

Dennis Holmes

EXHIBIT A – Scope of Services and Professional Service Fee

9-3-21

September 03, 2021

RE: Campbell County School District #1 – Lakeview Elementary Mechanical Room Ventilation
A.C.E. Job #21SH5430

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 existing Lakeview Elementary Mechanical Room Ventilation Project as outlined below:

- Design, cost estimates, and construction documents are to include adding ventilation to the existing mechanical room for heat relief.
- Major maintenance funding will be used for the project.
- The project construction budget is anticipated to be below \$25,000 and front end bidding documents are not required.

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:

- Prepare and Submit Engineer Cost Estimates
- Construction Documents (Drawings and Project Notes on Drawings)
- Fee Amount Includes One (1) Owner / A&E Review Web Conference

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
- 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:

- Front End Bidding Documents

- 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 \$4,105.

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. Construction Documents	\$ 1,700
2. Bidding / Negotiation	\$ 965
3. Construction Admin	\$ 1,130
4. <u>Reimbursable Expenses</u>	<u>Not-to-Exceed \$ 310</u>
Total Not-To-Exceed Base Fee	\$ 4,105

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 \$310 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 for Fall/Winter construction.

Enclosed:

- ACE 2021 Billing Rates



SCHEDULE OF HOURLY RATES BY PERSONNEL CLASSIFICATION

ASSOCIATED CONSTRUCTION ENGINEERING, INC.

2021 Rates

Charging for Services on a Per Hour Basis (hourly) will be enacted when the Scope of the Assignment is not readily defined and may be subject to change or when requested by the client. Hourly rates are scheduled and charged by personnel classification as follows:

PROFESSIONAL SERVICE CLASSIFICATION

Principal	\$190.00/hour
Sr. Engineer/P.M.	\$165.00/hour
Design Engineer	\$140.00/hour
Designer	\$110.00/hour
CAD Technician	\$ 95.00/hour
Administrative	\$ 80.00/hour

A day is defined as:

1. Eight (8) hours of work performed at standard rates. Actual hours worked will be billed for work performed in the office or on-/off-site as the project requires.
2. If overtime is necessary (more than 8 hours in a 24-hour period), rates are subject to overtime rate factor of 1.50 of the above listed hourly rates.

In addition to the above listed hourly rates, expenses will be charged as follows:

1. Transportation/Travel - current federally allowed rate.
2. Subsistence, at direct cost plus 10% for handling.
3. Reproduction work, at direct cost plus 10% for handling.
4. Other consultants, at direct cost plus 10% for handling.
5. All other expenses, at direct cost plus 10% for handling.

Charges are billable monthly and are to be paid within thirty (30) days after receipt of statement. Interest, at the rate of 1% per month, will be charged on past due accounts over sixty (60) days. At times when little work is performed, statements may be submitted less often to minimize bookkeeping.