

**BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA**

**DATE: APRIL 20, 2015**

**TO: ISD #31 BOARD OF EDUCATION**

**FROM: CHRIS J. LEINEN, DIRECTOR OF BUSINESS SERVICES**

**SUBJECT: BMS HVAC PROFESSIONAL SERVICES**

**COMMENTS:**

Attached please find a proposal for professional services from Jerry Vaughn of EAPC regarding the BMS HVAC renovation project. Please note this project was approved as part of the total Bond Election. The proposed fee is 6% of the HVAC and 5.5% of the roof portion of the project. EAPC will give us credit toward this amount for \$11,413 which has already been paid in the exploratory phase of this project.

**ACTION:**

The motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_ and, carried ( ) to approve the professional services proposal of EAPC for the BMS HVAC project.

February 16, 2015

Independent School District 31  
Attn: Chris Leinen  
502 Minnesota Avenue NW  
Bemidji, MN 56601

SUBJ: Professional Services Proposal

RE--: Bemidji Middle School

FILE: 20144090

Dear Chris:

Thank you for your interest in professional services provided by EAPC Architects Engineers. We appreciate this opportunity submit a fee proposal and scope of work.

EAPC proposes to provide professional services for an HVAC remodel, re-roofing, and miscellaneous architectural upgrades at ISD #31 Bemidji Middle School. The fee will be broken down and adjusted according to the differing portions of the project.

EAPC proposes a fee of five and one half percent (5.5%) for the re-roof portion, and a fee of six percent (6%) for the HVAC and miscellaneous architectural design portion. Assuming a total project cost of \$4,000,000, with the re-roof comprising approximately \$500,000 of that cost, the approximate fees are as follows:

Re-Roof:	$\$500,000 \times 5.5\% = \$27,500$
HVAC Upgrades and Architectural:	$\$3,500,000 \times 6\% = 210,000$
<b>Total Approximate Fee:</b>	<b>\$237,500</b>

This fee is based on an assumed project cost and will be adjusted down if the project total is less than that which is shown here. We feel the 6% fee on the renovation portion is justified due to the fact that extensive field time will be spent verifying existing conditions and investigating potential conflicts for the new equipment, pipe and coils along with the associated architectural and structural details. The previous studies at the Bemidji Middle School which EAPC performed and was paid for will be deducted from this fee as well. As of this date, \$11,413 has been received and will be credited to towards the project. Reimbursable expenses may include fees for state plan review, advertising, and construction document printing and distribution.

Our scope of services will provide the following:

I. Scope of Work

A. Architectural

1. Produce/verify existing floor plans to facilitate accurate demolition and remodel plans for equipment placement.



2. Prepare plans and specifications coordinating electrical and mechanical equipment, roof plans for re-roofing portion and any other owner-requested modifications to the building.
3. Review proposed final plan with the owner for approval to submit to appropriate authorities.
4. Prepare final documents for bidding and construction.
5. Provide architectural construction administration services including periodic site visits, answering requests for information and final inspection.

**B. Structural**

1. Verify existing conditions and determine load bearing capacity for new equipment located on the existing roof.
2. Investigate and determine any miscellaneous openings or modifications requiring structural support.
3. Prepare final documents for bidding and construction.
4. Provide structural construction administration services including periodic site visits, answering requests for information and final inspection.

**C. Mechanical**

1. Verify existing utilities, equipment, piping, ductwork, etc. to facilitate accurate demolition and remodel plans.
2. Prepare preliminary HVAC and plumbing plans, specifications and review with owner to address any changes or conflicts and make those changes.
3. Review proposed final plan and specifications with owner for approval to submit to the department of labor and industry (DOLI).
4. Prepare final documents for bidding and construction.
5. Provide mechanical construction administration services including periodic site visits, answering requests for information and final inspection.

**D. Electrical**

1. Verify existing paneling, wiring, loads, etc. to facilitate accurate demolition and remodel plans.



2. Prepare electrical plans for new HVAC equipment as well as miscellaneous electrical program items per owner's program needs.
3. Prepare final documents for bidding and construction.
4. Provide electrical construction administration services including periodic site visits and answering requests for information and final inspection.

Thank you for this opportunity to be of service to you. Please contact me with any inquiries.

Respectfully submitted,

Jerry Vaughn, Senior Mechanical Designer  
218.751.0151  
jvaughn@eapc.net