



LYLE ENGINEERING

26807 VISTA MEADOW COURT, HUFFMAN, TEXAS 77336
— TBPE FIRM REGISTRATION F-9027 —

March 11, 2022

Some Dude
Some Mech Co.
Address
Address 2
Email

Project name
LEI Project No.

Dude,

Lyle Engineering Inc., is pleased to submit the following proposal to provide consulting engineering services for the xxx located in Burleson, Texas.

This proposal includes a proposed scope of consulting engineering services and fee based upon review of architectural concepts, mechanical budgets, and an initial job walk with the owner and RWC.

Scope of Basic Services

Lyle Engineering Inc., will participate as a member of the development team, working in conjunction with the owner, RWC, and KDW to identify and respond to key issues related to design and construction of the xxx including the air conditioning and ventilation systems (HVAC).

Our proposal, scope of services, and deliverables for each Phase are described below:

- I. Design Documentation Phase
 - a. Design Discussions and Meetings – Participate in design discussions and site visits, providing mechanical system requirements for incorporation into architectural/structural drawings as required.
 - b. Engineering Calculations – Prepare calculations establishing capacity requirements for mechanical equipment and systems. Select equipment from manufacturer's product catalogs.
 - c. Drawings and Specifications – Prepare schematic mechanical drawings and specifications (if required) for the project. Drawings will be prepared using CAD drawings files. Specifications (if needed for the project) will be in Adobe PDF and printed in 8 ½ x 11" formats. Drawings and specifications will be suitable for bidding, permit, and construction.
- II. Construction Phase
 - a. Submittals – Review shop drawings and major equipment product data submittals only for general conformance with the design concept and information given in the design documents.
 - b. Construction Meetings – participate in project construction meetings on an as-needed basis to address specific issues related to the mechanical and plumbing systems.

- c. Request for Information (RFI) – Review and respond to legitimate request by the subcontractor for supplemental information to clarify design intent. This proposal assumes qualified Contractors will be hired and the legitimate need for supplemental information to define design intent will be minimal.

Scope of Additional Services:

Any services provided beyond the above-described Basic services shall be defined as Additional Services. Each Additional Service shall be individually approved in writing prior to providing the service. A listing of typical Additional Services is attached as Appendix A.

Scope of Excluded Services:

Plumbing, Electrical, Architectural, Structural, and Civil engineering design services are not part of this proposal.

Fee for Services:

BASIC SERVICES

Basic Services compensation shall be a fixed fee of \$xxx. Services will be invoiced monthly based upon our estimate of the percentage of services completed. Further breakdown of pricing by phase is as follows:

ADD ALTERNATE – DUST COLLECTION

Additional design of the duct collection system shall be a fixed fee of \$xxx. Services will be invoiced monthly based upon our estimate of the percentage of services completed.

ADDITIONAL SERVICES

Additional Services charges are not subject to the maximum fixed fee and will be approved in writing prior to proceeding with the work. Additional Services will be invoiced monthly on an hourly basis at the standard hourly rates plus expenses incurred. A listing of typical additional services is attached as Appendix A.

HOURLY RATE SCHEDULE

Lyle Engineering Inc.'s hourly rate schedule is as follows:

Category	Hourly Rate
Principal	\$160.00
Senior Project Manager	140.00
Project Manager	120.00
Senior Project Engineer	100.00
Project Engineer	90.00
Senior Designer	80.00
Designer	70.00
CAD Technician	65.00
Technical Support	60.00

REIMBURSABLE EXPENSES:

Normal, reimbursable expenses include long distance telephone in connection with the project, courier service, shipping, and delivery charges, in-house plotting, and/or photocopy reproductions, and reproduction of drawings and specifications for issue to the City, Owner, or Contractors. A carrying fee of 10 percent (10%) will be added to all reimbursable costs.

Payment:

Payment of invoices shall be due upon receipt. Invoices shall be considered Past Due if payment is not received within thirty (30) days of the invoice date and subject to a finance charge.

Ownership of Instruments of Service:

All reports, plans, specifications, drawings, and electronic media prepared by **Lyle Engineering, Inc.** as instruments of service shall remain the property of **Lyle Engineering, Inc.**

Proposal Acceptance:

If this proposal is acceptable, please indicate acceptance by adding the appropriate signature in the space provided below and returning the signed original to our office. We will proceed with the work upon receipt of the executed proposal.

Respectfully Submitted,

xxx
Engineering Services

The above prices, specifications, and conditions are satisfactory as stated and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____ **DATE:** _____