

August 29, 2025

Corey Gililand  
McKinney Independent School District  
One Duvall Street  
McKinney, Texas 75069

**RE: Professional Services Agreement Between EMA Engineering & Consulting and McKinney Independent School District**

EMA Engineering & Consulting, Inc. hereby submits the following proposal for professional services to McKinney Independent School District for **Bennett Elementary School HVAC, Lighting & Fire Alarm Upgrades**. EMA's services for this project will include:

- Team approach and attitude (e.g., Owner, Engineers, Contractors).
- Initial meetings and reviews with Owner to obtain scope of work, define work packages, budgets, priorities, phasing, scheduling, problems, maintenance needs, facility needs, standardization, etc.
- Obtain any specific Owner requirements. Meet with Owner's maintenance and facility personnel.
- Evaluate scope of work with budgets, schedules, etc. and coordinate with Owner.
- Working with Owner to develop specific scope of work by phase, priority, and budget. Define work packages.
- Design plans, specifications, and construction documents. Conduct coordination/review meetings.
- Complete final plans and specifications for construction.
- Assist in the bidding and procurement process.
- Provide construction administration services.

Note: This proposal excludes permitting fees, hazardous materials consulting, and unrelated building renovations.

Our fee is a fixed fee of \$150,500; This is based on an estimated construction cost of \$3,500,000 for the scope of work proposed. 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.

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

100% Construction Documents	75% of Fixed Fee
Construction Administration	25% of Fixed Fee

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,



J. Scott Clendenin, PE  
Principal

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name)