



## Halff Associates, Inc. Scope of Services

## Myers Park Electrical Upgrades

Halff Associates, Inc. is pleased to submit this proposal for the design of the electrical upgrades to the Myers Park Show Barn. The electrical upgrades will be provided as defined by the report: Assessment of Electrical Systems – Electrical Safety Assessment of Electrical Equipment dated June 9, 2011.

### Project Description:

Halff will provide plans and specifications for the removal of existing electrical equipment, feeders, and branch circuits as defined in the June 9, 2011 report. These plans and specifications will also provide the design for new equipment, grounding, feeders, and branch circuits as required to provide powered outlets throughout the Show Barn in a safe and secure manner.

### EXCLUSIONS

- Environmental impact studies, statements, assessments.
- Asbestos identification and or removal

### 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 use the information gathered from the field prior to completing the Assessment Report, but may also need access while performing the design activities.

### Basic Services:

#### **Construction Documents:**

- Site plan locating the existing Show Barn and exterior electrical panels, feeders, and equipment. New equipment will also be defined where required.
- Floor Plan of the Show Barn illustrating the location of the existing electrical panels and equipment serving the building. Some of these panels will be shown to be removed, others will remain. New electrical panels and equipment will be shown to replace existing. New equipment will be placed around the Show Barn to provide power for events.
- An existing electrical riser diagram will be shown identifying the demolition work to be accomplished and a new electrical riser diagram will illustrate the new installation of panels used to support the equipment located throughout the Show Barn, providing power outlets for the events.
- Locations throughout the Show Barn will be provided with electrical outlets suitable for the environment.
- Schedules, Details, and Specifications will be provided.
- We will deliver full size drawings using a typical scale of 1/8" = 1' scale. We will provide final plans and specifications to you on CD disk in PDF format as well a paper copy.

- We will attend design coordination meetings at the Collin County Central Plant Conference Room as required to review the progress of the Construction Documents.
- We will provide two submittals during the construction documents phase for review (50% and 95% complete).

**Construction Administration:**

- We will provide an electronic copy of the bid set (plans and specs) to Thomas Reprographics. The contractor will make requests for copies of the bid set directly through Thomas Reprographic. We will not take orders or distribute bid sets.
- We will attend a Pre-Bid and Pre-Construction Meeting
- We will answer questions prior to bid from BidSync through the purchasing department.
- We will review and answer all RFI's and Clarifications
- We will review project submittals and shop drawings
- We will attend monthly site visit meetings and provide a final punch list visit. We are providing effort for a construction duration of 4 months
- We will provide one final punch list report.
- We will review as-built drawings created by the contractor for clarity only. Field verification is not included

**Base Fee:**

We propose a lump sum of \$ 15,300.00 for the construction document phase and \$7,850.00 for the construction administration phase of the project. **The grand total lump sump of \$23,150.00**

This fee is based on a production schedule of 4 to 6 weeks and a construction schedule of approximately 4 months. **Reimbursable expanses are estimated to be \$500.00**

**If electronic backgrounds are not available from the County, Halff can create the backgrounds by field measurements. This effort is estimated as a fee of \$2,900.00**

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:**

- Significant design revisions following substantial completion of the Construction Documents, which are not due to design errors or omissions.
- Modifications to documents after documents are issued for construction.
- Modification to documents to meet budgeting constraints of other disciplines.
- Design and/or modifications to existing systems not within the scope boundaries of the project.
- Preparation of any special interim sets of construction documents for phased construction.
- Preparation or submittal of any design calculations.
- Printing of Drawings and Specifications for Bidding.
- Filing fees and permits fees.
- As-built drawings.

- Construction cost estimates.
- Coordination with insurance companies, attorneys, or banking institutions.
- Bid evaluation and management.
- Site visits or meetings not included under Base Services.
- Additional labor or overtime, due to lack of information and/or background drawings in a timely manor
- Creation of Electronic Backgrounds
- Design or specification of systems not listed under Project Description or Basic Services

**Compensation for Additional Services:**

Halff 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:**

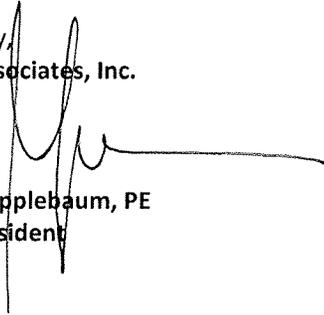
Hourly Rate Schedule:

| <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 twenty-five (25) days from the date above. Halff 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,  
 Halff Associates, Inc.



Phillip Applebaum, PE  
 Vice President