

February 13, 2019

City of Maricopa
Ross Renner
CIP Project Manager – Public Works
39700 West Civic Center Plaza,
Maricopa, Arizona 85138

Re: Contract Proposal for the new City of Maricopa Public Library

Ross,

Hidell and Associates Architects, Inc. (HAA), is pleased to submit this proposal to provide professional services relating to the new City of Maricopa Public Library facility located within the City Center complex.

The new library shall be a single-story structure between 20-25,000 square feet, with associated parking and outdoor programming space. The facility shall be located within the existing City Center Complex and able to expand to meet future needs. The building will serve as a stand-alone public library facility with associated program rooms, meeting space, seating, collection, social space, and associated support areas.

Per our understanding the allocated budget for the new City of Maricopa Public Library is in the amount of \$8,000,000 for (total project budget). Our services shall be based on that amount and shall consist of providing Basic Services (Architecture, MEP Engineering, Structural Engineering) and Supplemental Services (Civil engineering, furniture layout and procurement, landscape architecture, and geotechnical engineering). Our fee includes the coordination and implementation of all basic and supplemental services as indicated in this letter. In addition, (HAA) will provide under the Basic Services the required conceptual design (site plan and floor plan layout), programming, meetings (staff, city personnel and special stakeholders); and the associated required documentation under each phase of the project (schematic, design development, construction document, CMAR selection and pricing and construction administration). Our basic services fee includes coordination with all owner consultants and vendors (A/V design and Data / Telecommunications design)

Compensation

A. Basic A/E Services:

We propose to provide the services described above for the lump sum of **\$574,500.00**. We will invoice monthly in proportion to the percent completion thru the end of the previous month, with the total billings not to exceed the following percentages:

○ Conceptual Design Phase	5%
○ Schematic Design Phase	10%
○ Design Development Phase	20%
○ Construction Document Phase	40%
○ Bidding / GMP Assistance	5%
○ Construction Administration Phase	20%

B. Supplemental Services:

We propose to provide the services described below for the lump sum of **\$126,400.00**. We will invoice monthly in proportion to the percent completion thru the end of the previous month, with the total billings not to exceed the following percentages:

Civil Engineering

○ ALTA/NSPS Land Title Survey	\$4,500.00
○ Topographic Survey	\$3,800.00
○ Preliminary Grading and Drainage Plan	\$7,500.00
○ Preliminary Drainage Report	\$4,500.00
○ Preliminary Water and Sanitary Sewer Plan	\$3,500.00
○ Final Grading and Drainage Plan	\$12,700.00
○ Final Drainage Report	\$6,900.00
○ Storm Water Pollution Prevention Plan (SWPPP)	\$3,800.00
○ Public On-Site Water Plan	\$7,800.00
○ Public On-Site Sewer Plan	\$5,500.00
○ Water Model Report	\$3,500.00
○ Sewer Basis of Design Report	\$2,800.00
○ Final Plat	\$7,500.00
○ Water and Sewer Approval to Construct ▪ (ADEQ submittal for approval)	\$2,500.00
○ Project Meetings and Coordination	\$2,200.00
○ <u>Utility Conflict Submittal</u>	\$ 400.00
Civil Engineering Total	\$79,400.00

Other Services

○ Geotechnical Report	\$3,000.00
○ Landscape Design Services	\$15,500.00
○ As-Built Documents ▪ <i>Preparation of CAD files to match as-built conditions</i>	\$4,000.00
○ Equipment & Furniture Selection & Procurement ▪ <i>Fee includes the layout and selection of furniture, furniture material selection, and coordination with local vendor for state contract pricing.</i>	\$30,000.00

C. Additional Services:

Additional services, if required and requested, will be invoiced either on a negotiated lump sum fee or on an hourly basis using the rates quoted below:

○ Principal.....	\$200.00/hr
○ Project Architect.....	\$180.00/hr
○ Sr. Architect.....	\$150.00/hr
○ Architect.....	\$100.00/hr
○ Intern Architect.....	\$90.00/hr
○ CADD.....	\$80.00/hr
○ Administration.....	\$60.00/hr

City of Maricopa Public Library Proposal

Based on our understanding of the scope of services; the following items are not included in this proposal:

Exclusions

- Environmental investigation
- Material Testing Services (by third party)
- Sub-soil drainage / water flow / pressure tests / French drain systems around building perimeter
- Substantial detention improvements. Based on the record drawings for the existing facility, it is presumed that the existing detention basin size and configuration are adequate to accommodate the proposed development, although the project may include the extension new storm drains to the basin.
- LEED certification / Commissioning
- Detailed Fire Sprinkler or Alarm Design (Performance spec only by Engineer) – General Contractor and Fire Subcontractor to design and provide and shall be submitted for Design Team to review as a shop drawing submittal.
- Cost estimating (to be performed by others [CMAR] and assisted by architect).
- Traffic Impact Analysis, traffic engineering report / study

Our drawings will be prepared using AutoCAD 2017 utilizing our standard symbols, layering systems, and data presentation. All electronic files will remain property of Hidell and Associates Architects, Inc.

The Design Team will prepare and submit to the Owner for review conceptual design documents consisting of drawings and other documents illustrating the scale and relationship of Project components. Based on the conceptual design documents and any adjustments authorized by the Owner, the Design Team will prepare and submit to the Owner for review; schematic design documents consisting of drawings and other documents illustrating the scale and relationship of Project components. Based on the schematic design documents and any adjustments authorized by the Owner in its program, desired schedule or Project budget, the Design Team will prepare and submit to the Owner for review; design development documents consisting of drawings and other documents to fix and describe the size and character of the project as architectural, structural, mechanical and electrical systems, security and safety systems, materials and such other elements as may be appropriate. The Design Team will submit for review the construction documents at the 50% complete and 90% complete for a status review by Owner (and CMAR, if available for establishment of GMP). The Design Team will perform its services expeditiously.

Reimbursable Services

1. Reimbursable expenses, such as printing / plotting / deliveries / communication and travel (automobile mileage) will be billed in addition to the base fee and supplemental fee at direct cost (not to exceed \$17,800.00).
2. Computer Generated "Fly-Thru" \$3,500.00

We have provided as accompanying back-up to our Fee Proposal the attached document identified as "**Exhibit B – Fee Proposal Breakdown**" and "**Exhibit B – Schedule and Work Activities**".

Sincerely,
Hidell and Associates Architects



Bill Hidell, AIA
President

Cc: Aaron Babcock

Exhibit B - Fee Proposal Breakdown

Design Team									
		Concept Design	Schematic Design	Design Development	Construction Document	Bidding Phase	Construction Administration		Totals
Basic Services									
Prime Firm									
Hidell and Associates Architects	Cost	\$19,762.00	\$39,523.00	\$79,046.00	\$150,024.00	\$19,762.00	\$42,740.00		350,857.00
Local Architect									
Swan Architects, Inc.	Cost	\$1,008.00	\$2,017.00	\$4,034.00	\$16,136.00	\$1,008.00	\$40,340.00		64,543.00
Structural Engineer									
ASE	Cost		\$18,260.00	\$18,260.00	\$18,260.00	\$1,035.00	\$5,835.00		61,650.00
Electrical Engineer									
CR Engineers	Cost		\$6,750.00	\$16,875.00	\$35,775.00	\$1,350.00	\$6,750.00		67,500.00
Mechanical Engineer									
Robinson Engineering Consulting Engineers	Cost		\$5,000.00	\$11,360.00	\$11,360.00	\$680.00	\$1,550.00		29,950.00
Fee Totals	Cost	\$20,770.00	\$71,550.00	\$129,575.00	\$231,555.00	\$23,835.00	\$97,215.00		574,500.00
TOTAL PROFESSIONAL SERVICES									574,500.00
Supplemental Services									
Landscape Design Services									
Gilmore Planning and Landscape Architecture	Cost		\$2,800.00	\$4,800.00	\$5,400.00		\$2,500.00		15,500.00
Cost Estimating (by Others but assisted by Architect)									
CMAR	Cost								0.00
ALTA/NSPS Land Title Survey									
3 Engineering	Cost		\$4,500.00						4,500.00
Topographic Survey									
3 Engineering	Cost		\$3,800.00						3,800.00
Preliminary Grading and Drainage Plan									
3 Engineering	Cost		\$3,000.00	\$4,500.00					7,500.00
Preliminary Drainage Report									
3 Engineering	Cost		\$1,500.00	\$3,000.00					4,500.00
Preliminary Water and Sanitary Sewer Plan									
3 Engineering	Cost		\$1,500.00	\$2,000.00					3,500.00

Exhibit B - Fee Proposal Breakdown

Supplemental Services Con't

Final grading and Drainage Plan 3 Engineering	Cost		\$4,000.00	\$8,700.00					12,700.00
Final Drainage Report 3 Engineering	Cost			\$6,900.00					6,900.00
Storm Water Pollution Prevention Plan 3 Engineering	Cost			\$1,800.00	\$2,000.00				3,800.00
Public On-Site Water Plan 3 Engineering	Cost		\$3,000.00	\$4,800.00					7,800.00
Public On-Site Sewer Plan 3 Engineering	Cost		\$2,000.00	\$3,500.00					5,500.00
Water Model Report 3 Engineering	Cost			\$3,500.00					3,500.00
Sewer Basis of Design Report 3 Engineering	Cost			\$2,800.00					2,800.00
Final Plat 3 Engineering	Cost			\$6,000.00	\$1,500.00				7,500.00
Project Meetings and Coordination 3 Engineering	Cost		\$900.00	\$900.00	\$400.00				2,200.00
Utility Conflict Submittal 3 Engineering	Cost				\$400.00				400.00
As-Built Documents Hidell and Associates Architects	Cost						\$4,000.00		4,000.00
Equipment & Furniture Hidell and Associates Architects	Cost		\$3,000.00	\$6,400.00	\$14,000.00	\$4,200.00	\$2,400.00		30,000.00
Fee Totals	Cost		\$30,000.00	\$59,600.00	\$23,700.00	\$4,200.00	\$8,900.00		126,400.00
TOTAL SUPPLEMENTAL SERVICES									126,400.00

Exhibit B - Fee Proposal Breakdown

Projected Reimbursable Expenses

Printing / Plotting / Deliveries / Communication - Not to Exceed									3,600.00
Travel - Not to Exceed									14,200.00
Dimensional Computer Generated "Fly-Thru"									3,500.00
TOTAL REIMBURSABLE EXPENSES									21,300.00

Exhibit B - Schedule and Work Activities

City of Maricopa Public Library

Estimated Schedule and Work Activities

2.13.19

Phase	Estimated Schedule
Conceptual Design Phase Activities	6 Weeks
Topographic Survey	
Geotechnical Report	
Develop Preliminary List of Spaces / Amenities	
Develop concept plan based on list of spaces/amenities	
Develop furniture layout based on list of spaces/amenities	
Develop concept site plan based on list of spaces/amenities	
Review worksessions - <i>(Estimate 2 worksessions)</i>	
On-site presentation and refinement session	
Schematic Design Phase Activities	7 Weeks
Pre-Development Meeting	
Preliminary Site Plan	
Preliminary Floor Plan	
Preliminary Furniture and Equipment Layout	
Preliminary Building Elevations	
Engineering systems concepts	
Schematic Documents submitted for Review	
Documents for Review (Site Plan, Floor Plan, Elevations)	
Review worksessions - <i>(Estimate 3 worksessions)</i>	
On-site presentation and refinement session	
Refinement of plan based on City Comments	
City Presentations (As requested)	

Exhibit B - Schedule and Work Activities

City of Maricopa Public Library

Estimated Schedule and Work Activities

2.13.19

Phase	Estimated Schedule
Design Development Phase Activities	10 Weeks
Exterior shell materials selection	
Interior material selection	
Landscape plan development	
Refinement of site plan design	
Refinement of building design	
Formulation of Structural / Mech / Elec. Systems	
Exterior Shell / Site Documents submitted for review	
DD Exterior	
Site Plan	
Landscape Plan	
Building Sections	
Wall Sections	
Roof Plan	
Exterior Material Selection Presentation	
Exterior Elevations	
Interior Finish-Out Documents submitted for review	
DD Interior	
Dimensional Floor Plan	
Furniture Layout Plan	
Reflected Ceiling Plan	
Door and Window Schedule	
Interior Elevations	
Interior Material Selection Presentation	
Millwork	
Library Collection layout and capacity	
Library Equipment Schedule	
Security System Coordination	
Door hardware / Access Control Coordination	
A/V coordination	
Telecommunications / Data Coordination	
CMAR Cost and Constructability Review	
Review worksession - (<i>Estimate 3 worksessions</i>)	
On-site presentation and refinement session	
Refinement of plan based on City Comments	
City Presentations (As requested)	

Exhibit B - Schedule and Work Activities

City of Maricopa Public Library

Estimated Schedule and Work Activities

2.13.19

Phase	Estimated Schedule
Construction Document Phase Activities	14 Weeks
Record Document Development	
Finalize exterior materials selection	
Finalize interior material selections	
Finalize site design	
Finalize building design	
Finalize Structural / Mech / Elec. Systems	
Finalize specifications	
Documents for Review (50% set)	
Site Documents - 50% set	
Building Documents - 50% set	
Specifications - 50%	
Final Material Selections Boards	
CMAR Cost and Constructability Review	
Finalize documents based on 50% feedback	
Documents for Review (95% set)	
Site Documents - 95% set	
Building Documents - 95% set	
Specifications - 95%	
GMP Pricing	
Make corrections based on 95% feedback	
Submit documents for Permit Review	

Exhibit B - Schedule and Work Activities

City of Maricopa Public Library

Estimated Schedule and Work Activities

2.13.19

Phase	Estimated Schedule
Construction Administration Phase Activities	12 Months
Preconstruction Conference	
Site Meetings	
Engineering Coordination Construction Administration	
R.F.I. Review	
Shop Drawing Review	
Substitutions Review	
A.S.I Submission	
Change Order procedures	
Punch List	
Furniture Procurement Phase Activities	
<i>Activities will occur throughout the project schedule</i>	
Finalize Collection layout	
Finalize Furniture layout	
Furniture selection	
Furniture material finish selection	
Develop documents for bidding / pricing	
Bidding or State Contract procurement	
Installation review	
Punch list	