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March 22, 2023

Mr. Joshua Palmer
Operations Manager
100 W. Weatherford St
Room 330
Fort Worth, TX 76196

VIA EMAIL
JBPalmer@TarrantCounty.com

Reference: Proposal for Central Garage HVAC and Envelope Improvements

Huitt-Zollars, Inc is pleased to submit this proposal for professional engineering services related to the replacement of hvac equipment that serves the Tarrant County garage located at 2650 Premier Street, Fort Worth, Texas.

Scope of Work

Tarrant County seeks to improve the indoor environmental conditions in the shop areas for the service technicians by adding air conditioning and improving the building envelope. The addition of air conditioning will require the installation of an air handling unit located outdoors with an air-cooled DX condensing unit. Supply and return ductwork will deliver conditioned, filtered and dehumidified air into the space. The roof has translucent openings which will be infilled and covered with insulation.

BASIC SERVICES

1.1 Survey Existing Building

- I. Obtain and review existing documents.
- II Site visits to confirm MEP and architectural plans.

1.2 Design Services

- I. Perform hvac load calculations.
- II. Present recommendations for new HVAC system.
- III. Final signed and sealed construction documents for permit which shall include the following:
 - MEP drawings for floor plans, roof plan, hvac equipment schedules, temperature controls diagrams, electrical drawings for power and MEP details.
 - Architectural plans for concrete pads, wall and roof flashing details.
 - Specifications will be prepared in MasterSpec format excluding Divisions 0 and 1 in MS Word and pdf formats.

1.3 Bidding and Negotiating Services

- I. Attend pre-bid meeting and scope review meetings.
- II. Address all contractor RFI's
- III. Review substitution requests.
- IV. Attend bid opening
- V. Review bids and prepare recommendations.

1.4 Construction administration services associated

- I. RFI's during permitting,
- II. Review of shop drawings and submittals
- III. Attend OAC construction observation meetings as requested
- VI. Prepare punchlist.
- V. Complete project close-out.

COMPENSATION:

Huitt-Zollars proposes a lump sum fee of \$38,300.00 for professional MEP engineering design services. Reimbursables shall not exceed \$1,000.00.

Our fees for the Basic Services are as follows:

1.1	Survey Existing Building	\$ 4,800.00
1.2	Design Services	\$ 27,000.00
1.3	Bidding and Negotiating Services	\$ 1,000.00
1.4	Construction administration services	\$ 4,500.00
1.5	Reimbursables	<u>\$ 1,000.00</u>
	TOTAL	\$38,300.00

SCHEDULE:

- 1.0 The schedule for performing the scope of services is outlined below:
- 1.1 Survey Existing Building – Two (2) weeks with a start date of two weeks after Notice-to-Proceed (NTP).
- 1.2 Design Services – Four (4) weeks with a start date of two weeks after NTP.
- 1.3 Bidding and Negotiating Services – Allow four (4) weeks which is dependent on Tarrant County procurement procedures, board meeting, and contract approvals.
- 1.4 Construction administration services – Construction schedules assumes a duration of 4 months.

We will proceed within two weeks from receiving your signed agreement.

Thank you for considering Huitt-Zollars for your professional design services

Sincerely,
HUITT-ZOLLARS, INC.

John Kluber

Digitally signed by John Kluber
DN: C=US,
E=jkluber@huitt-zollars.com,
O=Huitt-Zollars, CN=John Kluber
Reason: I am the author of this
document
Date: 2023.03.22 16:29:32-05'00'

John Kluber
Vice President