

**AGREEMENT FOR PROFESSIONAL ARCHITECTURAL SERVICES
FOR Design Services for Renovation of the Police and Courts Building
(RFQ NO. 2020-020)**

THIS AGREEMENT made and entered into this ____ day of _____, 2020, by and between the City of Lee's Summit, Missouri (hereinafter "City"), and Hoefer Wysocki Architects, LLC (hereinafter "ARCHITECT").

WITNESSETH:

WHEREAS, City intends to have architectural services for **Renovation of the Police and Courts Building** (hereinafter "Project"); and

WHEREAS, Architect has submitted a proposal for the Project and an estimate of costs to perform the Project; and

WHEREAS, the City Manager is authorized and empowered by City to execute contracts providing for professional architectural services; and

WHEREAS, City desires to enter into an agreement with Architect to perform the Project; and

WHEREAS, Architect represents that the firm is equipped, competent, and able to undertake such an assignment.

NOW THEREFORE, in consideration of the mutual covenants and considerations herein contained, **IT IS HEREBY AGREED** by the parties hereto as follows:

**ARTICLE I
SCOPE OF BASIC SERVICES TO BE PROVIDED BY ARCHITECT**

Engineer shall provide the following professional architectural services to City ("Basic Services"):

Refer to EXHIBIT A

**ARTICLE II
OPTIONAL SERVICES TO BE PROVIDED BY ARCHITECT**

The following is a list of additional services which will be furnished by Architect, if needed by City, upon receipt of written authorization by the Chief of Police ("Optional Services"):

Refer to EXHIBIT A

**ARTICLE III
SCOPE OF SERVICES TO BE PROVIDED BY CITY**

City shall provide the following services to Architect:

Updated Site Survey; Geotechnical Investigation

**ARTICLE IV
PAYMENTS TO THE ARCHITECT**

- A. For the services performed by Architect pursuant to this Agreement, and as full compensation therefore, and for all expenditures made and all expenses incurred by Architect in connection with this Agreement, except as otherwise expressly provided herein, subject to and in conformance with all provisions of this Agreement, City will pay Architect fees as listed in Exhibit A. Each amount listed will be a separate lump sum for completion of the task or phase of services with the exception of reimbursable expenses, which shall be paid at actual cost.
- B. The total contract amount, including all services and reimbursable expenses listed in Exhibit A, is Six Hundred Eighty-Four Thousand Seven Hundred Dollars (\$684,700).
- C. If so requested by Architect, City will make payment monthly for services satisfactorily completed. The City shall make payment to Architect within a period not to exceed thirty (30) days from the date an invoice is received by City. All invoices shall contain the following information:
 - 1. Project Name and RFQ Number.
 - 2. Invoice Number and Date.
 - 3. Purchase Order Number issued by City.
 - 4. Percent of tasks/work completed for the previous month, itemized reimbursable expenses, current invoice total and project billing summary containing the contract fee amount, cumulative amount billed previously, current invoice amount, and fee amount remaining.
 - 5. Description of monthly progress to-date, planned progress for coming month and projected completion time.

All moneys not paid when due as provided herein shall bear interest at a per annum rate equal to one percent (1%) plus the average *Consumer Price Index for All Urban Consumers (CPI-U)-U.S. City Average* for the time period in which payment is past due; provided, however, that in no event will the amount of interest to be paid by the City exceed 9% per annum.

**ARTICLE V
COMPLETION TIME**

The Basic Services shall be completed in accordance with the following schedule:

DESIGN	6 MONTHS
BID/PERMIT	3 MONTHS
CONSTRUCTION ADMINISTRATION	12 MONTHS

The Chief of Police may, with the mutual consent of the parties, amend the deadlines contained in this Article by written authorization upon a showing of cause for amendment by Architect.

The Optional Services shall be completed in accordance with the deadlines set by the Chief of Police and accepted by Architect at the time said Optional Services are authorized.

ARTICLE VI INSURANCE

A. General.

1. Insurer Qualifications. Without limiting any obligations or liabilities of Architect, Architect shall purchase and maintain, at its own expense, the minimum insurance set forth in this Section with insurance companies authorized to do business in the State of Missouri, with an AM Best, Inc. rating of A or above, and with policies and forms satisfactory to the City. Failure to maintain insurance as specified herein may result in termination of this Agreement at the City's option.
2. No Representation of Coverage Adequacy. The City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement, but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Architect from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.
3. Additional Insured. All insurance coverage, except Workers' Compensation insurance and Professional Liability insurance, if applicable, shall name and endorse, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees as Additional Insured as specified under the respective coverage sections of this Agreement.
4. Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of this Agreement are satisfactorily performed, completed and formally accepted by the City, unless specified otherwise in this Agreement.
5. Primary Insurance. Architect's insurance shall be endorsed to indicate its primary, non-contributory insurance with respect to performance of this Agreement and in the protection of the City as an Additional Insured. Such coverage shall be at least as broad as ISO CG 20 01 04 13.
6. Claims Made. In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for six (6) years past completion and acceptance of the services. Such continuing coverage shall be evidenced by submission of annual Certificates of Insurance citing applicable coverage is in force and contains the provisions as required herein for the six-year period.
7. Waiver. To the fullest extent permitted by law, all policies, except for Professional Liability, including Workers' Compensation insurance, shall contain a waiver of rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees for any claims arising out of the work or services of Architect. Architect shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement.
8. Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the City. Architect shall be solely responsible for any such deductible or self-insured retention amount.

9. The limits of liability for each policy coverage amount stated above shall be automatically adjusted upward as necessary to remain at all times not less than the maximum amount of liability set forth in Chapter 537.610 RSMo. applicable to political subdivisions pursuant to 537.600; provided that nothing herein or in any such policy shall be deemed to waive the City's sovereign immunity. The statutory waiver of sovereign immunity for 2019 is \$2,865,330 for all claims arising out of a single accident or occurrence.
10. Use of Subcontractors. If any work under this Agreement is subcontracted in any way, Architect shall execute written agreements with its subcontractors containing the indemnification provisions set forth in this Section and insurance requirements set forth herein protecting the City and Architect. Architect shall be responsible for executing any agreements with its subcontractors and obtaining certificates of insurance verifying the insurance requirements.
11. Notice of Claim. Architect shall upon receipt of notice of any claim in connection with this Agreement promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability. Architect shall also promptly notify the City of any reduction in limits of protection afforded under any policy listed in the certificate(s) of insurance in an amount such that the policy aggregate becomes less than the current statutory waiver of sovereign immunity regardless of whether such impairment is a result of this Agreement. A breach of this provision is material breach of the contract.
12. Evidence of Insurance. Prior to commencing any work or services under this Agreement, Architect will provide the City with suitable evidence of insurance in the form of certificates of insurance and, if requested by the City, a copy of the declaration page(s) of the insurance policies as required by these requirements, issued by Architect's insurance insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in these requirements and that such coverage and provisions are in full force and effect. The City shall reasonably rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance shall not waive or alter in any way these insurance requirements or obligations.
13. If any of the policies required by these requirements expire during the life of the Agreement, it shall be Architect's responsibility to forward renewal certificates and declaration page(s) to the City 30 days prior to the expiration date. All certificates of insurance and declarations shall be identified by referencing the Agreement; certificates of insurance and declaration page(s) of the insurance policies submitted without referencing the Agreement, as applicable, will be subject to rejection and may be returned or discarded. Certificates of insurance and declaration page(s) shall specifically include the following provisions:
 - a. The City, its agents, representatives, officers, directors, officials and employees are Additional Insureds as follows:
 - i. Commercial General Liability – Under Insurance Services Office, Inc., ("ISO") Form CG 20 10 03 97 or equivalent.
 - ii. Auto Liability – Under ISO Form CA 20 48 or equivalent.
 - iii. Excess Liability – Follow Form to underlying insurance.

- b. Architect's insurance shall be primary, non-contributory insurance with respect to performance of the Agreement.
 - c. All policies, except for Professional Liability, including Workers' Compensation, waive rights of recovery (subrogation) against City, its agents, representatives, officers, officials and employees for any claims arising out of work or services performed by Architect under this Agreement.
 - d. ACORD certificate of insurance form 25 (2014/01) is preferred.
14. All Certificates of Insurance shall name the City of Lee's Summit as the certificate holder. Send the certificate and any endorsements to:

City of Lee's Summit
Attn: Dena Mezger, P.E.
Director of Public Works
220 SE Green Street
Lee's Summit, MO 64063-2358

B. Required Insurance Coverage.

1. Commercial General Liability. Architect shall maintain "occurrence" form Commercial General Liability insurance with an unimpaired limits of not less than \$3,000,000 for each occurrence, \$3,000,000 Products and Completed Operations Annual Aggregate and a \$3,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, bodily injury, personal injury and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 01 93 or equivalent thereof, including but not limited to, separation of insured's clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, officials and employees shall be endorsed as an Additional Insured under ISO, Commercial General Liability Additional Insured Endorsement forms CG 20 10 07 04 and CG 20 37 07 04, or their equivalents. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.
2. Vehicle Liability. Architect shall maintain Business Automobile Liability insurance with an unimpaired limit of at least \$3,000,000 each occurrence on Architect's owned, hired and non-owned vehicles assigned to or used in the performance of the Architect's work or services under this Agreement. Coverage will be at least as broad as ISO coverage code "1" "any auto" policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees shall be endorsed as an Additional Insured under ISO Business Auto policy Designated Insured Endorsement form CA 20 48 or equivalent. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.
3. Professional Liability. If this Agreement is the subject of any professional services or work, or if the Architect engages in any professional services or work adjunct or residual to performing the work under this Agreement, the Architect shall maintain

Professional Liability insurance covering negligent errors and omissions arising out of the Services performed by the Architect, or anyone employed by the Architect, or anyone for whose negligent acts, mistakes, errors and omissions the Architect is legally liable, with an unimpaired liability insurance limit of at least \$3,000,000 each claim and \$3,000,000 annual aggregate. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.

4. Workers' Compensation Insurance. If Architect employs anyone who is required by law to be covered by workers' compensation insurance, Architect shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Architect's employees engaged in the performance of work or services under this Agreement and shall also maintain Employers Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit.

- C. Cancellation and Expiration Notice. Insurance required herein shall not expire, be canceled, or be materially changed without thirty (30) days' prior written notice to the City.

ARTICLE VII MISCELLANEOUS PROVISIONS

The following miscellaneous provisions are agreed to by both parties to this Agreement:

- A. **COVENANT AGAINST CONTINGENT FEES:** Architect warrants that Architect has not employed or retained, and will not employ or retain for the duration of this Agreement, any company or person, other than a bona fide employee working for the Architect, to solicit or secure this Agreement, and that Architect has not paid or agreed to pay any company or person, other than bona fide employee, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee. Architect further covenants that in the performance of this Agreement no person having such interest shall be employed.
- B. **OWNERSHIP OF ARCHITECTURAL DOCUMENTS:** Payment by City to Architect as aforesaid in Article IV shall vest in City title to all drawings, sketches, studies, analyses, reports, models, and other paper, documents, computer files, and material produced by Architect exclusively for the services performed pursuant to this Agreement up to the time of such payments, and the right to use the same without other or further compensation, provided that any use for another purpose shall be without liability to the Architect. Any reuse without written verification or adaptation by Architect for the specific purpose intended will be at City's risk and without liability or exposure to Architect, and City shall indemnify and hold harmless, to the extent allowed by the Constitution and Laws of the State of Missouri, Architect from all claims, damages, losses, expenses, including attorneys' fees arising out of or resulting therefrom.
- C. **MODIFICATIONS TO SCOPE OF WORK:** In the event of any changes in the scope of services contained in this Agreement, prior to commencing the services City and Architect shall enter into a modification of this Agreement describing the changes in the services to be provided by

Architect and City, providing for compensation for any additional services to be performed by Architect, and providing completion times for said services.

- D. **EMERGENCY CHANGES IN SERVICES:** The Chief of Police, with the consent of the City Manager, is authorized to execute on behalf of the City modification agreements as provided for in subsection C. above where there is an emergency and the overall compensation authorized in Article IV above, and any supplements or modifications thereto, is not increased. For purposes of this subsection, an “emergency” shall mean those unforeseen circumstances that present an immediate threat to public health, welfare, or safety; or when immediate response is necessary to prevent further damage to public property, machinery, or equipment; or when delay would result in significant financial impacts to the City as determined by the Chief of Police and the City Manager.

In the event an emergency change in services is authorized by the Chief of Police and the City Manager pursuant to this provision, the modification agreement shall be submitted to the City Council for ratification at its next available meeting.

- E. **TERMINATION:** In the event of termination by City, if there are any services hereunder in progress but not completed as of the date of termination, then said Agreement may be extended upon written approval of the City until said services are completed and accepted.

1. Termination for Convenience: The services called for by this Agreement or any supplements thereto may be terminated upon request and for the convenience of City upon thirty (30) days advance written notice. City shall pay Architect for all services rendered up to the date of termination.
2. Termination for Cause: This Agreement may also be terminated for cause by City or Architect. Termination for cause shall be preceded by a fourteen-(14) day correction period effective upon delivery of written notice. City shall pay Architect for all services rendered up to the date of termination. In the event of termination for cause by City, compensation for services rendered by Architect up to the date of termination shall be offset by City’s cost to mitigate or correct the effects of such termination, including but not limited to damages resulting from breach or deficiencies in performance or breach of any obligation under this Agreement.
3. Termination Due to Unavailability of Funds in Succeeding Fiscal Years: When funds are not appropriated or otherwise made available to support continuation of the Project in a subsequent fiscal year, this Agreement shall be terminated and Architect shall be reimbursed for the services rendered up to the date of termination plus the reasonable value of any nonrecurring costs incurred by Architect but not amortized in the price of the services delivered under this Agreement.

- F. **COMPLIANCE WITH LAWS:** Architect shall comply with all Federal, State, and local laws, ordinances, and regulations applicable to the services. Architect shall secure all licenses, permits, etc. from public and private sources necessary for the fulfillment of its obligations under this Agreement.

- G. **SUBLETTING ASSIGNMENT OR TRANSFER:** Architect shall not subcontract, sublet, assign, or transfer any interest in the services covered by this Agreement, except as provided for herein and except with the prior written and signed consent of City. The use of subcontractors shall in no way relieve Architect of his/her primary responsibility for the services. No approval

will be necessary for non-professional services such as reproductions, printing, materials, and other services normally performed or provided by others.

- H. CONFERENCES, VISITS TO SITE, INSPECTION OF SERVICES: Upon reasonable advance notice and during normal business hours at Architect's place of business, representatives of City shall have the privilege of inspecting and reviewing the services being performed by Architect and consulting with him/her at such time. Conferences are to be held at the request of City or Architect.
- I. ARCHITECT'S ENDORSEMENT: Architect shall endorse all plans, specifications, estimates, and architectural data furnished by him/her.
- J. INSPECTION OF DOCUMENTS: Architect shall maintain all records pertaining to its services hereunder for inspection, upon reasonable advance notice and during normal business hours at Architect's place of business, by a City representative during the contract period and for three (3) years from the date of final payment for each individual project performed pursuant to this Agreement.
- K. INDEMNIFICATION AND HOLD HARMLESS: Architect shall indemnify, and hold harmless City and its officers, employees, elected officials, and attorneys, each in their official and individual capacities (the City and any such person being herein called an "Indemnified Party"), for, from and against any and all judgments, damages, claims, fines, penalties, losses, costs, and expenses (including reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever (collectively "Claims"), to the extent as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the intentional, reckless, or negligent acts, directives, errors, omissions, or willful misconduct, in the performance of Architect's duties and services under this Agreement, or any supplements or amendments thereto, of Architect, or its employees, officers, agents, or any tier of subcontractor or person for which Architect may be legally liable in the performance of this Agreement
- L. PROFESSIONAL RESPONSIBILITY: Architect agrees the Services rendered will conform to the requirements of this Agreement and with the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.
- M. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties with respect to its subject matter, and any prior agreements, understandings, or other matters, whether oral or written, are of no further force or effect. This Agreement may be amended, changed, or supplemented only by written agreement executed by both of the parties hereto.
- N. CONFLICT: In the event of any conflict, ambiguity, or inconsistency between this Agreement and any other document that may be annexed hereto, the terms of this Agreement shall govern.
- O. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri, and any suit pertaining to this Agreement may be brought only in courts in eastern Jackson County, Missouri. The Parties expressly and irrevocably consent to the exclusive jurisdiction and venue of such courts and expressly waive the right to transfer or remove any such action.

- P. **OPINION OF PROBABLE CONSTRUCTION COST AND SCHEDULE:** Since Architect has no control over the cost of labor, materials, or equipment, or over contractor's(s') methods of determining prices, or over competitive bidding or market conditions, the estimate of construction cost and schedule provided for herein is to be made on the basis of Architect's experience and qualifications and represents Architect's best judgment as a professional Architect familiar with the construction industry, but Architect cannot and does not guarantee that the bids or the Project construction cost or schedule will not vary from the opinion of probable construction cost and schedule prepared by Architect.
- Q. **TAX EXEMPT:** City and its agencies are exempt from State and local sales taxes. Sites of all transactions derived from this Agreement shall be deemed to have been accomplished within the State of Missouri.
- R. **SAFETY:** In the performance of its services, Architect shall comply with the applicable provisions of the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental laws and regulations.
- S. **ANTI-DISCRIMINATION CLAUSE:** Architect and its agents, employees, or subcontractors shall not in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
- T. **DELAY IN PERFORMANCE:** Neither City nor Architect shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions, floods, earthquakes, fire, epidemics, war, riots, and other civil disturbances, strikes, lockouts, work slowdowns, and other labor disturbances, sabotage, judicial restraint, and delay in or inability to procure permits, licenses, or authorizations from any local, State, or Federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Architect under this Agreement. Architect and City shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances. Should such circumstances occur, the nonperforming party shall within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of the Agreement.
- U. **NON-EXCLUSIVE AGREEMENT.** This Agreement is entered into with the understanding and agreement that it is for the sole convenience of the City. The City reserves the right to obtain like goods and services from another source when necessary.
- V. **TIME OF THE ESSENCE.** Time is of the essence in this Agreement. Unless otherwise specifically provided, any consent to delay in Architect's performance of its obligation is applicable only to the particular transaction to which it relates, and is not applicable to any other obligation or transaction unless the delay of performance is the result of the actions or omissions of a third party or act of God.
- W. **SIGNATORY AUTHORITY.** Each person signing this Agreement represents that such person has the requisite authority to execute this Agreement on behalf of the entity the person represents and that all necessary formalities have been met.

- X. IMMIGRATION REQUIREMENTS. Pursuant to Section 258.530, RSMo. if Agreement exceeds five thousand dollars (\$5,000.00), Architect warrants and affirms to the City that (i) Architect is enrolled and participates in a federal work authorization program with respect to the employees working in connection with the contracted services and (ii) Architect does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Architect shall swear to and sign an affidavit declaring such affirmation, and provide the City with supporting documentation of its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. The required documentation must be from the federal work authorization program provider (e.g. the electronic signature page from the E-Verify program's Memorandum of Understanding); a letter from Architect reciting compliance is not sufficient.

- Y. RIGHTS AND REMEDIES. No provision in this Agreement shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of this Agreement. The failure of the City to insist upon the strict performance of any term or condition of this Agreement or to exercise or delay the exercise of any right or remedy provided in this Agreement, or by law, or the City's acceptance of and payment for services, shall not release the Architect from any responsibilities or obligations imposed by this Agreement or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of this Agreement.

- Z. NO THIRD-PARTY RIGHTS: The services provided for in this Agreement are for the sole use and benefit of City and Architect. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than City and Architect.

AA. CONFIDENTIALITY OF RECORDS. The Architect shall establish and maintain procedures and controls that are acceptable to the City for the purpose of ensuring that information contained in its records or obtained from the City or from others in carrying out its obligations under this Agreement shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform Architect's duties under this Agreement. Persons requesting such information should be referred to the City. Architect also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Architect as needed for the performance of duties under this Agreement.

BB. PROVISIONS REQUIRED BY LAW. Each and every provision of law and any clause required by law to be in the Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either Party, the Agreement will promptly be physically amended to make such insertion or correction.

CC. SEVERABILITY. The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of the Agreement which may remain in effect without the invalid provision or application.

DD. NOTICE: Whenever any notice is required by this Agreement to be made, given or transmitted to any party, it shall be enclosed in an envelope with sufficient postage attached to

ensure delivery and deposited in the United States Mail, first class, with notices to City addressed to:

John Boenker, Deputy Chief of Police City of Lee's Summit 10 NE Tudor Lee's Summit, MO 64086	Travis Forbes, Chief of Police City of Lee's Summit 10 NE Tudor Lee's Summit, MO 64086
---	---

and notices to Architect shall be addressed to:

Ken Henton, Partner
Hoefler Wysocki
11460 Tomahawk Creek Parkway
Suite 400
Leawood, KS 66211

or such place as either party shall designate by written notice to the other. Said notices may also be personally hand delivered by each party to the other, at the respective addresses listed above. If hand delivered, the date of actual completion of delivery shall be considered the date of receipt. If mailed, the notice shall be considered received the third day after the date of postage.

**ARTICLE VIII
ALL OTHER TERMS REMAIN IN EFFECT**

Reserved.

THIS AGREEMENT shall be binding on the parties thereto only after it has been duly executed and approved by City and Architect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the ___ day of _____, 20__.

CITY OF LEE'S SUMMIT

Stephen A. Arbo, City Manager

ATTEST:

City Clerk Trisha Fowler Arcuri
APPROVED AS TO FORM:

Nancy K. Yendes,
Chief Counsel of Infrastructure and Planning
Office of City Attorney

ARCHITECT:

BY: Hoefler Wysocki Architects, LLC
Chris Andersen, CFO
TITLE: Partner

ATTEST:

EXHIBIT A
Design Services for Renovation of the Police and Courts Building
(RFQ NO. 2020-020)

PROJECT INFORMATION

Total Project Budget:	\$5,500,000
Project Construction Budget:	\$4,000,000
Project FF&E Budget:	\$600,000

PREDESIGN SERVICES (in addition to Basic Services)	
Field Verification / Model Development	\$23,000
Building Assessment	\$7,500
Site Assessment	\$3,500
Master Planning	\$4,500
Programming / Space Needs Assessment	\$15,000
Mechanical Eco Charette / Energy Modeling	\$9,000
Detailed Cost-Payback Analysis	\$6,000
BASIC SERVICES – 8% of Value of Construction	\$320,000
Card Access Design	Included
CCTV Design	Included
Audio Visual Design	Included
IT Infrastructure	included
OPTIONAL SERVICES	
City Plan Approval Process	\$ 9,300
Lobby Floor Infill	\$14,000
Existing Furniture Inventory (allowance)	\$20,000
Basic Furniture Services (layout included in Basic Services)	\$ 0
Furniture Services (one predetermined vendor @ 4% of Furniture Budget)	\$24,000
Additional Furniture Services (bid package @ 10% of Furniture Budget)	\$60,000
Record Documents (4% of Basic Services)	\$12,800
Commissioning (allowance)	\$25,000
ICC 500 – Hardened Room	\$13,000
Miscellaneous Project Improvements (allowance)	\$50,000
Cost Estimating (allowance)	\$42,500
REIMBURSABLE EXPENSES (estimated 8% of Basic Services Fees)	\$25,600

BASIC SERVICES DETAIL

SCHEMATIC DESIGN PHASE

- Based upon the approved pre-design program, space needs assessment, site and building concept develop schematic design documents including site plan, building floor plans, preliminary building sections, and elevations.
- Develop site plan to include existing and proposed building outline, preliminary grading, and landscape design.
- Develop 3-D image of approved building for review and approval.
- Preliminary HVAC system description and design criteria narrative, including building automation system.
- Preliminary Electrical design narratives for power, and standby power.
- Preliminary code analysis.
- Review and assist the CMR, as required, to develop the project estimate of costs.
- Meet with stakeholders as required to complete phase.
- Present Schematic Design to Public, City Council, other elected officials, or key city staff. Presentation shall include drawings of site plan, floor plan, exterior concept / elevations, and project schedule. Allow for (2) presentations during this phase.

FEE TOTAL- SCHEMATIC DESIGN PHASE \$48,000

DESIGN DEVELOPMENT PHASE

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

FEE TOTAL- DESIGN DEVELOPMENT PHASE \$64,000

CONSTRUCTION DOCUMENTS PHASE

- Based upon the approved design development documents, prepare construction documents for bidding and construction to include drawings, specifications, and other bid documents.
- Identify and document alternate bid documents, as require, to allow for flexibility of the scope of work.

- 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 in order 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.
- Review and assist the CMR, as required, to develop the project estimate of costs.
- Present project at the Planning Commission meeting (if required).
- Present project at the City Council meeting (if required).
- Meetings as appropriate with city staff and department to complete the required tasks.
- Obtain approval of the City for acceptance of scope of work and authorization to issue for bidding.

FEE TOTAL- CONSTRUCTION DOCUMENT PHASE \$128,000

BIDDING AND PERMITTING PHASE

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

FEE TOTAL- BIDDING AND PERMITTING PHASE \$16,000

CONSTRUCTION ADMINISTRATION PHASE

- Attend and participate in the Construction kickoff meetings.
- Prepare and provide formal responses to CMR Requests for Information (RFIs).
- Prepare and issue Architectural Supplemental Instruction (ASI) as necessary.
- Prepare and issue Requests for Proposal (RFP) for any City requested work outside the GMP scope.
- Review Change Order Requests (COR) as generated by the CMR and provide recommendation to the City.
- Review and provide written comments on all Pay Applications from the CMR.
- Review and provide written comments on all CMR generated submittals, shop drawings, samples and substitutions.
- Actively participate bi-weekly in site progress meetings with the Owner and Contractor.
- Provide bi-weekly site observation reports of work in progress/completed.
- Facilitate technical meetings as may be required.
- Coordinate attendance of Design Team members as necessary to support City and CMR throughout design and construction phases.
- Upon request of CMR, provide Substantial Completion verification and expeditious, complete punch list for all disciplines of work.
- Provide Certificate of Substantial Completion to City.
- Develop punch list and back check it when CMR is completed.

- Monitor and assist CMR and Commissioning Agent in equipment startup. Determine existing process operational modifications to facilitate start up and monitor the initial process setting and initial equipment operations.
- Provide Project review for warranty items at 11 months from substantial completion.

FEE TOTAL- CONSTRUCTION ADMINISTRATION PHASE \$64,000

SUPPLEMENTAL INFORMATION

Hoefler Wysocki Hourly Rates: Hourly rates for Architect for the Calendar Year 2020 are as follows:

<u>Architect Personnel</u>	<u>Hourly Rate</u>
Principal	\$300
Sr. Project Manager / Interior Design Director	\$200
Project Manager / Sr. Arch. Designer	\$170
Sr. Project Architect / Sr. Interior Designer	\$160
Project Architect / Arch. Designer	\$120
Architect / Interior Designer	\$100
Architect Intern / Interiors Intern	\$100
Administrative	\$80

Adjustments to these rates are made on a calendar year basis, are rounded to the nearest whole dollar and average about 5% per year or the increase in the CPI rate, whichever is greater.