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April 25, 2017

**Kenny Schmitz**  
*Director of Building Services*  
Woodbury County  
620 Douglas Street  
Sioux City, IA 51101



RESOURCE  
CONSULTING  
ENGINEERS LLC

Re: Trospen-Hoyt Building – Equipment Documentation, Controls, and Energy Rebate Assistance

Dear Kenny,

I am pleased to present you with a proposal to provide Engineering Services related to equipment documentation, controls documentation, and energy rebate assistance for the Woodbury County Trospen-Hoyt Building. I appreciate the opportunity to provide this proposal, and look forward to helping Woodbury County with this Project.

Based on preliminary discussions related to the current process of upgrading controls and pursuing energy rebates related to controls and steam trap upgrades, documentation and feedback are required to complete the control system front end upgrade and the energy rebate analysis process.

**Scope of services:**

Services to be provided:

- Mechanical Engineering analysis and documentation services, including:
  - Development of existing floorplan drawings showing all major and terminal mechanical equipment
  - Develop drawings with schedules for existing equipment located throughout building
  - Review control sequences and equipment with control system supplier
  - Produce drawings documenting existing control systems and sequences – minor modifications may be recommended as part of this process
  - Produce drawings showing flow diagrams of existing
  - Review building system details and control sequences with utility rebate

Not included (available upon request):

- Detailed design of modifications to existing building systems

- Detailed survey of any building systems not specifically identified
- Energy modeling or analysis of existing building systems/components
- Analysis of potential hazardous materials (e.g. asbestos containing materials)
- Code analysis of existing building components or systems
- Modifications to existing building architecture, or other building components not specifically identified
- Analysis or documentation of building structural components
- Development of any documents for use by Contractor(s)

**Deliverables:**

- Floor Plan Drawings documenting existing equipment locations (distribution, including ductwork and piping, will not be included in drawings)
- Schedule Drawings documenting existing equipment capacities and characteristics
- Control Drawings including sequences of operations and point lists

**Schedule**

It is understood that the work of this project must be completed in a timely fashion. Resource Consulting Engineers, LLC will proceed with the engineering services described in this proposal immediately once given a notice to proceed.

**Basic Services**

We propose to provide the engineering services outlined above for a fixed fee of \$12,000. Additional services outside the scope defined in this proposal will be provided on an hourly basis. No additional services will be provided without prior authorization from Woodbury County. The hourly rates for staff expected to work on this project are as follows:

- Mechanical Engineer/Project Manager - \$130/hour
- Electrical Engineer - \$130/hour
- Engineering Intern or Designer - \$80/hour
- Clerical - \$40/hour

**Summary**

I appreciate the opportunity to provide this proposal to provide engineering services for equipment documentation, controls documentation, and energy rebate assistance for the Woodbury County Trosper-Hoyt Building. If you have questions or comments regarding this proposal, please do not hesitate to share them with me. I would be happy to review scope and fees in detail if it is helpful. I look forward to working together on this project. Thank you.

Respectfully,



Corey B. Metzger, PE  
Principal  
Resource Consulting Engineers, LLC

Accepted by:

  
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Woodbury County Board of Supervisors