



July 22, 2024

Attention: Steve Spradling, CEFP  
Director of Physical Plant & Construction  
Stark State College  
6200 Frank Ave NW  
North Canton, OH 44720

Re: SSC Campus HVAC Upgrades Phase II

North Canton, OH

Dear Mr. Spradling:

Thank you for considering EPIC Engineering Group, LLC (EEG) for the project. This letter is a proposal for the MEP Engineering Services. EEG design fee and scope of work for the above project is limited to the information received August 1, 2023 and as outlined in this proposal.

Revisions to scope, design criteria, and owner requested changes will be considered additional services and require written approval from the client prior to proceeding. Services not outlined in the scope or project description below are available and may result in additional service fees.

### Project Description

The project is the various HVAC upgrades for (2) S building Air Handling Units (AHU's), H building chiller plant, (12) boilers in buildings K, H, M, E, ATC, G and B, investigate options for cross connected chiller plants between C and J and also J and K buildings, (4) AHU's in the ATC building and also (1) AHU in the G building. Projected budget is \$3,189,237 including consultant fees.

### Electrical Scope:

- Complete document package, including drawings and specifications for permit/bid & construction.
- Review/Design meeting with Architect, Owner, Contractor, etc.
- Site visits to gather existing conditions.
- Demolition Drawings.
- Mechanical equipment power.

### Mechanical/Plumbing Scope:

- Complete document package, including drawings and specifications for permit/bid & construction.
- Review/Design meeting with Architect, Owner, Contractor, etc.
- Site visits to gather existing conditions.
- Demolition Drawings.
- New Code Compliant HVAC drawings and design
- Mechanical comcheck forms.

### Bidding and Award Phase:

- Answering contractor questions regarding the bid documents.
- Addenda items relating to the base design.
- Assistance in evaluation of the contractor bids.
- Conducting Pre-Bid Meeting and Pre-Bid Walk through.
- Conformed Documents.

### Construction Administration Phase:

- Shop drawing/submittal review and approval for all items specified by our office.
- Answering contractor RFIs and questions regarding the MEP documents.
- Rough and Final inspection and punch list for each project.

### Assumptions/Qualifications:

- Existing electrical panels have adequate space for new circuits.
- The owner shall provide existing files of the working area.

### Services Not Included:

Services not included in this proposal are available as Additional Services and will be completed on an hourly basis (as outlined in the rate schedule below) or an agreed upon fee. These services include, but are not limited to:

- Revisions to the document package and/or scope initiated by the Owner after substantial completion of the project.
- Revisions to the document package and/or scope as a result of Value Engineering.
- Revisions to the document package as a result of constructor changes, included but not limited to: system substitution, errors and/or omissions; change orders; unforeseen existing conditions.
- LEED, Enterprise Green Communities (EGC), National Green Building Standard (NGBS), or other Design & Documentation.
- Life-Cycle Analysis
- Building Assessment.
- Technology Design.

### Project Base Fees

MEP - Construction Documents	\$49,184
Bidding and Award	\$380
Conformed Documents	\$380
Construction	\$12,296
Closeout Deliverables	\$760
Reimbursables (Not to Exceed)	\$7,000

### Reimbursables shall include:

1. Printing	\$1,000
2. Advertising	\$2,000
3. State Plan Review Fees	\$4,000

EEG Hourly Rates (subject to change January 1 of each year):

Principal - \$140/hour

Project Engineer - \$120/hour

Lighting Designer - \$140/hour

Designer - \$90/hour

BIM/CAD Operator - \$80/hour

Note: Any additional pre-design site visits, construction site visits, and any meetings requiring travel above those outlined in this proposal shall be billed in half-day increments. EEG site visits/meetings duration includes travel and time on site. The rate schedule is as follows:

- ≤ 5 hours                      1/2 day visit
- 5-10 hours                    1 day visit
- 11-15 hours                  1-1/2 day visit
- 16-20 hours                  2 day visit
- \$500 / half-day visit

Thank you for considering the use of our firm. We are excited for this opportunity and look forward to working with you.

Sincerely,



Matt Knotts, PE  
EPIC Engineering Group, LLC