

October 29, 2021

Terence Acquah
Assistant Village Manager
Village of Homewood
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Homewood, IL 60430
(708) 206-3378 direct | (708) 539-3893 mobile
tacquah@homewoodil.gov

**Subject: Proposal for Structural, Civil, MEPFP Engineering Design Services
Village of Homewood Phased Installation Emergency Backup Generators -
Milhouse
Chicago, IL
Proposal # MEI-24-302**

Dear Terence:

In response to your request, Milhouse Engineering and Construction, Inc. (MEC) is pleased to submit this proposal to provide Structural and MEP/FP Engineering services for the referenced project. Proposal is based on the documents received and our walk through on 10-29-24.

I. DESCRIPTION OF THE PROJECT

The Village of Homewood desires to assess various critical facilities and provide phased and cost recommendations to develop system redundancies and resiliency in those facilities. Critical facilities are defined by FEMA as buildings that are essential for the delivery of vital services or protection of a community. Critical facilities include emergency operation centers, healthcare facilities, police and fire stations, schools, and power stations. These facilities support critical community lifelines that enable the continuous operation of critical business and government functions and are essential to human health and safety or economic security.

The Village has five critical facilities that should be assessed:

1. Village Hall,
2. Police Station,
3. Fire Station,
4. Municipal Service Center (Public Works Facility)
5. Brian Carey Training Center (Emergency Operations Center–EOC).

The objective of this project is to assess the facilities, then provide recommendations for cost effective and phased solutions that will upgrade the electrical backup power systems both internally (i.e. outlets and internal circuitry, emergency lighting, etc.) and externally (generator connectivity) so that each of the five essential Village facilities will remain fully operational during power blackouts and other events which could result in long term power outage.

II. PROJECT DELIVERABLE AND SCOPE

- A. Assessment Report that will include the following:
1. Field investigation of existing conditions.
 2. Open existing panels with a field electrician.
 3. Propose locations of generators.
 4. Various sizing options of genset (approximately 2 to 3 per site).
 5. Evaluate Fuel options.
 6. Review existing utility bills.
 7. Analysis matrix of major considerations.
 8. In house Rough Order of Magnitude Estimates (ROMs).
 9. Concept Sketches and Pictures.
 10. Compile Report with recommendations.
 11. Meet with Stakeholders to review findings-one meeting.

III. DURATION

- A. Upon receipt of all information we estimate the report can be completed in 6 to 8 weeks.

IV. CLIENT REQUIREMENTS

- A. Provide utility bills for each site.
B. If available, provide existing as built or existing design drawings for each site.

V. FEES

- A. The lump sum fee of \$60,000.
B. Field electrician allowance: \$1,500.

VI. Expenses

- A. The following expenses are in addition to the basic fee plus 10%:
1. Any Reproductions, courier service, express mail, messenger, CAD/Revit disks and preparation.
 2. Travel outside the Chicagoland area.

VII. PAYMENT TERMS

- A. MEC will issue monthly invoices to client. Payments will be due from client to MEC within 30 days of the invoice date.
B. Prior to proceeding to next deliverable phase noted under the fee structure above the invoice to date shall be paid in full to MEC.

VIII. ADDITIONAL SERVICES

The following services are not included in the proposed services and are not

included in the basic fee. If authorized by Client, MEC will perform the following additional services for an agreed upon fee. At times, it may be necessary to proceed with design effort outside of the scope to avoid deliverable delays. Should this occur MEC reserves the right to submit a request for additional service at any time. A notice to proceed by anyone at the firm listed above via email shall be considered binding.

- A. A/E services of any kind.
- B. Acoustic evaluation is not included.

IX. TERMS AND CONDITIONS

- A. MEC Standard Terms and Conditions are attached and are hereto made a part of this proposal.
- B. This proposal is contingent upon execution and agreement of both parties and valid for 21 days.

We look forward to your favorable response and an opportunity to serve you. Please call if you have questions.

Sincerely,

George Bouris, P.E., CxA
Vice President, MEP Engineering
Milhouse Engineering & Construction, Inc.
333 South Wabash Avenue, STE 2901 | Chicago, IL 60604
C: 312.618.7185 | F: 312.987.0071
Email: gbouris@milhouseinc.com

TO ACCEPT, PLEASE SIGN, DATE AND RETURN. THE ABOVE MENTIONED PRICING IS VALID FOR 30DAYS FROM DATE OF THIS LETTER. THE UNDERSIZED IS AUTHORIZED TO ACCEPT THE TERMS OF THE PROPOSAL.

Signature: _____

Print Name: _____

Company Name: _____

Title: _____

Date: _____