

December 5, 2022

Corrina Guardipee-Hall  
Superintendent  
Browning Public Schools  
P.O. Box 610  
Browning, MT 59417

RE: Browning Elementary Schools – Napi HVAC and Reroof  
Browning, Montana

Dear Corrina:

Thank you for the opportunity to present this proposal to perform A/E Services for the Napi HVAC and Reroof Remodel Project. The scope of work we are proposing is based on the estimates prepared by LPW and Morrison Maierle, attached to this proposal.

Our proposal is as follows:

#### **A. PROJECT DESCRIPTION**

The project consists of an approximately 52,000 square foot re-roof project, and new rooftop units in the same location as existing. The project will also include addressing some other needs of the school, including window, fencing, and classroom door repairs.

#### **B. SCOPE OF WORK**

LPW is proposing to work with Morrison Maierle, Inc. for mechanical, electrical, plumbing, and structural design. The project will include 50%, 90%, and final plan reviews. The Contract Documents are intended to be complete by mid-April, 2023. The project will bid in the late Spring to allow for construction to start as soon as school lets out in June.

##### General Scope of Work

- All required drawings and specifications for a State of Montana building permit.
- Coordination with code officials.
- Commissioning Agent not included. (This will be required in the GCCM contract.)
- LEED certification fees not included.
- It is assumed that a GCCM will be hired to complete the construction of the project.
- Project will comply with the current International Building Code and the International Energy Conservation Code.

##### Architectural Scope of Work:

- Overall design team project management, coordination with MEP, structural consultants and the GCCM.
- Provide final architectural design and prepare all required architectural drawings and specifications for a State of Montana building permit.
- Drawings will include:



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- Architectural Site Plan (fencing repairs – staging areas)
  - Floor Plan
  - Roof Plan
  - Roof Details
  - Door Schedule
  - Window Schedule
- Design meetings with administration, the facilities committee, and staff as required.
  - Coordination of all consultants. Their fees are inclusive in our overall fees.

#### Structural Scope of Work:

- Collect mechanical system cut sheets and loading data in order to coordinate preliminary locations for upgraded HVAC roof top units and additional HVAC units requiring structural support.
- Review original building drawings regarding framing and structural systems.
- Complete onsite review of roof framing at locations of upgraded/new HVAC equipment as required for verification.
- Provide analysis of existing framing for understanding of upgrades, as required.
- Finalize research and select the primary structural framing systems and locations of upgraded/new HVAC units.
- Develop the structural Revit model to a level consistent with the progress of the design.
- Deliver PDF design development drawings consisting of general structural notes, framing plans, and typical details.
- One (1) site visit during construction to observe construction progress or address on-site issues.

#### Mechanical Scope of Work:

- Provide engineering design and analysis in compliance with the requirements of the currently adopted International Building Code with amendments adopted by the local jurisdiction and applicable reference standards.
- Provide certification of compliance with the mechanical HVAC, plumbing, and electrical portions of the International Energy Conservation Code.
- Design the replacement of all the rooftop HVAC units that provide heating/cooling.
- Identify locations for all existing rooftop mechanical equipment to be removed and re-set in the same location. We anticipate re-using existing equipment.

#### Electrical Scope of Work:

- Coordinate the electrical requirements for the disconnection and relocation of existing roof-top equipment. Existing electrical equipment is expected to be re-used with new feeders where required per location.
- Coordinate the electrical requirements for the replacement of existing roof-top HVAC equipment with new roof-top HVAC equipment.
- Anticipate at least one new 480V feeder circuit will be required.
- Review design of the existing building electrical service entrance and distribution equipment for new HVAC electrical requirements. We anticipate the existing electrical service is sized adequately to accommodate the required electrical changes, but new overcurrent protection in existing panels may be required.
- We anticipate new duct-smoke detectors will be circuited back to the existing Fire Alarm system.

#### Permit and Bidding

- Provide responses to bidder's questions via addenda during the bidding phase.
- Respond to comments from the authorities having jurisdiction.

- Schedule and attend a pre-bid meeting

Construction Administration Services:

- Provide a review of shop drawings/submittals.
- Respond to contractor and owner questions (RFI's), provide clarification drawings as needed during construction.
- Provide construction review 3 days a week with Les Munro of LPW Architecture.
- Attend bi-monthly construction meetings.
- Conduct monthly progress inspections as part of on-site construction meetings.
- Provide substantial completion and final completion inspections and punch lists.

As-Built Drawings:

- Provide contractor furnished red line drawings showing all changes to original drawings.
- A complete set of record drawings in PDF format will be provided.

**C. FEES**

Compensation for programming, design, construction documents, construction administration, and on-site services listed will be based on the lump sum values provided below:

Base Bid Project:

• Design	\$199,800
• <u>Construction Administration</u>	<u>\$65,600</u>
Subtotal	\$265,400

L'Heureux Page Werner will work our portion of the fee on a "hourly not to exceed" basis. Progress payments for services of our consultants will be billed on a percentage of completion based on the lump sum value from Part C. Costs for additional services shall be billed monthly as services are provided. Any additional work (extra services), which is not included in the above Scope of Work, will be done after Owner's approval at LPW's current hourly rates or per negotiated fee. All required reimbursables such as printing, and postage will be billed at 1.1 times our cost.

I hope this proposal meets your expectations. If so, I can draft an Agreement Between Owner and Architect for General Architectural/Engineering Services. Let me know if you have any questions.

Sincerely,

L'HEUREUX PAGE WERNER P.C.

Timothy M. Peterson, AIA, LEED AP BD+C, GGP  
President

**Owner Approval and Notice to Proceed**

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Date: \_\_\_\_\_