



**Halff Associates, Inc.
Scope of Services**

**Meyers Park Electrical Assessment
of Safety Issues Concerning
Electrical Panels and Devices**

Halff Associates, Inc. is pleased to submit this proposal for the assessment of the electrical distribution system including the Electrical Service, Distribution Panels, and Branch Panels. The assessment will also include a review of grounding systems and safety concerns associated to devices exposed to the arena.

Project Description:

Halff will provide personnel including an electrical sub-contractor to open electrical panels to determine the condition of the distribution systems. The information recorded will be organized in a format that illustrates the condition of the panels, feeders, and other equipment that may result in issues related to safety.

EXCLUSIONS

- Environmental impact studies, statements, assessments.

OWNER RESPONSIBILITIES

Items provided by Collin County to Halff Associates in as timely a manner as possible include but are not limited to:

1. Relevant electronic AutoCAD or hardcopy drawings of the project area, including existing utilities.
2. Reasonable access to all areas of the building and site necessary to properly evaluate the elements included in the project description.

Investigative Work:

Halff will obtain all existing information related to the building's electrical distribution from Collin County's archives. These documents will be studied prior to the site visit. The investigative site visits will confirm and/or identify:

- Locations of existing equipment
- Conductors used to connect the equipment
- Condition of the existing equipment
- Spot check loads seen by the electrical panels

The verification of equipment and feeders throughout the building will result in information necessary to recreate a one-line diagram used for evaluating the distribution equipment.

Analysis of Load Information:

Halff will evaluate the panel conditions based upon observation of the panels. A load analysis will be performed in order to confirm the panels are not overloaded and appropriate circuit breakers are used to protect feeders.



Final Report:

Once the investigative work is complete, information is analyzed, options are identified, and a preliminary probable construction cost is finalized, a draft report will be produce for your review and comment. The final report will be provided after your review of the draft report. We will provide Collin County with three (3) copies of the report. The report will identify issues, proposed solutions, and provide a preliminary probable construction cost estimate for the proposed solutions.

Base Fee:

We propose the services described above to be billed hourly (on a time and materials basis) with a guaranteed maximum fee. The following guides will help to evaluate our services with estimates for the work to be accomplished. The total value of each task may be slightly redistributed depending upon actual hours required.

Investigative Work Including the Effort of a Sub-Contractor.....	\$ 2,500.00
Analysis of Load Information.....	\$ 5,600.00
Report	\$ 3,800.00
<u>Expenses:</u>	\$ 500.00
1. Travel Expenses (\$0.50/mi)	
2. Printing / Reproduction Expenses	
 Basic Services Subtotal.....	 <u>\$ 12,400.00</u>

These estimates are based on our current work load. The Investigation period is estimated to consume approximately 1 week (we will need up to 2 weeks to coordinate our efforts with the sub-contractor prior to initiating the investigation period), analysis of load information is estimated to consume approximately 2 - 3 weeks, and final production of the report is estimated to consume approximately 1 - 2 weeks; totaling a schedule of approximately 6 to 8 weeks including the 2 week period for coordinating our efforts with the sub-contractor prior to initiating the investigation period.

~~Payment for services authorized and rendered are not contingent on third party agreements. All invoices are due Net 30 days. Any payment due Halff Associates, Inc. that is not received within thirty (30) days of the Invoice Date, will be charged interest at the rate of 1.5% per month for each month beyond the initial 30-day period. In addition, Halff Associates, Inc. may, after giving seven (7) days written notice, suspend services under this agreement until all amounts due have been paid in full. Furthermore, Halff Associates, Inc. may withhold drawings, documents, reports, or any other tangible items produced under the terms of this agreement until all outstanding invoices are paid.~~

Additional and/or Reimbursable Services:

- Site visits or meetings not included under Base Services.
- Significant revisions following substantial completion of the report due to information not received
- Creation of design documents
- Preparation of any special interim reports
- Printing additional copies of the report



Compensation for Additional Services:

Half Associates will be compensated for any additional services with supplemental lump sum fees, or alternatively, on a time and materials basis. In the latter case, labor will be billed at our standard hourly rates. Direct expenses, such as travel, courier services, reproduction services, and long distance telephone, will be billed at actual cost plus 10%. Invoices for any additional services will be submitted monthly, with documentation.

Standard Hourly Rates:

Hourly Rate Schedule:

<u>Labor Category</u>	<u>Typical Hourly Rates</u>
Principal	\$ 215.00
Task Order Manager	\$ 185.00
Sr. Mechanical/Electrical Engineer	\$ 145.00
Mechanical/Electrical Engineer	\$ 120.00
CADD Operator	\$ 99.00
Clerical	\$ 65.00

If this proposal meets with your approval, please sign and date in the spaces provided below and return one copy as your Notice To Proceed and Approval of the fees quoted. This quoted fee is good for fifteen (15) days from the date above. Half Associates, Inc. will begin working on the project within fourteen (14) working days of receipt of your signed approval and plans of the existing facility.

If you have questions please let me know,

Sincerely,

Half Associates, Inc.

Phillip Applebaum, PE
Vice President

*X PURCHASE ORDER TO BE
Accepted by: ISSUED IN LFEU
Collin County OF SIGNATURE. SERVICE GOVERNED BY MASTER AGREEMENT.*

By: _____

Date: _____



COLLIN COUNTY

Construction & Projects
4600 Community Ave.
McKinney, Texas 75071
Phone: 972-547-5340
FAX: 972-547-5385

To: Commissioners' Court
From: Bill Burke/Director of Building Projects
Date: February 8, 2011
Subject: Myers Park Show Barn Electrical Upgrade

Request Commissioners' Court consideration and approval for Halff Associates, Inc. to provide, under their existing MEP Contract, RFQ 11236-09, Professional Services, Mechanical, Electrical and Plumbing (MEP) Engineer for County Projects, an assessment of the electrical distribution system at Myers Park Show Barn, including the Electrical Service, Distribution Panels, and Branch Panels and review the grounding systems and safety concerns associated to devices exposed to the arena in the amount of \$12,400.00.

Court Order No. 2009-165-03-12 awarded Halff Associates the MEP Contract as best evaluated offeror meeting specifications. Court Order 2010-544-08-02 extends the MEP Contract until September 30, 2011. Halff Associates hourly rates are based on the 2009 contract and the proposal from Halff Associates is their best and final offer.

Thank you,

Bill Burke
Director of Building Projects

