



September 6, 2023

Mr. Alex Jackson
Energy Coordinator
City of Duluth
Property & Facilities Management
1532 West Michigan Street
Duluth, MN 55806

via email: ajackson@duluthmn.gov

RE: Proposal for Mechanical, Electrical, and Plumbing (MEP) Engineering Services
City of Duluth City Hall 3rd Floor MEP Renovation
KFI Proposal # 23-1048.00
KFI Project Number 21-0486.00

Dear Alex,

KFI Engineers (KFI) is pleased to provide this proposal for Mechanical, Electrical, and Plumbing (MEP) engineering services on the above-referenced project. This proposal outlines our scope of work and associated compensation. This proposal is valid for 45 days from the date above.

PROJECT UNDERSTANDING

This project consists of modifications to the 3rd floor “Swing Space” to develop administration office space, a break room, and main cafeteria. Mechanical improvements to the space will provide three (3) additional VRF zones, plumbing services to a sink and vending area, lighting, data and power outlets, and system controls.

BASIC SERVICES SCOPE OF WORK

KFI will perform the following scope of work:

Construction Documents

1. MEP design and construction documents for systems as noted below:
 - Develop mechanical and plumbing construction documents (plans and specifications, sections, details, diagrams, and equipment schedules as needed).
 - Fire protection system performance specifications.
 - Design of electrical power distribution and grounding systems.
 - Interior Lighting Design.
 - Assist Architect and/or Architectural lighting designer in luminaire selections.
 - KFI expects that luminaires will match other fixtures specified in earlier phases of this project.
 - Fire Alarm and Detection system design.
 - Mass Notification system design.
2. Low-voltage technology systems – Security, Telecommunication systems, and Audio/Visual systems:
 - Pre-design meeting to meet with the client to determine a plan for implementation of established criteria for the technology equipment, devices, and cabling system.
 - All technology drawings and specifications will be certified by a licensed electrical engineer.

- Prepare a design for a structured cabling system and raceway/pathways (conduit, cable tray, j-hooks) based upon the Owner's standards and procedures outlined in BICSI and TIA standards. The design will include specifications and construction drawings.
- 3. Coordination of MEP drawings with the Owner's project staff.
- 4. Generate technical specifications for MEP construction to be included in the project manual published by the Architect.
- 5. This proposal includes one (1) bid package.
- 6. Attend two (2) design review and coordination meetings.

Information Provided by Others

1. Owner design standards.
2. Electronic files in AutoCAD for use as backgrounds in producing MEP design work.
3. Space programming information.
4. Equipment information supplied by the design consultant contracted by others.
5. Owner-supplied equipment.
 - The technology scope of work assumes that Active networking equipment (switches, firewalls, routers, storage, wireless access points, and controllers) will be furnished and installed by the Owner.

HVAC Controls

1. Update construction documents to include modifications to the 3rd floor "Swing Space. Updates shall remain consistent with current documents to include control hardware installation drawings complete with the bill of materials, to be utilized by the Owner, or successful bidder to install HVAC controls.
 - HVAC Controls hardware may be purchased directly by the Owner, or successful bidder.
 - HVAC Controls installation work may be done by Division 23 mechanical or Division 26 electrical.
2. Select control components and list them on a bill of materials. Provide the list to the Owner for support of procurement.
3. Provide software and graphic design necessary to deliver the HVAC control sequence of operations in accordance with the construction documents.
 - Includes programming and graphic development and downloading to all controllers in the field.
4. Coordinate with the City of Duluth's IT department on IP-network connection details.
5. Participate in an on-site kickoff meeting with the controls installation work provider.
 - Review control hardware installation drawings, and answer questions.
 - Provide ongoing guidance and technical installation support.
6. Provide checkout and fine-tuning of the HVAC control system. This will include both on-site and remote efforts.
7. Provide collaboration, and on-site support as needed for other disciplines including test and balance (TAB), commissioning (CX), and equipment start-up.
8. Provide project closeout tasks including as-built documentation and owner training. Provide support after substantial completion, throughout the warranty period.

PROJECT SCHEDULE

Pricing is based upon the completion of construction documents by late September. If the Project Schedule is significantly delayed, and the delay impacts KFI's ability to perform, the Client agrees to compensate KFI for the delay.

CLARIFICATIONS, EXCLUSIONS, AND USE OF AutoCAD

Clarifications

1. Architectural background changes: Plan changes to KFI shall include a written summary of changes made to the plan, including the type and location of the plan change.
2. If the Architect requests additional services from the Owner, KFI will be notified to determine if there are additional services for MEP scope.

Exclusions *(may be provided as an additional service upon request):*

1. Value Engineering (VE) meetings, revisions, and redesign
2. Multiple bid packages
3. Structural Engineering
4. Architectural
5. Conformed construction drawings and specifications
6. Equipment bidding and procurement
7. Detailed cost estimating

Use of AutoCAD

1. Basic Services will provide MEP design for the new building(s) produced in AutoCAD, utilizing the electronic base model generated by the Architect.

COMPENSATION

Basic Services Fee

For the Basic MEP and Controls Services Scope of Work described above, the Client shall compensate KFI as follows:

Time and Materials in the amount of \$23,800. Included in the amount are travel expenses, and production expenses. Plan review fees paid by KFI on the Owner's behalf are not included in the amount. They are considered to be reimbursable and will be invoiced at cost times 1.1.

HVAC Controls

This is a breakout of the HVAC controls fee in response to controls hardware design, software design, and implementation. The fee is already included in the basic services fee above and is shown here for informational purposes.

Time and materials in the amount of \$6,300. Included in the amount are travel expenses, and production expenses.

Additional Services

KFI may be requested by the Client to provide additional services which are in addition to the Basic Services Scope of Work. The Client will compensate KFI for these additional services on a Time and Material basis at KFI's current standard hourly rates and at 1.1 times the cost to KFI of consultants and at 1.1 times the cost of reimbursable expenses. Such compensation will be over and above any maximums set forth above.

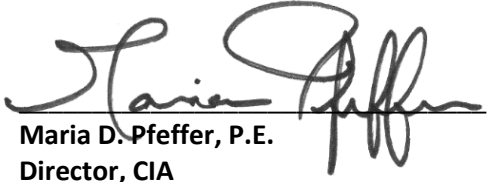
Invoicing will occur on a monthly basis, payment terms are net 30 days, no retainage.

If you find this proposal acceptable, please provide a change order to KFI's original agreement.

Thank you for the opportunity to provide engineering services for this project. Please contact me at (507) 351-5686 if you have any questions.

Respectfully submitted,

KFI Engineers



Maria D. Pfeffer, P.E.
Director, CIA

Accepted By:
City of Duluth

Mr. Alex Jackson
Energy Coordinator

Date

CIA S & F Short Form PROPOSAL template 20230509