



July 01, 2024

Mr. Jerad Brewer
Campbell County School District #1
109 N Gurley
Gillette, WY 82716

RE: Professional Engineering Services Fee Proposal
CCSD #1 Twin Spruce JH Domestic Water Upgrades
ACE Job No.: ASH6635

Dear Jerad,

Thank you for the opportunity to submit the following professional engineering fee proposal to you for the above-referenced project.

It is our understanding that the proposed project consists of the following:

- Removal of the existing domestic hot water plant served by the facility heating hot water plant and the installation of new high efficient natural gas fired domestic water heaters.
- Removal of the existing water softener serving the existing domestic hot water plant and the installation of a new water softener to serve the domestic cold and hot water systems. Water softener will be relocated to basement below the old gym where the domestic water service is located.
- Installation of domestic water booster pump(s) may be required to overcome the additional pressure drop associated with the new water softener.
- A new electric unit heater will serve the room containing the new water softener.
- An existing door opening between the room containing the new water softener and the laundry room may be removed, infilled and used as a pathway for piping.
- The existing floor sink located in the laundry room is desired to be used to serve the new water softener.
- The existing emergency generator located in the boiler room may be replaced in a separate project and may allow for the installation of combustion air and flue venting through an existing louver.

Your anticipated construction budget is \$220,000.

ACE shall provide professional engineering design/construction administration services including:

Design Services:

- Design Development
- Construction Documents (Drawings and Specifications)
- Prepare and Submit Engineer Cost Estimates at Each Submittal Phase
- Attendance At Design and Review Meetings in Gillette or Via Web Conference

12 N. Broadway, 2nd Floor, Belgrade, MT 59714
(406) 388-3320

3060 Cabernet, Suite 3, Helena, MT 59601
(406) 204-2400

2040 Hamish Blvd., Billings, MT 59101
(406) 245-0136

1830 3rd Ave. E, Suite 303, Kalispell, MT 59901
(406) 309-6225

www.acemt.com

3860 O'Leary St, Suite B, Missoula, MT 59808
(406) 549-4160

19 S. Main, Sheridan, WY 82801
(307) 673-5300

Bidding Services:

- Attend and Manage Pre-Bid Meeting
- Address Contractor Questions
- Review Prior Approvals
- Develop Addendums As Required
- Manage Bidding and Negotiation
- Electronic bidding documents will be issued; no hard copies will be issued to contractors.

Construction Administration Services:

- Participate in Contractor's Pre-Construction Meeting
- Perform Shop Drawing Review
- Pay Application Review
- Attend and Participate in Contractor's Owner-Engineer-Contractor Meetings (OEC)
 - Fee amount includes attending two (2) OEC meetings.
- Perform Periodic Construction Site Inspections
 - Fee amount includes two (2) inspections.
- Perform one (1) - Substantial Completion Inspection and Report
- Perform one (1) - Final Inspection and Report
- Perform O&M Manual and As-build Drawing Review

These design services will be for:

- Mechanical & Plumbing Scope of Work: Upgrade the existing domestic water softener and domestic hot water plant as described above.
- Electrical Systems as required to support the Mechanical & Plumbing Scope of Work.
- Architectural Systems as required to support the Mechanical & Plumbing Scope of Work.

We have not included any of the following work:

- Environmental and Hazardous Material Assessments and Testing.
- Soils, Concrete, and Building Materials Testing.

This project will be designed electronically in a current version of AutoCAD or Revit (BIM) software.

Our project will be covered by our \$2 million Professional E&O Liability Insurance Policy.

Based on the above PROJECT SCOPE, the Time & Material, Not-To-Exceed based Fee is \$25,000.

We will be billing you monthly on a time and material basis as the project progresses. In general, the estimated Not-To-Exceed amount is as follows:

1. Design Development	\$ 5,310
2. Construction Documents	\$ 9,860
3. Bidding/Negotiation	\$ 1,000
4. Construction Admin.	\$ 3,330
5. Architect Service (*) Allowance	\$ 4,000
6. Reimbursable Expenses	Not-to-Exceed \$ 1,500

Total Not-To-Exceed Base Fee \$ 25,000

(*): An architectural service allowance is included in the Base Fee breakdown above to permit overall professional service budgeting. The allowance values shown above are estimated maximum values. The costs for the Architectural Services will be billed monthly as the costs are accrued. The cost will be billed at direct cost from the respective professional group plus 10% for overhead and profit.

All payments are due thirty (30) days after receipt of invoice. Accounts sixty (60) days past due will be assessed interest on the unpaid balance at an annual rate of 10%.

Reimbursable Expenses (including but not limited to Car Rental, Fuel, Lodging, Meals, Printing, Copying / Reproduction, etc...) will be billed monthly as they are accrued. We have included printing for our use only. Reimbursable expenses will be billed at direct costs to ACE Inc. plus 10% for handling. The cost of the reimbursable expenses will not exceed the value listed above.

If the above terms and conditions are agreeable to you, please sign and date a copy of this proposal and return it to our office. Our receipt of the signed agreement will serve as our notice to proceed. The goal is to have design, cost estimating, and construction documents completed Fall 2024 for Summer 2025 construction.

Sincerely,



Robert Detimore, PE
Senior Associate Mechanical Engineer
Associated Construction Engineering, Inc.

Gerard Brewer
Accepted By (Name)

Lead Plumber
Title

30Jul2024
Date

Attachment: 1. 2024 ACE Standard Billings Rates



SCHEDULE OF HOURLY RATES BY PERSONNEL CLASSIFICATION

ASSOCIATED CONSTRUCTION ENGINEERING, INC.

2024 Rates (January 1, 2024)

Charging for Services on a Per Hour Basis (hourly) will be enacted when the Scope of the Assignment is not readily defined and may be subject to change or when requested by the client. Hourly rates are scheduled and charged by personnel classification as follows:

PROFESSIONAL SERVICE CLASSIFICATION

Principal	\$230.00/hour
Sr. Engineer/P.M.	\$195.00/hour
Design Engineer	\$170.00/hour
Designer	\$145.00/hour
CAD Technician	\$120.00/hour
Administrative	\$ 95.00/hour

A day is defined as:

1. Eight (8) hours of work performed at standard rates. Actual hours worked will be billed for work performed in the office or on-/off-site as the project requires.
2. If overtime is necessary (more than 8 hours in a 24-hour period), rates are subject to overtime rate factor of 1.50 of the above listed hourly rates.

In addition to the above listed hourly rates, expenses will be charged as follows:

1. Transportation/Travel - current federally allowed rate.
2. Subsistence, at direct cost plus 10% for handling.
3. Reproduction work, at direct cost plus 10% for handling.
4. Other consultants, at direct cost plus 10% for handling.
5. All other expenses, at direct cost plus 10% for handling.

Charges are billable monthly and are to be paid within thirty (30) days after receipt of statement. Interest, at the rate of 1% per month, will be charged on past due accounts over sixty (60) days. At times when little work is performed, statements may be submitted less often to minimize bookkeeping.

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