

Lee's Summit Fire Station #3
 Scope of Services Summary

TASK NO.	TASK DESCRIPTION	DESIGN DISCIPLINE	TASK FEE
1.00	NEEDS ASSESSMENT/PROGRAMMING		
	Meet with FD Committee to determine space needs (interior and exterior needs assessment) and functional requirements including "training tower" requirements.	A	
1.01	Develop summary of space needs ("program" or listing of individual spaces with respective area requirements).	ALL	
1.02	Identify and develop sustainability options.	ALL	
1.03	Develop preliminary construction cost estimate based on spaces needs determination and envisioned construction type.	ALL	
1.04	Meet with FD Committee to review space needs assessment and cost estimate.	A	
1.05	Make adjustments in the space needs and cost estimate as needed to meet the City's project requirements.	A	
1.06	Secure City sign-off on space needs and budget.	A	
NEEDS ASSESSMENT/PROGRAMMING PHASE			\$9,000
2.00	SCHEMATIC DESIGN PHASE		
2.01	Based on the approved Needs Assessment and Program, diagram key functional adjacencies, address relevant design considerations including traffic patterns, workflow and make recommendations for City approval.	A	
2.02	Review & Update Preliminary Cost Estimates throughout the design phase on an agreed upon schedule in a timely manner.	ALL	
2.03	Develop Site Plan to include building outline, landscape design, parking design and drives.	A,LA,C	
2.04	Develop building design (min. of two envisioned) for review and consider by the FD Committee.	A,ID	
2.05	Develop alternative interior design finish schemes (min. of two envisioned) providing alternative designs for materials, furniture, and colors for approval by FD Committee. Provide product literature and samples for selected scheme.	A,ID	
2.06	Conduct design Charrette with FD Personnel. Compile results and distribute findings to FD Committee and Design Team.	A,LA,ID	
2.07	Pre-Application Meeting, Development Review, City of Lee's Summit, Dept. of Planning & Development	A	
2.08	Preliminary Development Plan Submittal, City of Lee's Summit, Dept. of Planning & Development	ALL	

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TASK NO.	TASK DESCRIPTION	DESIGN DISCIPLINE	TASK FEE
2.09	Present schematic design to city council, other elected officials or key city staff. Presentation shall include drawings of site plan, schematic design options, interior design options, cost estimates and updated project schedule.	ALL	
2.10	Survey all fire station apparatus bays and develop design reflected ceiling plans for consultant use	A	
SCHEMATIC DESIGN PHASE			\$42,000
3.00	DESIGN DEVELOPMENT PHASE		
3.01	Based on approved Schematic Design, prepare design development documents consisting of drawings and other documents that establish the size and character of the project as to civil, architectural, structural, mechanical, plumbing & electrical systems, landscape including design elements appropriate to meet city ordinances and other applicable laws and regulations. This task includes up to 2 meetings with FD Committee.	ALL	
3.02	Identify building materials to used in the design for approval by the FD Committee including samples, literature and manufacturer data (when appropriate).	A,ID	
3.03	Layout and design public spaces including fire personnel offices as well as private spaces for fire personnel. Design shall encompasses equipment and furniture typical for both public and private spaces.	A,ID	
3.04	Provide preliminary design layout of HVAC, lighting (interior & exterior), power, low voltage (fire alarm, tele-communications & intercom), plumbing and other mechanical elements. Secure approval from the FD Committee of all design provisions. Evaluate potential alternative building materials relative to energy efficiency. Evaluate alternative building systems for energy efficiency including HVAC systems and lighting.	A,MEP	
3.05	Update fixtures, furniture and equipment as required to maintain a current inventory/accounting of FF&E items.	A,ID	
3.06	Develop a detailed site plan (including landscaping, grading, storm water and erosion control) for city approval. Site plan should also adhere to requirements of City of Lee's Summit Uniform Development Ordinance (UDO).	A,C,LA	
3.07	Design code summary plan. Design shall demonstrate compliance with applicable building codes.	A	
3.08	Design an exterior and interior graphics and signage plan for approval by the city.	A,LA,ID	
3.09	Design an exterior and interior lighting plan for approval by the city.	A,MEP	

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TASK NO.	TASK DESCRIPTION	DESIGN DISCIPLINE	TASK FEE
3.10	Final Development Plan Submittal, City of Lee's Summit Dept. of Planning & Development	A	
3.11	Allow for a minimum of 3 meetings with city council, planning commission, elected officials or key city staff.	ALL	
DESIGN DEVELOPMENT PHASE			\$65,000
4.00	CONSTRUCTION DOCUMENTS & BIDDING PHASE		
4.01	Prepare building construction specifications, drawings, and bid documents in compliance with all applicable codes or regulations.	ALL	
4.02	Identify and document all alternates as required to allow for contract flexibility and scope of work.	ALL	
4.03	Prepare Architects and Engineers Estimate of probable construction cost prior to bid.	ALL	
4.04	Coordinate the bid process for construction including preparation of bid documents, answering bidder questions, preparing addendum, and related tasks as required by the city purchasing process.	A	
4.05	Provide appropriate representatives at Pre-Bid Conference and assist city purchasing department with the preparation of any necessary addendums.	ALL	
4.06	Evaluate bids per city approval/evaluation criteria and make	A	
4.07	Include time for meetings appropriate for this task including meetings with city council, project representatives, city officials or key personnel.	ALL	
4.08	Complete final air filtration design for all fire stations.	A, MEP	
CONSTRUCTION DOCUMENTS & BIDDING PHASE			\$140,600
5.00	CONSTRUCTION ADMINISTRATION PHASE		
5.01	Assume construction administration duties as defined by contract documents including processing of construction related documents (shop drawings, applications for payment, Request for Information and similar items).	ALL	
5.02	Visit bi-weekly. Coordinate services with city representative and address request for information and any issues in a timely manner. Complete site visits for specific work review (i.e. footing/foundation constr., slab-on-grade constr. Etc.).	ALL	
5.03	Distribute reviewed shop drawings to city representative. Provide comment as needed and advise the city as appropriate.	ALL	
5.04	Advise FD Committee on construction progress through progress meetings.	A	
5.05	Facilitate construction contract disputes.	A	

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TASK NO.	TASK DESCRIPTION	DESIGN DISCIPLINE	TASK FEE
5.06	Coordinate and facility punch list development. Distribute punch list to the general contractor, city representative and other designated parties.	ALL	
5.07	Prepare final as-built drawings and specifications including operating and maintenance manuals including digital copy.	ALL	
FEE - CONSTRUCTION ADMINISTRATION PHASE			\$53,000
6.00	POST CONSTRUCTION SERVICES PHASE		
6.01	Coordinate building start up including appropriate training in the use and maintenance of all facilities and systems.	ALL	
6.02	Perform 11-month warranty inspection with the general	ALL	
6.03	Provide for a 1 meeting with FD Committee.	A	
TOTAL - POST CONSTRUCTION SERVICES PHASE			\$2,500

TOTAL PER PHASE COST

NEEDS ASSESSMENT/PROGRAMMING PHASE	\$9,000
SCHEMATIC DESIGN PHASE	\$42,000
DESIGN DEVELOPMENT PHASE	\$65,000
CONSTRUCTION DOCUMENTS & BIDDING PHASE	\$140,600
CONSTRUCTION ADMINISTRATION PHASE	\$53,000
POST CONSTRUCTION SERVICES PHASE	\$2,500
	\$312,100
EXPENSES	\$21,200
TOTAL FEES & EXPENSE	\$333,300

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Rick Kuhl, RA

Authorized Person (Print)



PRINCIPAL, JULY 5, 2017

Authorized Person Signature / Title / Date