



**Engineering Services
of Vermont, LLC**

Mechanical-Electrical Consulting Engineers

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September 13, 2019
ESVT Project No. 19132W

Town of Richmond
P.O. Box 285
Richmond, Vermont 05477

Attn: Josh Arneson, Town Manager
Re: Richmond Free Library 1st Floor HVAC Replacement
Mechanical Engineering Services Proposal

Josh,

Based on the RFP information provided and my site visit on September 11, 2019 we are pleased to present this proposed agreement for Professional Engineering Services.

We will provide the initial engineering analysis, and schematic document preparation for the purposes of establishing a magnitude of costs for a few different HVAC options.

Once a construction budget has been established, Engineering Services of Vermont will prepare construction documentation and construction administration services.

A. Project Description for Mechanical Engineering

- a. There is a failing in slab radiant heating system for the 1st Floor at the Richmond Free Library.
- b. Currently there is no air conditioning or ventilation on this first floor, other than seasonal temporary window air conditioning units, that are damaging the older windows in the building.
- c. The Proposed Scope of Work will look to identify a few different options for HVAC improvements to this first floor. This shall include but not be limited to the following:
 - i. New heating, ventilation and air conditioning (HVAC) for the first floor.
 - ii. Evaluation of the existing heating system for this floor.
 - iii. Any architectural or electrical changes that will be dictated by each HVAC option.
- d. Provide a schematic design level, mechanical scope of work narrative for each propose option along with a magnitude of cost for each option. This along with

- an overall schedule and total cost for design and construction shall be considered Phase 1 design for this project.
- e. Coordinate/discuss with the building committee as necessary to determine which HVAC option will be selected.
 - f. Once an HVAC system is chosen and a construction budget is defined, Phase 2 of this project will occur.
 - g. Phase 2 shall include preparation of all necessary construction documents for bidding. This drawing package shall include all necessary stamped Architectural and Engineering Drawings. This shall include the following:
 - i. Architectural plans and details, as required.
 - ii. Mechanical (HVAC) plans, details and schedules.
 - iii. Electrical power plans for the proposed HVAC equipment along with updated panel schedules and evaluation of the electrical service.
 - iv. Control Sequences of Operation (SOO).
 - v. A % CM fee will be included as a part of this Phase of work. Engineering Services of Vermont, LLC will be presenting this proposal along with Alliance Mechanical, Alliance Group Inc. as the proposed prime Mechanical Contractor and the Construction Manager for this Project.

B. Services during Construction

- a. Review submittals and shop drawings as required for conformance to construction documents.
- b. Periodically perform site inspections to review installed work for compliance with contract documents. Three site inspections are carried in this proposal by Engineering Services of Vermont.
- c. Prepare information for change requests for renovation work as necessary.
- d. Perform a punchlist and final inspection at substantial completion of the project.
- e. Record drawings to be provided at project completion by the awarded mechanical contractor.
- f. Operation & Maintenance (O&M) Manuals, Letter of Warranty and Owner Training for the new HVAC system shall be provided.

C. Fee for Engineering Services

- a. The engineering services described above will be provided on a Fixed Fee Lump Sum basis as follows: *Phase 1 is as described above. Phase 2 assumes a \$150,000 construction fee. 12% of that fee will be applied to preparation of stamped architectural and stamped engineering drawings, along with construction administration services and coordination with the Mechanical Contractor.*

Engineering Fees:			Est. Hours
Phase 1 – Conceptual Design as noted above	-	\$ 5,000	40
Phase 2 – Construction Documentation and Construction Administration	12%	\$ 18,000	152
Total Engineering Fees:		\$ 23,000	
Expenses:			
Reimbursable Expenses		\$ 750	
Total:		\$ 23,750	

- b. Reimbursable expenses include travel time and preparation of the necessary quantity of bid packages for bidding contractors.
- c. Invoices for services rendered shall be made on a monthly basis for completed services and reimbursable expenses incurred for the work. Reimbursable expenses will be invoiced in the amounts actually incurred in accordance with the attached rate schedule.
- d. Payments shall be the net amount of the invoice due within thirty (30) days of the invoice date. Past due payments may be subject to late charges of five percent (5%) per month, or fraction of a month; until full payment is received. Late charges will be applied at the sole discretion of Engineering Services of Vermont

D. Services Not Included

- a. The following services are not included in this agreement as they will be provided by the Architect other consultants or the Owner.
 - i. Design of water, sewer, electrical or communication systems exterior to the building.
 - ii. Design of renewable energy productions systems (solar, wind, etc.)
 - iii. Design of fire protection systems or fire protection performance specification.
 - iv. Energy modelling beyond that required to determine heating/cooling loss calculations.

E. Additional Services

- a. When requested in writing by the Owner, additional services may be incorporated in the work, subject to the terms of this agreement. Such additional services performed on an hourly basis in accordance with attached rate schedule.
- b. Changes in the scope of the project that cause completed work to be revised

and re-done shall be included as additional services. Normal detailing of work during the progress of the design shall not be considered additional services.

F. Ownership of Documents

- a. All documents prepared for this project shall remain the property of Engineering Services of Vermont, LLC. and shall not be used for any purpose other than construction of this project without written consent of Engineering Services of Vermont, LLC.
- b. Engineering Services of Vermont, LLC will provide reproducible copies of the drawings and specifications for this project for preparation of the contract documents. If requested, electronic files of the drawings (.pdf, .dwg or .dxf format) and specifications (.pdf, .doc or .txt format) will be provided to the Owner. Engineering Services of Vermont, LLC shall not incur any liability for the use of these documents or files other than for the construction of this project.

G. Schedule

- a. Engineering Services of Vermont, LLC has sufficient personnel to meet the schedule as discussed in the RFP, unless delays beyond our control are encountered.

H. Insurance

- a. Engineering Services of Vermont has 1M/2M professional liability insurance and will provide certificate of insurance as required.

We trust that you will find this proposal acceptable. If so, please sign the enclosed copy, and return it to us. It will then be the complete agreement between us for Professional Engineering services as outlined above.

We look forward to working with you on this project. In the meantime, please call if you have any questions, or need more information.

Respectfully,

Engineering Services of Vermont, LLC

Jerry L. Marshall, P.E.
Senior Mechanical Engineer

Enc: ESVT 2019 Rate Schedule

Transmitted: Via Email, only (jarneson@richmondvt.gov)

Accepted: _____ Date: _____

2019 RATE SCHEDULE**PROFESSIONAL SERVICES- HOURLY RATES**

Architect of Record	\$100.00
Architectural Associate	\$80.00
Engineer	\$125.00
Engineering Evaluations and Inspections	\$150.00
Expert Evaluation and Testimony	\$250.00
Design Engineer	\$ 90.00
Technical Assistant	\$ 75.00
Administrative Assistant	\$ 50.00

REIMBURSABLE EXPENSES

Travel-mileage	IRS Current Rate
Long distance telephone	Cost
Reproduction	
8 1/2 x 11 copies	\$ 0.10
Drawing Copies (in house)	\$ 0.25/sq. ft.
Outside Reproduction/Bid Documents	Cost
Postage	Cost
Lodging	Cost
Meals	Cost
Miscellaneous	Cost

TERMS & CONDITIONS

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