



1000 West Eighth Street • P.O. Box 3033 • Gillette, Wyoming 82717-3033

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Teaching Effectively - Learning Successfully

Alex Ayers, Ed.D.
Superintendent of Schools

David Bartlett
Associate Superintendent
for Instructional Support

Carl Fox
Purchasing Manager

October 17, 2024

To: Board of Trustees

From: David Bartlett 
Associate Superintendent for Instructional Support

Re: **Approval for Wright Jr. Sr. High School Site Lighting Replacement
Design Services**

The following pricing was received:

Vendor	Not-To-Exceed based Fee
Associated Construction Engineering	\$49,000.00

Funding Source: State Major Maintenance.



October 7, 2024

Mr. Sean Mathes
Campbell County School District #1
1000 West Eight Street
Gillette, WY 82716

RE: Professional Engineering Services Fee Proposal
Wright Junior Senior High School – Lighting Replacement
A.C.E. Job # ASH5988

Dear Mr. Mathes:

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 an LED lighting upgrade to the Wright Junior Senior High School facility. This lighting upgrade is to include, in general, a one-for-one replacement of the existing lighting. Lighting consists primarily of 2'x 4' lay-in troffers. The Ag Shop, Weightroom and Gymnasium are to be excluded from the lighting replacement scope of work. Pole mounted site lighting is also to be replaced. Building mounted site lighting is excluded and not part of the lighting replacement project. In general, lighting controls are to remain with dimming applied to classrooms, conference rooms, offices and other select spaces. Bid and construction documents will be developed as one (1) bid package.

Your anticipated construction budget is \$900,000 and construction is anticipated to be completed Summer 2025.

A.C.E., Inc. shall provide professional engineering design services including:

- As-Build Existing Conditions From Existing Drawings & Onsite Field Observations
- Probable Construction Estimates
- System Design
- Front End Bid & Contract Documents
- Construction Documents (Drawings and Specifications)

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

- Front End Bid Documents
- Electrical Lighting Systems
- Electrical Power Systems (To Support Lighting Replacement)
- General Construction Systems (To Support Lighting Replacement)

We have **not** included any of the following work:

- Systems Outside of The Lighting Replacement Scope of Work
- Environmental and Hazardous Material Assessments and Testing
- Concrete and Building Material Testing
- Bidding and Negotiation Services
 - Develop and Manage Bid Invitations
 - Manage Document Distribution Through The SFD/QuestCDN Website
 - Manage Pre-Bid Meetings
 - Address Contractor Questions
 - Review Prior Approvals
 - Develop Addendums As Required
 - Provide Letter Of Recommendations, Notice Of Awards & Notice To Proceed Documents
 - Assist District With Contract Procurement With Contractor
- Construction Administration
 - Manage Pre-Construction Meeting
 - Attend OAC Meetings
 - Shop Drawing Review
 - Pay Application Review
 - Two (2) Interim Construction Site Visits/Reports
 - Substantial Completion Inspection/Report
 - Final Inspection/Report
 - Review Project O&M Manuals, Test Reports & As-build Drawings

If the project moves forward into Bidding and Negotiation and Construction Administration Services, these services will be added to the project as an add service on a Time & Material, Not-To-Exceed based Fee.

This project will be designed electronically in a current version of Revit (BIM) software. The level of design (LOD) will be 200.

Our project will be covered by our \$2,000,000 Professional E&O Insurance Policy.

We have included in-house printing for our use only. No reproduction of documents for bidding, reviews, etc...is included. However, we will provide these services as directed in addition to our base fee at direct cost to ACE Inc. plus 10% for handling.

Also ALL project related travel costs (including but not limited to Car Rental, Fuel, Lodging, Meals, etc...), will be billed as a reimbursable. These costs will be billed at direct costs to ACE Inc. plus 10% for handling.

Based on the above, we propose a Time & Material, Not-To-Exceed based Fee of \$49,000 plus reimbursables.

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

50% Construction Documents	\$ 29,000
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<u>100% Construction Documents</u>	<u>\$ 20,000</u>
	\$ 49,000

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%.

If the above terms and conditions are agreeable to you, please sign and date a copy of this proposal. Our receipt of the signed agreement will serve as our notice to proceed.

Sincerely,



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

Accepted By: (Name)

Title

Date:

Attachment: 1. 2024 ACE Inc. 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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