



November 28, 2022

Re: **Craig High School Biomass Project – Bidding and Construction Administration Services**

Dear Chris Reitan,

R&M Engineering, Inc.-Ketchikan is pleased to offer our bidding and construction administration services for the above referenced project.

Project Description:

We enjoyed working with you on the design of the new wood chip boiler plant at Craig High School, in Craig, Alaska for the Craig City School District. Per your request, this is a proposal to update the drawings to issue for a new bidding period beginning in December and provide bidding and construction administration services for the project as it is bid and then constructed next summer.

Scope of Work:

The following work will be performed:

UPDATE CONSTRUCTION DOCUMENTS

Perform the following work to update the construction documents for a new bid:

1. Update the drawings and specifications to clarify the wood boiler is owner supplied, contractor installed.
2. Update the drawings and specifications to incorporate changes made by addendum in the first bidding process.
3. Update the drawings for State Fire Marshal Plan Review.
4. Update specifications and drawings to issue for bidding.
5. Updated construction cost breakdown associated with project

BIDDING PHASE

Perform the following work during bidding of the project:

1. Participate in pre-bid contractor meeting via conference call/video conference.
2. Develop and issue addendums as required.
3. Answer questions from contractors during bidding.

CONSTRUCTION ADMINISTRATION PHASE

Perform the following work during construction administration for the duration of the project, including:

1. Shop drawing review.
2. Respond to contractor RFI's.
3. Answer questions from contractors during construction.
4. Review O&M manuals.



SUBSTANTIAL COMPLETION AND CLOSE OUT SITE VISITS

Perform the following work for a final inspection:

1. Travel to Craig.
2. Review installed project and issue an inspection report and list of items to complete.

Deliverables

1. Specifications in CSI format in electronic PDF format.
2. Stamped and signed drawings in electronic PDF format.
3. Substantial Completion and Close Out inspection reports in electronic PDF format.

Services Not Included:

1. Changes in the project scope of work that is defined above.
2. Providing any other services not specifically included in this agreement.
3. Detailed energy modeling.
4. Air quality engineering.
5. Asbestos testing or remediation planning.

Proposed Schedule:

12/15/22	Notice to Proceed
12/16/22 – 1/16/23	Bidding
1/16/23 – 6/1/23	Submittal and shop drawing review
6/1/23-Fall 2024	Construction Administration

Fee and Authorization:

We are proposing to perform the scope of work defined above for the fees listed below. The updating the construction document phase will be a lump sum fee. The bidding and construction administration phases will be billed on a time and material basis with an anticipated estimated effort listed below. R&M Engineering Inc.-Ketchikan's 2022 billing rate sheet is attached.

Update Construction Documents:	Lump Sum Fee, \$5,000
Bidding & Construction Administration:	Time and Material, Estimated \$46,000
Substantial and Final Completion Site Visits:	Time and Material, Estimated \$10,000

You will be billed on a monthly basis. Payments are due and payable 30 days from the date of invoice. Reimbursable expenses would include travel costs, printing costs and postage costs and will be billed at cost plus 10%.



R&M ENGINEERING-KETCHIKAN, INC.
ENGINEERS ARCHITECTS SURVEYORS

7180 REVILLA ROAD, SUITE 300, KETCHIKAN, ALASKA 99901
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If this proposal is acceptable, please sign below, return one copy to R&M Engineering, Inc.- Ketchikan and we will initiate the scope of work.

We look forward to working with you on this project. Please feel free to contact me with any questions.

Sincerely,

R&M Engineering Inc., Ketchikan

Craig City School District

Accepted by:

Trevor Sande, PE

Authorized Signature

Printed Name

Date: _____



2022 Standard Hourly Rates

PRINCIPAL AND/OR ASSOCIATES

CIVIL ENGINEER, PRINCIPAL	\$200.00/HR
REGISTERED LAND SURVEYOR, PRINCIPAL	\$200.00/HR
CIVIL ENGINEER, ASSOCIATE	\$180.00/HR

ENGINEERING AND SURVEYING SERVICES (STAFF)

CIVIL ENGINEER, LEVEL 4	\$180.00/HR
CIVIL ENGINEER, LEVEL 3	\$165.00/HR
CIVIL ENGINEER, LEVEL 2	\$150.00/HR
CIVIL ENGINEER, LEVEL 1	\$140.00/HR
CIVIL ENGINEER, JR.	\$120.00/HR/ \$140/OT
REGISTERED LAND SURVEYOR	\$150.00/HR
REGISTERED ARCHITECT	\$150.00/HR

TECHNICIAN SERVICES

	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>
FIELD CONCRETE/SOILS TECHNICIAN	\$140.00	\$160.00
SENIOR ENGINEERING TECHNICIAN	\$140.00	\$160.00
ENGINEERING TECHNICIAN	\$120.00	\$140.00
JR. ENG TECH	\$90.00	\$110.00
CIVIL CONSTRUCTOR LEVEL 3 (LEAD)	\$130.00	\$150.00
CIVIL CONSTRUCTOR LEVEL 2	\$120.00	\$140.00
CIVIL CONSTRUCTOR LEVEL 1	\$110.00	\$130.00
PROJECT INSPECTOR, LEVEL 2	\$150.00	\$170.00
PROJECT INSPECTOR, LEVEL 1	\$120.00	\$140.00
SENIOR DRAFTER	\$130.00	\$150.00
DRAFTER	\$120.00	\$140.00

SURVEY FIELD SERVICES

SURVEY PARTY CHIEF	\$140.00	\$160.00
SURVEY TECH	\$100.00	\$120.00
D/B PARTY CHIEF	\$160.00	\$200.00
D/B SURVEY TECH	\$140.00	\$180.00

SPECIALIZED ENGINEERING AND/OR SURVEYING EQUIPMENT

SURVEY TOTAL STATION	\$100/DAY
GPS RTK OR ROBOTIC TOTAL STATION	\$300/DAY