

CCCHP-19-25: Additional Information for Grant Modification Request

St. Paul the Prospector Episcopal Church, Virginia City

January 2022

Purpose

The purpose of this document is to provide additional information regarding the change in scope for the rehabilitation for the St. Paul the Prospector Church in Virginia City, Nevada.

Background

In early 2021, the Commission for Cultural Centers and Historic Preservation (CCCHP) awarded a grant of \$165,000 to the Western Missionary Museum Corporation (WMMC) to assist in funding a new roof for the church building. WMMC signed the funding agreement in April 2021; however, little to no progress was made on the project after that time due to extenuating circumstances experienced by the WMMC's representative, the Nevada Preservation Foundation (NPF).

In 2019, WMMC contracted NPF to manage grants and fundraising activities for the St. Paul's project. In January 2021, NPF's Executive Director, Heidi Swank, resigned and relocated out of state, and the organization hired a new ED, Cynthia Ammerman, to replace her. NPF's work on St. Paul's was placed on hold, likely as Ms. Ammerman settled into her new position and its responsibilities. However, in October 2021, Ms. Ammerman abruptly resigned, along with two other staff members of NPF, leaving the St. Paul's project entirely unsupported.

In the aftermath of this upheaval, WMMC's representative for the St. Paul's project, Tia Mittelstadt, met with the project architect, Mercedes de la Garza, to determine next steps. After reviewing the CCCHP grant and its scope of work, Ms. de la Garza concluded that construction and rehabilitation planning activities should precede any work—including roof replacement—to ensure the careful and appropriate preservation of this priceless building.

WMMC submitted a revised scope of work during the November 3, 2021 meeting of the CCCHP. The Commission requested additional information, which is provided in this document.

In mid-December 2021, WMMC contracted with architectural historian ZoAnn Campana to assist with the St. Paul's project. Ms. Campana wrote the 2017 Historic Structure Report for the church, which identified preliminary preservation priorities for the building. She will support WMMC with the CCCHP grant as needed.

Revised Scope of Work

WMMC proposes to reallocate CCCHP grant funds to complete a full set of architectural and engineering drawings and specifications for the building. These drawings will comprise a comprehensive architecture and engineering planning document that incorporates conceptual design and programming studies, structural review and analysis, electrical engineering and design, and mechanical engineering and design. The attached document (Professional Scope of Services by Trade) details specific work items and

deliverables associated with each trade for this project (i.e., architect, structural engineer, electrical engineer, and mechanical engineer).

Aside from small stopgap repairs, little work has been done on St. Paul's in recent memory. The HSR for the building was completed in 2017, nearly five years ago. The last visual and physical inspections by professional architects and engineers also took place about five years ago. While these reports are not entirely out of date, the building has not undergone substantial maintenance or rehabilitation activities since these inspections and therefore is likely to have further deteriorated, potentially presenting new and more pressing work priorities.

Prior to beginning any construction work, it is essential to create an architecture and engineering planning document that takes into account the current condition of the building. This document will establish preservation priorities, especially the building's most urgent needs, which will inform construction sequencing, budgets, and phasing for future work. If a new roof is installed before this document is created, it may need to be removed at a later date and reinstalled after other work is completed to meet the building's preservation needs.

Budget

Detailed proposals are attached to this document, as are two documents that provide additional detail for the proposed scope of work (Professional Scope of Services Per Trade) and a description of each work phase (Professional Phases).

The total budget for this work is \$165,500, which is \$500 more than the amount requested for the roof replacement. The closeness in budgets for the two different projects is purely coincidental, as evidenced by the attached proposals.

A brief description of proposed services and associated budget is provided below for each trade:

Architect Services

- During the schematic design phase, the architect will prepare conceptual design drawings that take into account the preservation needs of the building. These drawings will incorporate SHPO and Comstock Historic District requirements for the property.
- After the schematic design is accepted, the architect will bring the site plan, floorplans, and elevations to a more detailed level on the computer during the design development phase. The increased specificity of the design will establish the construction approach and material selections. Review and final approval from the SHPO and Comstock Historic District will occur at the end of this phase.
- The architect will respond to review comments and reissue drawings as needed during the permit phase.
- The architect will assist the owner in preparing a bid list and selecting contractors during the bidding and negotiation phase.
- The architect will bring the drawings to an acceptable level of completion, per the governing building review authority, during the construction documents phase. She will also assist in securing approval from the building department for eventual permitting. During this construction administration phase, the architect will conduct onsite weekly meetings, and approve shop drawings, submittals, and payment applications.

- Deliverables for these services will include 100% complete design development and construction documents, specifications, and details.
- Budget: \$64,500

Structural Engineer Services

- Structural engineer services will involve hiring two professionals: Melvyn Green and K2 Engineering.
- As a structural engineer with extensive historic preservation experience, Melvyn Green will assist the primary structural engineer in the structural analysis of St. Paul's. This will include identifying structural issues, making recommendations to stabilize the structure, attending team meetings, and assisting in the preparation of a structural report.
- With Mr. Green's assistance, K2 Engineering will perform structural calculations and execute construction documents.
- Deliverables for these services will include 100% complete structural documents and calculations for entire structure.
- Budget: \$10,000 (Melvyn Green consulting), \$21,500 (K2 Engineering): Total \$31,500

Electrical Engineer Services

- The electrical engineer will conduct site investigations, consultation, calculations, and coordination with NV Energy to produce permit and construction documents and specifications during the design development phase.
- The electrical engineer will respond to plan review drawings, reissue drawings as needed, and respond to bidder questions during the bidding and negotiation phase.
- The electrical engineer will consult with the professional team, submit and review shop drawings, revise contract drawings as needed, and provide contract administration services during the construction administration phase.
- Deliverables for these services will include progress sets and 100% construction and permit drawings, specifications, and calculations.
- Budget: \$32,500.

Mechanical Engineer Services

- The mechanical engineer will conduct site investigations and consultation to produce mechanical construction drawings and specifications during the design development phase. This will include design of a new HVAC system and fire sprinkler system, as well as plumbing design.
- The mechanical engineer will review materials lists and submittals during the bidding and negotiation phase.
- The mechanical engineer will provide technical consultation and review of the work designed and specified during the construction administration phase.
- Deliverables for these services will include 100% mechanical design drawings and specifications.
- Budget: \$37,000.

Note on Administrative Costs

This grant request does not include any administrative costs. Please note that the term “Construction Administration” is one of the five standard phases of any Architecture and Engineering project. This does not involve “administrative” tasks as generally understood by the public (i.e., an administrative person performing administrative tasks), but rather allows the architecture and engineering professionals to oversee the contract between the owner and contractor(s). This involves evaluating the work for compliance with drawings and specifications; approving shop drawings, materials, and product samples; and handling design change requests during construction. This phase ensures that the end result reflects the process of all previous phases. In other words, Construction Administration does not qualify as an “administrative cost” as excluded by CCCHP grant monies.

Timeline

The timing to complete the architecture and engineering drawings from start to finish is approximately 6-9 months. Because the construction industry is faced with unprecedented demand at present, contractors will be available to begin work on the drawings in May-June 2022 at the earliest.

Plan for Future Work

WMMC and the project architect propose a phased plan for preservation work that follows these initial drawings and planning documents. Because many of the work items identified in the 2017 HSR and 2020 grant application are intertwined, it is not recommended to piecemeal the drawings or projects during the building’s rehabilitation. Approaching the building’s rehabilitation holistically and prioritizing the building’s most pressing needs while taking into account the full scope of preservation work will ultimately save on costs and timing.

For example, based on 2016-2017 investigations of the building by construction and preservation professionals, the most urgent need is to update the electrical system to prevent catastrophic fire. Because electrical upgrades would disturb the structure and likely require the walls to be opened, it would be wise to conduct structural and mechanical work concurrently, allowing for any structural supports and/or mechanical systems to be concealed within the building’s walls while they are open, rather than reopening the structure at a later date and possibly causing additional damage.

It is also known that there is water intrusion in the church tower. This would be assessed and patched as a stopgap measure to prevent additional damage until the full rehabilitation is funded.

Other future work would include window repair and rehabilitation, exterior repainting, structural stabilization, and a new roof. However, at the present time it is unclear how this work will fit into the larger project phasing. As stated above, once the architecture and engineering planning document is finalized with drawings and specifications, a comprehensive phasing plan will be developed to ensure efficient and thoughtful preservation of the building.

PROFESSIONAL SCOPE OF SERVICES PER TRADE

Architect Scope of Services:

SD/DD Design Phase: Conceptual design studies will be prepared based upon the needs of the historic preservation rehabilitation and restoration. Programming studies will assist in where to appropriately add code compliant items and electrical/mechanical/structural systems. SHPO and Comstock Historic District requirements will be reviewed and reflected in the design. Upon your acceptance of the schematic design, the site plan, floor plans, and elevations will be brought to a more detailed level first by hand, then on the computer. Coordination of engineering professionals and refining their Scope of Services commences prior to Construction Administration phase

Permit Phase: respond to plan review comments and reissue drawings as needed

B/N phase: Assist in preparing bid list, and assist client in contractor selection.

Construction Administration Phase: the computer generated plans will be brought to a level of completion acceptable to the governing building review authority. Architect will assist in receiving building department approval for eventual issuance of the building permit. Architect to conduct weekly onsite meetings, approve shop drawings, submittals, and payment applications

Deliverables: 100% Design Development and Construction Documents, Specifications and details. Master coordination and review of all engineering drawings.

Structural Engineer Scope of Services:

Design Phase: Review of existing structure and any modifications for baseline. Lateral load analysis of existing building, field inspection of existing building, structural engineering for loft support, lateral load design for roof diaphragm, lateral load design for the building.

Bid Phase: respond to questions

Construction Administration Phase: site visits for oversight of construction of structural items, details of foundation loft and roof framing, shearwall elevations and details.

Deliverables: 100% construction documents, and calculations

Electrical Engineer Scope of Services:

Design Phase: includes design of power and lighting systems, lighting controls, energy calculations, load calculations, attending local (Reno) design/review meetings, one site visit for investigation, coordination with local utilities and other disciplines.

Permit Phase: includes responding to plan review comments and reissuing drawings as needed

Bid Phase: includes responding to bidder questions, issuing written narratives & revision sketches

Construction Administration Phase: includes consultation, submittal and shop drawings review, responses to RFIs and revisions to contract drawings. We will attend local (Reno) design meetings as required to coordinate with other trades and will provide contract administration services as required for a complete project. Project Close-Out to include record drawings & O&M manual review. One(1) site visit is included for final punch and inspection..

Exclusions: digital renderings, permit, plan check, and utility fees, Completing Building Dept and Utility applications and submitting plans to these agencies.

Deliverables: Include 100% Design Development drawings, 100% Construction documents, Sheet Specifications and Calculations.

St Paul's Episcopal Professional Phases

Schematic Design (SD)

Conceptual design studies will be prepared based upon the program provided by the client and the needs of the historic preservation rehabilitation and restoration. Programming studies will assist in where to appropriately add code compliant items and electrical/mechanical/structural systems. SHPO and Comstock Historic District requirements will be reviewed and reflected in the design.

Design Development (DD)

Upon your acceptance of the schematic design, the site plan, floor plans, and elevations will be brought to a more detailed level on the computer. More specific design input will establish the construction approach as well as material selections. Review and final approval from the SHPO and Comstock Historic District will occur at the end of this phase

Construction Documents (CD)

The CD phase is where the plans will be brought to a level of completion acceptable to the governing building review authority. Specifications and detailing of the project exists in this phase. Architect+team will assist in receiving building department approval for eventual issuance of the building permit.

Bidding/Negotiations (BN)

This portion of the contract allows for the team to assist in the bidding process for the selection of the contractor.

Construction Administration (CA)

The construction administration phase of the contract allows the Architect+team to administer the contract between the Owner and the Contractor. This means evaluating the work for compliance with the drawings and specifications; approving shop drawings, materials, and product samples; and handling design change requests during construction. This phase helps to ensure that the end result reflects the process of all previous phases.

Mechanical Engineer Scope of Services:

Design Phase:

Consultation, advice, and design solutions during the design development phase of the Project. Site visits as required to understand the building construction. Please note that the site visits will be more than a typical project as there are no existing building mechanical record drawings.

Construction Administration Phase: Review of material lists and submittals relating to work specified. During construction, provide technical consultation and general observance of the work designed and specified including periodic visits to the site and final acceptance report subject to the following: Determination of the number of visits to the site required providing general observance of the work shall be at our discretion.

Exclusions: Structural engineering design as may be required for seismic bracing or anchorage of mechanical equipment or components. We will provide the necessary drawing for mechanical equipment anchorage based upon design input from the project Structural Engineer.

Weekly meetings during the design phase. We have assumed that we will have one design team meeting.

Design of any site drainage or utility systems. Our work will stop five feet outside of the building.

Any detailed fire sprinkler system design. We have assumed that this building will not be required to be sprinklered.

Deliverables: Reproducible drawings prepared using AutoCAD software, 100% complete CDs

15 January 2022

Tia Mittelstadt, Chair
WMMC
St Pauls Episcopal Church
87 F Street
Virginia City Nevada 89440

Proposal for Professional Architectural/Engineering Services

Dear Tia,

Thank you for the opportunity to provide this proposal for the historic preservation rehabilitation and restoration of St. Paul's Episcopal Church in Virginia City. After discussing the needs of the property and the reviewing the existing conditions of the historic structure, I understand the scope of work to include the following:

- St. Paul's Episcopal Church is located at 87 F Street, Virginia City, Nevada
- Building Structure is approximately 7,135 sf, with a daylight basement level (3,389 sf), main entry level (3,274 sf) and choir balcony (472 sf)
- Property is a contributing property to Virginia City as a National Historic Landmark 1961 (1966 National Register of Historic Places) which is recognized by the US government for its outstanding historical significance.
- Property resides within the Comstock Historic District
- Any improvements or modifications must be reviewed by both the Comstock Historic District (exterior) and the Nevada State Historic Preservation Office (SHPO)
- Structure is an historic Carpenter Gothic-style Episcopal church built in 1876. Primary exterior construction material is painted wood
- The primary purpose of the rehabilitation and restoration is to retain as much of the original materials as possible with in-kind replacement as necessary.
- Upgrades to mechanical system and conversion/upgrade of electrical system to be completed and concealed as much as possible. Consultation with SHPO's office for historic representation requirement of existing electrical systems.
- Structural seismic upgrades will be reviewed and implemented where required for health safety.
- ADA compliance/intent will be reviewed and at a minimum the following will be addressed:
 - ADA accessibility to structure
 - One ADA compliant unisex toilet
 - Vertical accessibility from/to each floor (TBD)
- Please note that this proposal has been revised from proposal versions prepared on: 10/2016, 3/2017, 11/2017, 1/2018, 12/2018, 2/2020, and 1/2021

St. Paul's Episcopal Church
15 January 2022
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The Architectural/Engineering Professional Services will include the following phases:

SCHEMATIC DESIGN PHASE Conceptual design studies will be prepared based upon the needs of the historic preservation rehabilitation and restoration. Programming studies will assist in where to appropriately add code compliant items and electrical/mechanical/structural systems. SHPO and Comstock Historic District requirements will be reviewed and reflected in the design.

DESIGN DEVELOPMENT PHASE Upon your acceptance of the schematic design, the site plan, floor plans, and elevations will be brought to a more detailed level first by hand, then on the computer. More specific design input will establish the construction approach as well as material selections.

CONSTRUCTION DOCUMENT PHASE Upon your acceptance of the completed design, and authorization to commence the construction document phase, the computer generated plans will be brought to a level of completion acceptable to the governing building review authority. Architect/Engineers will assist in receiving building department approval for eventual issuance of the building permit.

CONSTRUCTION ADMINISTRATION The construction administration phase of the contract allows the Architect/Engineers to administer the contract between you and the contractor. This means evaluating the work for compliance with the drawings and specifications; approving shop drawings, materials, and product samples; and handling design change requests during construction. This phase helps to ensure that the end result reflects the process of all previous phases.

Fees for the historic preservation rehabilitation and restoration of St. Paul's Episcopal Church as described are as follows:

Architect/Engineer Professional Services:

Architect	\$ 64,500
Structural Engineer	\$ 31,500
Electrical Engineer	\$ 32,500
Mechanical Engineer	\$ 37,000
<i>Total</i>	<i>\$165,500</i>

We can begin this project immediately as we will prioritize your project in the studio schedule. If this proposal is acceptable to you, I will forward to you a draft copy of the AIA Document Standard Form of Agreement Between Owner and Architect for your review.

Please feel free to call or email me with any questions you may have regarding this proposal.

Best Regards,



Mercedes de la Garza, AIA



Structural Engineering
Architectural Preservation
Materials Conservation

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Suite 300
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☎ 310.792.8092

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January 6, 2022

Mercedes de la Garza, Architect

Re: Structural Consulting Proposal – St. Paul’s Episcopal Church, Virginia City

Dear Ms. de la Garza:

This letter will serve as my proposal to assist you in the St. Paul’s rehabilitation project.

As I understand my role it will be to assist your primary structural engineer in the structural analysis, identifying structural issues with the building, and to recommend mitigation or strengthening measures specific to an historic building.

To accomplish this, I anticipate one joint inspection meeting in the building to identify the structural system for both vertical and lateral loads. Addition team meeting will be as needed.

This will be followed by one or two team meetings to review the findings and develop options as necessary.

I will then assist in preparation of a report of recommendations and their cost and preservation implications.

Schedule

For personal reasons I could not be there for at least a month. But can work with an electronic meeting.

Fee

For the above services our fee will be \$10,000 including all travel to the site.

Thank you for permitting me to assist you. Please feel free to call if you need additional information.

Yours truly,

/Mel Green/

Melvyn Green
Structural Engineer



St. Paul's Episcopal Church
87 F St.
Virginia City, NV 89440
C/o Mercedes De la Garza Architect Studio

January 18, 2022

Dear Mercedes,

I am pleased to offer you this fee proposal for the St. Paul's Episcopal Church in Virginia City Restoration ("Project") located at 87 F St., Virginia City, NV 89440. Per a review of the plans, I have outlined the proposal below.

Scope of Project:

The Project consists of a limited structural analysis, identifying structural issues and recommendations for mitigation or strengthening measures specific to a historic building. The structural design does not include an exhaustive analysis and retrofit to bring the entire structure up to current code. The Project will be designed for the vertical and lateral loading required for its location. The construction of the Project will be of wood and or steel framed construction. Any foundation work shall consist of standard spread footings. The governing code shall be the 2018 International Building Code (IBC 2018).

Basic Services:

K2 Engineering and Structural Design, LLC (K2) shall provide the following engineering services:

1. Structural Observation Inspection to identify structural issues.
2. Structural calculations for building department submittal.
3. Structural drafting of the required repair plans, and structural details.
4. Written response to corrections requested by the Building Department.

Professional Fees for Basic Services:

The "Client" agrees to compensate K2 for the items of services listed under Basic Services in the amount of **\$21,500**. Compensation shall be due based upon the progress of the work and/or as follows:

Retainer	Not Required
Construction Documents Stamped	100%

If this estimate and the attached Standard Terms and Conditions are acceptable, please sign below and return to K2 with the retainer fee as defined above. K2 cannot begin any work until this signed and executed Agreement is returned. If you have any questions or comments regarding any portion of the Agreement, please do not hesitate to call us.

Best Regards,

Client

By:  _____

By: _____ Date: _____

Date: April 15, 2021

Name (Please Print): _____

Brandt Kennedy, PE (NV #16872; CA #C66452)
Jared Krupa, PE (NV #16874; CA #67865)

Bill to Address: _____

City: _____ State: _____ Zip: _____

T: () _____ F: () _____

Email: _____
Email is for billing purposes only.





PK Electrical, Inc.
Engineering · Design · Consulting

681 Sierra Rose Drive, Suite B | Reno, NV 89511 | 775.826.9010
4601 DTC Boulevard, Suite 740 | Denver, CO 80237 | 720.481.3290
pkelectrical.com

Contract Proposal

CP21444

Proposal For

Mercedes de la Garza, AIA
Mercedes de la Garza Architect Studio
226 California Avenue
Reno, NV 89509
mercedes@delagarzastudio.com

From

Joey Ganser, P.E.
Principal | Engineering

Dec 10, 2021

Project

St. Paul's Episcopal Church Virginia City Renovation

Project Description

The project is to remodel the existing 4,000 square foot church. The existing electrical service will be upgraded as needed. It is our understanding that there will be a new HVAC system. We will provide the complete electrical lighting, power, and communication system design.

Scope of Services

Design Phase Services include site investigation, consultation, calculations, coordination with NVE, permit & construction documents and specifications. We will attend local (Reno) or virtual design meetings as required to coordinate with other trades.

Deliverables include progress sets and 100% Construction Documents / Permit drawings, specifications, and calculations.

Bid/Permit Phase Services include responding to plan review comments and reissuing drawings as needed; responding to bidder questions, issuing written narratives & revision sketches.

Construction Administration Services include consultation, submittal and shop drawings review, responses to RFIs and revisions to contract drawings. We will attend local (Reno) or virtual design meetings as required to coordinate with other trades and will provide contract administration services as required for a complete project.

Project Design Schedule: start date will commence upon receipt of signed proposal or agreement and the completion date shall be established by the project team and/or Owner at the start of design.

Exclusions: As noted above, Arc Flash Study, digital renderings, permit, plan check, and utility fees. Completing Building Department and Utility applications and submitting plans to these agencies.



Design Items

- Demolition of Electrical Systems
- Utility Coordination
- Service Entrance and Metering
- Lighting and Controls
- Photometric Calculations
- Energy Calculations
- Power Distribution and Branch Circuits
- Fire Alarm System Design per IFC
- Communication System Infrastructure, Cabling, and Termination (head end equipment excluded)
- Audio Visual System Cabling and Termination

Fee and Structure

Amount

Construction Documents	Fixed Fee	26,000.00
Construction Administration	Fixed Fee	6,500.00
Total Amount		\$32,500.00

Terms and Conditions

PK Electrical carries professional liability insurance with \$5M/\$5M limits. See attached Terms and Conditions.

Authorization and Acceptance

(Acknowledgment of Concurrence with the foregoing)

Joey Ganser, P.E.
 Principal | Engineering

Mercedes de la Garza, AIA
 Owner

 Date



December 13, 2021

Ms. Mercedes de la Garza, AIA
Mercedes de la Garza Architect Studio
226 California Ave.
Reno, NV 89509

SUBJECT: St. Paul's Episcopal Church
Virginia City, NV

Dear Mercedes:

Per your request the following is a Mechanical Engineering design fee proposal for the renovations to the existing church located in Virginia City. The scope of design services we are proposing is based upon the site visit that you, Alison, James Clark and myself made to the church on August 10, 2016. Based upon our review of the building and conversations with you and James Clark we have noted below what we feel is our scope of work. If you feel we have missed something please let us know and we will modify the proposal and fee accordingly.

1. Provide design for an entire new HVAC system (Heating only) to serve the lower and main levels. We will anticipate three or four new HVAC units.
2. Remove the existing HVAC systems and ductwork. This includes the furnace units located in the lower level along with their flues.
3. New HVAC duct air distribution system for the main level will be from below the floor with individual small round floor type diffusers. We anticipate two diffusers under each pew seating section, plus additional diffusers in the rear of the room with no fixed seating. The stage area and choir loft area will also be provided with new air distribution in a way that fits in with the architecture of these areas.
4. The original wood burning stoves will remain in the building for aesthetics but will not be operational.
5. We will write a performance specification for the addition of a new fire sprinkler system. Specification will be very clear that the new sprinkler piping routing and head location needs to be coordinated with the Architect.
6. Plumbing design for one toilet room on the main or lower floor level. Toilet room should be located on the east side of the building as that is where the existing plumbing systems are located.

Our engineering services would include the following items:

1. Consultation, advice, and design solutions during the design development phase of the Project.

2. Site visits as required to understand the building construction. Please note that the site visits will be more than a typical project as there are no existing building record drawings.
3. Reproducible drawings prepared using AutoCAD software.
4. Review of material lists and submittals relating to work specified.
5. During construction, provide technical consultation and general observance of the work designed and specified including periodic visits to the site and final acceptance report subject to the following:
 - A. We will attempt to prevent defects and deficiencies in the work of the contractors but do not guarantee performance of their contracts.
 - B. Determination of the number of visits to the site required providing general observance of the work shall be at our discretion. We have assumed that our attendance at weekly meetings will not be required.
 - C. You will keep us informed as to the progress of the work so that our visits to the site may be coordinated accordingly.

Our scope of work specifically does NOT include the following:

1. Structural engineering design as may be required for seismic bracing or anchorage of mechanical equipment or components. We will provide the necessary drawing for mechanical equipment anchorage based upon design input from the project Structural Engineer.
2. Weekly meetings during the design phase. We have assumed that we will have one design team meeting.
3. Design of any site drainage or utility systems. Our work will stop five feet outside of the building. If applicable, we will show piping stubs for water, waste, storm drain, and gas for connection by the project Civil Engineer. It is our understanding that the project Civil Engineer will be responsible for all agency coordination (if required). We will assist them with any support data required.
4. Any detailed fire sprinkler system design. We have assumed that this building will not be required to be sprinklered.

We will provide all of the basic engineering services listed above on a lump sum fee basis as noted below:

Schematics	\$ 5,600.00*
Design Development	\$ 7,400.00*
Construction Documents	\$15,500.00*
Bidding/Agency Review	\$ 1,100.00
Construction Admin.	<u>\$ 7,400.00**</u>
Total	\$37,000.00

* Includes one visit to the project site to verify existing conditions. This is required as it is our understanding that there are no existing mechanical as built drawings.

** Includes four visits to the project site at various stages that correspond the mechanical system installation and also at the end of construction to prepare a final site observation punch list.

We would suggest that reimbursement for our services be accomplished as follows:

1. We would submit monthly progress billings for basic services, and separate monthly billings for any authorized extra services. Billings for extra services would include employee category engaged in the work and hourly rate of compensation and all direct expenses noted. We would not proceed with any extra service work unless we received your authorization.

Any billings for extra services not included in the basic fee as described above would be on an hourly basis. We would not proceed on any extra service work until authorized by your office.

We cannot be responsible for unforeseen or undisclosed conditions that are not reasonably observable through existing building construction such as equipment and systems above hard lid ceilings, within walls, below grade, etc. Conditions of this nature will require us to rely on the accuracy of the As-Built documents provided to us by the Owner. In order to avoid expenditure of potentially great sums of money or potentially disrupt on-going facility operations and the project schedule, no attempt will be made to destroy or disrupt adequate and serviceable installations and concealed construction. Consequently, existing conditions will be verified through observations of the work that are readily visible and/or available existing As-Built drawings.

All reports, plans, specifications, field data, field notes, calculations, and other documents prepared by Ainsworth Associates Mechanical Engineers as instruments of service shall remain the property of Ainsworth Associates Mechanical Engineers.

If work is abandoned or suspended, in whole or in part, services rendered to date of abandonment are to be paid for in accordance with percentage of completion of the project documents at that time. If the project is reinstated after a three-month period we reserve the right to re-evaluate our design fee and adjust it accordingly.

It is understood that Ainsworth Associates Mechanical Engineers makes no warranty, expressed or implied, except that plans and specifications furnished as a result of the Agreement will be prepared in accordance with generally accepted professional engineering practices.

Ainsworth Associates Mechanical Engineers carries insurance with \$2M/\$4M limits.

Ainsworth Associates Mechanical Engineers makes no representation concerning any probable budget costs made in connection with the plans, specifications or drawings prepared by them, other

than that all probable costs are for budget purposes only and the Engineer cannot be held responsible for actual final construction costs.

We appreciate your consideration of our services for this project. I hope that you find this proposal acceptable. I am available to discuss any refinement or adjustments in the foregoing so that an agreement for our services can be developed. Please give me a call if you have questions.

Sincerely,
AINSWORTH ASSOCIATES MECHANICAL ENGINEERS



Alison Hall, PE
Principal