

Gateway Preparatory Academy ARP Capital Expenditures Projects Application Support Documentation

Project Description Requirement

- A. Overall Project: We seek to replace 48 roof mounted HVAC Units with 48 new Carrier 3 phase 16 SEER two-stage cooling, single stage heating packaged HVAC units. Each unit will be accompanied by a Germicidal UV light for each Gateway classroom and its common areas.
- B. Covid-19 Impact Need: During this pandemic time, we have come up with many ways to minimize disease spread and impact on Gateway students, staff, and visitors. Due to the size of our physical building, it has been very challenging to accommodate social distancing without drastically impacting class learning time, recess time, teacher prep time, student lunch time and many other operating functions of the school. As a result of the inability to meet the physical social distancing needs and to keep our Gateway community safe, it is essential that we work on minimizing disease transmission by improving the air filtration and quality inside our building.

The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) concludes that, “ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration SARS-COV19 and thus the risk of transmission through the air.” This project would allow Gateway to replace its existing units with the goal to improve the health and comfort of our staff and students

In addition, pairing higher quality HVAC units with Germicidal UV lights will help improve air quality and it is well recognized as a disinfectant for air.

- C. Project Implementation Detail: Upon completion of the procurement process (explained in detail below), Gateway will select the vendor that can provide the necessary materials and perform the labor in a timely manner. The selected vendor will change out rooftop gas pack A/C unit with new curb additions and 16 SEER 2-stage cooling with single gas. The vendor will supply crane services with removal and disposal of old units included.

selected vendor will complete gas and electrical connections for rooftop units with new thermostat to each classroom and also relocate thermostat in gym with remote sensors. All the work will be completed in accordance with the drawing and specifications submitted to vendor during the procurement process.

Additionally, we will be installing Germicidal UV light on roof top unit for each classroom and common areas.

Project Timeline

Upon completion of the procurement process and vendor selection, Gateway will place the order for the units. We anticipate order placement to start the beginning of October 2021.

Due to Covid impact on shipment timelines, the current estimated time for unit delivery is about 10 weeks from the date of order. Project installation will happen during the Gateway December holiday break.

Currently for a vendor to complete the work it will take from 7-10 days. We anticipate that the units are installed, tested, and ready for use by Monday, January 3 2022.

If unanticipated changes impact the timeline described in this section, the project completion goal will still be prior to the end of the 2022 fiscal year.

Expected Budget

The table below includes total expenditures presented in the required USBE format.

Cost for replacement and installation of 48 units (36-3-ton units and 9-5-ton units and 3-5 ton units) is \$309,609. This cost includes a \$400 Dominion Energy rebate per unit, and an electrical rebate of \$187 per unit.

Germicidal UV light installation on roof top unit for each classroom and common area will cost an additional \$8,395.

Proposed Budget				
Description	Funding Requested – FY2022	Funding Requested – FY2023	Funding Requested – FY2024	Funding Requested – FY2025 concluding by September 30, 2024
A.(100) Salaries				
B (200) Employee Benefits				
C. (300) Purchased Professional & Technical Services				
D. (400) Purchased Property Services				
E. (500) Other Purchased Services				
F. (580) Travel				
G.(600) Supplies/Materials				
H. (800) Other (Exclude Audit Costs)				
I. TOTAL DIRECT COSTS (Lines A through H)				
J. (800) Other (Audit Costs)				
K. Indirect Costs				
L. Property (includes equipment)	\$318,004			
M. TOTAL (Lines I through L)	\$318,004			

Alignment to the Allowable ARP ESSER Use Cases

As allowed and described in the federal ARP legislation and also included in the Hunt Institute list of allowable use cases, Gateway meets the allowable use case criteria under #17 of the Hunts Institute list which states, “Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.”

HVAC project would meet this criterion as it represents an upgrade to our heating, ventilation and air conditioning systems along with improving the filtering and purification of the air.

LEA Procurement Policy

The link to Gateway’s full fiscal policy (procurement included) is:

<https://gpacharter.org/downloads/Gateway%20Fiscal%20Policy%20Approved%20August%2012%202021.pdf>

More specifically, the paragraphs below are specific citations of the policy that will guide the procurement process of the AC units. These paragraphs can be found under the Procurement section of the Gateway Fiscal policies.

1. Overall guidelines: The school shall establish and follow procurement (purchasing) procedures and the state procurement code (UCA 63G-6a), and federal procurement standards 2 CFR 200.318 for federal programs, including ethical provisions.

All procurement activities are under the direction of the director. The school shall procure only those items and services that are required to perform the mission and/or fill a bona fide need. The school shall acquire goods and services with integrity in a fair, open (as appropriate to the procurement), ethical, efficient and cost effective manner.

Segregation of duties is required for procurement activities where possible, from the quotation process through to the payment of invoices. Procurements are made using best value contracting which includes assessing the best value considering quality, performance, timing, and price.

2. Construction/upgrade projects specific guidelines: Construction and improvements shall comply with the law and administrative rules of the State of Utah and its departments or agencies, the Utah State Board of Education, and differing rules, forms or reports, not in accordance with state law and administrative rules, may not be procured by school staff or outside service providers without Board authorization.

Per Gateway fiscal policy and as stated in Board Administrative R23-1-406, “Small construction projects costing more than \$100,000 require an invitation for bid, request for proposals, approved vendor list, or other approved source selection method provided in the Utah Procurement Code.” Large construction projects over 2.5 million must follow the requirements contained in Utah Code 53A-20. Our project falls under the category of a construction project more than \$100,00 but less than 2.5 million.

3. Requirement for documentation that the LEA procurement policy has been followed: We have communicated with the State of Utah Division of Purchasing and have also communicated with state contracted vendors and are confident that we will be using a State Cooperative Contract. We will select the state contract after issuing an invitation for bid to at least three vendors. Although we are not required to use an invitation for bid for a vendor under a state contract, we believe that by doing so we will ensure to select the vendor that offers the best price, quality and that meets the timeline of our project.

Davis Bacon Compliance Responsibilities of LEA

One of the criteria Gateway we will use during the vendor selection process will be an assurance from the vendor on meeting the Davis – Bacon act requirements. We will be specifying these criteria as we issue a Request for Quotation to specific state contract vendors.

The assurance language will include the following act requirements:

1. A certification that the vendors pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.
2. A certification that under the provisions of the Contract Work Hours and Safety Standards Act, as amended, the vendors pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek.
3. A certification that the provisions of the Fair Labor Standards Act are also being followed by the vendors.

USBE Construction Approvals Process

Gateway business office and the facilities team are familiar with the USBE Construction Approvals Process. Our proposed HVAC project is required to be reported to USBE.

We have a designated building officer that has been approved by our local board and sent to the USBE.

Forms we will be completing and submitting to the USBE include: 1. The simplified pre-construction checklist, 2. SP-4a and construction plans/specifications 3. an SP8 project report form for one month only.

We have communicated our project plans to Matthew Barrett, USBE Construction and Facilities Specialist, and have confirmed the above forms with him.



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