

February 21, 2023

Mr. Tim Armstrong  
South Gibson School Corporation  
3321 West 800 South  
Fort Branch, Indiana 47648

Re: HVAC Upgrades Phase 2  
Haubstadt and Owensville Community Schools

Tim:

Thank you for consideration of our firm to provide architectural, mechanical, and electrical engineering services for the Haubstadt and Owensville Community Schools HVAC Upgrades Phase 2 project.

## PROJECT SCOPE

As we discussed, the project consists of the following:

1. In general, it includes the replacement of fan coil units and associated controls with variable air volume central station air handling units and VAV boxes with reheat as described in the Haubstadt and Owensville Community Schools Mechanical Facility Evaluations dated April 4, 2022.

## DESIGN PROCESS

### **Construction Documents:**

We will prepare, for approval by the owner, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the project.

### **Bidding/Negotiation:**

Hafer will distribute contract documents to prospective contractor and administer the bidding process. Included is the written answer of bidder's requests for clarification, evaluation of proposed substitutions, and tabulation and analysis of bids. Hafer assists the Owner in the process of acceptance or rejection of bids and in preparation of construction contracts with the successful bidder. We will attend a pre-bid meeting.

### **Construction Administration:**

During construction, Hafer will review Contractor's applications for payment and review product submittals for use in the construction. In general, the work will be reviewed to ensure that it conforms

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to the contract documents. When the project is judged substantially complete, Hafer will request close-out documents such as warranties and maintenance manuals. Finally, the Owner will be advised on when to issue final payment to the contractor.

## PROFESSIONAL FEE PROPOSAL

For this project, we request a professional fee of \$87,100. Over the course of the project, our fee is distributed among each phase monthly as follows:

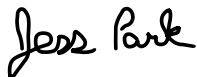
Construction Documents	75%
Bidding/Negotiations	5%
Construction Administration	<u>20%</u>
Total Fee	100%

In addition to professional fees, certain reimbursable expenses can be expected and will be invoiced with a 1.1 multiplier of actual cost. Miscellaneous expenses shall include the following:

- Fees paid for securing approval of authorities having jurisdiction over the project.
- Costs for environmental consultants, if required.
- Expense of reproductions, plots, standard form documents, drawings, and specifications.
- Postage, handling, and delivery costs.

I trust this letter adequately outlines our proposal. Thank you for this opportunity, I appreciate your consideration. Should you have any questions or require additional information please feel free to contact me.

Sincerely,



Jess Park, PE

If proposal is acceptable, please indicate by signing below.

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Signature

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Printed Name and Title