



9890 Clayton Road, Suite 220
Saint Louis, MO 63124

P: 314 616 8205
F: 866 227 0530
ameresco.com

Friday, October 16, 2015

Dr. David Lett
Superintendent of Schools
Pana Community Unit School District #8
14 E. Main
Pana, IL 62557

RE: BUILDING EVALUATION PROPOSAL

Dear Dr. Lett,

Thank you for considering Ameresco, Inc. to provide services in conjunction with the preparation of a comprehensive facilities study at the Pana School District. A detailed description of our proposed services for the project is provided in the attached Basic Services Summary.

Our compensation for completing the services listed in the Basic Services Summary will be a lump sum fee of \$10,000.

The District agrees to provide all necessary information for the performance of our services within a reasonable time after it is requested, and to give Ameresco timely access to the project sites, as necessary, to complete the proposed professional services.

We appreciate this opportunity to provide you this proposal for our services and look forward to working with you on this project. If questions should arise after you review this proposal, please call the number listed above.

Sincerely,

Gene Mackey
Senior Account Executive
Ameresco, Inc.

BASIC SERVICES SUMMARY

As requested by the District Ameresco will perform a comprehensive building evaluation of District's real properties. This evaluation will include field observations of the following buildings:

1. Washington
2. Lincoln
3. PJHS
4. PHS

This report will summarize the current state of the buildings and infrastructure. We will provide recommended solutions, correction timelines, and estimated costs for the repair or replacement of any items as deemed necessary.

SCOPE OF BASIC SERVICES

For the compensation outlined in this Agreement, Ameresco will perform the following professional services. Services not detailed within the Scope of Basic Services are specifically excluded from the scope of Ameresco's work and Ameresco assumes no responsibility to perform any services not specifically listed.

Ameresco will conduct initial meetings with District representatives to review current building configurations and usage, and to ascertain other building operational data. Ameresco will collect building data from the District related to energy consumption, building sketches, drawings and layouts as available. Ameresco will interview key building managers (typically school building principals and staff) to develop a better understanding of building usage, demands, issues and needs. This data will be used as a foundation from which to perform observations and develop the report.

FIELD OBSERVATIONS

Ameresco will perform field observations of the District facilities focused on the following areas:

1. Mechanical and electrical equipment in the buildings such as boilers, chillers, air handling units (AHUs), pumps and drives consistent with ASHRAE level 2 protocols.
2. Building envelope conditions such as roofing systems, windows, masonry, and exterior doors
3. Interior and exterior lighting systems
4. Primary structural components
5. Plumbing systems such as restrooms, locker rooms, domestic hot water (DHW) systems, and drainage systems
6. HAZMAT containment and condition including asbestos containing materials (ACM), and air quality related to humidity control and fresh air induction. (Testing of ACM is not included as part of these scope of services)
7. Kitchen exhaust systems and make up air systems
8. ADA accessibility including restroom compliance, ramps, lifts, and elevators
9. Exterior civil components such as drives, parking lots, sidewalks, and playground areas
10. Ameresco will also commit resources to evaluate overall space usage and flow patterns

At Ameresco's discretion the use of subcontractor resources may be utilized in the observation of the facilities, and in the development of recommended solution options. If a subcontractor is needed,

Ameresco will seek to engage with local resources in the various trades to the fullest extent possible. All recommended solutions will be developed consistent with current, applicable building codes.

Ameresco's field observations will occur over a period of several weeks and is expected to include multiple visits to the building sites as part of the field inspection process. These observations will be scheduled with District staff to minimize disruption to normal building operations.

REPORTING

Once field data has been collected Ameresco will develop a comprehensive report inclusive of the areas specified above. This report will describe the current conditions, energy usage, remaining usable life of equipment, identified systems issues, and the recommended solutions.

A preliminary draft report will be presented to District staff prior to the submission of a final report. District staff commentary, exceptions, and direction will be incorporated into the final report accordingly.

The final report will be submitted to the District and Ameresco will present a summary of the report to the staff, building committee, and the school board at large as requested by the District.

IMPLEMENTATION OF IMPROVEMENTS

Implementation of any corrective measures are not included in this scope of services. If after reviewing the findings of the report, the District chooses to implement improvements under a performance-based contract, Ameresco will facilitate the procurement process under 105 ILCS 5/19b guidelines. This includes the issuance of an RFP for performance contracting services as required.

Once selected under the RFP process, Ameresco will complete project design and engineering, and submit to the District a fixed-price contract for the implementation of the preferred scope of work.

Facilitation of the procurement process, final design and engineering, and final contract development will be performed at no additional cost to the District.

LONG TERM SAVINGS AND VERIFICATION

Consistent with the requirements of 105 ILCS 5/19b, if the District chooses to implement improvements under a performance-based contract, Ameresco will identify the resultant total project savings inclusive of energy, maintenance, operational, and capital savings. At the District's discretion Ameresco can provide long term annual verification of the total agreed upon project savings for an additional fee post-installation.