



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

**Courthouse Data Center Clean
Agent Fire Suppression System
April 22, 2015**

Halff Associates, Inc. is pleased to submit this proposal for the design of a Clean Agent Fire Suppression system in the Courthouse Data Center. This design will include maintaining the pre-action wet fire sprinkler system and provide minor expansion criteria as required to maintain the system in the Data Center area. Additional aspects of the design may include minor fire alarm connections, minor HVAC system work and architectural work to maintain the envelope, and electrical system modifications making the Emergency Power Off (EPO) system automatic.

Project Description:

Halff will provide plans and specifications for the Clean Agent Fire Suppression system in the Courthouse Data Center. Halff will provide Collin County with information on different clean agent fire suppression systems with our recommendation of the chemical system to be used in this application as well as justification for the additional aspects of the design that may be necessary (listed above).

EXCLUSIONS

- Environmental impact studies, statements, assessments.
- Asbestos identification and or removal.
- Major HVAC system modifications including work on smoke removal systems.
- Architectural work associated to rebuilding rated wall around or between the Data Centers.

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 plans of the area where work will be included or hardcopy drawings of the project area including existing utilities, etc.
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 existing plans and confirm existing conditions related to the fire suppression. Additional access may need to be performed while completing the design activities.

Basic Services:

Construction Documents:

- Floor plan locating the existing Data Center HVAC equipment, electrical panels, feeders, and equipment as required. New equipment will also be defined where required.
- Floor Plan of the existing Data Center illustrating the location of the clean agent canisters, main panel(s), and piping details.
- Electrical connections will be provided to new equipment as required.
- Electrical modifications for emergency power off to data center equipment will be provided as required.
- Doors and door seals will be reviewed and modified as required.



- Duct and air openings will be protected with low leak fire smoke dampers, existing dampers will be replaced as required.
- Modification and interface of fire detection system with existing mechanical system as required for equipment shut down.
- Performance specifications to expand the existing pre-action sprinkler system as required.
- Construction documents will include Floor Plans, Schedules, Details, and Specifications.
- Floor Plans will be scaled at a typical scale of 1/8" = 1' scale. We will provide final plans and specifications to you electronically in PDF format as well a paper copy as required.
- 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 (at approximately 50% and 100% complete).

Construction Administration:

- We will provide an electronic copy of the bid set (plans and specs) for Bidding purposes.
- We will attend a Pre-Bid and Pre-Construction Meeting
- We will answer questions prior to bid 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 3 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 are providing the Basic Services listed above as a Cost Plus with a Maximum (CPM) billed hourly and utilizing our negotiated hourly rates. The maximum fee will not to exceed \$37,200 for the combined construction document and construction administration phases.

This fee is based on a production schedule of approximately 4 to 6 weeks and a construction schedule of approximately 3 months. Reimbursable expanses are estimated to be \$500.00 in addition to the CPM.

If electronic backgrounds are not available from the County, Halff can create the backgrounds by field measurements. This effort will be provided as an additional service and can be estimated upon request.

~~* 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.~~ **PAYMENT WILL BE MADE IN ACCORDANCE WITH VTCA 2251.021, TIME FOR PAYMENT BY GOVERNMENTAL ENTITY. MD**
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.
- Design or modifications to ducted systems beyond addition of fire/smoke dampers in the wall penetrations.
- Modifications to the data center walls beyond fire caulking, door seals, fire/smoke dampers and door replacement.
- 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

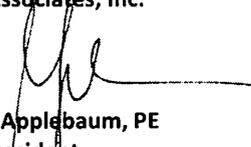
Compensation for Additional Services:

Halff Associates will be compensated for services on a time and materials basis. Labor will be billed at our negotiated hourly rates. Direct expenses, such as travel, courier services, and reproduction services will be billed at actual cost. Invoices for all services will be submitted monthly, with documentation.

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. Halff Associates, Inc. will begin working on the project within seven (7) working days of receipt of your Purchase Order and all backgrounds.

If you have questions please let me know,

Sincerely,
Halff Associates, Inc.



Phillip Applebaum, PE
Vice President