



civil . structural . plumbing / fire protection . mechanical . electrical. telecommunications / security

January 23, 2018

Mr. Peter Daniels, Interim City Engineer
City of West Allis
7525 W. Greenfield Ave.
West Allis, WI 53214

**RE: LED Retrofit Construction Documents
Police Station, Fire Station #1, Fire Station #3, Fire Administration**

Dear Peter

Harwood Engineering Consultants, Ltd., (HECL), is pleased to provide a proposal for Engineering Consulting Services for the retrofitting of fluorescent and other older lighting technology to LED. The project includes the above listed buildings. Harwood Engineering Consultants, Ltd. would provide the following:

- Drawings using pdf backgrounds of the existing buildings with notations added for upgrading lighting to LED technology.
- The upgrades will be mainly lamp replacements using line voltage replacement style LED lamps. In some instances, fixtures will need to be completely replaced with new LED light fixtures.
- Technical specifications including directions to the Contractor for providing all information and paperwork required for Focus on Energy incentives. West Allis shall provide all front end (Bidding instructions, contract requirements, etc.) specification sections.
- Construction administration services including pre-bid conferences, bidding evaluation, addressing questions during bidding, providing any addenda during bidding, shop drawing review, construction kick-off meeting attendance, construction surveys to assess compliance with documents and pay application assistance.

Our proposed fee for these services is \$12,500 (Twelve Thousand Five Hundred Dollars).

Construction Administration

Any significant changes made to the project documents after they are substantially completed shall be considered supplemental services.

Reimbursable Expenses

Standard reimbursable shall be billed at a 1.0 multiplier and shall include, but not be limited to, printing, reproductions, photography, and other necessary incidentals.



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Supplemental Services

Should supplemental services be requested by you due to a change in the above Scope of Services, we shall proceed with said services upon your approval, and invoice on an hourly basis, based on the following hourly rates:

Standard Hourly Rates

Principal	\$165
Senior Project Engineer/Designer	\$125
Project Engineer/Designer 2	\$100
Project Engineer/Designer 1.....	\$ 80
CAD Technician	\$ 60
Administration	\$ 55

Terms And Conditions

Harwood Engineering Consultants, Ltd. (HECL) has not provided any project budget guidance and therefore is not accountable or responsible for previously established project budgets. If costs associated with this project to meet the Owner's expectations, exceed the established budget HECL will be reimbursed to modify documents necessary to bring this project within the initial budget.

In the advent the scope of the project is altered, HECL reserves the right to negotiate appropriate compensation for engineering such changes. HECL reserves the right to suspend all activity on this project until the negotiations for additional engineering services are resolved.

If this proposal meets with your approval, the authorization to begin may be indicated by signing in the space provided below and returning a signed copy to HECL. This proposal is based generally on the West Allis consultant agreement we worked under during the study phase of this project.

Invoices shall be sent monthly with payment due within 60 days of receipt. Should the production effort be interrupted due to late receipt of payments, it may be necessary to adjust the schedule. We reserve the right to charge interest at the rate of 1.0 percent per month on the balance outstanding, 60 days after the date of the invoice, and shall be added and compounded monthly. We reserve the right to withhold plans and documents from the review, signature, or distribution process, until account is currently paid.

This proposal remains in effect for a period of not more than six months from the date of this letter. After that time, we will be happy to review our proposal and update our fees, if necessary.



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Conclusion

Peter, we trust this proposal meets with your approval. We look forward to working with you and your staff. If you have any questions or comments, please feel free to contact us.

Sincerely,

Harwood Engineering Consultants, Ltd.

Tom Petersen, PE, LEED AP
Principal | Vice President
Director of Electrical Engineering

TP/hs

For: **Company Name**

Signature

Title

Date