



March 29, 2017

Laszlo (Laz) Vadasz  
Facilities Superintendent  
Collin County Facilities Management  
Central Plant  
4600 Community Ave.  
McKinney, TX 75070  
972-547-5332 (Office)  
214-686-7141 (Cell)  
lvadasz@co.collin.tx.us

RE: Proposal for RFP Defining the Requirements for Replacing a Heat Exchanger in AHU-1  
Collin County Detention Facility  
McKinney, Texas

Mr. Dadasz;

Halff Associates, Inc. is pleased to submit this proposal for professional services to define the requirements for a Request for Proposal (RFP) to replace an existing, malfunctioning heat exchanger within AHU-1 located at the Collin County Detention Center with a new heat exchanger.

Halff will create plan documents and specifications for a contractor to have a manufacturer build a new heat exchanger to fit within the existing AHU. The RFP will be inclusive and require a contractor to provide a turnkey deliverable of a fully operational AHU utilizing the new gas fired heat exchanger; inclusive of equipment, installation and warranty.

**Basic Services:**

**Construction Document Phase Services**

Halff will provide plans and specifications defining the work to be provided by the successful contractor to provide a turnkey, fully operational AHU utilizing a new heat exchanger.

Plans and Specifications will include specific requirements, performance requirements, and obligations the contractor must provide to the County.

Halff will provide personnel to observe existing conditions of the AHU as well as the heat exchanger. Halff anticipates no more than two site visits to collect the data and information required to complete the plan documentation.

Halff anticipates providing the County with no more than two (2) preliminary submittals during the construction document phase for coordination and review.

Halff will attend no more than two (2) meetings to coordinate design efforts during the construction document phase.

Halff will provide the County with pdf versions of plans and specifications that can be issued for bidding.

**Construction / Recertification Phase Services**

Halff will attend a pre-proposal meeting.

Halff will answer RFI's during the bidding period.

Halff will assess contractors' credentials and confirm their ability to perform the required services by calling their references.

Halff will attend a pre-construction meeting.

Halff will answer RFI's.

Halff will review shop drawings.

Halff will attend no more than two (2) site visits during the Construction Phase.

**Base Fee:**

We propose a **lump sum fee** for Construction Document Phase Services as follows:

Construction Document Phase Services	\$ 18,000
Construction Phase Services	<u>\$ 7,000</u>
TOTAL FEE	\$ 25,000

Estimated Reimbursable Expenses                      \$    350

Payment will be made in accordance with VTCA 2251.021, Time for Payment by a Government Entity.

**Additional and/or Reimbursable Services:**

- Site visits or meetings not included under Basic Services.
- Significant design revisions following substantial completion of the Construction Documents
- Modifications to documents after documents are issued for construction.
- Modification to documents to meet budgeting constraints of other disciplines.
- Design and/or modifications to systems not within the scope of the project.
- Preparation of any special interim sets of Construction documents for phased construction other than previously stated.
- Additional labor or overtime, due to lack of information and/or background drawings in a timely manner, to complete the project.
- Design of fire alarm or sprinkler system.
- Performance Specification for sprinkler system.
- Design or specification for security system.
- Preparation or submittal of any design calculations.
- Printing of Drawings and Specifications for Bidding.
- Bid evaluation and management.
- Filing fees and permits fees.
- As-built drawings.
- Construction cost estimates.
- Coordination with insurance companies, attorneys, or banking institutions.

**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.

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 signed approval and all backgrounds.

Approval by:

Name (Print) \_\_\_\_\_ Name (Signature) \_\_\_\_\_

Date \_\_\_\_\_

If you have questions please let me know,

Sincerely,

**HALFF ASSOCIATES, INC.**

A handwritten signature in blue ink, appearing to read "P. Applebaum", is written over the company name.

Phillip R. Applebaum, PE  
Vice President