



# SAABE TIMES

A publication of the San Antonio Association of Building Engineers

November 2004

Mark Your Calendar—

## JOIN US FOR OUR NOVEMBER LUNCHEON

The next General Membership Meeting of the San Antonio Association of Building Engineers is set for 11:30 am on Wednesday, November 17 at the Alamo Cafe on 281. We'll talk about the Building Engineer of the Year award (it's still not too late to make a nomination!) and the Certified Building Engineer program. We'll also take nominations for the 2005 Board of Directors (the election will be held at the December meeting).

Please bring a new, unwrapped toy (suggested value, \$10-\$25) for the "Construct A Kids Christmas" toy drive, sponsored by *San Antonio Construction News*. Donations are needed for children of all ages. All donations will benefit children in Bexar County Foster Care. See the article on page 5 for more details.

The meeting will be held in the first floor Travis/Bowie rooms, to the right of the entrance. There is plenty of parking at the back of the restaurant. **Please make sure to check in at the front desk when you arrive.**

Bring your business cards – we'll have the SAABE Networking Board there to help facilitate networking.

Please RSVP to (210) 408-1699 by Tuesday, November 16. PLEASE RSVP so we can be sure to have enough meals on hand!

We hope to see you there! ❖

## Education Corner

### Hazardous Waste Management

- Sponsored by the Texas Engineering Extension Service
- November 30–December 2, Bryan
- Cost: \$715
- Call 1-800-824-7303 or visit [www.teex.com](http://www.teex.com) for more information.

### 2005 National Electrical Code

- Sponsored by National Technology Transfer, Inc.
- December 7–9, Houston
- Learn about the newest code from top experts.
- For more information, visit [www.nttinc.com](http://www.nttinc.com).

### Hydraulics and Troubleshooting Hydraulics

- Sponsored by National Technology Transfer, Inc.
- November 16–19, Houston
- For more information, visit [www.nttinc.com](http://www.nttinc.com).

### Evacuation & Emergency Planning

- Sponsored by the Texas Engineering Extension Service
- December 7, Mesquite
- Cost: \$195
- Call 1-800-824-7303 or visit [www.teex.com](http://www.teex.com) for more information.

### Instrumentation and Process Control

- Sponsored by National Technology Transfer, Inc.
- November 30–December 2, Dallas
- For more information, visit [www.nttinc.com](http://www.nttinc.com).

### OSHA Guide to Industrial Hygiene

- Sponsored by the Texas Engineering Extension Service
- November 15–19, Mesquite
- Cost: \$795
- Call 1-800-824-7303 or visit [www.teex.com](http://www.teex.com) for more information.

Contact Laura Bray (408-1699) if you know of other courses or events. ❖

## Time Is Running Out for BEOTY Nominations!

**December 1** is the deadline for submitting your nomination for SAABE's 2004 Building Engineer of the Year. It's easy to nominate someone—just write up a short paragraph or two about how this particular engineer has gone "above and beyond" in 2004 for his property. Send all nominations to Laura Bray ([laurabray@braycommunications.com](mailto:laurabray@braycommunications.com), fax 210-408-1799). ❖

## A Message from the President

by Bob Beal

### Building Engineer of The Year

Well, it is that time of the year again, folks. Time to nominate your choice for SAABE's Building Engineer of the Year (BEOTY). Let's give credit to Doug Graves for holding on to the BEOTY chair one more year. It was always a challenge to pick a winner due to the quality of our engineer members but we always seem to get through it. Last year Charlie M. received the BEOTY award. Not only did Charlie win but also he gave us an insight on how to improve the process for picking a winner. Charlie made it easy for us to pick him due to his enthusiasm about the whole process and SAABE in general. We have to remember that it is the SAABE Building Engineer of the Year. We have made some minor changes to the whole process. It has not taken away from the past winners (including myself), but we wanted more nominations. This year, we have encouraged our managers to get involved. At first the response was slow but it seems we have let the monster out of the box. We also now require the persons who submit the nomination to give the reason why their nomination should be chosen. The closing date for nominations has been extended to December, so if you feel someone you know is up for the award, please submit it by **December 1**.

To this day, I am amazed by the turn-out at our luncheons. I am so proud to be associated with all of you. I think that no other industry has the quality of people that I

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meet at every SAABE function. I am always greeted with a firm handshake and eye contact. You allow us to stumble through the agenda and make us feel like we have a purpose. I am proud to tell my friends on the other side of the fence that I am a part of an organization of such class. Remember you are only as good as you allow yourself to be. I have a goal in my life to be the person I know in my heart I should be. I am there for each and every member like I am there for friends and family. Please call on me if needed.

### Mechanical Drawings

I do not know how many times I have found myself adjusting HVAC equipment in a new suite six months after they move in. Most engineers do not get to participate in the beginning stages of construction planning. One thing that kills me is when you have 20,000sf lease, and everything is taken into account, except the mechanical design. If they are lawyers, you can bet that their conference room will be a problem. If they are accountants, the copy and file rooms will surely give you problems. Most mechanical companies are good at designing a job, but most will not put more on the bid than they need to in order to keep the price down and get the job. If a conference room will hold twenty people, it needs to be designed to handle the load. Take it from me—if you do not get involved, you will be the one left to explain to the tenant that you cannot do anything about it. The only real way to be sure is to have a mechanical engineer design the suite ahead of time. It is funny, but I bet you there are some of us out there that have never held a set of engineering drawings. Get involved—let your managers know that you want to be part of the process. Remember—in every construction job, the manager signs off on the plans. Without input from you, he/she does not always know of the problems that you deal with because something gets left off that only would have cost pennies a square foot at the time of construction. Talk to any asset manager, and he/she will tell you that pennies a square foot is nothing compared to a tenant that does not want to sign a new lease because for the last five years they have had problem spots in their suite. It can cost five times as much to install equipment after a tenant moves in than installing it during construction. If you get involved, your knowledge will grow, and you can be on top of any problem that will come. ❖

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## Tech Talk #88: Preparing a Request for Proposal

by The Charlie

Of all the previously written articles, the following articles regarding RFPs (Request For Proposals) should be considered a keeper for use later on in life. However, due to the vast amount of equipment configurations, the following articles are intended for use as a reference to give you ideas when preparing your own RFPs and insuring what you want is included in the bid.

In preparing budgets, most items will require multiple proposals from various vendors for cost comparisons. One of the greatest injustices to you, the vendors, and the landlord is when a vendor is asked to prepare a proposal for a major piece of equipment without any guidance or direction (i.e. "I need to overhaul my chiller next year; send me a proposal"). When this happens, one vendor may or may not include items in the bid in an effort to win the bid, and therefore your apples are then compared to oranges when your multiple proposals come in. In attempting to keep apples to apples when going out for bid, it is often up to you to prepare a detailed list or scope of work for the vendors to use as a guideline. This anticipated scope should include any and all items/specifications in an effort to reduce the amount of unforeseen difficulties or additional expenses.

When developing your RFP, be very detailed; give precise specifications, quantities, special needs, deadlines, types, model numbers, colors, and a list of everything you expect to be included in the total. This is needed to insure that no important consideration is omitted. However, you must also be direct, simple, brief, and specific. Your first sentence should fix your reader's attention on the precise nature of your request.

The following is a sample of an opening paragraph that is needed to get the attention of the reader and, more importantly, the basic information needed. Additionally, there is not a need to explain how or why you are replacing the equipment unless you feel this information is absolutely necessary:

Please accept this letter as an invitation to bid, the replacement of one (1) of the two (2) [Manufacturer Name] Multi-zone Air-Handling units (Model # ABCDE, Serial # 123456), which are located on the roof level of the [Building Name] office building at 123 IH 410, here in San Antonio, Texas.

This replacement shall occur at a scheduled time window from a Friday evening (1800 hours), and shall be 100% operational by 0400 hours on the immediately following Monday morning, and 100% complete within 15 days after start-up.

The bid shall include guaranteed maximum pricing for this replacement for a tentative install date of no later than [your choice of date], (unless lead time for the equipment becomes an issue).

**The "base bid" shall compose of a unit comparable to the existing unit in regards to capacitance, heating/cooling capabilities, size and weight, with the following specifications/requirements:**

In closing the opening statement, don't forget to include the following, and highlight the important items such as deadlines or additional requirements:

All guarantees and warranties whether expressed or implied regarding the materials, labor and workmanship of this installation, are to be included into the language of the bid.

All bid packages are due no later than **noon on Monday, April 26, 2004.**

Now here comes the tricky part; details, details, details. If you have complicated requirements/equipment, or the equipment has numerous options/accessories, these items need to be addressed before the pricing is started. Never assume anything is included unless you can visually confirm it! If you do not include these items or requirements in an RFP, they will probably not be included or the unit may not work properly. If you've been using Billy Bob's Mechanical for the past 10 years, and solicit ABC HVAC and Robert's Pool service for competitive bids on replacing your A/C equipment, don't expect the others to know how the system operates or what controls the unit. You can only get so much information from the model and serial number. Important details need to be addressed and spelled out. However, don't worry a great deal about forgetting a detail. Although heartbreaking, overlooking a detail is all part of the experience, and they are a part of learning from your mistakes (just don't make it a big one).

The following are some examples of inclusions contained or spelled out in an RFP. These items are commonly overlooked either as an oversight or for other reasons. When replacing a typical rooftop package unit that has specific operating functions, some of the items may include the following specifications/requirements:

- The contractor shall contact the manufacturer for design records of existing units and shall compare/ensure that new unit(s) meet or exceed original design specifications.
- The new unit(s) shall be of multi-zone type with up to 10 zones of control per unit.
- Unit shall also incorporate an economizing cycle with enthalpy control.
- The heating portion of the new unit shall be of gas nature with spark ignition.
- The new unit shall also be required to heat and cool each zone simultaneously.

(Continued on page 5)



## SAABE Library Corner

by Library Chair Tom Lasater

Since our last visit, we have received additional CDs and currently have several Board members reviewing the existing stock of library offerings. They will give us a review of the contents and the audience that would benefit from this material. Don't miss the "Library Review" by our illustrious board members at our November monthly meeting.

The Library Committee has set a goal to add to our SAABE web site a technical area of articles our members have found to be useful and educational in our profession.

We hope to eliminate the normal search routine of Yahoo and subject, selecting from the list item after item until the desired area of interest is found, then trying to find the information you need through various buttons or links. These are several examples:

[http://www.mt-online/articles/0403\\_motors.cfm](http://www.mt-online/articles/0403_motors.cfm)

- an article on motor overheating

<http://www.mt-online/articles/0104pdma.cfm>

- an article on motor troubleshooting

<http://www.mikeholt.com/mojonewsarchive/>

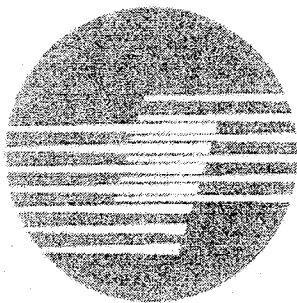
- electrical NEC articles

<http://www.jimphillipspe.com/html/newsletter.html>

- electrical articles



For the engineers who already have valuable links you have found to be useful, let me know at [tlasater@caremark.com](mailto:tlasater@caremark.com). And for the vendors who would like to contribute to the SAABE Library, bring your literature or videos or CDs to the next monthly meeting. Todd Mosley with Holt Power Systems (648-8407, [todd.mosley@holtcat.com](mailto:todd.mosley@holtcat.com)) added a CD on generator maintenance, and Rick Kinsey with Advanced Filtration Systems (512-396-4455, [www.adfilters.com](http://www.adfilters.com)) contributed a mini-CD on filter products. Our thanks and appreciation to both of these companies for providing learning products to our library. Looking forward to hearing from my SAABE "Friends of the Library" members. ❖



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Ken Dixon [krdixon@trane.com](mailto:krdixon@trane.com)

Jeff McCombs [jbmccombs@trane.com](mailto:jbmccombs@trane.com)

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## RFPs (continued from page 3)

- The inclusion and installation of all needed materials and labor to ensure that the existing Energy Management System can monitor and control; each zone, start/stop, outside air, etc.
- High and Low ambient kits are to be incorporated in the control sequence if unit(s) are not already equipped.
- The unit shall also include panels for the protection of the condensers.
- The alteration/fabrication of the existing roof curb or a roof curb adapter shall also be included.
- All electrical, plumbing, drains, roof repairs, gas, ductwork, ceiling work, controls, crane & rigging, etc., are to be inclusive.
- If not already available, phase failure protection shall be included for each unit.
- The contractor shall reimburse the landlord for expenses regarding a security person to watch over the tenant space during the times that these spaces are occupied by the contractors personnel and the space is unoccupied by the tenant.

**CHARLIE'S LAW:** Give a man a fish and he will eat all day. Teach a man to fish and he will sit in a boat all day drinking beer!

**NEXT MONTH:** Covering yourself, and other items on your RFP

**JUSTA MAJNTENANCE MAN** ❖



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## Construct a Kids Christmas

Once again this year, SAABE will participate in the "Construct A Kids Christmas" toy drive, sponsored by *San Antonio Construction News*. At the November membership meeting, bring a donation of an unwrapped gift (suggested value, \$10-\$25). Donations are needed for children of all ages. Please especially remember kids of the ages of 12-18, as traditionally, donations for that age group are lower. Ask your own kids for suggestions. All donations will benefit children in Bexar County Foster Care.

Let's show San Antonio how much SAABE members care for kids in need! Bring your donations to the next SAABE meeting. ❖

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## Vendors Wanted to Offer Training Sessions

SAABE is looking for vendors to offer lunchtime classes or seminars on topics of interest to building engineers. Our goal is to have a supplemental class on the last Thursday of every month (except November and December). Please contact Education Chair Charles Gilbert (646-0056) if you'd like to offer a training session to SAABE members. ❖



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### Job Listings

Visit [www.saabe.org](http://www.saabe.org) to find current job openings. Contact Laura Bray if you'd like to post a job. ❖

## Welcome New Members

**Martin Marin & David Sanchez**  
San Antonio City Employees Federal CU  
123 N. Medina  
San Antonio, TX 78207  
(210) 554-3509  
marinm@sacefcu.org, davids@sacefcu.org

**Steven Holt**  
Carter Burgess  
911 Central Pkwy N., #425  
San Antonio, TX 78232  
(210) 494-0088  
holtsh@c-b.com

**Mike Galland**  
San Antonio Credit Union  
6061 IH-10 W  
San Antonio, TX 78201  
(210) 258-1360  
mgalland@sacu.org

**David Gutierrez**  
Curaflo of San Antonio  
14119 Toepperwein Rd.  
San Antonio, TX 78233  
(210) 653-5325  
david@curaflo.com

## Members on the Move

**Matt Accardi**  
Mechanical Maintenance of Texas  
2121 Cee Gee  
San Antonio, TX 78217  
(210) 336-1880  
matta@wardsystems.us

**Jeff Turov**  
Trane  
3650 Highpoint  
San Antonio, TX 78217  
(210) 657-0901  
jturov@trane.com

If you know someone who'd like to join SAABE, have them visit our web site at [www.saabe.org](http://www.saabe.org) to obtain a membership application. ❖

# The Daily Chronicle

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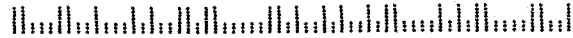
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## SAABE TIMES November Issue

### *Final Thought:*

*"To see what is right and not to do it is want of courage."*  
 — Confucius

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### 2004 Board of Directors

Bob Beal President	377-2626
Tom Lasater 1st Vice President	403-8241
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Doug Graves Treasurer	828-7712
Jock Tilghman Education Director	681-2494
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JR Uresti SABOMA Representative	495-2195
Elena Castillo Past President	822-8570

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Laura Bray 408-1699  
 Association Coordinator  
 (laurabray@braycommunications.com)

### Membership Luncheon November 17, 2004

Time: 11:30 a.m.

Location: Alamo Cafe on 281

**Find Out More about the Building Engineer of  
 the Year and Certified Building Engineer  
 Programs**

#### Upcoming Programs:

**Holiday Social:**

**Friday, December 10, 2004**

**Dave & Busters**

**Monthly Luncheon:**

**Wednesday, December 15**

**Holiday Luncheon & Board Elections**

The *SAABE Times* is edited by Laura Bray and printed monthly for the San Antonio Association of Building Engineers by:



210-340-5454  
 email: inkspot@onr.com

