811 East Washington Avenue, Suite 400
Madison, Wisconsin 53703
P 608-251-8983
carollo.com

January 12, 2026

Nate Tillis
Racine Wastewater Utility
800 Center St, Room 227
Racine, WI 53403

Subject: Proposal for Plant-Wide HVAC Study

Dear Mr. Tillis:

Thank you for the opportunity to provide you (OWNER) with a proposed scope and fee to study all Heating, Ventilation, and Air Conditioning (HVAC) at your facility. Carollo (ENGINEER) is uniquely qualified in this area due to our sole focus on water - because this is all we do, **we have a dedicated group of mechanical engineers that work exclusively on HVAC for water and wastewater treatment facilities** including their corresponding laboratories. In the last 11 years alone, **we have completed over 750 building service projects for water and wastewater treatment facilities.** For your reference, following are a few similar projects that our team proposed for this project have recently completed:

- Mel Leong Treatment Plant Industrial Wastewater and Recycled Water Upgrades, San Francisco International Airport, California. Carollo provided HVAC/mechanical services to the ozone building, an 8,000-square foot administration, and laboratory building. The laboratory included spaces for lab storage, bioassay, analysis, microbiology, sample receiving, solids, instrumentation. In addition, specialized fume and canopy hoods were designed for various laboratory spaces. The design featured a new variable refrigerant flow system along with a building management system for optimized control. A pre-conditioned outside air and exhaust system were designed for the laboratory for optimal air quality control. The administration and laboratory buildings were designed to meet California Title 24 requirements, local green building requirements, and LEED compliance.
- 2018 Treatment Plant Improvements, Napa Sanitation District, California. An initial condition assessment was performed to analyze what improvements were needed. Carollo replaced the existing packaged air conditioning equipment and re-zoned the building for optimal temperature control. In addition, several dedicated mini-split air conditioning systems were installed in areas that required independent temperature control. The laboratory renovation included replacing the existing outside air and exhaust systems to comply with current code requirements. The existing fume hoods were replaced along with the dedicated exhaust systems serving the fume hoods.
- Wemlinger Water Purification Facility HVAC Improvements Project, City of Aurora, Colorado. The HVAC scope featured designing an administration building with office spaces and a laboratory. An initial condition assessment was performed to determine suitable HVAC technologies for renovating the building. The design included implementing a new variable refrigerant flow system along with a building management system for optimized control of the system. In addition, detailed sequencing was analyzed to limit disruption of building staff during construction.

Proposed Scope of Work Tasks – Study (Task 1)

1. Project Management

   Project management work will include managing the schedule and budget, meetings, and providing monthly progress reports to the OWNER.

   a. Monthly virtual ENGINEER/OWNER and weekly ENGINEER coordination meetings. Action items and decisions will be summarized and provided to the OWNER. (Assume 5 meetings.)
   b. Monthly progress reports will be prepared summarizing progress to date; potential issues and action items to address; and schedule and budget status. ENGINEER's invoice will be attached to the progress report. Electronic copies of each progress report and invoice will be submitted to the OWNER.

2. Review of Existing Information

   a. Submit a request for data/information to the OWNER, such as as-built/submittal/O&M information, maintenance records and correspondence, etc. ENGINEER will review existing data as received.
   b. The Project Kickoff Meeting will be an in-person workshop-style meeting to discuss the scope, conduct the site visit, and review existing information. Workshop minutes will be prepared by the ENGINEER and delivered to the OWNER electronically.
      i. The site visit will include an interview of existing OWNER staff for feedback on the existing systems as well as a general condition assessment and documentation of the existing system.
      ii. It is assumed that two representatives from the ENGINEER will attend the Project Kickoff/Site Visit.

3. HVAC Assessment Technical Memorandum (TM) Development

   a. Draft TM
      i. Prepare a Draft TM that summarizes the review of the existing information, site visit findings, code review, and HVAC recommendations. In addition to HVAC analysis, input from the following disciplines will also be solicited: Electrical, I&C, architectural, and structural.
      ii. The Draft TM will be delivered electronically in PDF format.
   b. Draft TM Review Workshop
      i. ENGINEER will participate in a virtual Draft TM review workshop with the OWNER to solicit and discuss comments on the TM. OWNER comments will be distributed to the ENGINEER at least 3 days prior to the workshop. Workshop minutes will be prepared by the ENGINEER and delivered to the OWNER electronically.
   c. Final TM
      i. ENGINEER will incorporate OWNER comments on the Draft TM into the Final TM and will submit a signed and sealed document for OWNER use. The Final TM will include recommendations and next steps for the site HVAC systems.
      ii. The Final TM will be delivered electronically in PDF format.

Project Meetings and Deliverables Summary

- Meetings/Workshops:
  - Monthly progress meetings with ENGINEER and OWNER (virtual, 5 total)
  - Weekly coordination meetings with ENGINEER team (virtual, 18 total)
  - Project Kickoff Workshop / Site Visit (in-person)
  - Draft TM Review Workshop (virtual)
- Deliverables
  - Monthly progress reports with invoices (PDF)
  - Actions/decisions from monthly progress meetings (PDF)
  - Project kickoff meeting minutes (PDF)
  - Draft Site HVAC Assessment TM (PDF)
  - Draft TM review workshop minutes (PDF)
  - Final Site HVAC Assessment TM (PDF)

Time of Performance

ENGINEER shall complete all services identified in this proposal in accordance with the schedule outlined below:

Meeting/Task/Deliverable	Time from Notice to Proceed
Request Existing Information	4 weeks
Project Kickoff / Site Visit	10 weeks
Draft TM Deliverable	21 weeks
Draft TM Review Workshop	27 weeks
Final TM Deliverable	35 weeks

Cost of Services

The ENGINEER will perform the Scope Services described in Task 1 for a not-to-exceed amount of $147,878. A breakdown of hours and fee by task is presented below. Rates are provided in Appendix A.

Task	Budget
Project Management	$21,347
Review of Existing Information	$52,359
Technical Memorandum Development	$74,172
Total	$147,878

Note that this study may be followed up by Final Design and ESDC – Task 2. Upon completion of the TM, recommendations included, and condition assessment, design scope and priorities will be discussed. Also note that this scope does not include the study of the boilers, as that will be included with the work in a future project.

Please reach out to me at lbusch@carollo.com or 608-250-0763 with any questions. We are looking forward to working with you on this important project.

Sincerely,
CAROLLO ENGINEERS, INC.

Lindsey Busch, PE ENV SP
Project Manager

LB:ws

Enclosures: Appendix A: Rate Sheet

cc: Mary-Frances Klimek, OWNER
Chad Green, ENGINEER

APPENDIX A

CAROLLO ENGINEERS, INC.
FEE SCHEDULE

As of January 1, 2025

	Hourly Rate
Engineers/Scientists	
Lindsey Busch	$260.00
Matt Sokolowski	225.00
Chad Green	260.00
Kevin Colwell	180.00
Architectural	240.00
Structural	250.00
EI&C	225.00
Technicians	
Technicians	165.00
Senior Technicians	205.00
Support Staff	
Document Processing / Clerical	125.00
Project Equipment Communication Expense (PECE) Per DL Hour	**16.00**
Other Direct Expenses	
Travel and Subsistence	at cost
Mileage at IRS Reimbursement Rate Effective January 1, 2023	$.70 per mile*
Subconsultant	cost + 10%
Other Direct Cost	cost + 10%
Expert Witness	Rate x 2.0

This fee schedule is subject to annual revisions due to labor adjustments.