



October 11, 2023

Mr. Joshua Palmer  
Operations Manager  
Tarrant County Facilities Management

**RE: TARRANT COUNTY RESOURCE CONNECTION  
SWITCHBOARD REPLACEMENTS – PHASE 4**

Dear Joshua,

We appreciate the opportunity to offer our proposal to provide the electrical design for the referenced project as requested by email on October 3, 2023 and discussed on a subsequent phone conversation. The project consists of providing the design for replacing the existing main switchboards for buildings 1200 and 1300 in addition to updating the drawings from Phase 3 replacing the switchboards at Buildings 1400 and 5051 so that the drawings meet current code requirements. The switchboards shall be of the same manufacturer and construction as the boards provided as spare equipment furnished under the previous switchboard replacement jobs.

Our fee proposal makes the following assumptions:

- We understand that the entire project will be designed at one time; no phasing of design has been included.
- We cannot be responsible for equipment delivery that affects construction schedules.
- Our fee proposal is based upon producing the Contract Documents using AutoCAD.
- Our proposal assumes that two owner review meetings will be held during the design period.
- This proposal assumes that construction services will include the following:
  - Pre-bid meeting
  - Scope Review meeting
  - Pre-construction meeting
  - Submittal review
  - Responses to Contractor requests for information
  - Two construction site visits w/pay application verification
  - Weekend Construction visit during switchboard replacement (duration of outage)
  - Project close out site visit
  - Record Documents
- The following items are not included in our basic services:
  - Commissioning of the electrical Systems.

We propose to provide the electrical engineering design for the referenced project in sufficient detail to receive construction bids from subcontractors and in sufficient detail to install the systems in accordance with applicable codes. Deliverables will include original drawings (CADD Plots) and specifications on the drawings. Drawings will be sealed by a Registered/Licensed Professional Engineer.

The design will be in accordance with criteria and guidance received from the Owner via communication from you.

In consideration for the scope described above we propose the following stipulated sum fees:

Construction Documents	\$7,000
Bidding/Negotiation	\$2,000
Construction Administration	<u>\$7,500</u>
Total Fee	\$16,500

Invoices will be forwarded to your office based upon the percentage of design completed during each billing period and will be due upon receipt of each invoice. Stipulated sum includes cost of long-distance telephone calls, telephone faxes and mailing costs. Stipulated sum includes travel expenses for travel to the project site, but does not include reproduction expenses, other than single copy originals for final drawings. Travel expenses, plotting and reproduction expenses, other than those identified above will not be incurred without your prior approval, at which point these expenses will be payable under the same conditions as the stipulated sum.

Compensation to BHB for the basic services shall be as described in the agreement. If BHB sees the Scope of Services Changing so that additional services are needed, BHB will notify the client for approval before proceeding. Additional Services shall be computed based on the BHB hourly rate schedule as shown below:

**Engineering:**

Engineering & Management – Principal/VP	\$ 295.00 /hr.
Project Management	\$ 195.00 /hr.
Engineering – Senior PE	\$ 195.00 /hr.
Engineering Services – PE	\$ 140.00 /hr.
Engineering Services – EIT	\$ 105.00 /hr.
Design Services – Senior Designer	\$ 140.00 /hr.
Design Services – Designer	\$ 105.00 /hr.
CAD / Drafting Services	\$ 70.00 /hr.
Clerical Services	\$ 70.00 /hr.

Sincerely,

**BAIRD, HAMPTON & BROWN, INC.**



Paul Morris, P.E.

Associate | Electrical Engineer