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December 23, 2013

ESVT Project No. 18120A - Design Proposal

Ilseley Public Library

75 Main Street
Middlebury, VT 05753

Attn: Dana Hart, Director

Re: Ilseley Library Heating System Engineering Fee Proposal

Dana,

As requested we have prepared the following proposal for developing the design for the "Option 1" system discussed with the Building Committee:

Phase 2- Design, Bidding Services:

Under this phase of the project we would work with the Library to develop construction drawings and specifications, based on the systems Option 1 services approved under Phase I. The work would include the following:

1. Schematic Design: Develop a schematic design plan, including meeting with the Library to coordinate the project requirements. Develop a basis of design document which would outline the project scope and schematic layout of the systems and approach, this document would be reviewed and approved by the Town and the Library before we proceed with developing construction drawings.
2. Construction Document: We will develop construction drawings and details for the new system with sufficient detail to allow for competitive bidding. The town would be responsible for engaging an Architect for any architectural work which might be necessary to for the project.
3. Bidding Services: We will assist the Town with the bidding process including developing an Invitation to bid, providing a list of recommended contractors and attending a pre-bid walk-through with bidders to review the project. We will also develop any necessary addendums during the bid period and will assist with review of the bids as well as providing recommendations for the award of the contract.

These services will be provided in accordance with customary standards for the practice of Professional Engineering.

A. Fee for Engineering Services

1. The engineering fee for the project is based on the Option 1 system estimate of \$485,000. The engineering services will be provided on a lump sum basis as follows.
:

Phase 2 – Design and Construction Services Fee :		
Schematic Design	\$ 3,500	
Construction Documents	\$ 13,000	
Bidding Services	\$ 1,800	
Subtotal Phase 2- Fees :		\$ 18,300
Reimbursable Expenses	\$ 900	
Total Engineering Fees :		\$ 19,200

2. Invoices for services rendered shall be made on a monthly basis for completed services and reimbursable expenses incurred for the work. Reimbursable expenses will be invoiced in the amounts actually incurred in accordance with the attached rate schedule.
3. Payments shall be the net amount of the invoice due within thirty (30) days of the invoice date. Past due payments may be subject to late charges of one percent (5%) per month, or fraction of a month; until full payment is received. Late charges will be applied at the sole discretion of Engineering Services of Vermont

B. Services Not Included

1. The following services are not included in this agreement as they will be provided by the Library or Town of Middlebury, other consultants or the Owner.
 - a. Design of water, sewer, systems exterior to the building.
 - b. Design for Structural and Architectural Work.
 - c. Preparation of contract.
 - d. Permitting.
 - e. Design of fire protection systems
 - f. Energy modelling.
 - g. Energy qualifications programs (LEED, Net-Zero or similar).
 - h. Reproduction of contract documents.
 - i. Construction administration services.

C. Additional Services

1. When requested in writing by the Library or Town of Middlebury, additional services may be incorporated in the work, subject to the terms of this agreement. Such additional services performed on an hourly basis in accordance with attached rate schedule.
2. Changes in the scope of the project that cause completed work to be revised and re-done shall be included as additional services. Normal detailing of work during the progress of the design shall not be considered additional services.
3. We can assist in construction services such as responding to questions, assisting in solving any issues that arise and the final development of the as-built drawings. We would perform these services on an hourly basis.

D. Ownership of Documents

1. All documents prepared for this project shall remain the property of Engineering Services of Vermont and shall not be used for any purpose other than construction of this project without written consent of Engineering Services of Vermont.
2. Engineering Services of Vermont will provide reproducible copies of the drawings and specifications for this project for preparation of the contract documents. If requested, electronic files of the drawings (.pdf, .dwg or .dxf format) and specifications (.pdf, .doc or .txt format) will be provided to the Library or Town of Middlebury. Engineering Services of Vermont shall not incur any liability for the use of these documents or files other than for the construction of this project.

E. Termination of Agreement

1. This agreement may be terminated by either party, with or without cause, upon thirty (30) days, written notice. In the event of such termination, fees for the work completed shall become due and payable.

We trust that you will find this proposal acceptable. If so, please sign the enclosed copy, and return it to us. It will then be the complete agreement between us for Professional Engineering services.

We look forward to working with you on this project. In the meantime, please call if you have any questions, or need more information.

Respectfully,
Engineering Services of Vermont



Daniel W. Dupras, P.E.
Mechanical Engineer, Principal

Enc: ESVT 2019 Rate Schedule

Transmitted: Via Email, only (dana.hart@ilsleypubliclibrary.org, DWerner@TownOfMiddlebury.org)

Accepted: _____ Date: _____

2019 RATE SCHEDULE

PROFESSIONAL SERVICES- HOURLY RATES

Engineer	\$125.00
Engineering Evaluations and Inspections	\$150.00
Expert Evaluation and Testimony	\$250.00
Design Engineer	\$ 90.00
Technical Assistant	\$ 75.00
Administrative Assistant	\$ 50.00

REIMBURSABLE EXPENSES

Travel-mileage	IRS Current Rate
Long distance telephone	Cost
Reproduction	
8 1/2 x 11 copies	\$ 0.10
Drawing Copies (in house)	\$ 0.25/sq. ft.
Outside Reproduction/Bid Documents	Cost
Postage	Cost
Lodging	Cost
Meals	Cost
Miscellaneous	Cost

TERMS & CONDITIONS

Invoices for services rendered shall be made on a monthly basis for completed services and reimbursable expenses incurred for the work. Reimbursable expenses will be invoiced in the amounts actually incurred in accordance with the attached rate schedule.

Payments shall be the net amount of the invoice due within thirty (30) days of the invoice date. Past due payments may be subject to late charges of five percent (5%) per month, or fraction of a month; until full payment is received. Late charges will be applied at the sole discretion of Engineering Services of Vermont.