

April 27, 2022

Mike Jardine  
WESTCOAST SOLUTIONS  
171 Provo Lane  
Sutherlin, OR 97479

Re: Proposal for Design and Construction Administration - Glendale High School HVAC Upgrade and Wood Shop Dust Collection System

Dear Mr. Jardine:

This letter proposal is a combined proposal for the two projects listed below, provided as requested.

- HVAC System Upgrade – Glendale High School
- Shop Dust Collection System - Glendale High School

### Fees

Fees are as follows, organized by the following stages of work.

- SD: System assessment and schematic design
- CD/CA: Design development, construction documents, bidding support & construction administration

Tasks	SD	CD/CA, Min.	CD/CA, Max.
HVAC Replacement	\$33,300	\$56,000	\$112,000
Dust Collection System	\$4,000	\$10,000	\$20,000
<b>Total</b>	<b>\$37,300</b>	<b>\$66,000</b>	<b>\$132,000</b>

1. Fees for SD are fixed fee.
2. Fees for CD/CA are a not to exceed (NTE) fee limit, corresponding to a 7% fee on construction cost for the HVAC replacement and a 10% fee on construction cost for the dust collection system. Minimum fees represent the minimum NTE limit, regardless of project cost.
3. Maximum CD/CA fee is an estimate of potential maximum NTE limit (based on \$1,600,000 cost for the HVAC replacement and \$200,000 cost for the dust collection system.)

Invoicing will be monthly on a percent complete basis.



## Design and CA Services Proposal - Glendale High School Mechanical Projects

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### Approach to Assessment / Schematic Design

The assessment of the existing systems will include both general HVAC systems and the relevant specialty wood shop systems, and will be multi-disciplinary and have a field focus. We are proposing two full day site visits, organized as follows:

- Site visit 1: Mechanical engineer, field data-logging technician, electrical engineer
- Site visit 2: Two mechanical engineers, structural engineer, HVAC contractor/cost estimator

Our team is comprised of consultants with extensive relevant experience, including past experience with Glendale Schools. Our assessment activities will involve:

- Visual inspection of systems and system components
- Comprehensive digital photographic documentation
- Interviews with key School District stakeholders
- Use of monitoring and data-logging installed on typical HVAC equipment to obtain short-term documentation of dynamic system operation
- Collection and review of drawings, O&M manuals, air balancing reports, asbestos management surveys, and other relevant system documents

Once as-built and as-operated conditions have been sufficiently defined, we will:

- Document deficiencies in a deficiencies list and annotated data-logging graphs.
- Update load and ventilation calculations.
- For the general HVAC upgrade project, define two system upgrade options that address the deficiencies with initial mechanical equipment selection/sizing and anticipated electrical and structural modifications, as applicable.
- For the wood shop dust collection system, define a recommended system option.
- Develop budgets for each system option.
- Prepare and transmit the assessment results and recommendations in a technical memorandum.

### Approach to Design Development

Our general approach to detailed design development will be budget-focused. We expect that the ultimate project to be designed and constructed will be budget-constrained. In addition, the current construction climate presents significant challenges in predicting and delivering stable construction costs. Finally, these are retrofit projects, and will undoubtedly encounter some level of unanticipated costs once component demolition is undertaken. Some specific and important elements of our design approach are listed below.

- Upon notice to proceed, conduct initial team work-session to confirm selected upgrade option and systems to be designed.



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- Define additive alternates with base bid scope of work (as applicable) that addresses the most serious deficiencies. This approach will insure that the district can proceed with a project once bids are received, that will address the most significant system deficiencies.
- Right size new equipment to maintain comfort conditions, deliver energy efficient reliable operation, and be easily maintained. An important part of this element is to overlay the system with a new networked direct digital control (DDC) system for the general HVAC upgrade project.
- Deliverables:
  - 100% Design Development drawings and outline specifications for comprehensive review.
  - 100% Construction Documents: Bid and Permit drawings and project manual (including front end and technical specification sections), energy code compliance forms.

### Project Team

Our project team is comprised of the following very experienced individuals and firms, roles and responsibilities noted.

- Mike Hatten, P.E. (Solarc) will be principal in charge, project manager, and project engineer. He will be the point of contact for all business communications and will be the technical lead for the team. Mike brings 40 years of relevant engineering experience to the team, including past experience with the Glendale School District.
- Grant Bowers, P.E. (Solarc) will be senior HVAC engineer and designer, and construction coordinator. Grant brings over 30 years of relevant engineering experience to the team, including numerous projects in Southern Oregon.
- Jim Krumsick, P.E. (Paradigm Engineering) - electrical engineer and designer. Jim brings almost 50 years of relevant engineering experience to the team, including numerous projects in Southern Oregon.
- Jason Holland P.E. (solve Engineering) - structural engineer and designer. Jason has been working with Solarc in a structural engineering support role for numerous projects.
- John Walker / Mike Williams (Umpqua Sheet Metal) – HVAC contractor / design reviewer / cost estimator. John and Mike have been working with Solarc on several relevant recent projects within an integrated design environment. For this project, we will be using their experience and practical knowledge to assist in developing system recommendations and accurate budgets for the upgrade options. *Note that Umpqua is interested in bidding on the HVAC replacement project, and will want to maintain their eligibility for bidding.*

### Exclusions

- Systems commissioning.
- Energy modeling for the Total Building Performance code compliance path, and/or Energy Trust of Oregon incentives for energy efficiency.
- As-built pick-ups at project close-out.



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### Summary

We appreciate this opportunity to develop this combined proposal for these projects. Please feel free to contact me at with any comments or questions, by email at [mikeh@solarcenergygroup.com](mailto:mikeh@solarcenergygroup.com).

Sincerely,

SOLARC ENERGY GROUP, LLC

A handwritten signature in blue ink that reads "Michael Hatten".

Michael Hatten, PE  
Member