

October 16, 2025

Mr. Nick Greenup, EIT
Mechanical Engineer
CMTA
220 Lexington Greene Circle, Suite 600
Lexington, KY 40503

RE: Marion County Area Technology Center Renovation and Addition
Energy Management Proposal

Dear Mr. Greenup,

We are pleased to submit this proposal for commissioning services to Marion County Schools. The proposed total fee is \$37,407.00. Please see below for a detailed scope and services and fee breakdown.

As a point of clarification there was no explicit mention of construction phase meeting attendance in the RFP, that we could find. I have included Ten visits for construction phase meetings. If you do not require attendance at these meetings, then you can delete \$3,700.00.

Systems Within the Proposed Scope

- Heating, Cooling, Refrigeration, Ventilation Systems and Controls
- Lighting and Daylighting Controls (Interior/Exterior)

Design Phase Services

ZH Commissioning will:

1. Provide a QA/QC review of design documents at the 100% Design Development Stage. The review comments will be documented and distributed to the owner and design team.
2. Provide a QA/QC review of design documents at the 95% Contract Document Stage. The review comments will be documented and distributed to the owner and design team.
3. Attend up to Four design phase meetings on site or virtual.

Construction Phase Services

ZH Commissioning will:

1. Develop, write, and distribute the project specific Commissioning Plan.
2. Lead the Commissioning Kickoff meeting with applicable team members, detailing expectations and highlighting the commissioning process to the team.

3. Attend construction meetings once pertinent system installation begins. We have included cost for Ten meetings.
4. Develop, write, and complete project specific Prefunctional Checklists prior to equipment start-up. Provide written reports detailing any deficiencies and recommended resolutions.
5. Develop, write, and complete project-specific Functional Checklists after start-up and system balancing. Provide written reports detailing any deficiencies and recommended resolutions.
6. Maintain and update the project resolution tracking form detailing all outstanding deficiencies using our online reporting system.

Occupancy Phase Services

ZH Commissioning will:

1. Conduct deferred testing based on seasonal conditions.
2. Review operation and maintenance manuals.
3. Attend training for the systems included in the commissioning scope.

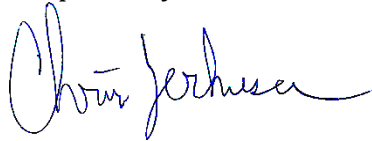
Terms and Conditions

- Additional services are available upon request and authorization from the client. Additional efforts will be billed at our normal hourly rates as follows:
 - ZH Commissioning Partner: \$185
 - CxA (Commissioning Agent): \$155
 - CxT (Commissioning Technician): \$125
 - Field Support Staff: \$95
 - Administrator: \$65
- ZHCx will bill the Client on a progress basis with payment to be made within thirty (30) days of invoice date. Interest in the amount of one and one-half percent (1.5%) per month shall accrue on all invoices ninety (90) days after invoice date. ZHCx shall have the right to suspend its work on the Project, after giving the Client seven (7) days written notice of its intent to suspend services, if any invoice becomes more than ninety (90) days past due.
- If the Project is commenced and then for any reason, including but not limited to failure of payment, suspended for more than three (3) months, ZHCx shall have the right to renegotiate the balance of its fee, and the cost of Project restart, or to terminate this Agreement.
- The accepted proposal includes time for one backcheck per item. If a large number of issues require more than one backcheck, due to contractor negligence, ZHCx reserves the right to additional compensation.
- All work will be performed during normal business hours (8am-5pm). Any additional costs associated with working outside normal business hours will need to be coordinated between the client and ZH Commissioning.

- If, due to contractor negligence, poor communication, or any other scenario that causes ZH Commissioning additional visits outside of the baseline scope of work, ZH Commissioning reserves the right to invoice the client for the additional efforts required to complete the commissioning process. This includes inaccurate, incomplete, or mis-stated contractor responses to the issues resolution tracking form that cause ZH Commissioning multiple attempts to back check commissioning issues. ZH Commissioning will quantify the additional efforts caused by the contractor and submit that information to the Client so they may back charge the responsible contractor. Prior approval for additional compensation is required from the Client.
- If the systems within the commissioning scope of work are not ready for Prefunctional or Functional performance testing prior to Owner occupancy, causing ZH Commissioning to perform work outside of normal business hours, ZH Commissioning reserves the right to additional compensation from the Client. Additional Time and Material will be billed at half of our listed hourly rates. ZH Commissioning will submit this information to the client so they may back charge the contractor responsible. Prior approval for additional compensation is required from the Client.

If you have any questions or would like to discuss this proposal, please do not hesitate to contact me.

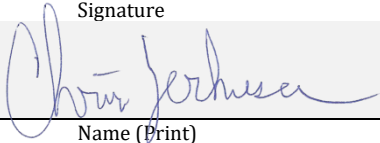
Respectfully,



Chris Zerhusen,
Partner
CxA

Contract Signature

If you find the proposal acceptable, please sign below and return.

Company Zerhusen Holten Commissioning, LLC		Client Marion County Schools	
Signature 		Signature	
Name (Print) Chris Zerhusen		Name (Print)	
Title Partner	Date 10/16/2025	Title	Date

Contact Information

Please fill out the information below and return it to ZH Commissioning.

Project Title Marion County Area Technology Center Renovation and Addition
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Project Contact:

Name and Title	E-mail	Phone Number
Address		

Billing Contact:

Name and Title	E-mail	Phone Number
Address	Address Invoices To <i>(If invoices should be addressed to a business or person other than the billing contact, please provide the name and address of the business or person to whom the invoices should be addressed)</i>	
Comments for Billing		