

Hillcrest Elementary was on the Capital Projects list; however Wagonwheel has a greater need for the HVAC controls replacement.



EXHIBIT A – Scope of Services and Professional Service Fee

November 15, 2018

RE: Campbell County School District #1 – Wagon Wheel Elementary Temperature Control Upgrade
A.C.E. Job #18SH4847

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 scope of work for the temperature control upgrade project at Wagon Wheel Elementary school is outlined below:

- Temperature control system upgrade to be provided by Johnson Controls (JCI). JCI shall have a lead role in the project as the selected contractor and will need to conduct the leg work for the project. The temperature control system upgrade work will need to be competitively bid. The District's standard contract will be used for the project. ACE will assist in enhancing the contract for the project as needed.
- Participate in project meetings with the District and JCI.
- Assist in developing project requirements including temperature control upgrade work and associated probable test and balance, plumbing and electrical work. ACE will develop drawings and specifications to support the temperature control work as required.
- Conduct a pre-bid meeting.
- Review JCI's proposed product data, sequence of operations and shop drawings.
- Review JCI's cost proposals. We believe having ACE involved throughout the project is one method that will help control project costs. Cost data from previous projects completed in CCSD will be used as the basis for costs comparison and project differences will be taken into consideration.
- Review other probable subcontractor product data submittals and shop drawings.
- Assist in solutions to issues during construction if they arise.
- Conduct site inspections and temperature control system reviews as needed.
- Periodically review the temperature control system operation by remote login from Sheridan during the warranty period. Note JCI should also periodically review the temperature control system operation during the warranty period.

Based on the above mentioned scope of work we propose that ACE contract on a Time and Material basis with a Not To Exceed amount of \$25,000.

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 \$25,000 inclusive of reimbursable expenses.

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.

C. PROJECTED PROJECT SCHEDULE:

The goal for completion is to have the temperature control upgrade work started in Spring 2019 and completed Summer 2019.

Enclosed:

- 2018 ACE Inc. Standard Billings Rates (note: will be applied rates for the duration of the project)



SCHEDULE OF HOURLY RATES BY PERSONNEL CLASSIFICATION

ASSOCIATED CONSTRUCTION ENGINEERING, INC.

2018 Rates

Charging for Services on a Per Hour Basis (hourly) will be enacted when the Scope of the Assignment is not readily defined and maybe subject to change or when requested by the client. Hourly rates are scheduled and charged by personnel classification as follows:

PROFESSIONAL SERVICE CLASSIFICATION

Principal	\$190.00/hour
Sr. Engineer/P.M.	\$165.00/hour
Design Engineer	\$140.00/hour
Designer	\$110.00/hour
CADD Technician	\$ 95.00/hour
Administrative	\$ 80.00/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 24hr 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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