

## Lee's Summit – Fire Station 5 Renovation as a Police Substation

### Exhibit A – Basic Services

#### PROJECT INFORMATION

Project Construction Budget: \$2,400,000

#### SCOPE DEFINITION

This project will include Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Suppression, Civil and Landscape services required to develop plans and specifications to implement the project scope. The following specific scopes will be included in the project:

#### PROGRAMMING

An initial scope meeting will be held to confirm project goals. The design team will walk through the affected spaces with the owner to further understand the scope.

#### BASIC SERVICES SCOPE OUTLINE

##### **SCHEMATIC DESIGN PHASE** (15% of design services fee)

1. Based upon the approved pre-design program, schematic design documents will be created including site plan, building floor plans, preliminary building sections, and elevations.
2. Develop site plan to include existing outline, new parking lot, preliminary grading, and landscape design.
3. Develop 3D image of approved building for review and approval.
4. Preliminary HVAC system description and design criteria narrative.
5. Preliminary Electrical design narratives for power, and standby power.
6. Preliminary code analysis.
7. Meet with stakeholders as required to complete phase.

##### **DESIGN DEVELOPMENT PHASE** (20% of design services fee)

1. Based upon the approved schematic design, develop design development documents including site plan, building floor plans, building and wall sections, building elevations and engineering.
2. Develop site plan to include existing building outline, grading, utility entrances, and if applicable, parking and traffic design, and landscape design.
3. Show Furniture, fixtures, equipment, and casework layouts on plans.
4. Material types and major sections to show relevant conditions with detail locations identified.
5. Structural system modifications as needed and wall types with details for connections identified.
6. HVAC systems determined and their requirements reflected and indicated in documents such as piping, ducts, louvers, supply and return grills, etc.
7. Plumbing fixtures located and supply, waste, and vent diagrams provided.
8. Electrical systems sized, loads updated, located on plans including electrical devices such as panels, HVAC service, receptacles, interior and exterior lighting.
9. Hold a pre-application conference with City Staff.
10. Develop Preliminary Development Plan submittal for City and Department of Planning and Development if needed.
11. Meet with stakeholders as required to complete phase.

### **CONSTRUCTION DOCUMENTS PHASE (40% of design services fee)**

1. Based upon the approved design development documents, prepare construction documents for bidding and construction to include drawings, specifications, and other bid documents.
2. Prepare drawings and specifications that set forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in later phases.
3. Present project at the Planning Commission meeting if needed.
4. Present project at the City Council meeting if needed.
5. Meetings as appropriate with city staff and department to complete the required tasks.
6. Obtain approval of the City for acceptance of scope of work and authorization to issue for bidding.

### **BIDDING AND PERMITTING PHASE (5% of design services fee)**

1. Based upon the approved construction documents, submit documents for bidding and building permit to include drawings, specifications, and bid documents.
2. Hold pre-bid meeting to familiarize contractors and subcontractors with project scope.
3. Assist with bid questions and prepare addenda as required.
4. Assist in evaluation of bids and recommendations to owner.
5. Present final bids to City Council, other elected officials, or key city staff for final approval.
6. Submit drawings containing professional seal to Governing Authority to obtain building permit. Building permit fees will be paid by the city.
7. Respond to permit questions/comments through updated drawings or written narratives to assist in obtaining building permit.

### **CONSTRUCTION ADMINISTRATION PHASE (20% of design services fee)**

1. Attend and participate in the construction kickoff meetings.
2. Prepare and provide formal responses to Requests for Information (RFIs).
3. Prepare and issue Architectural Supplemental Instruction (ASI) as necessary.
4. Review Change Order Requests (COR) as generated by the Contractor and provide recommendation to the city.
5. Review and provide written comments on all Pay Applications from the Contractor.
6. Review and provide written comments on all Contractor generated submittals, shop drawings, samples, and substitutions.
7. Actively participate bi-weekly in site progress meetings with the Owner and Contractor.
8. Provide bi-weekly site observation reports of work in progress/completed.
9. Facilitate technical meetings as may be required.
10. Coordinate attendance of design team members as necessary to support City and Contractor throughout design and construction phases.
11. Upon request of Contractor, provide substantial completion verification and expeditious, complete punch list for all disciplines of work.
12. Provide Certificate of Substantial Completion to City.
13. Develop punch list and back check it when contractor is completed.

**DESIGN SERVICES FEE OUTLINE**

<b>BASIC SERVICES (9% of \$2.4 million)</b>	<b>\$216,000</b>
Programming	included
<u>Card Access, CCTV, AV and IT Infrastructure</u>	<u>included</u>
<b>REIMBURSABLE EXPENSES (estimated 8% of Basic Services Fees)</b>	<b>\$17,280</b>
<b>TOTAL PRE-DESIGN FEE, BASIC SERVICES FEE, &amp; REIMBURSABLE EXPENSES</b>	<b>\$233,280</b>