Proposal for Design Services

TO: Mike Scherer  
Monroe County Community School Corporation

FROM: Scott T. Reitano

DATE: May 1, 2008

RE: Fairview Elementary School  
Bloomington, IN

This proposal outlines service commitments from Foodservice Solution Group (FSG) for the aforementioned project:

1. **SCHEMATIC DESIGN**
   A. Meet with the Client and Architect to collect pertinent information to facilitate an initial design.

   B. Prepare a Preliminary Plan showing work-specific related areas. This will include their correlation to each other and surrounding spaces. This Plan is a basic CAD drawing with a simple Equipment Schedule.

   C. Meet with the Client to review the Preliminary Plan.

2. **DESIGN DEVELOPMENT**
   A. Revise Preliminary Plan and prepare an Initial Cost Estimate for the Architect and Client.

   B. Incorporate the Equipment Plan into the Architect’s overall layout for the facility. Revise as required.

   C. Present to the Architect an Equipment Brochure Book. It will be complete with specification sheets and utility data sheets for standard buy-out items and fabricated items. This document will be submitted electronically for efficient distribution to all appropriate parties.

   D. Provide an updated Cost Estimate of installed equipment including freight, labor and equipment set-in-place, including walk-in cooler/freezer and complete exhaust systems as required.

   E. Meet with the Client to obtain Final Approval of the layout and specifications.

   F. Provide food service equipment Spot Location Plan for the purpose of communicating electrical, plumbing, and exhaust system supply requirements to all related disciplines. This document will be submitted electronically for efficient distribution to all appropriate parties.

   G. Meet with the Architect and MEP disciplines to review all final aspects of the project. Make revisions as required.
3. **CONTRACT DOCUMENTS**
   A. Finalize Equipment Plan showing all foodservice equipment and other items as necessary for clarity.
   B. Provide all Elevations and Written Specifications with references to the Equipment Plan.
   C. Provide Detailed Equipment Drawings for items such as walk-in cooler/freezers, exhaust systems, conveyors, and utility distribution raceways.
   D. Provide complete documents in a format ready to insert into the Architect’s Contract Documents.

4. **BID REVIEW**
   A. Review all provided Equipment Lists and consult with Client and/or Architect for selection of Lowest/Best Bidder.
   B. Review all alternates and make recommendations as requested.

5. **CONSTRUCTION PHASE**
   A. Review all shop drawings, equipment brochures, and operating manuals.
   B. Communicate with Kitchen Equipment Contractor (KEC), Architect, and Construction Management Company and/or General Contractor to maintain a cohesive effort throughout the project.
   C. Perform a job-site inspection to insure that all items specified have been supplied and installed per those specifications. A written report will be submitted to the Architect and Client outlining any open issues.
   D. Upon notification of completion by the KEC, return for a final inspection to insure that all items written on initial inspection report have been remedied and job is complete as required. A written report will be submitted to the Architect and Client stating that the project is substantially complete.

6. **FEE**
   A. The fee of nineteen thousand, seven hundred dollars ($19,700) is for all services as listed above in relationship to Foodservice Equipment Section 11400.
   B. FSG will invoice MCCS at various intervals throughout the project based on work product produced. Compensation shall be paid by MCCS in a timely manner.

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<thead>
<tr>
<th>Project Phase</th>
<th>FSG Fee</th>
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<tbody>
<tr>
<td>Schematic Design</td>
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<tr>
<td>Design Development</td>
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<tr>
<td>Contract Documents</td>
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<td>Bid Review</td>
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<tr>
<td>Construction Phase</td>
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7. REQUESTED ADDITIONAL WORK
Revisions or changes after Final Approval has been acknowledged or requested additional work to Drawings or Specifications, shall be billed on an hourly basis with fees reflecting the following rates:

- Project Manager: $105.00/hour
- Designers: $75.00/hour
- Clerical: $40.00/hour

8. DOCUMENTS
Ownership of all Specifications and Drawings, whether they are sketches or CAD-generated on any medium or transferred on computer disk or via the Internet, shall be maintained by FSG. Their use in any fashion on any other project is strictly prohibited without specific written consent by a Principal of FSG. If any part of aforementioned documents is found to be reused by said party, punitive compensation will be due FSG.

9. TERMINATION OF CONTRACT
If at any time either party wishes to terminate this contract, written notice should be sent at least ten days prior to cancellation date. All work performed up to the cancellation date shall be billable by FSG along with any expenses incurred up to that date.

10. ACCEPTANCE
Please indicate acceptance of this contract by signing both copies of this document, retaining one copy for your files and forward original copy to FSG. This proposal is specifically for the MCCS Fairview Elementary School Project and may be void if not accepted by May 15, 2008.

Accepted for Monroe County Community School Corporation

By: ____________________________
Title: ____________________________
Date: ____________________________

Accepted for Foodservice Solution Group

By: ____________________________
Title: ____________________________
Date: ___________