



August 5, 2016

Mr. Thomas Needham
Director, Public Works Division
Shelby County Government
160 North Main Street - Suite 801
Memphis, Tennessee 38103

**Re: Proposal for Professional Services – Agricenter HVAC Retrofit and Replacement
(Second Revision)**

Dear Mr. Needham:

Pickering is pleased to submit this proposal on the above-referenced project.

Based upon RFQ # 16-005-81 issued by Shelby County, our conversations with you and the Agricenter staff, and our understanding of your current requirements, we are proposing the following scope of design services.

Scope

1. Replace (31) existing gas fired DX rooftop units with new high efficiency units.
2. Determine code required outside air requirements in accordance with the 2009 International Mechanical Code, with respect to the anticipated occupancy in various areas.
3. Make multiple site visits during the course of design to evaluate existing roof top units and their connected systems.
4. Will provide new DDC Facility Management System to monitor and control the rooftop units, and incorporate newer existing units that will remain. Control of existing exhaust fans in concert with RTUs will be considered.
5. Electrical power for replacement RTUs, as well as additional RTUs if needed for Dome area. Evaluate condition of existing smoke detectors and compatibility with existing fire alarm system and current code. It is understood that we will be re-connecting to the existing FA system.
6. Provide Seismic gas shut-off valve, if space is available, to shut off flow of gas during a seismic event. Conventional supports will be provided for gas piping above the roof. By independent testing, will determine condition of existing gas pipe and existing gas regulators that are approximately 31 plus years old.
7. Evaluate cooling and heating loads in the Dome area, and add capacity as required. Determine impact on capacity for each unit due to code required ventilation rates.

8. Assess and evaluate air distribution systems from existing RTUs, including ductwork and smoke dampers near unit connection. Will evaluate if any existing air devices are in very poor condition and may need replacing, such as the rusted return grilles located at entrances.
9. Perform simplified manual energy calculations.
10. Will research requirements for TVA energy rebate/credit for high efficiency RTU replacement.
11. Determine the most efficient order of unit replacement to minimize disruption and downtime in various building areas.
12. Develop a 45% Owner Review Package which will include drawings, specifications and preliminary probable cost estimate for review by Shelby County Government.
13. Subsequent to approval of the 45% Owner Review Package, we will proceed with a 100% Owner Review Package that will include drawings, specifications and an updated probable cost estimate.
14. Upon approval of the 100% Owner Review Package, we will proceed with the preparation of Construction Bid Documents, inclusive of drawings and specifications.
15. Provide Bid Documents and assist the County during the Bidding and Construction Contract negotiation processes, including participation in Pre-Bid Conference and the preparation of addenda. The Bid Package will include front end documents sent to us by the SCG Purchasing Department.
16. Provide Construction Administration for the project, hold construction progress meetings, prepare and distribute meeting minutes, construction progress reports, and monitor construction progress relative to scheduling.
17. Provide all correspondence and serve as liaison between County and Contractor;
18. Provide regular site visits to monitor construction progress. Perform field observation and provide technical assistance as needed to direct the Contractor on any minor changes and clarifications.
19. Respond to Contractor Requests for Information, and review Contractor Change Order Requests.
20. Coordinate and arrange Contractor access.
21. Review and certify pay applications from the Contractor.
22. Perform review of shop drawings/submittals, field clarifications and as-built/record drawing review. Generate mechanical and electrical punchlists at substantial completion.
23. Provide Close-Out Phase services, including, but not limited to, submission of drawings, "As-Built" drawings, and other project-related documents.

- 24. Perform a one year warranty inspection, with report.
- 25. Not included, but available as additional services:
 - Mold and hazardous materials testing.
 - TVA energy rebate/credit submission.
 - Commissioning services.

Compensation for Basic Services

We propose to provide the above-mentioned scope of services for a lump sum fee as broken out in the following basic service phases:

- 45% Design Submittal: \$79,520.00
- 100% Design Submittal: \$77,320.00
- Bid Phase: \$10,480.00
- CA and Closeout: \$42,880.00
- Total Design and CA: \$210,200.00

- Allowance for Testing of Existing RTUs and Gas Pipe: \$15,000.00
- Total fee: \$225,200.00

Invoices will be submitted on a monthly basis. Payment shall be received within thirty days of receipt.

Additional Services

In the event you request additional services over and above the subject scope of work, we will perform said additional services on the basis of a negotiated lump sum fee agreed to by both of us, or on the basis of the attached hourly rates plus reimbursable expenses.

General

Services are to be rendered using current commercial practices and the practices that conform to Engineer’s standard of care, which together with the general understanding applicable to the Engineer’s relationship with the Client, are set forth in the Shelby County contract that this proposal will be made a part of.

Pickering understands Shelby County’s project goal of 20% LOSB participation. We project Pickering Firm, Inc. will perform 60% of the required project work, and our LOSB partner OGCB, Inc. will perform 40% of the required project work.

Please do not hesitate to contact me at (901) 729-5519 if you have any questions.

Sincerely,

PICKERING FIRM, INC.

Marc Rubenstein
Vice President

Jonathan Foshee, PE
Assoc. Principal / Senior M.E.



STANDARD PROFESSIONAL SERVICES FEES

JANUARY 1, 2016

<u>Classification</u>	<u>Hourly Fee</u>
1. Principal / Project Director	190.00
2. Senior Project Manager.....	175.00
3. Project Manager / Senior Architect / Senior Engineer.....	160.00
4. Architect / Engineer	130.00
5. Senior Designer.....	115.00
6. Survey Manager.....	115.00
7. Professional Intern.....	105.00
8. Project Surveyor	100.00
9. Senior Scientist / Senior Geologist.....	95.00
10. Senior Technician.....	90.00
11. Technician / Inspector/ Project Coordinator.....	80.00
12. Scientist	80.00
13. Survey Team (2-person), Including Conventional Equipment*	135.00
14. Survey Team (3-person), Including Conventional Equipment*	170.00
15. Survey Team (4-person), Including Conventional Equipment*	200.00
<p>* NOTE: A Robotic Total Station may be substituted as a Survey Team member. For instance, if a Robotic Total Station is utilized on a 2-person survey Team then the client will be billed using a 3-person Survey Team Rate.</p>	
16. GPS Survey Team (1-person)	140.00
17. GPS Survey Team (2-person)	180.00
18. Clerical	75.00

19. A minimum daily fee is charged for any one-time service of a project manager, senior architect or senior engineer (\$1,500), or architect/engineer (\$1,200).
20. A minimum of four (4) hours is charged for a survey team for any service occurrence.
21. A rate of twice the Standard Professional Services Fee is required for depositions, court proceedings and insurance investigations.
22. Overtime hourly rate is 1.5 times the regular hourly rate.
23. Construction Manager/Administrator/Supervisor/Inspector hourly rate varies from \$75 to \$120 depending on the level of expertise required and the frequency of the requirement for the specific individual.

OTHER SERVICES

24. Mileage will be charged for all travel if destination is greater than 30-mile radius from office.
25. Other travel, meals, hotel/motel, and auto rental at 1.15 times the expense incurred.
26. Consultants will be charged at 1.15 times actual rates.
27. Printing, reproduction and express courier at 1.15 times cost.
28. Four-wheeler/All-Terrain vehicle (ATV) Rate is \$100.00 per day.