



275 Monumental Circle; Sparks, NV. 89436  
(775) 750-0849 / matt@mmi-engineering.com

December 3, 2013

City of Sparks  
431 Prater Way  
Sparks, NV. 89431

Attn: Brian Cason, PE  
Re: Sparks City Hall – HVAC and Control Upgrades

FEE PROPOSAL

Dear Mr. Cason:

I am pleased to offer mechanical and electrical design services for the above-referenced project as described in the Preliminary HVAC System Evaluation Report dated July 16, 2013 from Dinter Engineering. The electrical design portion of the project would be sub contracted with Dinter Engineering. I propose to perform these services as described below for a fee of \$115,260 (One hundred fifteen thousand, two hundred and sixty dollars).

The fee breakdown is as follows: The mechanical engineering services for \$88,665, the electrical Dinter Engineering sub consultant fee including a 10% mark-up) for \$14,655. Projected expenses of \$1,940. Additionally we have included a mechanical design contingency for unknown conditions of \$6,500 and a design contingency for minor architectural modifications of \$3,500. The project scope is as stated below. This letter shall act as a proposal for our services and not as a contract. We anticipate receiving a standard City of Sparks Consultant Services contract upon agreement of this scope of work.

SCOPE OF WORK

The above fee is based on the following items scope of work:

1. Provide thorough review of mechanical systems within all structures located at the City Hall campus, located at 431 Prater Way, Sparks, NV. and provide final recommendations regarding the suggested modifications to the mechanical and control system as outlined in the "Preliminary HVAC System Evaluation Report" dated July 16, 2013 from Dinter Engineering
2. Perform any necessary calculations and technical research needed to complete the design.

3. Provide a biddable set of drawings showing the mechanical and electrical designs. These drawings will also be used for the permitting process.
4. Code review of any required modifications and coordination with local agencies if required.
5. Design meetings and consultation with owner as required.
6. Work in collaboration with City Engineering staff for suggested phasing of the construction to reduce impact on City Hall operations
7. Provide all demolition drawings as required to accommodate the required changes.
8. Provide design for a complete new DDC control system to replace the aging pneumatic control system in the campus facility.
9. Provide design for the replacement of the hydronic hot water and chilled water piping systems throughout buildings 100, 200, 300 and 400 to include the pumps valves and associated components.
10. Provide design for the required replacement and/or modifications the air handlers and associated VAV Boxes serving buildings 100, 200, 300 and 400.
11. Provide design for the modifications to the existing boiler system to upgrade system deficiencies and to add redundancy to the boiler system serving the facility.
12. Provide design for the modifications to the existing chilled water system to upgrade the system deficiencies and to add redundancy to the boiler system serving the facility.
13. Provide modifications to the intake and exhaust system of the existing cooling tower to resolve the condensate / leaking problem that has been occurring in with the duct system
14. Electrical design includes the coordination with installation of new electrical distribution equipment as it relates to new mechanical power connections and the design of a new replacement MCC.
15. Provide engineer construction cost opinion for budgetary purposes for the scope of the design at the completion of the final upgrade recommendations and update at the 100% construction document phase.
16. Provide construction document technical specifications in book form, based on MasterSpec CSI formatting and produced in MS Word.
17. Provide construction documents at multiple submission milestones including 30%, 60%, Final, and Bid Set.
18. Construction observation services including submittal review, request for information (RFI's), weekly construction meetings with the contractor.
19. Record drawings (Both PDF and AutoCAD Electronic Files will be included)

#### EXCLUDED SERVICES

The following services are specifically excluded from the work of this contract:

1. Mechanical design services for Building 500
2. Any plumbing design services

3. Creating or drafting original AutoCAD backgrounds for City Buildings. Backgrounds will be based on AutoCAD base drawings furnished by City during proposal phase.
4. LEED Services (including registration, documentation, or management of process).
5. Special commissioning of systems is not anticipated or included.
6. Costs or fees for construction permitting

ADDITIONAL SERVICES

Additional fees can be negotiated on an as-needed basis if needed. Out of scope items would include, but are not limited to: 1) for significant changes in design or scope, 2) for review of Owner or Contractor initiated change orders, 3) subsequent site visits and meetings during construction in excess of those indicated above, and 4) if the project design schedule is extended for the benefit of the Owner.

Thank you for considering me for this work. I am looking forward to working with you on the project. If you find this agreement acceptable, please forward either the standard AIA or your standard contract for signature with this proposal included as an attachment thereto or sign the enclosed copy of this letter and return it for my records. Work will not proceed until a signed proposal is received. This fee proposal is predicated upon acceptance within sixty (60) days and start of work within 120 days.

Sincerely,



Matthew C. Myres, P.E.  
Owner / Mechanical Engineer

PROPOSAL ACCEPTED BY:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_