Halcyon Design
Architecture • Graphics

AIA B201-2007
Addendum #3

June 5, 2014

Beebe Draw Farms Authority
c/o Special District Management Services, Inc.
Lisa Johnson, District Manager
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898

Re: #1224 PLR Maintenance Bldg, DD/CD/CA

The following is a Scope of Work for Professional Services for Design Development (DD), Construction Documents (CD) and Construction Administration (CA) of a pre-engineered steel community maintenance building. The structure will be located on an undeveloped lot in the open space north of Beebe Draw Farms Parkway, at the eastern edge of Filing 1. The design will include a building footprint of approximately 96'x76', with eight (8) overhead doors, passage doors, two (2) single user restrooms, shower room, staff break room and workbench. Utilities will include 220v and 110v power, with convenience outlets distributed along wall panels in modular raceway, a large utility sink and floor drains. Design may consider roof-mounted thermal-electric solar panels to power radiant heating system, lighting and convenience outlets. Daylighting of interior space via solatubes (or similar) will also be considered. Exterior finishes will include synthetic stone veneer, composite stucco system, and metal roofing. Work will be coordinated with the metal building supplier and General Contractor, both as selected by Client, during the Construction Documentation phase of the project.

The Design Development (DD) Phase will include:

- Building Code analysis for currently adopted codes;
- Collect proposals for Geotechnical Investigation and Septic Design for Client selection;
- Refinement of design per Client input;
- Meeting with Client to review design refinement;
- Kick-off and coordination meeting with design team;
- Coordination of first draft engineering designs (50% complete) for Client and Contractor review;
- First Draft Energy Model to study envelope and systems optimization;
- Meeting with Client to review changes and/or additions;

The Construction Document (CD) Phase will include:

- Civil Engineering Drawings:
  - Horizontal Control, Building Envelope Identification, Parking Plan, realignment of access;
  - Site Plan Review Plat (mylar);
  - Grading Plan;
  - Site Utilities Plan;
  - Drainage Plan, Drainage Narrative and Water Quality Feature criteria;
  - Site Plan Certification (prepared by Civil, signed, notarized by Client);

- Landscape Drawings:
    - Planting Plan with berm design and parking area screening;
    - Irrigation Plan;
    - Plant Schedules and Notes;
- Architectural Drawings:
    - Title Sheet with Property Information, Vicinity Map, Legend and Sheet Index;
    - Code Compliance Plan to identify ADA criteria and insulation/energy requirements;
    - Main Floor Plan with Notes and Dimensions;
    - Reflected Ceiling Plan with Notes;
    - Finish Plan and Schedules;
    - Roof Plan with Materials, Slopes and Drainage paths noted;
    - Door and Window Schedules, Elevations and Specifications;
    - Building Elevations with Heights and Materials noted;
    - Building and Wall Sections with Heights and Materials noted;
    - Details to identify typical and unique conditions;
    - Enlarged Restroom and Shower Plans;
- Structural Drawings:
    - Foundation Plan with notes and dimensions;
    - Metal Building design criteria and loading information;
- Mechanical Drawings:
    - Mechanical (HVAC) Plan;
    - Equipment Schedules;
    - General Notes and Equipment Specifications;
- Electrical Drawings:
    - Electrical and Lighting Plan;
    - Electrical Site and Photometric Plan;
    - One-Line Diagram, Panel and Equipment Schedules;
    - General Notes and Equipment Specifications;
- Plumbing Drawings:
    - Plumbing Plan (water + gas) and Fixture Specifications;
    - Oil & Gas Interceptor (vault) criteria;
- Other submittal documents required by County include:
    - Completed Site Plan Review Questionnaire (Design Team);
    - Weld County Road Access Permit Application Form (Design Team/Contractor);
    - Evidence of water supply (water district letter) (Client);
    - Evidence of sewage disposal (septic permit) (Design Team/Contractor);
    - Copy of Recorded Deed (Client);
    - Emergency Information Sheet (Architect);
    - Fire District Notification Letter (Architect);
    - Waste Handling Plan (Architect/Contractor);
    - Dust Abatement Plan (Design Team/Contractor);
    - Noise Abatement Plan (Design Team/Contractor);
    - Access Permit Application (Design Team/Contractor);
    - Traffic Narrative (Architect);
    - Evidence of Surface Use Agreement (Architect/Client);
    - County Treasurer Certificate of current tax status (Client);
    - Water Supply Information Summary (Design Team);
    - Wet-stamped metal building drawings (Contractor, deferred submittal);

- Architect will coordinate consultants' designs per County submittal requirements;
- Submit 50% complete set for Client review;
- Second Draft Energy Model to study envelope, systems optimization and construction detailing;
- Meeting with Client to review 50% set comments;
- Meeting with Client to review Contractor selection options (if requested);
- Submit 75% complete set for Client and Contractor review;
- Third Draft Energy Model to study envelope and systems optimization;
- Meeting with Client and Contractor to review 75% set comments and budget analysis;
- Design Team will submit one copy of package for 7 day completeness review required by County;
- Design Team will provide digital submittal documents as required by County;
- Design Team will provide two (2) wet-stamped copies of construction documents for permit review (concurrent with Planning review);
- Design Team will create ComCheck energy compliance report for submittal;
- Architect will provide one hardcopy submittal set for Client file;
- Architect will provide two hardcopy submittal sets to Contractor (extra sets provided as noted below);
- Architect will compile and issue digital (pdf) document submittal set to Client and Contractor;
- Architect will assist Contractor with submittal package and permit application;
- Architect will coordinate written response to County comments by Design Team;
- Design Team will assist Contractor with final budget analysis;

The Construction Administration (CA) Phase will include:

- Coordination of pre-engineered metal building by Others, and shop drawing review;
- Answer construction questions via Request For Information (RFI) and Architect's Supplemental Information (ASI) format;
- Bi-monthly site visits by Architect to review project progress and conformance with design;
- Reinforcing inspection by Structural Engineer;
- Foundation inspection by Structural Engineer;
- Attend Owner-Architect-Contractor (OAC) meetings scheduled to coincide with site visit;
- Monthly review of Contractor's Application for Payment to verify percentages of completion;
- Final Punch List walk with Design Team and Client to review project Substantial Completion;
- Architect will issue Certificate of Substantial Completion with Client approval and written Punch List;

To accomplish the above general outlined scope of work, Halcyon Design and Consultants proposes a Fixed Professional Fee of $47,486 for this project. Work will be invoiced at the end of each month, with percentage of completion noted, until project completion and issuance of Certificate of Substantial Completion. The Design Team requests a %10 fee retainer ($4749), to accompany the Notice to Proceed. The retainer will be applied to the final two (2) invoices in equal installments at the end of the scope of services described in this proposal.

Expenses *included* in proposed fee are:

- Mileage to/from project site;
- Digital site photos;
- Reproductions outlined in scope.

Expenses not *included* in fee are:

- Geotechnical investigation and Septic Design;
- Fire Protection Design;
- Grading Certification;

- Courier and postal services;
- Printed photos;
- Expense of reproductions beyond those mentioned above;
- Fees paid to regulatory agencies;

These expenses are in addition to the professional design services and will be reimbursed monthly at 1.10 (110%) times the actual expenditures made by the Architect and the Architect's consultants in the interest of the Project. Additional expenses will be billed only as requested by Client and noted in meeting minutes and email correspondence, prior to additional work being performed.

Additional/Optional services include:

- Design changes as requested by Client after 90% completion meeting, will be invoiced at hourly rates of Architect and Consultants;
- Consultant's additional site visits, fee per hour range $250 to $465 per hour;
- Creation of digital (pdf not CAD) Record Set of drawings to identify major project changes during construction, from information provided by Contractor, $800.

This proposal for Professional Services is an Addendum to AIA B201-2007 Contract, as previously signed by Architect and Client. Consultants to the Architect shall provide certificates of insurance and signed copies of Supplement to AIA Document B102-2007 regarding employment of illegal aliens.

In recognition of the relative risks, and benefits of the project to both the Client and Design Professionals, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's and the Architect's Consultants' total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses, arising out of this agreement from any cause or causes, so that the total aggregate liability of the Design Professionals shall not exceed the total fee for this work as listed above. Such causes include, but are not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of contractor warranty.

Thank you for the opportunity of presenting this agreement for professional services. If this scope of service is acceptable, please sign a copy of this letter, and return for our file. We are available to begin work on this project within one week of receipt of signed agreement and Notice to Proceed.

Respectfully,

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Beebe Draw Farms Authority

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