



**EXHIBIT A – Scope of Services and Professional Service Fee**

December 17, 2021

*Dennis Hoernes*

RE: Campbell County School District #1 – CCHS Gym II Lighting Upgrade Project  
A.C.E. Job #ASH5839

*12/20/21*

The following outlines the project scope, **Time and Material, Not-to-Exceed** professional service amount, and project schedule for the above referenced project.

**A. PROJECT SCOPE:**

Project is to provide professional services for the Campbell County High School Gym II Lighting Upgrade Project as outlined below:

- Design, cost estimates, and construction documents are to include lighting upgrades in Gym II.
- The gym upgrades shall consist of the following:
  - o Upgrade existing lighting with new LED lighting. Currently there are approximately 36 existing light fixtures.
  - o Replace 4 existing exit signs with new exit signs.
  - o Upgrade existing emergency lighting with new LED lighting. Currently there are approximately 4 existing emergency light fixtures.
  - o Replace and reroute existing conduit serving light fixtures that is bent from kickball sports in the gym.
  - o Switched dimming currently controls the existing light fixtures. A similar approach shall be utilized for new lighting.
  - o Robust light fixtures need to be utilized due to kickball sports in the gym.
  - o Existing lighting levels in the gym range from 33 to 42 footcandles. Lighting levels shall be increased to levels used for a competition gym.
  - o New lighting design to take account for softball cage nets that are suspended from the ceiling.
- Touch-up painted surfaces where devices are removed or new devices are smaller than original.
- Major maintenance funding will be used for the project.

Fee amount includes review of existing drawings and general onsite review of existing conditions.

A.C.E., Inc. shall provide professional engineering design and construction administration services including:

**Design Services:**

- Design Development
- Prepare and Submit Engineer Cost Estimates
- Construction Documents (Drawings and Specifications)
- Bidding Front End Documents
- Fee amount includes attendance at one (1) Owner / A&E meetings in Gillette, WY

Bidding Services:

- Attend and Manage Pre-Bid meeting
- Manage Bidding and Negotiation
- Electronic bidding documents will be issued; no hard copies will be issued to contractors.

Construction Administration Services:

- Participate in Contractor’s Pre-Construction Meeting via Web Conference
- Perform Shop Drawing Review
- Attend and Participate in Contractor’s Owner-Engineer-Contractor Meeting (OEC)
  - Fee amount includes attending one (1) OEC meeting
- Perform Periodic Construction Site Inspection
  - Fee amount includes one (1) Site Inspection and Report
- Perform one (1) - Final Inspection and Report
- Perform O&M Manual and As-build Drawing Review

We have not included any of the following work:

- Environmental and Hazardous Material Assessments and Testing.
- Soils, Concrete, and Building Materials Testing.

**B. PROFESSIONAL SERVICE FEE:**

Based on the above PROJECT SCOPE, the Time & Material, Not-To-Exceed based Fee is \$9,450.

We will be billing you monthly on a time and material basis as the project progresses. In general, the estimated Not-To-Exceed amount is as follows:

1. Design Development		\$ 1,200
2. Construction Documents		\$ 2,400
3. Bidding / Negotiation		\$ 980
4. Construction Admin		\$ 2,100
5. Architectural Service (*)	Allowance	\$ 2,200
6. Reimbursable Expenses	Not-to-Exceed	\$ 570
Total Not-To-Exceed Base Fee		\$ 9,450

(\*): An architectural service allowance is included in the Base Fee breakdown above to permit overall professional service budgeting. The allowance values shown above are estimated maximum values. The costs for the Architectural Services will be billed monthly as the costs are accrued. The cost will be billed at direct cost from the respective professional group plus 10% for overhead and profit.

All payments are due thirty (30) days after receipt of invoice. Accounts sixty (60) days past due will be assessed interest on the unpaid balance at an annual rate of 10%.

Reimbursable Expenses (including but not limited to Car Rental, Fuel, Lodging, Meals, Printing, Copying / Reproduction, etc...) will be billed monthly as they are accrued. We have included printing for our use only. Reimbursable expenses will be billed at direct costs to ACE Inc. plus 10% for handling. The cost

of the reimbursable expenses will not exceed the \$570 value listed above.

Note: All Enclosed Billing Rates will be applied for the duration of the project.

**C. PROJECTED PROJECT SCHEDULE:**

The goal is to have design, cost estimating and construction documents completed mid-Winter 2022 for Summer 2022 construction.

Enclosed:

- ACE 2021 Billing Rates