



September 18, 2024

Mr. Brandon Mehling
Campbell County School District #1
109 N Gurley Ave
Gillette, WY 82716

RE: Professional Engineering Services Fee Proposal
CCSD#1 – Meadowlark Elementary Gym Lighting Replacement
ACE Job No.: ASH6706

Dear Brandon,

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 lighting replacements at the Meadowlark Elementary School:

- Replacement of the gym lighting with new LED lighting.
- Replace existing exit signs in the gym with new exit signs.
- Upgrade existing gym emergency lighting with new LED lighting.
- Light switching zones will be implemented for gymnasium lighting flexibility.
- Touch-up paint surfaces where devices are removed or new devices are smaller than original.
- Major Maintenance funding will be used for the project. Federal grant funding will not be used.

Fee amount includes review of existing drawings and general onsite review of existing conditions.

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

Design Services:

- Prepare and Submit Engineer Cost Estimates
- Construction Documents (Drawings and Project Note Specifications, 65%, 95% & 100%)
- Bidding Front End Documents

Bidding Services:

- Attend and Manage Pre-Bid meeting
- 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

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

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

2040 Harnish 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

- Perform Shop Drawing Review
- Attend and Participate in Contractor's Owner-Engineer-Contractor Meeting (OEC) & Perform Periodic Construction Site Inspection
 - Fee amount includes one (1) OEC meeting and one (1) Site Inspection and Report
- Perform one (1) – Final Inspection and Report
- Perform O&M Manual and As-build Drawing Review

These design services will be **inclusive** of the following systems:

- Interior Lighting Systems as described above to upgrade the existing systems.
- Architectural Systems required to support the Electrical Scope of Work.

These design services will **exclude** the following "Additional Services":

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

Design services for these "Additional Services" may be provided and/or coordinated by ACE in addition to this proposal once a firm scope of work is defined for the project.

This project will be delivered electronically in a current version of Revit (BIM) software designed solutions. The level of design (LOD) will be 200. Any level of design beyond LOD 200 may be provided as an additional service to this proposal once a firm scope of work is defined for the project.

LOD 200 – Approximate Geometry

The Model Element is graphically represented within the Model as a generic system, object, or assembly with approximate quantities, size, shape, location, and orientation. Any information derived from LOD 200 elements must be considered approximate.

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

Based on the above, we propose a Time & Material; Not-To-Exceed based fee of \$13,700.

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. 65% Construction Documents		\$ 4,310
2. 95% Construction Documents		\$ 1,500
3. 100% Construction Documents		\$ 310
4. Bidding/Negotiation		\$ 800
5. Construction Admin.		\$ 2,730
6. Architectural Services (*)	Allowance	\$ 3,300
7. <u>Reimbursable Expenses</u>	<u>Not-To-Exceed</u>	<u>\$ 750</u>
Total Not-To-Exceed Based Fee		\$13,700

(*): 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

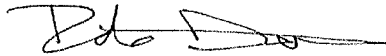
are accrued. The cost will be billed at direct cost from the respective professional group plus 10% for overhead and profit.

All payments are due 30 days after receipt of invoice. Accounts 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 / Winter 2025 for Summer 2025 construction.

Sincerely,



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

Accepted By (Name)

Title

Date

Attachment: 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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