

February 22, 2018 - *Revised*

RE: City of Lawrence
Municipal Court & Planning Development Services (PDS)
Riverfront Location – First Floor

ON BEHALF OF TREANORHL, WE ARE PLEASED TO OFFER THE FOLLOWING PROPOSAL FOR PROFESSIONAL ARCHITECTURAL AND INTERIOR DESIGN SERVICES FOR YOUR REVIEW AND CONSIDERATION FOR THE ABOVE-MENTIONED PROJECT. THIS PROPOSAL IS OUR UNDERSTANDING OF THE PROJECT, THE REQUESTED LEVEL OF PROFESSIONAL SERVICES, AND OUR PROPOSED COMPENSATION BASED UPON THIS INFORMATION. IF THIS PROPOSAL IS ACCEPTABLE, WE WOULD ANTICIPATE EXECUTION OF A STANDARD FORM OF MASTER AGREEMENT BASED UPON AIA B152 OR SIMILAR MUTUALLY AGREEABLE CONTRACT.

SCOPE OF WORK | BASE BID:

Prepare construction documents to represent a 21,500 SF interior renovation as shown on attachment Option A.

A. Architectural & Interior Design Services:

1. Field observation and verifications of the existing building areas and common spaces.
2. Set up base plans in REVIT.
4. Review Code & prepare ADA analysis. Update code plan showing egress paths since building type and area of occupancy is not changing. Indicate phasing and temporary egress plan during construction.
5. MEP engineering is included.
6. Meeting attendance as required.
7. Develop interior material and finish palette.
8. Coordination only with furniture vendor.

B. Deliverables / Scope:

1. Preparation and documentation of construction documents to describe and detail extent of work. Meetings to review and approval of design phases of construction documents. Scope by phase:

Schematic Design

1. Prepare space plan diagram option(s) for Municipal Courts
2. Prepare space plan diagram option(s) for PDS
3. Prepare schematic cost estimate
4. Meet and review space plan option(s)

Design Development

1. Refine options and develop diagrams into a working floor plan
2. Refine scope of work
3. Prepare preliminary MEP engineering documents
4. Prepare preliminary code review documents
5. Meet and review deliverables



Construction Documents

1. Prepare final bidding documents
2. Prepare interior finish selections for owner review and approval
3. Coordination with furniture vendor for electrical requirements of furniture
4. Coordination with MEP consultant
5. Review documents with owner at 50% and 95%

Typical Construction Document can include:

1. Code Plan
2. Abbreviations, ADA, Wall Types
3. Demolition Plan
4. Floor Plans
5. Reflected Ceiling Plans & details
6. Interior plans, elevations & details
7. Casework Elevations & Details
8. Door Frame Schedule & Details; Hardware Schedule
9. Finish Schedule & Material Legend
10. Window Covering Schedule
11. MEP documents

Bidding

1. Prepare and issue front end bid documents
2. Assist with distribution of documents to potential bidders – electronic distribution only
3. Answer questions and issue addenda if required
4. Compile and review qualified bids
5. Update Cost Estimate

Contract Administration

1. Perform field observations
2. Attend OAC meetings – every other week
3. Review payment applications
4. Respond to construction related items, through answer RFI's and issue ASI's
5. Review Shop drawings and submittals

C. Consultant services not included are – coordination provided:

1. Security and Alarm (by others)
2. IT | AV | Data (by others)
3. Structural Engineer

D. Additional Services:

1. Furniture plan diagrams & selections
2. LEED scorecard
3. Specification Document
4. Move Plans or Move Management Coordination
5. Furniture Installation Supervision or Punchlist
6. As-Built Record Drawings



Compensation | Hourly Not to Exceed:

We suggest that compensation be provided on an hourly basis not exceed a lump sum. For the work described above we propose the not to exceed the amount be \$64,000.00 for architectural and MEP design work. For reference, the normal fee percentage basis for the associated design phases as related to the overall fee would typically be as follows:

Schematic Design	20%
Design Development	15%
Construction Documents	40%
Bidding / Negotiation	5%
<u>Contract Administration</u>	<u>20%</u>
Total:	100%

Upon approval by City Commission we would start work on the Schematic Design piece immediately. We expect that our portion of documentation, through CD's, would be complete within 90 days of notice to proceed.

Thank you for the opportunity to work with you on this interior renovation. Please call with any questions.

Sincerely,



Chris Cunningham AIA
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