
Zak Consulting Engineers LLC

December 20, 2023

Mr. Tim Weyker
Deputy Director of Public Works
City Hall
11333 N. Cedarburg Road
Mequon, Wisconsin 53092.

RE: City Hall RFP December 7,2023

Dear Mr. Weyker:

Thank you for considering Zak Consulting Engineers LLC for this project. At your request, we are submitting an engineering fee to provide the following HVAC, Architectural, Electrical and Lighting design services as outlined in the RFP dated December 7,2023.

Our proposal is for the HVAC Engineering, Electrical Engineering, Structural Engineering, Architectural design, and Asbestos abatement as defined in the RFP project scope.

Base Bid A, Replace Existing AHU's and Condensing units in Current Configuration

The following is a general outline of our design services and associated fees:

6630 SILVER SHORES DR
CEDAR GROVE WI 53013
PZAK2@WLRR.COM
262-261-8050 (O) 414-308-4324 (M)

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- Attending one 2-hour project kick-off meeting at your office.
 - Engineering calculations to confirm equipment sizes.
 - Demolition documents.
 - Construction Documents for bidding in Auto Cad
 - Specifications for HVAC, and Electrical, Structural and Architectural will be on a separate plan sheet.
 - Respond to RFI's during bidding.
 - Review Shop Drawings
 - 2 Site inspections. One at 75% +/- and one at Project completion if required.
 - Modify existing Electrical system to accommodate new HVAC Equipment.
 - Asbestos Abatement. Piping.

This option presents a number of challenges due to the location of the existing equipment. There are only two points of access to the space. There is a ceiling hatch with access through the equipment room floor. The other point of access would be through the existing wall louvers on the West side of the building.

Demolition of the existing equipment would be accomplished by cutting the equipment into pieces and exiting the building via the louvers.

The bigger challenge will be getting the new equipment into the space due to its size. This would require cutting an access point in the ceiling below the equipment room, partial removal of the catwalk around the units and new structural supports for the new equipment.

Base Bid B, Replace the existing AHUs with a 25 ton Rooftop unit on grade on the West side of the building.

- The new proposed system will be a nominal 25-ton roof top unit installed on grade at the rear of the building. The unit will be Variable Volume utilizing VFD for fan speed control. The unit will have a modulating gas heating section.

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- Demolition of the existing Equipment.
 - Asbestos Abatement for the piping.
 - New ductwork will be installed and connected to the existing distribution ductwork.
 - Provide a natural green screening plan design to define parameters for final design by the City.
 - New Variable Air Volume boxes with hot water coils will be used to match the existing zone control. The existing hot water piping currently serving the existing Multizone units will be reconfigured to serve the new Variable Air Volume Boxes.
 - New controls for will match existing control system if possible. (TBD)
 - We will work with We Energies to establish the most cost-effective method to get natural gas to the new RTU from the current meter location on the North wall.

The proposed design would have the supply and return ductwork access the building through the lower-level windows at the existing toilet rooms. There currently is a partial duct shaft that goes up to the equipment room. The duct shaft would be expanded to accommodate the new supply and return ductwork. This will require further analysis during the design phase.

The other option would be to install the new duct work up the West wall to the louver openings and into the equipment room. The ductwork would be enclosed with a material that is similar to or complimentary to the existing brick work.

Additive 1, Replace popcorn ceiling in Common Council Chambers with modern alternative.

Our services will provide the following Architectural, Lighting and Electrical Design.

- Provide existing demolition floor plan and reflected ceiling plan.
- Asbestos Abatement

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- A new proposed floor plan and reflected ceiling plan.
 - New finishes and construction guidelines will be noted on the plans.

Additive 2, Lighting /Electrical upgrades/Replacements in Common Council Chambers.

- Replace existing pendant Lighting with new LED lighting.
- Replace wall Lighting to match new pendant lighting.
- Replace recessed halogen stage lighting with new LED lighting.
- Update Lighting controls to meet current energy codes.
- Provide design to incorporate egress lighting.
- Provide egress photometric calculation proving compliance.
- Provide COMcheck documents for lighting as required.
- Review submittals and shop drawings.
- Provide (2) site visits during construction.

Additive 3, Window replacement in Common Council Chambers, both overhead and wall.

- Provide floor plans and elevations as required.
- Windows shall be similar to current style.
- Specifications on plans to define window type and installation.

Additive 4, Replace flooring with carpet squares or hardwood with City Logo embedded in the center.

- Provide floor plans and specifications on the plans defining the work.
- Provide an opinion of cost comparing carpet versus wood.
- Asbestos Abatement if required.

Assumptions

- Client will provide access to site.
- The client will furnish locations and electrical requirements for all owners provided building equipment that requires power.
- Telecommunications, special systems, and security design services will be provided by others.

- The owner shall provide information for the existing generator.
- Construction supervision and administration governing this work will be provided by others.
- Project bid solicitation and contract documents by Client.
- Client will provide site/civil plans indicating location of all utilities.
- **Asbestos Abatement costs are provided by Integrity Environmental Services and are budgetary values based on the 1998 testing report and a site observation performed on December 18,2023. The contract for these services will be directly with the City of Mequon as our Errors and Omissions Insurance prohibits any design or Contracts associated with Asbestos testing or removal.**

Design Fee Base Bid A

• HVAC	\$14,500.00
• Electrical	\$3,500.00
• Architectural /Structural	\$7,750.00
• Asbestos Removal	\$5,000.00
• Total	\$30,750.00

Design Fee Base Bid B

• HVAC	\$12,500.00
• Electrical	\$2,500.00
• Architectural/Structural	\$6,750.00
• Asbestos Removal	\$5,000.00
• Total	\$26,750.00

Design Fee Additive 1

• Architectural	\$3,500.00
• Asbestos Removal	\$55,000.00
• Total	\$58,500.00

Design Fee Additive 2

• Lighting /Electrical	\$7,500.00
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Design Fee Additive 3

- **Architectural** **\$4,500.00**

Design Fee Additive 4

- **Architectural** **\$4,700.00**
- **Asbestos Removal** **\$25,000.00**
- **Total** **\$29,700.00**

Additional Site observations if required will be billed at \$1400.00 maximum per discipline for an allowance of one day for travel and site observation and report.

Engineering services performed to provide additional services beyond those identified or outlined in the Basis of Design/RFP documents are chargeable at our normal hourly rate over and above the fees submitted, with prior written approval and updated Pay Application forms.

Services provided under this agreement will be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

We currently carry \$2,000,000.00 Errors and Omissions Insurance.

Expenses involving CAD plotting, printing, drawing shipping charges, Document Permit Review Fees, and automobile travel beyond a 100-mile radius are not included in the fees and will be billed at cost.

Our fees exclude the following:

- Tests of existing utility services.
- Asbestos removal.

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- Coordination with utility services beyond confirmation of available services.
 - Addendum not a result of MEP revisions.
 - Plan review and associated fees.
 - Meetings for additional coordination.

Documents submitted (99 % Review), per City of Mequon timeline.

Billing will be monthly with the amount due payable upon receipt of our invoice.

When accepted by The City of Mequon, this letter will constitute the basic contract for services between the City of Mequon and Zak Consulting Engineers, LLC. If you find this proposal acceptable, please sign and return one copy of the letter to indicate your acceptance.

Sincerely,

Zak Consulting Engineers, LLC

Peter D Zak

Peter D. Zak, P.E.
Principal

City Accepted by: _____ **Date:**
City Of Mequon

