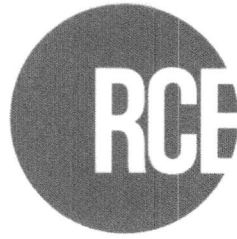


November 17, 2016



RESOURCE
CONSULTING
ENGINEERS LLC

Kenny Schmitz

Director of Building Services

Woodbury County
620 Douglas Street
Sioux City, IA 51101

Re: Trospers-Hoyt Building – Steam Trap Study and Service Project

Dear Kenny,

I am pleased to present you with a proposal to provide Engineering Analysis and Design Services for a Trospers-Hoyt Building Steam Trap Study and Service Project. I appreciate the opportunity to provide this proposal, and look forward to helping Woodbury County with this Project.

Based on preliminary discussions and review of available documentation, we understand that the scope of the project is generally to survey and document existing steam traps within the Trospers-Hoyt Building and to develop documents detailing the servicing or replacement of these existing steam traps. The documentation produced may be utilized for future reference, as it will indicate the location of all building steam traps, and will contain information related to components required for steam trap servicing.

Scope of services:

Services to be provided:

- Mechanical Survey and Documentation Services, including:
 - Basic 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 – existing electronic drawings will be used to develop floor plans where available)

- Development of mechanical floor plan drawings showing locations of all identified steam traps, along with equipment served:
- Review of documents with Woodbury County personnel and Baker Group personnel as appropriate
- Production of drawings defining scope of work, including:
 - Floor plan drawings showing locations of steam traps and equipment being served
 - Schedules for existing steam traps to be serviced, and new steam traps to be installed
 - Details for service/modifications to steam traps as required to document work

Not included (available upon request):

- Design of modifications to existing building systems, other than documentation for service and/or replacement of identified steam traps
- Record documents for systems not identified above, including:
 - Mechanical system components not specifically identified
 - Electrical systems
 - Plumbing systems
 - Fire protection systems
 - Lighting
 - Fire alarm
 - Telecommunications or other low-voltage electrical 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 project manual for public bidding of work