

## Department of Public Works

City Hall  
730 Washington Avenue  
Racine, Wisconsin 53403  
262.636.9121 – Public Works  
262.636.9191 - Engineering



Mark Yehlen, P.E.  
Commissioner of Public Works

Thomas M. Eeg, P.E.  
Asst. Comm. of Public Works/Operations

John C. Rooney, P.E.  
Asst. Comm. of Public Works/City Engineer

December 26, 2012

Ald. Sandy Weidner  
Chairwoman, Public Works  
and Services Committee  
Racine, Wisconsin

Dear Ald. Weidner:

Submitted for your review and approval is a professional services proposal from Harwood Engineering Consultants, Ltd. for a study to determine the AC capacity of the server room at City Hall. These services are for the not-to-exceed amount of \$7,100.00 including reimbursable.

Funding to defray the cost of these professional services is available in Account 993.100.5030, City Hall-IS Server Room AC Update.

Sincerely,

A handwritten signature in blue ink, appearing to read "TME", is written over the printed name of Thomas M. Eeg.

Thomas M. Eeg  
Asst. Comm. of Public Works/Operations

TME:das



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December 13, 2012

Mr. Thomas M. Eeg  
Assistant Commissioner of Public Works / Operations  
Racine City Hall  
Department of Public Works  
730 Washington Avenue, Room 303  
Racine, WI 53403

**RE: City Hall Server Room  
Additional AC Capacity**

Dear Tom,

Harwood Engineering Consultants, Ltd., (HECL), is pleased to provide you with this proposal for engineering services for additional AC capacity for the City Hall Server Room. We have enjoyed our working relationship on several earlier projects and look forward to be of continued service to the City of Racine.

**Project Understanding**

The scope of the project is to provide the Heating, Ventilating, and Air Conditioning (HVAC), and Electrical designs plus Construction Administration to install Option No. 2 to add ten tons of reserve AC capacity to the server room at the City Hall. Option No. 2 is described in our August 9, 2012 engineering study entitled "*Server Room Air Conditioning Capacity Study*".

We have made the assumption that architectural work necessary to accomplish the project is minor and can be addressed by simple notes on our plans. Should extensive changes, such as addition or moving walls, all new ceilings or room finishes become part of this project that is outside the scope of work included in this proposal.

**Scope of Services**

Services include the following:

**A. Basic HVAC and Electrical Services**

**Design**

- Project kickoff meeting including Owner, Engineers, and Server Room Manager
- Onsite visual inspection of the server room, adjacent second floor toilet room, adjacent third floor toilet room, and roof. We will also identify the appropriate electrical power panel to obtain a circuit for the new AC equipment
- Design Option No. 2 HVAC and electrical power
- Develop Construction Documents for HVAC and electrical power including drawings and specifications for Owner review and approval. Specifications are either in a book format, notes on the plans, or a combination of both at the Engineer's option.
- City of Racine will provide the General Conditions and any other necessary edited bidding "front end" documents to us for inclusion into the Contract Document.

255 North 21<sup>st</sup> Street, Milwaukee, Wisconsin 53233 Phone: (414) 475-5554 Fax: (414) 773-9299 [www.hecl.com](http://www.hecl.com)

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Mr. Thomas Eeg  
City of Racine  
City Hall Server Room  
Additional AC Capacity  
December 13., 2012  
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### Bidding

- Assist City in the bidding process
- Attend prebid meeting with interested Contractors
- Review and recommend on bids received.

### Construction Administration

- Review shop drawings and submittals
- Attend preconstruction meeting
- Visit site once when the equipment is set in position
- Visit site once near completion of the work to prepare the punch list
- Visit the site once upon completion of the punch list to verify the work is complete.

### **B. Commissioning Services**

- None anticipated or included.

## **Fees For Services**

### **A. Basic HVAC and Electrical Services:**

- |                               |          |
|-------------------------------|----------|
| • Design                      | \$4,100  |
| • Bidding                     | included |
| • Construction Administration | \$2,000  |

<b>B. Commissioning Services</b>	<b>None Required</b>
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<b>C. Total Fee for Services</b>	<b>\$6,100</b>
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## **Reimbursable Expenses**

In addition to Fees For Services, Harwood Engineering Consultants, Ltd. will charge the City of Racine for reimbursable expenses such as, but not limited to, printing, bidding documents, postage, plan approval fees, etc. We recommend a \$1,000 allowance for these expenses. We do not apply any markup to our expenses, we simply pass them along.

### **Additional Services**

If authorized by the City of Racine in advance, tasks outside the outlined scope of services will be charged on an hourly plus reimbursable basis.



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Mr. Thomas Eeg  
City of Racine  
City Hall Server Room  
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#### Standard Hourly Rates

Principal .....	\$150
Vice President .....	\$125
Senior Project Manager .....	\$110
Project Manager / Engineer .....	\$95
Project Engineer / Designer .....	\$ 75
CAD Technician .....	\$ 55
Administration .....	\$ 55

#### Approval

If this proposal is acceptable, we recommend entering into a standard City of Racine contract or Purchase Order. It is a pleasure to be of continued service to the City of Racine.

Sincerely,  
Harwood Engineering Consultants, Ltd.

Robert J. Lex, PE  
Principal | Director of Mechanical Engineering

RJL/kg