



## **EXHIBIT A – Scope of Services and Professional Service Fee**

November 09, 2017

RE: Campbell County School District #1 – 4J Elementary Lighting, Technology and Fire Alarm Upgrade Project  
A.C.E. Job #ASH4899

The following outlines the project scope, **Time and Material, Not-to-Exceed** professional service amount, and project schedule for the above referenced project.

### **A. PROJECT SCOPE:**

Project is to provide contract documents and conceptual cost estimating for the existing 4J Elementary School as outlined below:

#### General:

- Evaluations and cost estimates are to include the main elementary school building and boiler building on campus.
- The elementary school building is approximately 17,400 ft<sup>2</sup> and the boiler building is approximately 950 ft<sup>2</sup>.
- The elementary school building was constructed in 1986 and had a lighting replacement in the Gymnasium a few years ago.
- The boiler building was constructed in 1986 and had limited renovation work.
- Construction work will be completed over the summer in 2018.
- Floor plan backgrounds will be developed in AutoCAD for construction documents.

#### Electrical:

- Evaluate, design and produce construction documents and cost estimates to replace and upgrade the light fixtures in the elementary and boiler buildings, with the exception of the gymnasium. The gymnasium lighting is to remain as is.
- Evaluate, design and produce construction documents and cost estimates to replace and upgrade the fire alarm system.

#### IT / Special Systems:

- Evaluate, design and produce construction documents and cost estimates to replace and upgrade the intercom system, phone system, access control, security and surveillance, and IT and data systems. See attached Agreement from JLS Technology Consultants Services and assumptions.

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

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

Design Services:

- Design Development
- Construction Documents (Drawings and Specifications)
- Prepare and Submit Engineer Cost Estimates at each Submittal Phase

Note: Below fee amount includes attendance at two (2) Owner / A&E meetings in Gillette, WY

Bidding Services:

- Attend and Manage Pre-Bid meeting
- Manage Bidding and Negotiation

Construction Administration Services:

- Participate in Contractor's Pre-Construction Meeting
- Perform Shop Drawing Review
- Attend and Participate in Two (2) Contractor's Owner-Engineer-Contractor Meetings (OEC)
  - Fee amount includes attending two (2) OEC meetings
- Perform Two (2) 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

We have not included any of the following work:

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

**B. PROFESSIONAL SERVICE FEE:**

Based on the above PROJECT SCOPE, the Time & Material, Not-To-Exceed based Fee is \$32,105.

We will be billing you monthly on a percentage of completion basis using the following fee breakdown:

1. Electrical Evaluation, Design & Cost Estimating (*)	\$ 15,900
2. Technology Evaluation, Design & Cost Estimating (**)	\$ 13,280
3. Architectural (Develop Front End Bidding Documents) (***)	\$ 1,500
4. Reimbursable Expenses Not-to-Exceed	<u>\$ 1,425</u>
Total Fixed Base Fee	\$32,105

(\*): Refer to the attached electrical fee summary estimates.

(\*\*): Refer to the attached technology fee summary estimates. Technology 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.

(\*\*\*) Architectural allowance is included in the Base Fee breakdown above to permit overall professional service budgeting. The allowance value shown above is an estimated maximum value. 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 Architect 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 \$1,425 value listed above.

Note: All Enclosed Billing Rates will be applied for the duration of the assessment project.

### **C. PROJECTED PROJECT SCHEDULE:**

The goal is to have the evaluation, design and cost estimating completed by the middle of March 2018 for summer 2018 construction.

Enclosed:

- Electrical Fee Summary and Standard Billing Rates
- Technology Fee Proposal and Summary and Standard Billing Rates