

August 10, 2026

Corey Gilliland
Director of Construction
McKinney Independent School District

Dear Mr. Gilliland,

Re: Minshew Elementary School HVAC, Lighting, and Fire Alarm System Replacement

EMA Engineering & Consulting is pleased to submit this proposal to provide professional engineering and related services for replacement of the HVAC equipment, interior lighting and controls, and fire alarm system at Minshew Elementary School. McKinney Independent School District intends to replace aging building systems at Minshew Elementary School as a coordinated summer 2027 construction project. The anticipated work includes one-for-one replacement of approximately 77 packaged rooftop units totaling approximately 300.5 nominal tons, new unit-level controls integrated with McKinney ISD building automation system, replacement of interior and exterior lighting with LED fixtures and code-compliant controls, and complete replacement of the existing fire alarm system.

The anticipated project scope includes:

1. HVAC equipment, controls, and associated electrical modifications
2. Interior LED lighting, lighting controls, and emergency/egress lighting
3. Complete fire alarm system replacement

EMA Scope of Services

Area / Service	Scope
Project Coordination	Conduct project kickoff and coordination meetings with McKinney ISD and the project team.
Existing Conditions Verification	Review available record drawings, equipment information, District standards, and related project documentation. Perform field observations necessary to confirm visible existing conditions and the basis of design.
Mechanical Design	Prepare design documents for replacement of the packaged rooftop units, including equipment selection, required curb adapters and duct transitions, condensate, ventilation, actuators, exhaust fans, controls sequences, and associated testing and balancing requirements.
Electrical Design	Prepare design documents for equipment reconnections, disconnects, branch-circuit modifications, and other electrical work associated with the HVAC replacement.
Lighting Design	Prepare design documents for replacement of interior and exterior lighting fixtures, lighting controls, and emergency and egress lighting within the project area.
Fire Alarm Design	Prepare design documents for complete replacement of the campus fire alarm system in accordance with applicable codes and McKinney ISD standards.
Construction Documents	Coordinate the engineering disciplines and prepare signed and sealed drawings and specifications suitable for permitting, pricing, and construction. Provide opinions of probable construction cost during design.
Bidding Assistance	Respond to bidder questions, prepare necessary addenda, and review substitution requests during procurement.
Construction Administration	Review submittals and RFIs, perform periodic site observations, prepare field reports, review contractor pay applications related to the engineering scope, and provide substantial-completion and final-completion observations.

Fee Structure

EMA proposes to provide the professional engineering services described above **for the fixed fee of \$200,000**. This fee includes professional liability insurance, travel expenses, per diem, telephone, Revit/CAD drafting, and digital submission of all design documents. All services will be performed with a standard of care customary for our profession and region. Both parties agree to resolve any disputes through mediation before pursuing other legal remedies.

Invoice Schedule

EMA Engineering & Consulting, Inc. will invoice on the following schedule:

Milestone	Percentage
Completion of 75% Construction Documents	30%
Completion of 100% Construction Documents	45%
Completion of Bidding and Procurement Assistance	5%
Construction Administration	20%
Total	100%

If additional work or services are requested, our hourly rates are as follows:

Professional Engineer	\$250/hour
Principal	\$200/hour
Project Manager/Designer	\$165/hour
Construction Admin/Commissioning	\$145/hour
CADD Draftsmen	\$100/hour
Administration	\$80/hour

If the above is acceptable, please provide the appropriate signature to authorize us to begin work. We certainly appreciate the opportunity to provide this agreement. If you have any questions, please call me. Sincerely,



Malek Bekka, P.E.
Principal

(Signature)

(Date)

(Typed Name)