

August 11, 2025 (Rev 1 – 08/12/2025)

Re: Isothermal Community College
Campus Wide Utility Step Down Power Project

Chris Hollifield
Director of Facilities and Capital Projects
Isothermal Community College
Rutherford Campus
P.O. Box 804,
Spindale, NC 28160
828-395-1676 office/mobile

Dear Chris:

This fee proposal outlines our anticipated Project Management and Electrical Engineering services for the ICC campus-wide utility step-down power project. The project will involve coordination of design scope with Duke Power and the selected electrical contractor to support the removal of existing ICC-owned 12kV primary distribution and installation of new Duke-owned primary distribution.

Please note that this proposal is being prepared **prior to receipt of Duke Power's PO**. Upon receipt and review of Duke's final scope, our scope and associated fee may require adjustment to align with their deliverables and avoid scope gaps. Any changes in scope resulting from that review will be documented and agreed upon prior to proceeding.

Additionally, as an emergency project, we understand that the project will be delivered without SCO review or construction observation oversight and the only authority having jurisdiction will be Rutherford County.

Proposed Team

Project Management: Moseley
Electrical Engineering: Moseley
Civil Engineering: VHB

Scope of Work

Our services will include:

1. **Project Management**
 - Coordination of overall scope alignment with ICC and Duke Power.
 - Management of design schedule, team communications, and deliverables.
 - Oversight of consultant contributions, including civil site background preparation.
 - Oversight of AHJ project review and permitting.

2. Electrical Engineering

- Coordination with electrical contractor and Duke Power on transformer locations, feeder routing, and equipment compatibility.
- Diagrammatic representation of four (4) new Duke-owned transformers, on contractor provided pads, on the site plan.
- Documentation of the removal of six (6) existing ICC-owned 12kV transformers.
- Indication of six (6) new feeders into existing buildings, with all existing gear to remain.
- The selected contractor will provide the existing lug, conduit size, and gear available fault current rating information to support our calculations and verification.

3. Civil Engineering

- Base map of site using existing surveys, GIS linework, and available record drawings. This approach outlined in basic services will provide a base map that is accurate to a few feet, will not include topo other than current survey topo and basic GIS topo linework, and will only be accurate for use in planning purposes. This level of base mapping would not be appropriate for use in any project design that requires SCO review, permitting by any agency holding jurisdiction (AHJ). VHB shall not be held responsible for the accuracy and completeness of the resulting base map.
 - Task 1 – Research
 - VHB will visit the campus to review and investigate all available digital and hard copy files that could be utilized in the base map development
 - VHB will gather and organize all available GIS linework
 - Task 2 – CAD Services for Draft Base Map
 - VHB will piece together all available pdf and digital files to trace/draw in the existing buildings, pavement, sidewalks, and known utilities.
 - VHB will provide a DRAFT base to ICC for review and comment.
 - VHB will visit the site to mark up the DRAFT base with any additional missing features that should be included in the base linework.
 - Task 3 – CAD services for Final Base Map

4. Construction Administration

- Pre-Construction Meeting: Schedule and conduct the pre-construction meeting.
- Site Observations: Conduct periodic site visits (anticipated at critical times in the construction, to be coordinated at the preconstruction meeting) to observe construction progress and verify compliance with Contract Documents.
- Submittal Reviews: Review shop drawings, submittals, and RFIs for general conformance to the design intent.
- Progress Meetings: Participate in construction meetings and provide updates as needed.
- Punch List: Develop a punch list at substantial completion to provide that outstanding work is addressed.

Phases of Work

The scope of services will be delivered over the following phases. Anticipated engagement is outlined for each phase. Additional visits or meetings required can be provided as an additional service.

1. Scoping/Discovery Phase:
 - One In-Person Coordination meeting to finalize Scope.
 - Up to 3 virtual meetings
2. Construction Documents
 - One virtual meeting – page turn
3. Permitting
4. Construction Administration
 - Anticipates 4 site visits for pre-construction meeting, progress site visits, and final punch/closeout.
5. Closeout/Record Documents

Deliverables

Our work will result in a complete set of construction documents, including both drawings and project manual, prepared to support permitting, and construction.

Deliverables will be developed in coordination with Duke Power, Electrical Contractor, and ICC.

1. Construction Documents

- Drawings
 - Site plan showing removal of six existing ICC-owned 12kV transformers and diagrammatic locations of four new Duke-owned transformers.
 - Feeder routing diagrams for six new feeders into existing buildings (based on verification of adequacy by the Electrical Contractor).
 - Notes and details necessary to convey scope to contractors and coordinate with civil, architectural, and utility requirements.
- Project Manual
 - Front-end sections prepared in accordance with Owner standards (procurement requirements, contract forms, and general conditions).
 - Technical specifications for electrical scope, including materials, installation methods, and coordination requirements.

2. Milestones & Submittals

- Progress / Owner Review Set
 - Issued for Owner review and comment prior to permit submission.
 - Incorporates coordination with Duke Power's scope and any available utility design details.
- Permit Set
 - Issued for submission to the Authority Having Jurisdiction (AHJ).
 - Includes all technical specifications and complete drawings required for permit application.
- Issued for Construction (IFC) Set

- Issued after receipt of all AHJ permit review comments.
- Incorporates all required revisions from permitting authority, Owner review, and utility coordination.
- Final sealed set for contractor use in the field.

3. Milestones & Submittals

- Progress / Owner Review Set
 - Issued for Owner review and comment prior to permit submission.
 - Incorporates coordination with Duke Power's scope and any available utility design details.

Exclusions

The following items are specifically excluded from our scope and, if required, will be addressed through a separate proposal:

- Cost estimating
- Permitting Fees
- Bidding and Contract Negotiation, this is an emergency project and bidding is not anticipated.
- Design for any **new equipment**, including but not limited to new building distribution gear, if existing main distribution board lugs or available interrupting current ratings are found to be inadequate.
- Design of **new building conduits and penetrations** if existing pathways are found to be insufficient.
- Any work associated with **increased wire size** due to extended feeder runs beyond initial assumptions.
- Modifications to existing electrical gear located within each building are excluded from this proposal. If the Duke Energy design necessitates changes to this gear, designed modifications will be considered additional services.
- Any medium voltage design and/or verification.

Assumptions

- This scope assumes that the existing main distribution boards, lugs, conduit, and available interrupting current ratings will accommodate the new utility service as proposed.
 - Scope alignment with Duke Power is critical; modifications to the scope or fee may be required after receipt and review of Duke's revised proposal.
 - AHJ will be Rutherford County and SCO will not review or perform oversight of the project.
 - All shutdowns will be coordinated between the owner and selected contractor.
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Compensation

Basic Services

Total Compensation for Basic Services shall be a lump sum of Fifty-five thousand three hundred three dollars (\$55,303.00) outlined as follows:

| | |
|-----------------------------|--------------------|
| Scoping/Discovery | \$ 9,625.00 |
| Construction Documents | \$27,156.00 |
| Permitting | \$ 1,554.00 |
| Construction Administration | \$13,584.00 |
| Closeout/Record Documents | \$ 3,384.00 |
| Total | \$55,303.00 |

Anticipated direct Travel Expenses are included in the lump sum and are based on assumed durations and onsite meetings identified under scope of work.

All other services not explicitly included in this proposal are excluded.

If this proposal is satisfactory, please issue appropriate documentation indicating agreement and authorization to proceed. As always, we appreciate this opportunity to be of service.

Sincerely,



Suzanne McDade, AIA
Vice President