

November 3, 2020

Mr. Richard Wilcox
City of Bloomfield Public Works
111 W. Franklin
Bloomfield, IA 52537

Dear Richard:

I am pleased to present this proposal to provide engineering design services for modifications to the power system connection to the Bloomfield Solar Plant. This proposal covers engineering design, drawing preparation, contract preparation, assistance with bidding, and limited construction phase services for addition of disconnect switches and metering to the distribution system connection to the Solar Plant.

In preparing this proposal, we have assumed that the project will generally include the following additions:

1. Installation of four revenue meters and associated instrument transformers. Meters will be installed on the secondary of each pad mounted transformer at the Solar Plant and on each set of 4160 Volt riser cables. The 4160 Volt metering may be either pole mounted or pad mounted, depending upon space availability and other considerations.
2. Installation of 480 Volt switchgear adjacent to each pad mounted transformer to protect against faults in the secondary cables and downstream panelboards.
3. Installation of either pad mounted switchgear or overhead group-operated disconnect switches on the 4160 Volt feeds to the Solar Plant.

We anticipate that the project can be completed in a single contract covering both materials and construction labor and that the contractor will be required to retain Chapman Metering to install meter wiring and to test and install the revenue meters.

The following specific tasks are included in this proposal.

Preliminary Services

- Visit the site to obtain necessary design information.
- Develop a preliminary design for review by Bloomfield, including proposed configurations and locations of 480 Volt panelboards, 4160 Volt disconnect switches, and 480 Volt and 4160 Volt revenue metering. It is anticipated that the preliminary design will be reviewed with Bloomfield in a conference call.

Design Phase Services

- Prepare drawings including a simple plan showing equipment locations, single line diagram showing switch and metering configurations, meter connection diagram, and a drawing showing mounting arrangements for the 480 Volt panelboards.
- Develop a bill of materials
- Prepare construction specifications
- Prepare material specifications for major equipment, including the 480 Volt panelboards, 4160 Volt overhead switches or pad mounted switchgear, and overhead metering or pad mounted metering cabinets.
- Prepare a construction contract suitable for contractor bidding.
- Provide arc flash calculations and available fault current labels for the 480 and 4160 Volt panelboards and switchgear.
- Assist with bidding as desired by Bloomfield. Attendance at a prebid meeting at Bloomfield is included in this proposal. The proposal includes review of bids and an award recommendation.

Right of Way Services

- This proposal assumes that all right of way for the new equipment will be obtained by the City of Bloomfield. No costs for right of way services are included in this proposal. It is anticipated that additional right of way may be required for additional poles or switchgear near the existing riser pole location.

Construction Phase Services

- Attendance at pre-construction meeting in Bloomfield.
- Review of contractor submittals.
- This proposal does not include detailed project inspection services. The proposal assumes Bloomfield personnel will handle the day to day contract administration duties and will coordinate all work activities.
- Review and respond to any questions that arise during the construction process.
- Review pay applications from Contractor and prepare recommendations for payment.
- Perform final inspection in Bloomfield and close out the contract.

Commercial Proposal

The estimated cost for the work as described above is as follows.

Preliminary, design, and construction phase services \$ 24,000.

The estimated cost above includes four trips to Bloomfield as discussed above for design, prebid, preconstruction, and final project inspection. Additional trips are not included in the scope of engineering services but can be made at Bloomfield's request. The cost of each additional trip is estimated at \$850.

Mr. Richard Wilcox
November 3, 2020
Page 3 of 3

The total invoiced amount will not exceed the estimate unless authorized by the City of Bloomfield. I will work closely with you and your personnel, and will keep you informed as to the progress of the work. I will notify you immediately of any significant developments that might affect the anticipated engineering costs. We will bill you for only the actual time and expenses that are incurred in connection with the project. All invoices will be in accordance with our standard Billing Rates in effect at the time the service is performed. A copy of our current rate schedule is attached.

I will act as the project manager for the engineering services, and will be directly responsible for all aspects of the engineering. Other P&E personnel who will assist me with the detailed design and drafting work include Bob Brunia, Michele Ballhagen, Charles Bennett, and Rich Kline.

We are prepared to start work on this project in the near future. My current intention is to have the project ready for bidding in late December.

Our services will be provided under the existing engineering services agreement between the City of Bloomfield and P&E dated September 30, 1999.

I look forward to working with you on this project. Please call me if you have any questions or if you would like to discuss any aspects of the project or of this proposal.

Sincerely,



Jared Kline

Proposal Accepted _____, 2020

CITY OF BLOOMFIELD

Name Printed

Signed

2020 SCHEDULE OF PROFESSIONAL SERVICES BILLING RATES

<u>Employee Hourly Billing Rates</u>	<u>2020</u>
Principal Engineer II	\$165.00
Principal Engineer	\$145.00
Senior Engineer	\$134.00
Engineer	\$120.00
Senior Technician *	\$ 106.00
Design Technician *	\$ 94.00
Drafting *	\$ 85.00
Clerical *	\$ 60.00

For classifications marked with an asterisk (*), overtime hours will be billed at 1.5 times the hourly rate shown.

Reimbursable Expenses

Mileage	Current IRS Rate
Black & White Plots run in house	
B Size (11" X 17")	\$0.40 each
C Size (17" X 22")	\$1.90 each
D Size (22" X 34")	\$3.90 each
E Size (30" X 42")	\$6.20 each
Color Plots run in house (All Sizes)	\$17.00 each
Other expenses	at cost

Rates are effective January 1, 2020 and are subject to periodic review and adjustment.