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04/05/16

March 30, 2016

Kenny Schmitz
Woodbury County
620 Douglas Street
Sioux City, IA 51101



RESOURCE
CONSULTING
ENGINEERS LLC

Re: Woodbury County Courthouse – Steam System Documentation

Dear Kenny,

I am pleased to present you with a proposal to provide Engineering Analysis and Documentation Services for Steam System Documentation at the Woodbury County Courthouse. I appreciate the opportunity to provide this proposal, and look forward to helping Woodbury County with this process.

Based on preliminary discussions with representatives of The Baker Group, we understand that the scope of the project is generally to survey and document components of the existing steam system serving the Woodbury county courthouse. The documentation produced can be utilized for future work necessary to address existing issues with the existing mechanical systems, and primarily the steam heating system components, including the development of budget pricing for any required work.

Scope of services:

Services to be provided:

- Mechanical and Electrical Survey and Documentation Services, including:
 - Review of existing space mechanical systems, including layout, capacities, etc.
 - Development of floor plan drawings showing current building layout with walls, doors and windows located (documents to be suitable for use as backgrounds for mechanical and electrical drawings – no detailed architectural drawings such as sections, elevations, door and window schedules, etc. will be provided)
 - Development of mechanical and electrical record floor plan drawings for the following systems:
 - HVAC Systems including steam heating system, ventilation systems, and cooling systems, as well as existing system control components

- Electrical power distribution system components serving mechanical system (location of main service, electrical panels and motor loads related to mechanical system)
- Development of additional mechanical and electrical drawings, to include:
 - Mechanical system flow diagrams
 - Mechanical system schedules (where information can be obtained – schedules will identify gaps where information cannot be obtained)
 - Electrical system one line riser diagram(s)
 - Electrical system panel schedules (based on available information for existing panels including panel schedules or existing drawings)
- Review of documents with Woodbury County personnel and Baker Group personnel as appropriate
- Production of record drawings to include:
 - Drawings as described above

Not included (available upon request):

- Design of modifications to existing building systems (it is understood that this may follow the work of producing record documents, but it is not included as part of this proposal)
- Record documents for systems not identified above, including:
 - Plumbing systems
 - Fire protection systems
 - Lighting
 - Fire alarm
 - Telecommunications or other low-voltage electrical systems
- Detailed electrical survey of power distribution systems requiring testing of circuits to create panel schedules
- 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
- Analysis or documentation of building structural components

Deliverables:

- Record Documents to include:
 - Mechanical and electrical record documents in electronic format with current architectural backgrounds

Schedule

It is understood that the work of this project must be completed in a timely fashion. We will work with Woodbury County and Baker Group to develop a detailed schedule for completion of documents once we have received a notice to proceed. Based on our understanding of the project at this time, we expect to be able to complete the work described in this proposal within four to six weeks of receiving an agreement.

Consultants

It is our intent to provide Woodbury County a design team with capabilities to meet the needs of the project. With that in mind, an architectural firm may be retained as a sub-consultant to assist with the development of backgrounds for the record mechanical and electrical drawings. If a firm is to be brought on, a short list of proposed firms will be presented to the county for review prior to a firm being selected to join the team. Any sub-consultant work provided for this project will be included in the Basic Services identified below.

Basic Services

We propose to provide the survey and documentation services outlined above for a fixed fee of \$20,000. 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 survey and documentation services for mechanical and electrical systems at the Woodbury County Courthouse. 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,

A handwritten signature in black ink, appearing to read 'C. Metzger', with a long horizontal line extending to the right.

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