable with all major vendors selling and installing lighting controls in this area.



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## **A thorough understanding of Testing and Balancing procedures**

Facility Commissioning Group practices commissioning with over 30 years of professional experience in testing, adjusting and balancing (TAB) procedures and methods. Todd Yates, principal of FCG, held AABC Test and Balance Engineer (TBE) certification with Thermal Balance Inc. for 12 years before forming and operating Facility Commissioning Group. Todd has held this same TBE certification through our affiliated Test and Balance firm, Synergy Test and Balance since 2011. HVAC and HVAC controls represent the core knowledge of FCG managing officers.

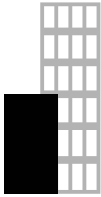
## **Knowledge of operation and maintenance requirements**

FCG's CxPG brings decades of systems maintenance and operations (management and supervisory) experience and the associated skillsets working with maintenance staff, complying with required codes and sustaining employee training acuity. FCG excels at conducting owner-oriented project team integrated training delivered from a project customized IT platform.

FCG's has initiated enhanced training protocols for current projects that need mitigation where social distancing cannot be achieved. FCG commonly develop O&M plans with owners and the project team to develop an operations and maintenance plan for the commissioned systems. FCG provides timely written reviews of operations and maintenance manuals submitted by the contractors to afford the designer of record Cx comments prior to approval. Monitoring delivery of drawings, O&M manuals and system balance report to the owner, FCG provides written review comments to the project team for as-built drawings, manuals and TAB reports submitted by the contractor. These deliverables are tracked by FCG and facilitated during project and Cx meetings. Verifying operator and occupant training and effectiveness, FCG facilitates contractor creation of a training plan and training schedule with attention to adequate owner personnel notification and appropriateness of training ties and durations. Owner personnel shifts and schedules are accounted for in training plans. Training agendas and attendance documentation are required for each training session with contractor documentation of training in accordance with specifications being verified.

## **Knowledge and experience with all applicable building codes prescribed in the contract documents**

Facility Commissioning Group is a Commonwealth of Kentucky registered engineering firm maintaining professional certification, association memberships and continuing education for our professional and technical staff. FCG is experienced with implementation of the 2013 Kentucky Building Code (KBC), ICC 2012 International Energy Conservation Code (IECC), NFPA Codes, ASHRAE Standards, ANSI/AIHA (Z9.5) Ventilation Standards, and ASTM, ISO, local Authority Having Jurisdiction (AHJ), and other relevant codes, regulations, standards and guidelines.



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Facility Commissioning Group engineers and technicians are continuously trained in general and specific regulatory compliance implementation and enforcement principals relative to our unique areas of specialization. FCG Safety Program includes OSHA 30 requirements for Project Managers and OSHA 10 certification for all of our field personnel, because safety is our first and most important consideration.

FCG familiarity and experience with commissioning projects in Kentucky has given us the knowledge and understanding of the requirements of the International Building Code, Kentucky Building Code, and International Energy Conservation Code that are followed in Kentucky. FCG has completed to date over 60 projects that follows IECC 2012 requirements.

## **REFERENCES AND REPRESENTATIVE PROJECTS**

### **1. LFUCG – Lexington Police Department - New East Sector Roll Call**



**Status:** 2024 Completion

**Location:** Lexington, KY

**Client:** Chris Litton

Lexington Fayette Urban County Government

105 East Main Street

Lexington, KY 40507

[Clitton@lexingtonky.gov](mailto:Clitton@lexingtonky.gov)

**Description:** This \$4.2 million 7,800 SF law enforcement facility was a new construction project to support the Lexington Police department in the southeastern area of the city with new administrative, meeting, a bike room, and support spaces. The systems design included a Geothermal Water-Source Heat Pump loop with Energy Recovery Ventilator. This project also included a comprehensive ventilation system to support a tornado rated storm shelter.

**Scope:** Facility Commissioning Group provided comprehensive commissioning services for the HVAC, Lighting Controls, Receptacle Load Control Systems for this facility from Construction Phase through the Post-Acceptance Phase.

## 2. Kenton County School District – District Support Operations Center



**Status:** 2025 Completion  
**Location:** Independence, KY  
**Client:** Mike Blau, Construction Manager  
[Mike.blau@kenton.kyschools.us](mailto:Mike.blau@kenton.kyschools.us)  
Kenton County Board of Education  
1055 Eaton Dr.  
Fort Wright, KY 41017  
(859) 468-9590

**Description:** This GRW Engineers designed \$35 million new 60,000 square foot building contains areas for four different departments including information technology, operations and maintenance, food service storage and freezer, and transportation management including office and conference room spaces, bus maintenance area, bus lifts, automatic bus wash system, and vehicle fluids system. The roofing system includes a combination of SBS modified roofing and radius standing seam metal roofing system. The exterior windows include a combination of curtain wall framing and storefront framing.

**Scope:** FCG has been the sole commissioning services for Kenton County Schools since 2004. For this project we provided Commissioning scope services that included the following systems: HVAC, Domestic Hot Water, Power Distribution/Emergency Power, Building Envelope, Low-Voltage Communications Technology, and Audio/Visual Wiring Systems.



### 3. University of Kentucky Expand/Renovate Student Center



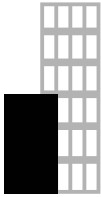
**Status:** Fall 2020 Completion

**Location:** Lexington, Kentucky

**Client:** Scott Bowles, Project Manager  
Capital Project Management Division  
University of Kentucky  
222 Peterson Service Building  
411 South Limestone St.  
Lexington, Kentucky 40506  
(859) 257-5911

**Description:** This LEED V3 Gold renovation and expansion of the Student Center for the University of Kentucky breathed new life into campus as a significant center of activity. The work totaled approximately \$200M encompassing renovated areas totaling 100,203 SF and new additions totaling 261,909 SF. The scope of the project included the preservation and complete renovation of the 1937/1938 Student Union and the 1924 Alumni Gymnasium, demolition of the 1963 and 1982 additions and construction of the new addition.

**Scope:** Facility Commissioning Group teamed with SSRCx on this project and performed comprehensive commissioning as a prerequisite for LEED v3 Gold Certification. Systems included were HVAC, HVAC Controls, Domestic Hot Water, Lighting Controls, Security/Intrusion Detection, Fire Alarm, Emergency Power, Water Softener, Sewage Ejection, and Compressed Air systems.



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## COMMISSIONING PROVIDER GROUP

The commissioning provider team members noted below have experience in the systems and building type of this project, and individuals listed below are experienced commissioning professionals.

### PRINCIPAL IN CHARGE

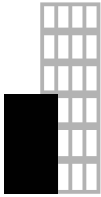
**Todd Yates, PE, TBE, CxA, LEED AP BD+C, President;** Bachelor of Science degree from the University of Kentucky in Mechanical Engineering; licensed mechanical Professional Engineer in the Commonwealth of Kentucky (#20447), Indiana (#PE10001131), and Tennessee (#001906392); certified Test and Balance Engineer (TBE #97-06-34) with the Associated Air Balance Council (AABC) from 1991-2009, charter ACG Certified Commissioning Authority (#1004-042), and a USGBC LEED Accredited Professional (LEED AP). Todd is a member of ASHRAE. He was the lead commissioning agent for the Indianapolis Public Schools – Capital Improvements Program from 2002 to 2012 including performing mitigation commissioning for secondary schools in Kentucky and Indiana. Sample commissioning projects include IUPUI – Biotechnology Research and Training Center, and IUS – Life Science Building and Library.

### PROFESSIONAL AND TECHNICAL STAFF

**Kim Kissick, CxA;** Associate Degree in Electrical Engineering from University of Louisville. Kim has experience as a Certified Commissioning Authority (CxA) #609-512, ACG, OSHA 30-Hour Construction Safety and Health Course and has completed KSHE Safe Day One Training. Kim Kissick has building systems operation, maintenance, and design experience since 1985. Kim's expertise includes central chiller plants, central steam plants, HVAC mechanical system & controls, clean rooms, electrical distribution systems, life safety systems, emergency power generator and automatic power transfer systems. Prior industry experience includes 11 years as a Facility Engineer, Loss Control Manager and Maintenance Manager for Square D Company, three years as Facilities Manager for Modine Manufacturer. Kim also has ten years of experience as an MEP Project Manager with Paladin, Inc.

**Jim Adams, PE, RCDD, EMP, CxA, LEED AP O+M, Vice President;** Bachelor of Science degree from the University of Kentucky in Electrical Engineering; licensed electrical Professional Engineer in the Commonwealth of Kentucky (#19845), and Ohio (#275323); ACG certified Commissioning Authority (CxA) #711-871; registered communications distributions designer (#140157), a USGBC LEED Accredited Professional (LEED AP) and is certified as a Crime Prevention Through Environmental Design (CPTED). Jim is a member of the Building Industry Consulting Service International (BICSI) and ASHRAE. Jim has industry experience since 1991. Sample industry projects include Eastern State Hospital and Eastern Kentucky University – New Science Building. Mr. Adams provides commissioning support relating to electrical distribution, lighting, life safety, emergency power generator and automatic power transfer systems as well as fire alarm and various low-voltage systems.





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## CONTROLS TECHNICIAN

**Matt Adams, CxA, EMP;** Mechanical Engineering studies at Indiana University – Purdue University Indianapolis; ACG certified Commissioning Authority (CxA) #609-505 and ACG certified Energy Management Professional (EMP) #412-E39. Matt has 10 years of experience as a project manager for Engineered Control Systems and Control Solutions/TAC. He is trained as a Certified Energy Manager through Control Solutions/Cinergy Inc. He is a Certified Tridium Technician, a Certified Honeywell Technician, and a Certified CSI Technician. Matt has obtained a Type Universal Certification license (#2192624) from the American Refrigeration Institute. Matt comes from a controls background and is extensively trained in Direct Digital Controls (DDC), Building Automation Systems (BAS) and Information Technology (IT). This background has given him vast direct and hands-on experience with monitoring and analyzing control/energy management systems. He has become an outstanding communicator and facilitator during his time with FCG in interacting with our clients and owners.

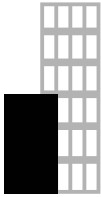
## COMMISSIONING TECHNICIAN

**Mike Ledford;** Associates Degree in Mechanical Engineering at East Coast Polytechnic Institute; KY HVAC Journeyman Mechanic. Mike has 10 years of previous experience as a HVAC installer and project manager for commercial construction. Sample projects include Lexington Police Department - New East Sector Roll Call, University of Kentucky – Frazee Hall Renovation, University of Kentucky – Jacobs Science Building Improvements, and Eastern Kentucky University – Alumni Coliseum Renovation. Mike provides technician services as needed to support the commissioning process at the direction of the project manager and principal in charge.

**Clay Kissick, CxT, ITC Level II Thermographer;** Computer Engineering/Computer Science studies at University of Louisville; ACG Certified Commissioning Technician (CxT) #226-0322. Sample projects include Eastern State Hospital, UK Football Training Center, UK – Commonwealth Stadium Expansion/Renovation, and ECU – New Science Building. Clay provides technician services as needed to support the commissioning process at the direction of the project manager and principal in charge.

## PROJECT ADMINISTRATOR

**Brandon Moore, CxA, LEED GA, Vice President;** Bachelor of Arts degree in Accounting from Transylvania University; ACG Certified Commissioning Authority (CxA) #518-1662 and USGBC LEED Green Associate #10797615. Brandon has administrative commissioning experience since 2008. Brandon's involvement in the following projects includes commissioning report production and distribution and file maintenance: Lucas Oil Stadium, Sweetwater Headquarters, Eastern State Hospital and Kenton County Middle Schools – Turkey Foot Middle School.



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## **PROJECT APPROACH**

Address of the office where the administration and management for this project will be performed:

**FACILITY COMMISSIONING GROUP**  
**158 Burt Road**  
**Lexington, Kentucky 40503**  
**(859) 278-5552**  
**(859) 533-5000 Todd Yates' cell phone**

Address of the office where the technical and field support for this project will be provided:

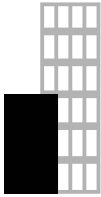
**FACILITY COMMISSIONING GROUP**  
**158 Burt Road**  
**Lexington, Kentucky 40503**  
**(859) 278-5552**

Facility Commissioning Group is professionally managed and staffed to maintain our backlog of work without interruption of services to our clients, whose interest and perceptions are paramount to the success of our business. From our inception in 1998, FCG has aggressively pursued market transformation and commissioning process development and implementation on the local and national level. Working with diverse multidisciplinary teams and training engineers and technicians to execute commissioning procedures represents a key asset of Facility Commissioning Group to the building industry.

FCG intends to adhere to the requirements for Commissioning Authority responsibilities and tasks outlined in the Commissioning Services RFP. The following provides an outline of the approach that we intend to implement to provide these commissioning services.

### **Commissioning Plan**

FCG will execute Construction Phase Building Commissioning Services for this project by first preparing a Commissioning Plan to guide the activities of Commissioning Team members through the commissioning process. The Commissioning Plan will include the Commissioning Team and updated construction information obtained from review of Construction Documents, review of submittal data and controls submittals per commissioning scope, data from specific equipment being installed, complete controls sequences of operation, change order work to date, and any approved as-built modifications. The Commissioning Plan contains project specific System Verification Checklists (SVC's) prepared by FCG and to be filled out by installing contractors, and manufacturer start-up checklists provided by installing contractors for equipment and systems included in the commissioning scope.



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## **FCG Commissioning Tracking Process**

Construction issue resolutions are documented by Issues Resolution Log (IRL). The IRL ensures that issues raised during commissioning are documented, addressed, followed up, and kept visible until resolved.

## **Construction Project Phase**

FCG will adhere to the construction phase scope/task requirements outlined in the RFP summarized with some of those tasks below on are approach for this project.

### *Construction phase kick-off meeting*

FCG will prepare an agenda in advance and coordinate scheduling and invitations with the project team. FCG will distribute meeting minutes.

### *Develop and distribute pre-functional checklists (System Verification Checklists)*

Checklists will be delivered in the Cx Plan provided during the construction phase kick-off.

### *Inspect and verify equipment installation*

FCG will engage in rough-in site review. FCG will monitor installation milestones, particularly testing requirements. Hydronic system flush, fill and treatment procedures, duct testing, lighting controls vendor activities and start-up will be closely monitored by FCG. Site Progress/Quality Control Reports will be prepared for every Cx observation event. Resolution Tracking Forms will be compiled and maintained to track critical path Cx issues.

### *Review equipment submittals*

FCG will provide written reviews coordinated with the design team to afford Cx comments for their submittal acceptance and comment authority. Reviews will specifically address: Meeting the OPR and BoD, Maintenance and operation requirements, and Facilitating performance testing

### *Write Functional performance tests (FPT's)*

Cx Plan FPT prerequisites will assure readiness for FPT scheduling. FPT documents will be created and provided in advance for project team review and comment.

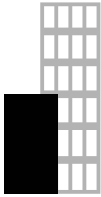
### *Review O&M manuals*

FCG will provide timely written reviews of operations and maintenance manuals submitted by the contractor so as to afford the designer of record Cx comments prior to approval.

## **Acceptance Project Phase**

### *Coordinate and Witness Functional performance tests (FPT's)*

The contractor will operate systems during FPTs. Discoveries will be issued on resolution tracking forms (RTF) immediately following tests and distributed to the project team. Completed FPT documentation will be archived in the Cx Report.



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## *Review test and balance reports*

FCG possesses extensive TAB experience with 2 certified AABC Test and Balance Engineers (TBE) on staff each with decades of field experience, Todd Yates and Glenn Miller Jr to verify and spot check the TAB report.

## *Complete and issue preliminary commissioning report*

FCG maintains Cx documents in a digital platform that builds the report throughout the phases of the project, which accelerates report issuing. The report will contain an executive summary of the Cx process for commissioned systems with respect to compliance with design intent and owner's project requirements. A resolution tracking form will indicate items to be tracked through the warranty phase for completion of installation, testing or training.

## **Warranty Project Phase**

### *Verify operator and occupant training and effectiveness*

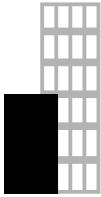
FCG will review contractor training plan and training schedule with attention to adequate owner personnel notification and appropriateness of training ties and durations. Owner personnel shifts and schedules will be accounted for in training plans. Written materials will be provided in advance of training. Training agendas and attendance documentation will be required for each training session. Documentation of training in accordance with specifications and conducting video training of commissioned systems will be verified.

### *Coordinate and perform seasonal testing/guarantee period followup as necessary*

FCG will schedule outstanding off season mode and deferred testing and training prior to demobilization of the construction team. These pending dates can be adjusted later to achieve conditions, but they are scheduled well in advance. FCG will coordinate with responsible parties to verify readiness for off season activities, we will participate and document outcomes to update the resolution tracking form to close out open items.

### *Complete and issue commissioning final report*

Off season activities documentation will be updated in a final Cx Report that FCG will issue at the end of the warranty or as directed by LFUCG.



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## **Mechanical and Plumbing Systems**

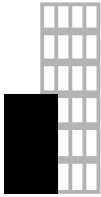
FCG approach for these system(s) includes but is not limited to the following:

- Thorough review of commissioned systems documentation (plans, specs, addendums, RFIs, ASI's, CO's, etc.).
- Review submittals for compliance with Owner's Project Requirements, Basis of Design, Construction Documents, integration and compatibility of systems and equipment, testing provisions, and start-up, warranty, operation and maintenance provisions.
- Delivery of non-cumbersome system verification checklists via media appropriate for various commissioning team members (can vary from hard copy documents to project management on-line portals for collaborative and dynamic updates as shared documents).
- Team oriented hands-on site performance working with contractors, owner representatives and management to implement successful acceptance phase testing.
- Diagnostic and Functional Performance Testing benefits when applied in a timely planned appropriate manner and FCG is expertly qualified at designing testing protocols and verification procedures relying on manufacturer information and our engineering capabilities.
- FCG possesses complete testing equipment and calibrated instrumentation inventory available in-house and we pride ourselves on troubleshooting and diagnostic success.
- FCG has familiarity with DDC controls and BAS front end computer interfaces enabling utilization of installed software capabilities to streamline test procedures and develop manufacturer and project specific test scripts.

## **Building Automation System (BAS)**

FCG approach for these system(s) includes but is not limited to the following:

- Thorough review of the BAS controls submittal is critical to understanding both the architecture and the integration requirements that will affect the overall system performance and the testing procedures required to execute the SVC's and FPT's successfully.
- FPT's are built in a modular fashion to include project specific requirements and separate sections addressing requirements for hardware functionality (I/O operation) and software functionality (Sequence of Operations). This makes FPT scripts more useable by maintenance staff.
- Collecting and reviewing the point-to-point verification data sheets from the BAS vendor in conjunction with reviewing the completed SVC's will ensure the BAS is ready for FPT's.
- FPT's are conducted following equipment startup and checkout and Test and Balance (TAB). Verification of TAB readings and data is critical in proving the BAS is operating at optimal performance while reporting data from calibrated input devices.
- FPT's of central equipment and equipment serving critical spaces are conducted at a 100% sample rate.



# Facility Commissioning Group

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- Performing the FPT's through the BAS graphical interface ensures that the reported data mirrors the actual field data readings and helps to ensure reliability of graphical interface for troubleshooting operational issues in the future.

## **Lighting Controls**

FCG approach for this system includes but is not limited to the following:

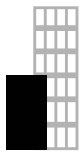
- Facilitating a preinstallation meeting as part of the commissioning meeting agenda which is essential for proper coordination and needs to be well attended and well documented.
- Emergency Lighting (90-minute egress emergency lighting) functional testing will be performed as part of an Integrated Systems Test (IST). Due to the phasing of the project, emergency power loss response will be simulated at the panel level.
- Intermediate documentation in the form of floor plan PDF markups of failed FPT tests has proven to be an effective method to convey issues to the contractor on distributed systems such as lighting controls. The RTF will still track those issues to resolution.
- IECC (International Energy Conservation Code) provides specific guidance unless otherwise specified on lighting controls functionality.

## **Building Envelope**

FCG approach for this system includes but is not limited to the following:

- FCG approach for these system(s) includes but is not limited to the following:
- FCG possesses extensive building envelope commissioning and diagnostic testing skills and experience to meet and exceed the requirements of this RFQ.
- FCG has implemented UFGS, WBDG and USACE building envelope commissioning and diagnostic testing protocols on numerous projects applying appropriate ASTM and ISO standards to bear.
- FCG employs a certified Level 2 Infrared Thermographer and trained door blower experts for building envelope projects.
- FCG has extensive experience evaluating exterior enclosure installations and reviewing contractor installation techniques and tests.
- FCG embraces diagnostic tests and functional testing by employing and training a variety of technicians and experts.
- FCG possesses complete testing equipment and calibrated instrumentation inventory available in-house and we pride ourselves on troubleshooting and diagnostic success.





## V. TODD YATES, PE, CxA, TBE, LEED AP BD+C

### Principal in Charge/Mechanical Engineer

#### WHY TODD?

- ✓ Todd has 33 years of Test and Balance and Commissioning experience. Todd is familiar with the tasks and roles of commissioning as he has dedicated his professional career to creating and delivering commissioning processes since 1998.
- ✓ Todd has vast experience in HVAC engineering and troubleshooting.
- ✓ Todd understands a wide variety of mechanical systems with first-hand experience as a Test and Balance Engineer
- ✓ Todd specializes in assessing building conditions and performance.

#### TODD'S ROLE

As project principal, Todd will oversee project direction as FCG's complete authority to make decisions, sign agreements, and commit company resources. Todd will use his vast interdisciplinary experience to implement and facilitate the commissioning process for this project and serve as the principal in charge for this project.

#### RELEVANT PROJECT EXPERIENCE

##### University of Kentucky - Expand/Renovate Student Center, Lexington, KY

The scope of this \$201 million 362,000SF project included the preservation and complete renovation of the 1937/1938 Student Union and the 1924 Alumni Gymnasium, demolition of the 1963 and 1982 additions and construction of the new addition. Todd served as the Principal-In-Charge and as the Lead CxA for this project.

##### Lexington Police Department - New East Sector Roll Call

\$4.2 million 7,8000 SF new construction project building serves as the city's police department support public safety in the southeastern area of the city with administrative, meeting and support spaces. Todd served as the Principal-In-Charge.

##### Indiana University Bloomington - Simon Hall, Bloomington, IN

\$59.9 million 141,000SF multi-disciplinary science research building consisted of three generic laboratory models that are dedicated to the full spectrum of sciences that include biology, chemistry, cognitive science, physics, and biochemistry. Simon Hall's core facilities include a high field NMR facility, a BSL-3 facility which includes two suites for virology and bacteriology studies, an ISO 6 (formerly class 1,000) cleanroom, a high-resolution cryo-transmission electron microscope capable of nanoscale resolution, and an x-ray crystallography suite dedicated to crystal research. Todd served as the Principal-In-Charge.

##### Indianapolis Public Schools - Capital Improvements Programs, Indianapolis, IN

Todd served as the lead commissioning authority for this \$693 million 6.5MSF project which included over 50 schools in a 10-year 3-phased period. Each project was commissioned individually involved providing existing buildings with adequate classrooms, modern media centers, access to technology, comfortable and healthy air circulation, better lighting, functioning restrooms, building safety, playgrounds, lunchrooms, and ADA compliance. Phase 3 of the schools pursued LEED Certification. FCG commissioned the HVAC, HVAC Controls, Domestic Hot Water, Electrical, and Lighting Controls Systems.

#### EDUCATION

University of Kentucky,  
Bachelor of Science,  
Mechanical Engineering,  
1991

#### ACCREDITATIONS

Professional Engineer (PE) -  
KY, TN, IN, WV

CxA, #1004-042, ACG

TBE, #97-06-34, AABC

LEED Accredited  
Professional (LEED AP)  
#10269800

#### AFFILIATIONS

American Society of Heating,  
Refrigerating, and Air  
Conditioning Engineers  
(ASHRAE) member

Associated Air Balance  
Council (AABC)

AABC Commissioning Group  
(ACG)

American Society for Health  
Care Engineering (ASHE)

United States green Building  
Council (USGBC)

#### TENURE

Industry experience since  
1991

#### SKILLS

- Mitigation  
Commissioning
- HVAC Controls
- Building Assessments
- Retro-commissioning



## **KIM KISSICK, CxA | Project Manager**

### **WHY KIM?**

- ✓ Kim has experience in facility management and design engineering, which included as a Facility Engineer, Loss Control and Maintenance manager.
- ✓ Since joining FCG in 2009 Kim has significant experience in the commissioning of manufacturing facilities central heating & cooling plant systems and building envelope systems.
- ✓ Kim is skilled in building assessments and troubleshooting.

### **KIM'S ROLE**

As Project Manager Kim will coordinate and participate in commissioning activities focusing on MEP and Building Envelope systems to apply his extensive maintenance/design experience towards this project through construction observations, functional performance testing, and building diagnostic testing.

### **RELEVANT PROJECT EXPERIENCE**

#### **University of Kentucky - Chemistry/Physics 3rd Floor Renovation, Lexington, KY**

\$59 million project underwent a two-phase construction project that resulted in a renovation of the third floor, as well as a completely new exterior façade of the building, including a three-story entrance/atrium. The project relocated 30 offices, renovated/relocated classrooms, and relocated labs. This project encompassed approximately 46,000 SF. Kim served as the lead Cx Project Manager on this project.

#### **Bluegrass Community and Technical College - Science Education Center Lexington, KY**

This \$20 million new 64,000SF building is a 3-story building which contains classroom, offices, teaching laboratories, offices and a Biotechnology Incubator space. The project achieved LEED Silver Certification with the US Green Building Council. Site development associated with the building included building identification signage, a drop off and entry plaza with stairs and a pedestrian bridge. Kim served as the lead Cx Project Manager on this project.

#### **Eastern Kentucky University - New Science Building Phases 1 and 2 Richmond, KY**

This \$150 million new building includes a 390,000SF (Phase 1 – 230,000SF / Phase 2 – 160,000SF) educational facility that houses the Departments of Biological Sciences, Chemistry, Earth Sciences and Physics, and Astronomy. Classroom, instructional laboratory, research laboratory, office, meeting, student gathering, and community education, outreach spaces, and a vivarium are included in the facility. The building is fully networked for data transmission and instruction spaces support electronic media. It also includes advanced audiovisual systems and adds to the campus infrastructure with the addition of this new science building. Systems included AHU's, ERU's, VAV units, laboratory rooms (exhaust/supply air valves and hoods), hot/chilled water systems, lab exhaust fans, and other unitary equipment. Kim served as the lead Commissioning Authority on this project. The project timeline from initiation of Phase 1 to end Phase 2 was over a 12-year period realizing a long-term initiative for ECU to transform science teaching and research at the university. Kim served as the lead Cx Project Manager on this project.

### **EDUCATION**

University of Louisville, AEE

### **ACCREDITATIONS**

CxA, #609-512, ACG

OSHA 30-Hour Certified

### **AFFILIATIONS**

AABC Commissioning Group  
(ACG)

Infrared Training Center  
(ITC)

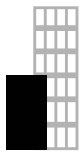
### **TENURE**

Industry experience since  
1985

### **SKILLS**

- Central Plant Commissioning
- HVAC Controls
- Clean Rooms
- Vivarium Experience
- Electrical Distribution
- Retro-commissioning
- Existing Building Assessment
- Emergency Power Systems
- Project Management
- Schedule & Planning Analysis





## JIM ADAMS, PE, CxA, EMP, RCDD, CPTED, LEED AP O+M

### Field Supervisor/Electrical Engineer

#### WHY JIM?

- ✓ Jim works directly with clients reviewing designs, specifications, budget estimates, and construction phase support work. Jim joined FCG in 2011 and leads commissioning of a wide variety of electrical and life safety systems.
- ✓ Jim has significant experience working with clients in the Kenton County/Northern Kentucky area.
- ✓ Jim has first-hand experience in design, existing building maintenance and troubleshooting, building systems integrations, and project specific owner requirements and interfaces.

#### JIM'S ROLE

Jim will coordinate and participate in on site electrical commissioning activities calling on 13 years of direct commissioning experience and 20 years of design and building maintenance experience.

His professional engineering services included project review and technical support, system verification checklists and developing and performing functional performance tests to provide field support for the commissioning process for electrical systems.

#### RELEVANT PROJECT EXPERIENCE

##### University of Kentucky - Renew/Modernize Facilities Frazee Hall, Lexington, KY

This \$15 million project included the rehabilitation of and an addition to Frazee Hall for the University of Kentucky. This historic building built in 1907 is used for offices and conference rooms for student services comprised of a 3-story facility with basement at 18,071GSF. There was a selective demolition phase that included the removal of non-contributing elements and abate hazardous materials. There was a separate bid package for the Core & Shell of the building which completed with a bid package interior fitup of offices, conference rooms and associated support space for student service departments. The modernization revitalized the facility by providing new mechanical, electrical and other building systems. Jim served as the lead Cx Project Manager on this project.

##### University of Kentucky - Expand/Renovate/Upgrade Law Building, Lexington, KY

\$70 million full renovation of the existing 101,000GSF facility, plus the addition of approximately 35,000GSF of new space. The expanded facility includes the law library, large and small courtrooms, administration spaces, signature student spaces, classrooms, faculty offices, and student organizations' spaces. It includes a conference area and outdoor balcony, as well as a central hall for student collaboration. This project provides the college with a state of the art facility which further enhances the college's status as the premier College of Law in the Commonwealth of Kentucky. Jim served as the field supervisor/electrical engineer on this project.

##### University of Kentucky - Expand/Renovate Student Center, Lexington, KY

The scope of this \$201 million 362,000SF project included the preservation and complete renovation of the 1937/1938 Student Union and the 1924 Alumni Gymnasium, demolition of the 1963 and 1982 additions and construction of the new addition. Jim served as the electrical Commissioning Engineer/Electrical Field Supervisor.



#### EDUCATION

University of Kentucky,  
Bachelor of Science,  
Mechanical Engineering,  
1991

#### ACCREDITATIONS

Professional Engineer (PE) –  
KY, TN, IN, WV

CxA, #1004-042, ACG

TBE, #97-06-34, AABC

LEED Accredited  
Professional (LEED AP)  
#10269800

#### AFFILIATIONS

American Society of Heating,  
Refrigerating, and Air  
Conditioning Engineers  
(ASHRAE) member

Associated Air Balance  
Council (AABC)

AABC Commissioning Group  
(ACG)

American Society for Health  
Care Engineering (ASHE)

United States green Building  
Council (USGBC)

#### TENURE

Industry experience since  
1991

#### SKILLS

- Mitigation  
Commissioning
- HVAC Controls
- Building Assessments
- Retro-commissioning



## MATT ADAMS, CxA, EMP | BAS/Controls Specialist

### WHY MATT?

- ✓ Matt comes from a controls background and is extensively trained in Direct Digital Controls, Building Automation Systems, and Information Technology giving him vast experience in analyzing building system performance.
- ✓ Matt is an outstanding facilitator and communicator.

### MATT'S ROLE

As a supporting commissioning provider Matt will participate in submittal reviews, site observations, HVAC sequence of operation verification, functional performance writing/testing, and energy management for the related building systems of this project.

### RELEVANT PROJECT EXPERIENCE

#### University of Kentucky – Expand/Renovate Student Center, Lexington, KY

The scope of this \$201 million 362,000SF project included the preservation and complete renovation of the 1937/1938 Student Union and the 1924 Alumni Gymnasium, demolition of the 1963 and 1982 additions and construction of the new addition. Matt served as HVAC/BAS Controls technician on site.

#### Indiana University Bloomington – Jacobs School of Music East Studio Building Bloomington, IN

The existing facilities for the IUB Jacobs School of Music were undersized and did not have the acoustical integrity needed to meet the needs of students and faculty. This \$45 million project provided a single building of approximately 85,000SF. The new facility is a Teaching, Studio and Administration Building for the School of Music that includes a reception area, faculty studios, practice rooms, instrument storage, offices, classrooms, conference and work rooms, faculty and student lounges, and a performance area. Control of temperature, humidity, and sound were key factors in the design. This project was awarded LEED Gold certification. Matt served as the lead Cx Project Manager on this project.

#### IUPUI – Medical Research Library Renovate West Wing Labs and Research Support, Indianapolis, IN

This \$17,000,000 project consisted of 67,200 SF of renovations to the existing West Wing of the Medical Research Library Building on the Indiana University School of Medicine campus. Extensive interior renovations occurred on the 1st-5th floors (levels 2-6), as well as mechanical and associated work in the penthouse and ground floors (levels 7 and 1, respectively). This project was awarded LEED Gold certification. Matt served as the lead Cx Project Manager on this project.

#### Clarian Health – Neuroscience Center of Excellence, Indianapolis, IN

Matt served as lead Commissioning Authority for this 250,000 SF LEED Fundamental Commissioning of building systems for new construction of a six-story medical office building that will house all Clarian Neuroscience programs in one facility and incorporate future connection to a new Indiana University Neuroscience Research Facility. The building provides laboratory-research space for new scientists and expansion space for existing psychiatric and neuroscience research. Matt facilitated commissioning in accordance with the LEED v3 scope of work to deliver a high performing building that met the owners' requirements.

### EDUCATION

IUPUI, ME Studies, 2001

### ACCREDITATIONS

CxA, #609-505, ACG

Certified Energy  
Management professional  
(EMP), #412E39, EMA

Certified Technician,  
Tridium, Inc., Honeywell,  
Inc., Control Systems  
International, Inc.

Type Universal Certification,  
#2192624, Air-Conditioning  
& Refrigeration Institute

Certified Energy Manager,  
Control Solutions/Cinergy,  
Inc.

### AFFILIATIONS

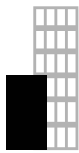
AABC Commissioning Group  
(ACG)

### TENURE

Industry experience since  
1996

### SKILLS

- HVAC Controls
- Energy Management
- Retro-commissioning
- Project Management



## CLAY KISSICK, CxT, ITC Level II | Cx Technician

### WHY CLAY?

- ✓ Clay has been a commissioning technician for 11 years and has served on over 100+ commissioning projects since joining FCG.
- ✓ Has provided building envelope commissioning services and diagnostic testing on over 50+ projects with FCG and is a certified thermographer.

### CLAY'S ROLE

As Commissioning Technician he will support the team at the direction of the project manager and field supervisor through site review, functional performance tests, and TAB verification. This will include being involved in Building Envelope Diagnostic Testing and Thermal Imaging.

### RELEVANT PROJECT EXPERIENCE

#### University of Kentucky - Commonwealth Stadium Expansion/Renovation, Lexington, KY

\$125 million 478,646SF project to improve the stadium's function and aesthetic appearance thus improving the overall fan experience on game day. Specific goals focus on improving the quality of the fan amenities, team facilities, press/stadium operation areas, and seating areas. Seating area improvements include premium seating, general seating and accessible seating. New suites were added to the upper deck. Served as a Commissioning Technician and performance testing of Building Envelope/Thermography.

#### Eastern State Hospital, Lexington, KY

\$129 million 323,000SF for the Commonwealth of Kentucky/UK was a 3-story replacement facility, with four (4) separate 12,616SF two-story Personal Care Homes and a central utility plant. The project consisted of 168 adult psych beds, 25 forensic beds, 25 geriatric beds, 12 acquired brain injury beds and 64 personal care beds. FCG completed comprehensive commissioning in accordance with LEED v2.2 requirements. Additional commissioning included E-Power, security and access control, building envelope systems and assisting UK's PPD department in populating of equipment data and maintenance procedures into UKMCPD's CMMS system. Served as a Commissioning Technician and performance testing of Building Envelope/Thermography.

#### University of Kentucky - Baseball Stadium Facility, Lexington, KY

\$49 million New baseball stadium construction that features permanent seating for nearly 2,500 fans with additional space on grass berms to accommodate a total of more than 4,000 fans for regular-season games. Beyond the outfield wall, temporary bleachers can be installed for NCAA Tournament games to bring the seating capacity to more than 7,000. Fan amenities include suites and a new club area. The new stadium will feature a team lounge, locker room, training area, indoor hitting and pitching areas, and coaching offices, as well as a recruiting room. Served as a Commissioning Technician and performance testing of Building Envelope/Thermography.

### EDUCATION

University of Louisville,  
Computer  
Engineering/Computer  
Science Studies

### ACCREDITATIONS

CxT, #226-6322, ACG

Level II Thermographer,  
#172009, ITC

OSHA 10-Hour Certified

### AFFILIATIONS

AABC Commissioning Group  
(ACG)

### TENURE

Industry experience since  
2013

### SKILLS

- HVAC Controls
- Functional Performance Tests Support
- Building Envelope Site Inspections
- Building Envelope Diagnostic Testing
  - Air Barrier / Pressurization
  - Thermal Imaging
  - Spray Leakage
  - Smoke/Tracer Testing



## MICHAEL LEDFORD | Cx Technician

### WHY MIKE?

- ✓ Mike has experience as an HVAC service technician and project engineer since 2014 prior to joining FCG.
- ✓ Mike has been a commissioning technician with FCG for 1 year and has previous experience as an HVAC installer and project manager for commercial construction.

### MIKE'S ROLE

As Commissioning Technician he will support the team at the direction of the project manager and field supervisor through site review, functional performance tests, and TAB verification. This will include being involved in Building Envelope Diagnostic Testing.

### RELEVANT PROJECT EXPERIENCE

#### Lexington Police Department - New East Sector Roll Call

\$4.2 million 7,8000 SF new construction project building serves as the city's police department support public safety in the southeastern area of the city with administrative, meeting and support spaces.

#### University of Kentucky - Renew/Modernize Facilities Frazee Hall, Lexington, KY

This \$15 million project included the rehabilitation of and an addition to Frazee Hall for the University of Kentucky. This historic building built in 1907 is used for offices and conference rooms for student services comprised of a 3-story facility with basement at 18,071GSF. There was a selective demolition phase that included the removal of non-contributing elements and abate hazardous materials. There was a separate bid package for the Core & Shell of the building which completed with a bid package interior fitup of offices, conference rooms and associated support space for student service departments. The modernization revitalized the facility by providing new mechanical, electrical and other building systems. Mike served as the lead Cx Technician on this project.

#### University of Kentucky - Jacobs Science Building Improvements, Lexington, KY

\$15 million 34,000SF for the Commonwealth of Kentucky/UK was a project that included fit-out of approximately 34,000 gross square feet of space within Don & Cathy Jacobs Science Building. The project will transform shelled space to include classroom fit ups on the first and second floor and research lab space on the 3rd floor as well as associated HVAC work to accommodate lab space. Mike served as the lead Cx Technician on this project.

### EDUCATION

East Coast Polytechnic  
Institute,  
Associates Degree in  
Mechanical Engineering

### ACCREDITATIONS

OSHA 10-Hour Certified

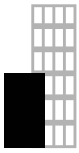
KY HVAC Journeyman  
Mechanic

### TENURE

Over 10 years of industry  
experience

### SKILLS

- HVAC Controls
- Plumbing
- Functional Performance  
Tests Support
- Commissioning Meeting  
Support
- Site Observations



## ANDREW ZIMMERMAN | Cx Technician

### WHY ANDREW?

- ✓ Andrew has been a commissioning technician for 2 years at FCG and has become a proficient commissioning team member at the direction of the project manager to perform observations and functional testing of HVAC, Lighting Controls, and Low-Voltage systems

### ANDREW'S ROLE

As Commissioning Technician he will support the team at the direction of the project manager and field supervisor through site review, functional performance tests, and TAB verification. This will include being involved in Building Envelope Diagnostic Testing.

### RELEVANT PROJECT EXPERIENCE

#### Shelby County High School Renovation/Addition – Shelbyville, KY

\$60,000,000 project included the renovation of an existing 210,910 S.F. high school. The project will feature a 17,420 addition. The building was provided with a new geothermal wellfield and majority of the HVAC system replaced. This included water source heat pumps, outside air handling units, exhaust fans, ductwork systems, temperature control systems, etc. Served as a Commissioning Technician.

#### Kenton County Schools – Scott High School Phase V, Taylor Mill, KY

\$35 million 275,000SF a fifth-phase of construction on this building that included renovation of existing auditorium, renovation of existing gymnasium and construction of a new practice gym, and demolition of existing swimming pool and construction of a new districtwide Aquatic Center. This additionally included minor renovations and upgrades to Woodland Middle School and Taylor Mill Elementary School. Served as a Commissioning Technician.

### EDUCATION

University of Kentucky,  
Mechanical Engineering  
Studies

### ACCREDITATIONS

OSHA 10-Hour Certified

### AFFILIATIONS

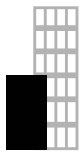
### TENURE

Industry experience since  
2022

### SKILLS

- HVAC/HVAC Controls
- Lighting Controls
- Data/Communication
- Low-Voltage
- Functional Performance Tests Support
- Building Envelope Diagnostic Testing
  - Air Barrier / Pressurization





## BRANDON MOORE, CxA, LEED GA | Cx Administrator

### WHY BRANDON?

- ✓ Brandon is an accomplished Commissioning Administrator with 15 years of acquired construction and commissioning experience on over 600+ projects to serve as FCG's Document Group Manager.
- ✓ Brandon's professional niche is coordinating office administration with technical personnel in the field to pursue project deliverables.
- ✓ Brandon has experience in facilitating project communications through technical knowledge of building systems commissioning and by coordinating documentation with an interdisciplinary team field staff.
- ✓ Brandon has served as liaison between FCG field staff and project owners and stakeholders.

### BRANDON'S ROLE

As Project Administrator Brandon will direct document control and assure redundant electronic storage of project information. His role will include to provide timely acquisition and continuous management of documents and cohesive communications spanning and interconnecting owner staff, vendors, designers, contractors, suppliers, and through all their communication and document distribution platforms.

### RELEVANT PROJECT EXPERIENCE

#### UK Improve Student Center Space 1 – Harris Ballroom, Lexington, KY

#### UK Improve Student Center Space 2 – Dining Facilities Expansion, Lexington, KY

Brandon served as project administrator to support the commissioning of Space 1 a \$6 million fit up of the 17,000GSF Harris Ballroom within the finished Student Center. The work included fit up of a ballroom, warming kitchen, pre-function mezzanine with art gallery, restrooms, IT/AV, and storage areas. Space 2 required a \$25 million expansion of the dining to accommodate the needs of the student population due record growth in student enrollment. This project encompassed 34,861GSF in a 3-story building with penthouse to increase the dining capacity by 350 seats at the lower level and added office space.

#### LFUCG - Dunbar Community Center and Black & Williams Community Center, Lexington, KY

Brandon served as project administrator to support the commissioning of this 2012 renovation work encompassing This project encompassed energy efficiency improvements. Dunbar Community Center improvements for this 36,903 square feet center included installation of a variable refrigerant volume system to replace the current steam boiler and air-conditioning systems. The Black and Williams Community Center 31,957 square feet building underwent similar improvements to its building systems for greater energy efficiency, which included a one-story detached gymnasium on the property.

#### Western Kentucky University – Downing Student Union Reno., Bowling Green, KY

Brandon served as project administrator to support the commissioning of this two-year \$49 million renovation project for the main student center on campus. The facility includes features such as the use of local and/or sustainable materials, energy efficient systems, and daylight harvesting. The renovation included all new building systems (mechanical, electrical, and plumbing), a new recreation area, study area and enhanced meeting rooms, a WKU store, new offices for staff and student organizations, upgraded food services area, and retail/bookstore space.

### EDUCATION

Transylvania University,  
Bachelor of Arts, Accounting

### ACCREDITATIONS

CxA, #518-1662, ACG

LEED Green Associate

(LEED GA)

### AFFILIATIONS

AABC Commissioning Group  
(ACG)

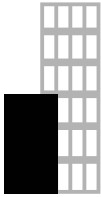
United States Green Building  
Council (USGBC)

### TENURE

Industry experience since  
2008

### SKILLS

- File Distribution & Maintenance
- Document Review
- Project Reports
- Project Management
- Retro-commissioning
- Data Logging and Trending
- Schedule & Planning Analysis
- Estimating & Financial Management



# Facility Commissioning Group

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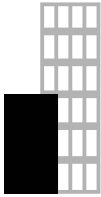
## **PRICE PROPOSAL**

FCG has prepared a scope of work to provide a commissioning fee proposal for this project. We reviewed the commissioning scope of work included in the provide RFP, project specification 230800, the drawings dated 8/15/2025, Bid Addendums 1 to 3, and RFP Addendum #1. The systems to be commissioned are HVAC, HVAC Controls, Lighting Controls, Plumbing, and Replacement Roof System.

The scope of this project involves renovations to an existing building including office, warehouse, and workshop space, which encompasses approximately 64,200 SF. The current intended project construction schedule runs for 365 days for substantial completion.

This commissioning fee proposal is based on the following:

- A breakdown of equipment to be commissioned is included at the end of this document.
- We anticipate Functional Performance Tests for 100% of equipment.
- FCG has included meeting time for One (1) Commissioning Kickoff Meeting and four (4) additional meetings.
- FCG has included three (3) site visits to observe roof system installation.
- Testing of the roof system will be limited to one (1) Infrared Scan after completion of project installation, utilizing the permanently installed HVAC System to pressurize the building for this scan. This test is qualitative and not intended to quantify building air leakage or moisture intrusion.
- FCG will provide the following deliverables per the RFP and specification 230800:
  - Commissioning Meetings/Site Observations
  - Create Commissioning Plan
    - Write System Verification Checklists (SVC)
    - Write and Perform Functional Performance Tests (FPT)
  - Review Equipment Start-Up Reports
  - TAB Report Review
  - Final Commissioning Report (Delivered in PDF Format)
- Each contractor must include time in their proposal to perform stipulated tests as required in the Specifications. The costs associated with any other contractor's work are not included in the Facility Commissioning Group fee amount.
- Any contractor not adhering to the commissioning schedule will assume responsibility for lost time of other participating contractors, consultants, and owner personnel.



# Facility Commissioning Group

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- Failed tests resulting from concealed conditions or due to design or installation negligence will be retested at the responsible party's expense.
- Commissioning work will be performed in sequence with the actual phasing of the project, to the extent possible.

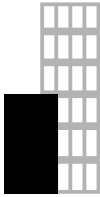
Please contact us with any questions or comments about this proposal or the commissioning process.

Sincerely,

FACILITY COMMISSIONING GROUP, INC.

V. Todd Yates, PE  
President





# Facility Commissioning Group

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**Lexington-Fayette Urban County Government**  
**RFP #43-2025**  
**Commissioning Services for the Division of Water Quality**  
**Building Renovations**  
**Lexington, KY**

## **Commissioning Fee Breakdown**

**TOTAL Commissioning Fee:**

**\$46,740.00**

## **Equipment to be Commissioned**

Qty.	HVAC
18	RTU-1 to 18
12	Split System
9	EF-1 to 9
7	HVLS
5	Ex. Unit Heater
2	New Unit Heater
2	Vactor Unit Heater
2	Vactor EF
Qty.	Plumbing
1	Water Heater
1	Recirc Pump
Qty.	Lighting Controls
130	Rooms

**THIS PROPOSAL IS ACCEPTED:**

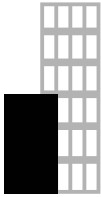
**BY:**

**TITLE:**

**DATE:**

**PRINTED NAME:**

**ORGANIZATION NAME:**



# Facility Commissioning Group

---

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## **SCOPE EXCEPTIONS**

FCG does not anticipate any exceptions to the scope of work outlined in the RFP or project documents.

### AFFIDAVIT

Comes the Affiant, V. Todd Yates, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is V. Todd Yates and he/she is the individual submitting the proposal or is the authorized representative of Facility Commissioning Group, Inc., the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

**Continued on next page**

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

V. Todd Yates

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me

by V. Todd Yates on this the 26th day

of November, 2025.

My Commission expires: 12/4/2027

Hayden Patrick McNeal  
NOTARY PUBLIC, STATE AT LARGE



## EQUAL OPPORTUNITY AGREEMENT

### Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

### The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.*

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

\*\*\*\*\*

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination

in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*

  
\_\_\_\_\_  
Signature

Facility Commissioning Group, Inc.  
\_\_\_\_\_  
Name of Business

## WORKFORCE ANALYSIS FORM

**Name of Organization:** Facility Commissioning Group, Inc.

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators		1															
Professionals		4															
Superintendents																	
Supervisors																	
Foremen																	
Technicians		11															
Protective Service																	
Para-Professionals																	
Office/Clerical		1	3														
Skilled Craft																	
Service/Maintenance																	
<b>Total:</b>		20															

**Prepared by:** Hayden P. McNeal, Procurement Administrator **Date:** 11 / 26 / 2025

*(Name and Title)*

*Revised 2015-Dec-15*

**DIRECTOR, DIVISION OF PROCUREMENT  
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
200 EAST MAIN STREET  
LEXINGTON, KENTUCKY 40507**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL  
EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

The Lexington-Fayette Urban County Government has a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

For assistance in locating certified DBEs, MBEs, WBEs, VOSBs and/or VOSBs, contact Sherita Miller at 859/258-3320 or by writing the address listed below:

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, Kentucky 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323



Firm Submitting Proposal: Facility Commissioning Group, Inc.

Complete Address: 158 Burt Rd Lexington 40356  
Street City Zip

Contact Name: V. Todd Yates Title: President

Telephone Number: (859) 278-5552 Fax Number: N/A

Email address: todd@facomgrp.com

## **AFFIRMATIVE ACTION PLAN**

To comply with the requirements of the Kentucky EEO Act, KRS 45.560 to 45.640

Facility Commissioning Group will take the following measures:

1. Equal and fair treatment will be provided to all employees regardless of race, color, religion, marital status, national origin, sex, age, or disability.
2. FCG is committed to the implementation of the affirmative action policies, programs, and procedures to ensure that employment practices are free from discrimination.
3. Employees will be advised at the time of employment that Facility Commissioning Group is an equal opportunity / affirmative action employer and that hiring, promotion, or demotion is based on an individual's qualifications and ability to perform the work.
4. The company will cooperate with and support apprenticeship-training programs based on affirmative action.
5. Recruiting advertisements and all notices relating to employment will include the clause "An Equal Opportunity Employer". Said clause will be printed on all correspondence and notices relating to employment.
6. A company policy statement outlining Facility Commissioning Group's commitment to equal employment opportunity and affirmative action will be posted in conspicuous places throughout our facility.
7. The contact information for the employment opportunity / affirmative action (EEO/AA) officer will be provided to FCG personnel. The officer will be responsible for the following:
  - A. Conducting periodic audits of employment practices to ensure non-discrimination;
  - B. Periodically instructing supervisors about their responsibilities to ensure that minorities are not subject to any type of discriminatory practices or harassment;
  - C. Notifying all minority recruitment sources in writing that this company is an equal employment opportunity / affirmative action employer and notification to same of job openings;
  - D. Notification to all eligible employees regarding promotions or vacancies to ensure equal employment opportunity;
  - E. Maintaining all facilities and activities on a non-discriminatory basis;



- F. Maintaining applicant flow data with the title of job, referral source, sex, race, and final action with reasons for any rejections; and
- G. Seeking to utilize minorities to the same degree as all others based on the following factors in the civilian labor area:
  - 1. The minority population of the labor area surrounding the facility;
  - 2. The size of the minority unemployment forces in the area surrounding the facility;
  - 3. The percentage of the minority workforce as compared with total workforce in the area;
  - 4. The availability of minorities having requisite skills in the immediate labor area;
  - 5. The availability of minorities having requisite skills in the reasonable recruitment area;
  - 6. The availability of promotable and transferable minority employees in the company;
  - 7. The existence of institutions capable of training persons in the requisite skills;
  - 8. The degree of training the company is reasonably able to undertake as a means of all job classes available to minorities.



**LEXINGTON**

**MINORITY BUSINESS ENTERPRISE PROGRAM**

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, KY 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

**OUR MISSION:** The mission of the Minority Business Enterprise Program (MBEP) is to facilitate the full participation of minority and women owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long- term economic viability of Lexington-Fayette Urban County Government.

To that end the urban county council adopted and implemented Resolution 272-2024 – a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

The resolution states the following definitions shall be used for the purposes of reaching these goals:

***Certified Disadvantaged Business Enterprise (DBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a person(s) who is socially and economically disadvantaged as define by 49 CFR subpart 26.

***Certified Minority Business Enterprise (MBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by an ethnic minority (i.e. Black American, Asian American, Hispanic American, Native American)

***Certified Women Business Enterprise (WBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a woman.

***Certified Veteran-Owned Small Business (VOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

***Certified Service -Disabled Veteran Owned Small Business (SDVOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a disabled veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

The term “Certified” shall mean the business is appropriately certified, licensed, verified, or validated by an organization or entity recognized by the Division of Procurement as having the appropriate credentials to make a determination as to the status of the business.

The following certifications are recognized and accepted by the MBEP:

Kentucky Transportation Cabinet (KYTC), Disadvantaged Business Enterprise (DBE)

Kentucky Minority and Women Business Enterprise (MWBE)

Women’s Business Enterprise National Council (WBENC)

National Women Business Owners Corporation (NWBOC)

National Minority Supplier Development Council (NMSDC)

Tri-State Minority Supplier Development Council (TSMSSDC)

U.S. Small Business Administration Veteran Small Business Certification (VetCert)

Kentucky Service- Disabled Veteran Owned Small Business (SDVOSB)

To comply with Resolution 272-2024, prime contractors, minority and women business enterprises, veteran owned small businesses, and service-disabled veteran owned small businesses must complete monthly contract compliance audits in the Diverse Business Management Compliance system, <https://lexingtonky.diversitycompliance.com/>

A list of organizations that certify and/or maintain lists of certified businesses (i.e. DBE, MBE, WBE, VOSB and/or SDVOSB) is available upon request by emailing, Sherita Miller, [smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov).



# LEXINGTON

## LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # RFP #43-2025

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to the Division of Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.  N/A				
2.  N/A				
3.  N/A				
4.  N/A				

The undersigned company representative submits the above list of MDWBE and veteran firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Facility Commissioning Group, Inc.  
**Company**

11/26/2025  
**Date**

V. Todd Yates  
**Company Representative**

President  
**Title**



# LEXINGTON

## LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # RFP #43-2025

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to the Division of Procurement for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project. **Note: Form required if a subcontractor is being substituted on a contract.**

SUBSTITUTED DBE/MBE/WBE/VOSB Company Name, Address, Phone, Email	DBE/MBE/WBE/VOSB/SDVOSB Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.  N/A					
2.  N/A					
3.  N/A					
4.  N/A					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Facility Commissioning Group, Inc.  
**Company**

11/26/2025  
**Date**

V. Todd Yates  
**Company Representative**

President  
**Title**



## ATTACHMENT A – SMALL AND DISADVANTAGED, MINORITY-, WOMEN-, AND VETERAN-OWNED BUSINESS OUTREACH PLAN

<b>Proposer Name:</b>	<u>Facility Commissioning Group, Inc.</u>	<b>Date:</b>	<u>11/26/2025</u>
<b>Project Name:</b>	<u>Division of Water Quality Building Renovations</u>	<b>Project Number:</b>	<u>RFP #43-2025</u>
<b>Contact Name:</b>	<u>V. Todd Yates</u>	<b>Telephone:</b>	<u>(859) 278-5552</u>
<b>Email:</b>	<u>todd@facomgrp.com</u>		

The mission of the Minority Business Enterprise Program is to facilitate the full participation of disadvantaged businesses, minority-, women-, veteran-, and service-disabled veteran-owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long-term economic viability of Lexington-Fayette Urban County Government.

To that end, small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, must have an equal opportunity to be utilized in the performance of contracts with public funds spent from certain discretionary agreements. By submitting its offer, Bidder/Proposer certifies that it has taken, and if there are further opportunities will take, reasonable steps to ensure that small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement.

The information submitted in response to this clause will not be considered in any scored evaluation. Failure to submit this form may cause the bid or proposal to be rejected.

**Is the Bidder/ Proposer a certified firm?** Yes ☐ No ☒

If yes, indicate all certification type(s):

DBE ☐

MBE ☐

WBE ☐

SBE ☐

VOSB/SDVOSB ☐

and supply a copy of the certificate and/or certification letter if not currently listed on the city's Minority Business Enterprise Program's (MBEP) certified list.

**1. Include a list of firms that Bidder/ Proposer has had a contractual relationship with within the last two years that are minority-owned, woman-owned, veteran-owned or small businesses, regardless of their certification status.**

N/A

**2. Does Bidder/Proposer foresee any subcontracting opportunities for this procurement?**

Yes ☐ No ☒

If no, please explain why in the field below. Do not complete the rest of this form and submit this first page with your bid and/or proposal. FCG is equipped to complete all work in-house without requiring Sub-Contractors

If yes, please complete the following pages and submit all pages with your bid and/or proposal.

**Describe the steps Bidder/Proposer took to solicit small and disadvantaged businesses, including MBEs, WBEs, VOSBs, and SDVOSBs, for subcontracting opportunities for this procurement.**

**3. Check the good faith and outreach efforts the Bidder/Proposer used to encourage the participation of small and disadvantaged businesses including, MBEs, WBEs, VOSBs and SDVOSBs:**

- ☐ Bidder placed advertisements in search of prospective small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs for the solicitation.
- ☐ Bidder attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year.
- ☐ Bidder attended pre-bid and/or pre-proposal meetings for this solicitation.
- ☐ Bidder sponsored an Economic Inclusion Outreach event.
- ☐ Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG.
- ☐ Bidder contacted organizations that work with small, DBE, MBE, WBE, VOSB and/or SDVOSB companies.
- ☐ Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses.
- ☐ Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB.
- ☐ Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation.
- ☐ Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation.

- ☐ Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses.
- ☐ Bidder provided adequate rationale for rejecting any small business', DBEs, MBEs, WBEs, VOSBs or SDVOSBs for lack of qualifications.
- ☐ Bidder offered assistance in obtaining bonding, insurance, financial, equipment, or other resources to small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, in an effort to assist them in meeting project requirements.
- ☐ Bidder made efforts to expand the search for small businesses, DBEs MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
- ☐ Bidder made other reasonable efforts to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation.

**4. Bidder/Proposer must include documentation, including the date each effort was made, the medium through which each effort was made, and the outcome of each effort with this form, regardless of the level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation. Examples of required documentation include copies of email communications, copies of newspaper advertisements, or copies of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs or SDVOSBs.**

 Click or tap here to enter text. 

**For detailed information regarding outreach efforts that satisfy the MBE Program's requirements, please see "Documentation Required for Good Faith Efforts and Outreach Plans" page.**

**Note: The Bidder/Proposer must be willing to report the identity of each subcontractor and the value of each subcontract to MBEP if awarded a contract from this procurement.**

**Failure to submit the documentation requested may be cause for rejection of the bid. Bidders may include any other documentation deemed relevant to this requirement, which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the bid, regardless of the proposed level of SBEs, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation in the procurement. If the Good Faith and Outreach Effort Form and associated documentation is not submitted with the bid response, the bid may be rejected.**

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Facility Commissioning Group, Inc.

**Company**

11/26/2025

**Date**



**Company Representative**

V. Todd Yates, President

**Title**

## **GENERAL PROVISIONS**

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

#### A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
  - (a) Failure to perform the contract according to its terms, conditions and specifications;
  - (b) Failure to make delivery within the time specified or according

- to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
- (d) Failure to diligently advance the work under a contract for construction services;
- (e) The filing of a bankruptcy petition by or against the contractor; or
- (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

#### B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. Assignment of Contract: The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. Authority to do Business: The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must



be signed by a duly authorized officer, agent or employee of the Respondent.

16. Governing Law: This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. Ability to Meet Obligations: Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

  
\_\_\_\_\_  
Signature

11/26/2025  
\_\_\_\_\_  
Date



**ADDENDUM #1**

RFP Number: 43-2025

Date: November 13, 2025

Subject: **Commissioning Services for the Division of Water Quality Building Renovations**

Address inquiries to:  
Brian Marcum (859) 258-3320  
brianm@lexingtonky.gov

**TO ALL PROSPECTIVE SUBMITTERS:**

Please be advised of the following information to the above referenced RFP:

**Can you provide additional details on the scope of work for the following: -  
Lighting Controls to ensure code compliance - Plumbing Systems - Replacement  
Roof System?**

**Building Commissioning:**

Building commissioning is a systematic quality-assurance process that verifies and documents that a building's systems are designed, installed, tested, and operated to meet the owner's requirements and design intent. It is a comprehensive quality control and testing process that begins in the design phase and continues through the building's operation, ensuring systems like HVAC, electrical, and lighting function correctly, efficiently, and together as intended. The scope of work for this RFP excludes design. The scope of work includes construction through occupancy. A full set of contract documents and specifications for the project covered by this scope of work can be reviewed on <https://lexingtonky.ionwave.net/> as **RFB 70-2025 Division of Water Quality Facility Renovation**. All three bid alternates were accepted and where applicable shall fall under the scope of this work.

**Lighting Controls:**

Commissioning during the construction phase is intended to achieve the following objectives according to the Contract Documents:

1. Verify that applicable systems and equipment are installed according to applicable code(s), manufacture's recommendation and industry accepted minimum standards.



2. Verify that applicable systems and equipment received adequate operational checkout by installing contractors.
3. Verify and document proper performance of equipment and systems.
4. Verify that O&M documentation provided to the Owner is complete.

#### **Plumbing Systems:**

Commissioning during the construction phase is intended to achieve the following objectives according to the Contract Documents:

1. Verify that applicable systems and equipment are installed according to applicable code(s), manufacture's recommendation and industry accepted minimum standards.
2. Verify that applicable systems and equipment received adequate operational checkout by installing contractors.
3. Verify and document proper performance of equipment and systems.
4. Verify that O&M documentation provided to the Owner is complete.

#### **Replacement Roof System:**

Commissioning during the construction phase is intended to achieve the following objectives according to the Contract Documents:

1. Verify that applicable systems and equipment are installed according to applicable code(s), manufacture's recommendation and industry accepted minimum standards.
2. Verify that applicable systems and equipment received adequate operational checkout by installing contractors.
3. Verify and document proper performance of equipment and systems, to include an infrared scan.
4. Verify that O&M documentation provided to the Owner is complete.



Todd Slatin, Director  
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: Facility Commissioning Group, Inc.

ADDRESS: 158 Burt Rd, Lexington, KY 40503

SIGNATURE OF BIDDER: 

