

**Michelle Stevens**

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**From:** Trudy Aron [aron@aiaks.org]  
**Sent:** Monday, November 22, 2010 11:40 AM  
**To:** Michelle Stevens  
**Subject:** Fee Guidelines

Thank you for sharing your proposed fee guidelines with us.

In general we are supportive of fee guidelines as a good tool. We encourage you to work with your a/e consultants to negotiate the type of services that will give the City of Lawrence the project it wants and needs at a fair price.

Thanks again for including us in your exploration of the fee guidelines.

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## Michelle Stevens

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**From:** Daniel Sabatini [DSabatini@SabatiniArchitects.com]  
**Sent:** Tuesday, November 16, 2010 11:09 AM  
**To:** Michelle Stevens  
**Cc:** Diane Stoddard  
**Subject:** A/E Fee Guidelines  
**Attachments:** image001.jpg

Michelle, I will not be able to attend the meeting on November 22<sup>nd</sup> but have a few additions or changes highlighted on each section based on a typical project from ground up and similar to the fire station projects.

### **Basic A/E design services include:**

1. *Project kickoff meeting to establish contact individuals, communications methods, budget and schedule.*
2. *Review of pre-design programming, related existing ....*
3. *Coordinate site topographic and utility survey for the purpose of horizontal and vertical control, location of surface features and known underground utilities.*
7. *Intermediate progress meetings to ....*
9. *Prepare construction documents including drawings, specifications and contract conditions.*
10. *Prepare project probable cost estimate*
11. *Prepare bid addendum(s) for A/E items non-owner related changes during bidding*
12. *Construction Contract Administration (such as Construction Observations, review change order request, review contractor submittals*

### **Basic A/E design services ~~do not include~~ exclude:**

*Provide site topographic and utility survey for the purpose of horizontal and vertical control, location of surface features and known underground utilities*

*Code analysis ( footprint) documents for areas outside the project limits.*

*Provide pre-design soils testing for structural and civil engineering design.*

*Prepare construction documents for multiple bids or separate bids.*

*Prepare construction documents for multiple phases.*

*Prepare bid addendum(s) for owner related changes during bidding.*

*Prepare proposal request and change orders for owner or contractor related items.*

The fees seem reasonable. Although for projects less than 100,000 might be tough at 11.50% if the project require multiple consultants. For example a \$40,000 office remodel might require MEP engineer. The fee would be approximately \$4,600. My experience is that at a minimum the architect needs \$4,500 and the MEP engineer\$2,500 to get both the planning and prepare construction documents. These type projects are hard to justify by % because the same amount of work is needed for larger project.

Thank you giving the opportunity to provide feedback.

Dan Sabatini | AIA, LEED AP, NCARB

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*"We make a living by what we get, but we make a life by what we give."*  
*Winston Churchill*



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