



October 18, 2016

Rich Dahman, Superintendent
Medford Public Schools
750 2nd Avenue SE
Medford, MN 55049

Mr. Dahman:

Wendel SGN Architecture (Wendel) would like to thank you for this opportunity to submit our proposal for providing Architectural and Mechanical / Electrical Engineering services to Medford Public Schools for the proposed HVAC System Replacement Project. Hallberg Engineering will provide the Mechanical and Electrical Engineering services for the HVAC System Replacement Project.

PROJECT DESCRIPTION

The project scope of work includes mechanical design development documents and construction documents for the replacement of up to thirty six (36) existing rooftop units as described under Design Services of this proposal.

SCOPE OF BASIC SERVICES

- Construction Document Phase – Prepare Construction Documents consisting of drawings and specifications setting forth in detail the requirements of the project. Includes meetings with Owner. Refer to Exhibit B. Obtain Owner approval of Construction Documents.
- Bidding Phase – Assist Owner in obtaining bids or negotiated proposals. Assist Contractors in interpretation of the Construction Documents. Refer to Exhibit B. Obtain Owner approval of Bids.
- Construction Phase – Provide administration of the Contract for Construction. Shop drawings review for conformance with requirements of the Construction Documents. Assist Contractors in interpretation of the Construction Documents. Refer to Exhibit B. Includes monthly trips to site during construction and one final observation. Final observation report to include close-out procedures by Contractor for the Project.

DESIGN SERVICES

- Mechanical scope:
 - Plumbing System Design (modification to gas piping as required)
 - Heating, Ventilating and Air Conditioning (HVAC) System Design.
 - Temperature Control System Design.
- Electrical Scope:
 - Power Distribution System Design for Replacement Units.
 - Fire Alarm System Modifications as Required.
- Exclusions:
 - Site mechanical and electrical work.
 - Mechanical infrastructure upgrades.
 - Electrical infrastructure upgrades.
 - Fire sprinkler system hydraulic design, pipe sizing and head layout.



- Telephone system design and cabling.
- Data system design and cabling.
- Sound and paging system design.
- Security system design.
- Work shown under "Additional Services".

Assumptions:

- Owner to furnish full information as to requirements including any special or extraordinary considerations for the Project or special services needed, and also make available pertinent existing data.
- Owner to establish and update an overall budget for the Project, including Construction Cost, the Owner's other costs and reasonable contingencies related to all of these costs. At this time it is our understanding that current construction cost is \$900,000.00 with a project cost of \$1,000,000.00. We do not feel this budget will allow for the replacement of all thirty six (36) units.
- We understand the schedule is as follows: Board approval in October 2016, Design Documents in November and December 2016 with bidding in January 2017. Construction period is June 2017 to August 2017.
- All work to be prepared for one (1) set of bidding documents.
- Wendel will cooperate with Owner to revise the scope and quality of work to reduce the cost of the work if the lowest bid exceeds the project budget by 5% or less. If the lowest bid exceeds the project budget by more than 5% Wendel shall be entitled to compensation to revise the scope and quality of work to reduce the cost of the work.

Additional Services:

Any work required beyond that defined in the Description of Design Services will be billed on an hourly basis per the attached Hourly Billing Rates (Exhibit A). Additional services will not be performed without written approval of Architect. Examples of additional services include:

- Making revisions in Drawings and Specifications with such revisions are: inconsistent with approvals or instructions previously given by Owner, required by the enactment or revision of codes, due to changes required as a result of the Owner's failure to render decisions in a timely manner.
- Providing services required because of significant changes in the Project.
- Providing services in connection with evaluating substitutions proposed by the Contractor and making subsequent changes to the Contract Documents.
- Providing services made necessary by the default of the Contractor.
- Providing services relative to future facilities, systems and equipment.
- Providing services to investigate existing conditions or facilities, or to make measured drawings thereof.
- Providing services to verify the accuracy of drawings or other information furnished by the Owner.
- Providing detailed quantity surveys or inventories of material, equipment and labor.



- Providing documents for alternate, separate, multiple or sequential bids.
- Providing documents, coordination meetings and punch lists for multiple phases of construction.
- Providing analyses of owning and operating cost.
- Making investigations, inventories of materials or equipment or valuations, and detailed appraisals of existing facilities.
- Provide services related to value engineering during the bidding or construction phases of the project.
- Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.
- Providing coordination of Work in connection with equipment supplied by the Owner.
- Mechanical and electrical systems validation (start-up and commissioning).
- Work shown under Exclusions (Mechanical and Electrical System Design Services).

FEES

Fee equal to 6 1/2% of the Construction Cost of the Project, including Change Orders. Mechanical and Electrical construction costs are estimated to in the range of \$800,000 to \$900,000.

Invoices will be issued monthly, with payment due upon receipt. On all unpaid balances older than 30 days interest will accrue at 1.5% per month until unpaid balances are paid in full.

If there are protracted delays for reasons beyond our control, if construction is not started within the customary period of time after completion of our final Drawings and Specifications, or if construction is not completed by October 2017, we would expect to renegotiate with you the basis for our compensation in order to take into consideration changes in price indices and pay scales applicable to the period when services are in fact being rendered.

TERMS AND CONDITIONS

- Fee proposal is based on standard terms and conditions of the AIA B101 Owner-Architect Agreement.
- Reimbursable Expenses as per AIA B101 which includes:
 - Expenses of travel including lodging, transportation and meals.
 - Expenses of reproduction of Drawings, Specifications and other documents.
 - Expenses for special handling (delivery or express mail) of Drawings, Specifications and other documents.



EXHIBIT A
Hourly Billing Rate

Architectural

Architect 7	\$160 - \$255
Architect 6	\$140 - \$ 210
Architect 5	\$135 - \$160
Architect 4	\$105 - \$120
Architect 3	\$95 - \$115
Architect 2	\$75 - \$95
Architect 1	\$65 - \$85

Mechanical And Electrical

Principals	\$195
Sr. Project Manager	\$165
Project Manager	\$150
Sr. Engineer	\$140
Sr. Project Engineer/Sr. Designer/Commissioning Agent	\$130
Cost Estimator	\$125
Project Engineer/Sr. Project Designer	\$115
Staff Engineer/Project Designer/Commissioning Technician/I.T. Tech	\$105
Engineer/Staff Designer/Project Administrator/Program Consultant	\$90
Designer/Commissioning Associate/Energy Efficiency Coordinator	\$75
Engineering Intern/Design Intern	\$50
Clerical	\$70



EXHIBIT B
Task List

CONSTRUCTION DOCUMENT PHASE

Prepare Division 0 and Division 1 documents including Instructions to Bidders, General and Supplemental Conditions to the Contract and General Requirements for the Contract.

Confirm Schedule and Milestones.

Filing documents on Owners behalf for the approval of governmental authorities having jurisdiction.

Review drawings existing drawings.

Perform heating/cooling load calculation.

Perform electrical loads calculation.

Prepare specification.

Perform Mechanical drawings:

Plumbing systems

Heating systems

Ventilating systems

Cooling systems

Schedules

Details

System schematics

Plumbing isometrics

Finalize Electrical drawings:

Power systems

Fire Alarm Systems

Schedules

Details

Riser Diagram

Coordination with structural engineer.

Assist Owner in preparing construction budget.

Issue CD for bidding.

Attend three (3) design meetings.

BID PHASE

Interpret drawings and specifications.

Review prior approvals.

Prepare addenda.

Assist Owner in obtaining and evaluating bids or negotiated proposals.

Assist Owner in awarding and preparing contract.

Attend pre-bid meeting.

CONSTRUCTION PHASE

Review shop drawings.

Interpret drawings and specifications:

Issue Change Orders

Respond to RFI's

Assemble and prepare updates to record drawings provided by the Contractor.

Review and Certify Applications for Payment.

Monthly site observations with reports.

Minimal system startup.

Final site observation with report.

Final closeout procedures.



ACCEPTANCE

If this is acceptable, please sign below and return 1 copy to Wendel for our records.

Sincerely,

Wendel Architects

A handwritten signature in black ink that reads "Jeri C. Fink". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Jeri C. Fink, AIA, NCARB
Associate Principal

Accepted by: _____

Date: _____