



**Taitem Engineering, PC**  
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**PROPOSAL**

**Date:** December 19, 2018      **Project Title:** HVAC Renovation  
**Client:** Ulysses Town Hall      **Project No.:** 18296  
**Attn:** Elizabeth Thomas      **Location:** Trumansburg, NY  
**From:** Dominick Delucia      **Work Mode:** Prime Professional

**Scope of Work Summary:** Provide contract documents for the demolition of the gas furnace and ductwork, and installing a new ventilation system and ductwork for each space.

**STRUCTURAL**

- Design
- Special Inspections
- Other:

**MECHANICAL**

- Heating
- Cooling
- Ventilation (new system)**
- Other:

**ELECTRICAL**

- HVAC equipment power distribution**
- Fire Alarm System Layout
- Security Alarm System Layout
- Lighting Design
- Lighting Fixture Selection
- Data/Communications Wiring System Layout
- Other:

**PLUMBING**

- Basic Design
- Backflow Prevention
- Fixture Selection
- Other:

**FIRE PROTECTION**

- Performance Specification. FP Contractor to provide hydraulic calculations and stamped shop drawings.
- Sprinkler Schematic Layout
- Hydraulic Design

**BID + CONSTRUCTION ADMINISTRATION**

- Schedule and lead pre-bid meeting, take and issue notes
- Attend pre-bid meeting
- Schedule and lead pre-construction meeting, take and issue notes
- Schedule and lead construction job meetings, take and issue notes
- Attend pre-construction meetings
- Attend construction job meetings
- Organize, track, and log all submittals
- Facilitate construction schedule
- Provide weekly on-site presence to monitor work
- Review and process contractor payment applications
- Review and process all change order requests and change orders
- Oversee final inspection and project closeout process
- Submittal Review**
- Response to requests for information**
- Site Visits (2)**
- Punchlist inspections (maximum of two)
- Additional Construction phase services as-needed billed hourly**

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**COMMISSIONING (BASED ON LEED CREDIT EA PREREQUISITE 1 FUNDAMENTAL LEVEL)**

- Review and assist with Owners Project Requirements (OPR) document
- Review and assist with Basis of Design (BOD) document
- Develop commissioning plan and requirements
- Develop and incorporate commissioning plan requirements into construction documents
- Verify installation and functional performance of equipment
- Verify training and operation and maintenance documentation is to LEED standards
- Issue periodic and final commissioning reports

**Notes:**

- Testing and balancing to be performed by others
- Contractor must be on hand during testing in order to perform the operational testing of the equipment
- The owner will make staff available to assist with on-site documentation as needed

**PROPOSAL EXCLUSIONS**

- Hazardous material identification and removal documentation**
- Work more than 4 feet from the building, unless indicated**
- Land survey of the site**
- Subsurface investigation for utilities**
- Soil testing**
- Building permits**
- Other: NYSERDA paperwork/info support**

**DELIVERABLES**

- Cost Estimation**
  - Opinion of Probable Cost**
- Written Report
- Drawings**
  - Schematic Design (SD)
  - Design Development (DD)
  - Contract Documents (CD)**
- Record Drawings of contractor as-builts
- Specifications**
  - Division 0 and Division 1 Sections
  - Technical Specifications
  - Specifications on Drawings**
- Energy
  - Envelope (COMcheck)
  - Lighting (COMcheck)
  - Mechanical (COMcheck)
  - Support for Energy Incentive Application Submissions
  - Other:

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**FEE: \$6,300 Hourly billed at rates current at the time of services requested. Estimate may be exceeded.**

Plus reimbursable expenses: printing, overnight shipping, travel at current IRS rate.

Hourly Rates (rates shown below are effective until December 31, 2019):

Lou Vogel, PE	President	\$195.00
Myron Walter	Senior Engineer I	\$156.00
Fred Schwartz	Senior Engineer I	\$156.00
Javier Rosa, PE	Senior Engineer I	\$156.00
Yossi Bronsnick, PE	Senior Engineer I	\$156.00
Dominick Delucia	Project Engineer	\$100.00
Anna Legard	Project Engineer	\$100.00
Brendan Mangino	Engineering Associate	\$82.00

#### NOTES

1. Owner to provide existing building drawings, field dimensions of all existing wall locations, existing duct layout, logged data showing electrical usage with all systems running/available amperage.
2. Submittal review includes a maximum of two reviews (per submittal).
3. Proposal based on one cost estimate per phase.
4. Proposal does not include value engineering.
5. The project fee is valid for six (6) months from date of proposal.
6. Payments terms are 30 days from date of invoice. Late payments are subject to a 1.25%/month finance charge.

#### ACCEPTANCE

\_\_\_\_\_  
Dominick Delucia

December 19, 2018

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elizabeth Thomas Ulysses Town Hall

\_\_\_\_\_  
Date