



November 7, 2023

Yellowstone County
Attention: James Matteson
PO Box 35015
Billings, MT 59107

via email: jmatteson@yellowstonecountymt.gov

RE: Miller Building Renovations
Billings, Montana

Dear James:

We are pleased to make this Proposal to you for Engineering Services required for the proposed renovations at the Miller Building in Billings, Montana for Yellowstone County usage. We are basing this Proposal on the conversation with you and Cushing Terrell regarding the proposed building usage.

Our services will be coordinated with Cushing Terrell for renovation of the entire building. Our offices will be working to replace the low pressure steam boiler and chiller-based building HVAC system with a hydronic boiler and evaporator cooler supported water source heat pump system. In addition to the HVAC system design, we will provide design drawings for plumbing system upgrades.

The proposed project scope will include renovations in the basement and throughout floors one through four and six and may include infill of the current second floor area which is now raised ceiling space of the first-floor tenant. Fifth floor spaces are not proposed to be renovated, but the fifth-floor HVAC system will also be revised to integrate with the new heat pump system. The building has approximately 10,000 square feet per floor.

From earlier work we estimate the HVAC work at \$2.5 to \$2.75 million.

Mechanical and Electrical systems must conform to the International Building, Mechanical and Energy Conservation Codes; and the Uniform Plumbing Code.

Our Basic Design Services will consist of the following:

1. Construction Documents suitable for submittal to the Authority Having Jurisdiction and for pricing by Sub-Contractors, including:
 - a. Drawings for Mechanical and Plumbing Work.
 - b. Material Specifications.
 - c. Rough-in for communication systems.
 - d. COMcheck™ compliance reports for Mechanical Systems.
2. Pricing/Agency Review assistance including answering questions; providing responses to AHJ Review Comments; preparation of Addenda and updating Construction Documents as required by AHJ.

Our Construction Administration/Review Services will consist of the following:

1. Review of Contractor submittals for Mechanical and Electrical materials.
2. Answering Contractor questions; including preparation of supplemental drawings or Change Order documents necessary for clarification or completion of the Work.

- 3. Periodic Observation of the Work.
- 4. Substantial Completion Review.

The following Optional Services are not included in this proposal. We can provide proposals for these services should you desire.

- 1. Energy Modeling Services.
- 2. End of Warranty Year Review.

We propose that our compensation for the Basic Engineering and Construction services outlined above shall be \$235,700 to be billed monthly according to progress as follows:

Basic Design Services	
Construction Documents	\$157,500
Bid/Agency Review Assistance	\$10,400
PR #2 & PR #11 Basement & 2 nd Floor HVAC	\$18,700
Construction Administration/Review Services	
Shop Drawings Review	\$5,600
Construction Assistance/Observation	\$31,300
Substantial Completion Review	\$12,200

For Additional Services not defined in the Scope of Work we will bill you on an hourly basis according to our standard fee schedule, but only upon your prior approval for rendering services.

Fees are due within 30 days of invoicing to you. Delays in payment of more than 30 days from our invoicing shall draw interest of 1.5% per month.

If the above is to your satisfaction and understanding, please sign one copy of this Proposal and return it to our office. This contract is valid only if signed within 60 days of the letter date, unless extended by both parties.

Thank you for the opportunity to make this Proposal to you. We would be happy to answer any questions or provide additional information should you require it.

Sincerely,



Jeffrey A. Gruizenga, PE
Con'eer Engineering, Inc.

Enc Standard 2023 Hourly Billing Rates

Signed: _____

For: _____

Date: _____