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July 27, 2016



RESOURCE
CONSULTING
ENGINEERS LLC

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

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PATRICK F. GILL
WOODBURY COUNTY
AUDITOR & RECORDER &
COMM. OF ELECTIONS

Re: Woodbury County Courthouse – Steam Trap Service Project

Dear Kenny,

I am pleased to present you with this proposal for services related to a Steam Trap Service Project for the Woodbury County Courthouse. This proposal includes Architectural and Engineering Design and Construction Administration Services for the project. I appreciate the opportunity to provide this proposal, and look forward to helping Woodbury County in improving operational reliability and efficiency for the historic Courthouse Building.

Based on the results of the study completed to locate and identify steam traps within the building, we understand that the scope of this project will be to service or replace 298 existing steam traps throughout the Woodbury County Courthouse Building. Where existing traps appear to be in good condition, are accessible, and the proper service kit can be identified, they will be serviced. Where traps do not appear to be in good condition, are not accessible, or the proper service kit cannot be identified, they will be replaced. Where necessary, architectural modifications will be made to existing building components to allow for access to steam traps during the project, and to improve maintenance access for steam traps in the future.

Scope of services:

Services to be provided:

- Mechanical Engineering and Architectural Design Phase Services, including:
 - Final Site Survey to document exact locations of steam traps within building (for bid documents side of equipment served, whether trap is directly exposed or behind access panel, etc. will be called out for each trap)
 - Traps requiring replacement will be identified and reviewed with Woodbury County Personnel
 - Verification of required trap service kits for each trap
 - Where possible, equipment capacity will be reviewed against trap capacity to verify proper sizing, where existing equipment capacities are not available, steam trap capacities will be assumed to be accurate
 - Design of steam trap service project as follows:
 - Definition of steam traps to be serviced and steam traps to be replaced
 - Definition of service kits required for steam traps to be serviced
 - Steam trap requirements for new traps where existing units are to be replaced
 - Design of architectural modifications as follows:
 - Details related to removal and re-installation of casework where necessary to access steam traps for service work
 - Details related to addition of access panels to casework where necessary to allow for future maintenance of steam traps
 - Details related to wall or ceiling access panels in areas of basement where steam traps are currently not accessible
 - Review meeting with Woodbury County Personnel to verify required information is included in Contract Documents to be used for bidding the Project
 - Production of contract documents to include:
 - Drawings
 - Project Manual
- Mechanical and Architectural Bidding Phase Services, including:
 - Response to requests for information
 - Attendance at pre-bid meeting
 - Preparation of Addenda as necessary

- Mechanical and Architectural Construction Phase Services, including:
 - Review of submittals
 - Response to contractor questions
 - Preparation of Supplemental Instructions, Proposed Contract Document Revisions, etc., as necessary
 - Attendance at project construction progress meetings (RCE will attend, other consultants will not attend all meetings, but will visit project site as necessary to observe work)
 - Field observations during construction phase as appropriate
 - Preparation of punch list
 - Incorporation of changes into electronic record documents

Not included (available upon request):

- Mechanical system design and construction services not listed above, including:
 - Heating and cooling load calculations
 - Ventilation calculations
 - Building pressurization analysis
 - Energy modeling services
 - Modifications to other mechanical systems not specifically identified above
- Design of modifications to electrical power distribution system
- Design of modifications to plumbing systems
- Design of modifications to fire alarm system
- Design of modifications to lighting or lighting control systems
- Design of modifications to communications systems
- Design of modifications to building architectural components not specifically identified
- Building code analysis
- Review with Authority overseeing building areas listed on National Register of Historic Places (not believed to be required due to scope of project and areas where architectural modifications will occur)
- Design of modifications to, or analysis of, building structural components
- Design of modifications to building systems other than those described herein
- Civil Engineering services
- Commissioning services
- Support for LEED or other third party certification programs

Deliverables:

- Review Documents to be approved before production of Contract Documents, including detailed opinion of cost
- Contract Documents to include:
 - Project Manual including Project General Requirements, Project Contract Requirements, and Technical Specifications
 - Drawings defining scope of Project Work (Drawings will also include information required by county maintenance personnel for future maintenance of steam traps)

Schedule

It is understood that the work of this project is targeted for completion during the fall of 2016. 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 a notice to proceed.

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, the Sioux City Office of CMBA (Cannon Moss Brygger Architects) will provide architectural services for the project. All services are included as part of this proposal as defined in the Basic Services section below.

Basic Services

We propose to provide the Architectural and Engineering Design and Construction Administration Services outlined above for a maximum fee of \$32,500. For reference, this fee includes Architectural and Engineering Services as follows:

- CMBA (Cannon Moss Brygger Architects): \$11,750, billed on an hourly, not-to-exceed basis
- RCE (Resource Consulting Engineers, LLC): \$20,750, billed on a fixed-fee basis

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 - \$140/hour
- Electrical Engineer - \$140/hour
- Engineering Intern or Designer - \$80/hour
- Senior Architect/Architectural Principal - \$170/hour
- Architect - \$120/hour
- Intern Architect - \$90/hour
- Clerical - \$40/hour

Summary

I appreciate the opportunity to provide this proposal to provide design and construction administration services for a Steam Trap Service Project 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,



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

