



Proposal for

VERTICAL TRANSPORTATION CONSULTING SERVICES

**Cold Springs Elementary School
4150 Durham Road**

Prepared for:

Mr. Thomas M. Hanna, Capital Projects Manager
Central Bucks School District
Email: thanna@cbsd.org
Phone: 267-893-4013

Issued by:

Mr. Brian Doran
Email: bdoran@vdassoc.com
vdassoc.com

September 24, 2026
2026-107666



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Mr. Thomas M. Hanna, Capital Projects Manager
Central Bucks School District
320 West Swamp Road
Doylestown, Pennsylvania 18901

Re: Cold Springs Elementary School, 4150 Durham Road, Doylestown, PA
Vertical Transportation Consultation

Dear Mr. Hanna:

Based on the information provided, the following represents the agreement (“the Agreement”) by and between VDA, Inc. (“VDA”), (“Consultant”) and Central Bucks School District (the “Client”).

I. PURPOSE OF AGREEMENT

- A. The purpose of this Agreement is to state the terms and conditions under which Consultant will provide consulting services for the vertical transportation system in the referenced building, hereinafter referred to as the “Project.”

II. SCOPE OF WORK

- A. In accordance with the scope of services outlined in Section III below, provide vertical transportation consulting services for the modernization of One (1) elevator at the following location:

Cold Springs Elementary School	4150 Durham Rd.	Doylestown	PA	18901	One (1) Elevator
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III. SERVICES TO BE PERFORMED

PHASE 1 – EQUIPMENT EVALUATION

- A. Establish the design criteria for modernization of the vertical transportation system.
- B. Survey the referenced unit to provide:
1. An overview audit of existing system
 2. An identification of the major equipment and/or system components
 3. A local law and/or Code compliance audit applicable to the existing systems

4. An ADA Survey to determine if the systems comply with the Americans with Disabilities Act
5. A recommended scope of work for remedial improvements
6. Major equipment and/or system modernization upgrades

PHASE 2 – DOCUMENT PREPARATION

- A. Confirm our original recommendations for system improvements with supplemental applicable information.
- B. Based upon the data gathered and Client instructions, prepare specifications for:
 1. Component upgrades and modernization
 2. Safety Code and/or local law improvements
 3. Mandated alterations and equipment upgrades
 4. Remedial repairs and upgrades
 5. Maintenance Service Coverage
 6. Equipment repairs and direct replacements
 7. Pre-Maintenance work

NOTE: Specifications shall be reviewed and approved by the Client prior to their issuance for bidding. Specifications will include a cab allowance or provisions for a cab interior design written by others to be incorporated into our documents.
- C. In a separate section of the project specifications, provide detailed terms and conditions governing the manner in which all work must be performed. Included in this section, along with warranty information, insurance requirements, and applicable Code listing, shall be procedures for:
 1. Material handling and storage
 2. Disposal of old equipment
 3. Erecting barricades / property protection
 4. Obtaining approval of submittal drawings

5. Submitting progress payment requests
 6. Obtaining permits and/or approvals
 7. Conducting Code and acceptance inspections
 8. Resolving disputes over interpretation of the specifications
 9. Guaranteeing materials and workmanship
 10. Turning over wiring diagrams, instruction manuals and diagnostic tools
 11. Training personnel on new control safety features
 12. Obtaining final acceptance of completed work
 13. Project execution requirements / personnel
- D. Assist in identifying contractors with the expertise and logistical support necessary to successfully complete the specified work.
- E. Issue the following bid documents to identified contractors:
1. A formal invitation to bid
 2. General terms and conditions governing the technical specifications
 3. Technical specifications for the work authorized
 4. A bid proposal form
 5. Contractor qualification form / references

PHASE 3 – BIDDING

- A. Attend a pre-bid meeting with representatives of the Client and the invited bidders.
- B. Respond to bidder inquiries regarding the specifications and issue addenda when necessary.
- C. Provide spreadsheet analysis of bid proposals.
- D. Attend up to three (3) virtual meetings with the Client to interview bidders whose proposals are viable and competitive.
- E. Issue a written recommendation for contract award based upon bid proposal review and contractor interviews.

PHASE 4 – SHOP DRAWING REVIEW

- A. Review vertical transportation shop drawings for compliance with the project specifications as well as applicable codes. Return a marked-up electronic copy in the standard turn-around period of ten (10) working days. VDA will not be responsible for expediting shop drawing submissions received from the Trade Contractor. Up to two (2) reviews are included for each submittal.

NOTE: If more than two (2) drawing resubmittals and/or if cab drawing reviews are required they will be performed by VDA on a timecard basis and billed as an extra on contract.

- B. Attend a virtual meeting with the contractor and the Client to assist the Client with signal fixture selections, review of shop drawings, cab finish selections, and coordinate any work performed in conjunction with other trades, if needed.

PHASE 5 – CONSTRUCTION SERVICES --VDA recommends a minimum of three [3] total visits.

- A. Conduct a maximum of one (1) job site visit during construction to evaluate work in progress by the Contractor. Subsequent to such visit, issue a letter report on our findings. Progress payment application approval, if required, shall be made during these site visits.
- B. Upon completion of all work, conduct one (1) visit to thoroughly examine all elevator and related equipment to compile a deficiency punch list for this modernized elevator. Monitor the systems' operation and record pertinent operating performance data for comparison purposes. Upon completion of this audit issue a list of items which require corrective action by the contractor.
- C. Perform one (1) follow-up job site visit to verify that all punch list items are addressed by the elevator contractor in a satisfactory manner. Upon verification that all items are corrected, provide notice of completion and VDA's recommendation to issue remaining contract balance including retainage.

IV. FEE

- A. The fee for Phases 1-5 will be the lump sum of **\$15,660.00**, broken down as follows:
1. The Phase 1 – Equipment Evaluation fee will be the lump sum of \$1750.00, payable upon completion of survey.
 2. The Phase 2 – Document Preparation fee will be the lump sum of \$4,450.00, payable upon issuance of the specification document.
 3. The Phase 3 – Bidding fee will be the lump sum of \$2,320.00, payable upon issuance of the bid comparison analysis.
 4. The Phase 4 – Shop Drawing Review fee will be the lump sum of \$1,465.00, payable upon review of shop drawings.

5. The Phase 5 – Construction Services fee will be the lump sum of \$5,675.00, payable in installments. Invoices will be issued monthly as work is performed.

NOTE: Expenses, if applicable as outlined in Terms & Conditions, may be billed separately from the lump sum amount.

- B. This proposal is based on this project being completed on or before 12/31/2027. Should this project's completion extend beyond this date for reasons that are beyond the Consultant's control, the fee for the remaining services will be adjusted using an annual escalation rate of five percent (5%).

V. TERMS & CONDITIONS

Terms & Conditions can be found on the VDA website at www.vdassoc.com/terms-of-sale/.

EXECUTED this day and year below written

CLIENT:

Central Bucks School District

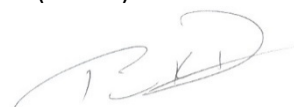
By: _____

Title: _____

Date Signed/Accepted: _____

CONSULTANT:

VDA, Inc. ("VDA")

By:  _____

Brian Doran

Title: Associate

ALL SIGNATURES ARE RECOGNIZED AS ORIGINALS

EXECUTION OF THIS SIGNATURE PAGE REPRESENTS THE ACCEPTANCE OF THE ENTIRE PROPOSAL

/kp
2026-107666