



architects ■ designers ■ engineers

February 14, 2024

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

Re: HVAC Upgrades Phase 2
Owensville Community School

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 1 project.

PROJECT SCOPE

As we discussed, the project consists of the following:

1. In general, it includes the replacement of the fan coil units and associated controls with variable air volume central station air handling units and VAV boxes with reheat as described in the Owensville Community School Mechanical Facility Evaluation dated April 4, 2022 and the construction documents of the previously bid Phase 2 project dated May 17, 2023.

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 prebid 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 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 \$17,500. Over the course of the project, our fee is distributed among each phase as follows:

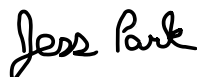
Construction Documents	\$2,000
Bidding/Negotiations	\$4,500
Construction Administration	<u>\$11,000</u>
Total Fee	\$17,500

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.

Signature

Printed Name and Title