

January 18, 2013
Sparks City Hall
431 Prater Way
Sparks, NV 89431

Attn: Brian Cason, SE, PE
Re: Sparks City Hall Electrical Upgrade
Electrical Engineering Design Proposal

FEE PROPOSAL

Dear Mr. Cason:

We are pleased to offer our electrical services for the above-referenced project as described in the City of Sparks Request for Proposal published on September 26, 2012. We propose to perform our services as described below for a fee of \$85,000 (Eighty Five Thousand Dollars) which includes a \$5,800 design contingency. 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

Dinter shall provide the following as part of the scope of work:

1. Provide thorough review of electrical conditions within all structures located at the City Hall campus, located at 431 Prater Way, Sparks, NV.
2. Provide a device health assessment including but not limited to condition of panelboards, switchgear, transformers, and feeders from the NVE meter to the branch circuit breaker in the panelboards, including recommendations for upgrades or repairs.
3. Provide record floor plan drawings in AutoCAD, indicating locations of all electrical distribution switchboards, panelboards and transformers.
4. Perform minimum of 48 hour load monitoring of all major distribution components to verify actual facility load conditions and compare to NVE monthly peak demand recordings.
5. Provide a complete AutoCAD one-line diagram of the entire electrical distribution system of the buildings.
6. Evaluate general convenience outlet placement and circuiting and make recommendations for upgrades or repairs. Provide record floor plan drawings in AutoCAD, indicating convenience outlet locations.
7. Perform complete short circuit analysis and report determining available fault current and evaluating protective devices for proper rating.

Reno

Office: 385 Gentry Way
Reno, NV 89502
Phone: 775.826.4044
Fax: 775.826.4190
Web: www.dinter.com

Coeur d'Alene

Office: 15644 Highway 41
Rathdrum, ID 83858
Phone: 208.712.3131

8. Perform Arc Flash calculations and print and install arch flash labels on all new and existing to remain electrical distribution equipment in compliance with NFPA 70E Electrical Safety in the Workplace.
9. Provide design for correction of existing electrical code violations, and upgrades for electrical efficiencies, and electrical deficiencies within the system. Coordinate with City of Sparks Building officials to assure upgrades meet current standards.
10. Upgrade and repair design shall incorporate suggested phasing of the construction work to reduce impact on City operations and in collaboration with City Engineering staff.
11. Perform any necessary electrical calculations and technical research needed to complete the design.
12. Provide and manage any sub-contractors and sub-consultants required including but not limited to independent testing service company. Cost of sub-contractors and sub-consultants is included in the fee listed above.
13. Provide engineer construction cost opinion for budgetary purposes for the scope of the design at the completion of the initial evaluation and update to a construction cost opinion during the construction document phase.
14. Provide construction document technical specifications in book form, based on Masterspec CSI formatting and produced in MS Word.
15. Provide construction documents at multiple submission milestones including 50%, 90%, Final, and Bid Set.
16. Construction observation services including submittal review, request for information (RFI's), site meetings with the contractor, and record drawings.

PROJECT SCHEDULE

The following is our suggested schedule for design is to be completed by June 3, 2013:

Task	Date	No. of Days
• Notice to Proceed*	February 18	0 days
• Site Assessments and Budget estimate Completed	March 4	17days
• Load recording and testing completed	March 22	18 days
• Draft assessment report with Recommendations Completed	April 1	10 days
• City of Sparks Review **	April 5	4 days
• Final report completed	April 12	7 days
• 50% Design Submittal	May 1	19 days
• Owner review Meeting**	May 6	5 days
• 90% Design Submittal	May 20	14 days
• Owner review Meeting**	May 24	4 days

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|--------------------------|--------|--------|
| • Final Design Submittal | May 31 | 7 days |
| • Issue for Bid | June 3 | 3 days |

* These dates affect the overall schedule.

**These dates affect the overall schedule. We also require City to grant approval at review meeting to maintain schedule for next submittal.

EXCLUDED SERVICES

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

1. Design services or modification related to the existing facility lighting, telephone, data, mechanical and plumbing, systems.
2. Creating or drafting original AutoCAD backgrounds for City Buildings. Backgrounds will be based on AutoCAD base drawings furnished by City during proposal phase.
3. Registration, documentation, or management of LEED process.
4. Special commissioning of systems is not anticipated or included.
5. Costs or fees for construction permitting
6. Geotechnical or soils report – assuming City of Sparks will provide if required.

ADDITIONAL FEES

Any required additional services can be provided on as negotiated on an as-needed basis for significant changes in design or scope of work and if the project design schedule is extended for the benefit of the Owner.

If you find this scope of work acceptable, please send us 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 our 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,
DINTER ENGINEERING COMPANY



ACCEPTED BY:

Signature _____

Date: _____

Peter K. Hackbusch, President
Encl: Fee Worksheet

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Electrical Design For Electrical Distribution Equipment Upgrade
City Hall Complex
Sparks, NV

Fee Proposal Prepared by:
Peter K. Hackbusch
1/18/2013

COST BREAKDOWN

ESTIMATED DIRECT LABOR

Employee Classification	Summary of Hours	Hourly Rate By Classification	Cost
Design Services			
PRINCIPAL PROJECT MANAGER	15	\$145.00	\$2,175.00
SENIOR PROFESSIONAL ENGINEER	26	\$120.00	\$3,120.00
DESIGN ENGINEER	304	\$95.00	\$28,880.00
DESIGNER	251	\$78.00	\$19,578.00
CADD TECH	136	\$60.00	\$8,160.00
CLERICAL	6	\$45.00	\$270.00
Hours Subtotal (See Backup Sheet)	738		
Estimated Direct Labor Cost Subtotal			\$62,183.00

ESTIMATED EXPENSES

Expenses (See Backup Sheet)			\$516.50
Testing consultant (\$15,000 with contingency+10%)			\$16,500.00
TOTAL COST:			\$79,199.50
Contingency:			\$5,800.00
Rounded Total			\$85,000

Scope of Services: Assess existing electrical distribution system and receptacle placement, design system upgrade, produce construction drawings, perform short circuit and arc flash calculations. Perform normal Construction services and bid assistance, consultation during construction, shop drawing review and record drawings.



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LABOR IN HOURS

EMPLOYEE CLASSIFICATION	PRINCIPAL PROJECT MANAGER	SENIOR PROFESSIONAL ENGINEER	DESIGN ENGINEER	DESIGNER	CADD TECH	CLERICAL	TOTAL HOURS
TASK DESCRIPTION	Hours	Hours	Hours	Hours	Hours	Hours	HOURS
Design Services							
Project Design Management	8						8
Field Investigation - Distribution Equipment (3 days)			24	24			48
Field Investigation - Receptacle placement (5 days)			40	40			80
Draft Assessment Report with cost opinion	1	8	40	16	8	6	79
Develop Distribution single line diagram (1 dwgs)	1	2	16	4	12		35
Develop plans locating all elect distrib equipt (1 dwgs)		1	8	16	16		41
Survey, show, assess receptacle placement (8 dwgs)		2	4	16	40		62
Short Circuit/Arc Flash calcs (2 dwgs)	1	2	40	8			51
Coordination with testing firm for load recording	1		8	2	2		13
Final assessment report with cost opinion	1	2	12	4	2		21
Bid/Construction drawings (12 dwgs)	2	6	40	64	48		160
Specifications		1	8	1			10
Assessment and Design Review Meetings (4 mtgs)			8	2			10
Produce and order Arc Flash Lables			1	6			7
Bid assistance			2	2			4
							0
Consultation during construction, RFI's etc.		2	8	8			18
Shop drawing review			4	8			12
Install Arc Flash Labels				8			8
Record drawings (12 dwgs)			1	2	8		11
Weekly job mtgs during constr. w/reports (20 mtgs)			40	20			60
Total Drawings: 24							
Total Meetings: 24							
TOTAL HOURS:	15	26	304	251	136	6	738



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EXPENSES

Design Services

TRAVEL EXPENSES:

	Airline	0	Trips @	\$200.00		\$0.00
	Car Rental	0	Trips @	\$150.00		\$0.00
	Gas	0	Trips @	\$15.00		\$0.00
	Hotel	0	Trips @	\$125.00		\$0.00
	Meals	0	Days @	\$35.00		\$0.00
	Mileage	0	Miles @	\$0.50		\$0.00
					Subtotal:	\$0.00

OTHER EXPENSES:

	PLOTTING	Quantity of Full Size	Full Size Cost Per Sheet	Quantity of Half Size	Half Size Cost Per Sheet	
	50% (2 sets full 2 half size)	24	\$3.00	24	\$1.50	\$108.00
	90% (2 sets full 2 half size)	24	\$3.00	24	\$1.50	\$108.00
	100% (2 sets full 2 half size)	24	\$3.00	24	\$1.50	\$108.00
	Final (2 sets full 2 half size)	5	\$3.00	5	\$1.50	\$22.50
	Report(8 sets)	8	\$15.00			\$120.00
	Print Arc Flash lables	8	\$5.00			\$40.00
	CD			1	\$10.00	\$10.00
	Postage and Delivery Service	0	Deliveries @	\$25.00		\$0.00
					Subtotal:	\$516.50

TOTAL EXPENSES:

\$516.50