

Contract for RFP 2015-04 Phase III – Construction Phase Services

RE: City of Alachua Operations Center and Warehouse
WA Project No.: 15023
City Project No.: RFP 2015-04 Phase III

Walker Architects, Incorporated is pleased to submit this letter, which will serve as our Proposal. The parties are City of Alachua hereinafter called the "City", and Walker Architects, Inc. hereinafter called the "Construction Phase Consultant", for the services stipulated below.

Walker Architects, Inc. is the Architect Firm of Record for the Design of the City of Alachua Operations Center and Warehouse ("project"). As such, Walker Architects, Inc. will provide the necessary inspection services through the construction and commissioning phases to ensure that the project has been built according to the Construction Documents generated and/or approved by Walker Architects.

It is the intent of this letter to describe the Professional Services to be rendered by our firm and the corresponding remuneration.

SCOPE OF SERVICES

The Consultant will provide the services described below for construction procurement, construction administration and, optionally, commissioning.

CONSTRUCTION PHASE - CONSULTANT'S BASIC SERVICES

A. Construction Procurement Phase

1. The Consultant will provide consultation services for the Owner in selecting a General Contractor.
2. The Consultant will provide addenda in response to Bidders' Requests for Information.
3. Value Engineering (VE):
 - a. VE Analysis – assessment of materials and methods savings opportunities.
 - b. VE Alternatives Research – evaluation of alternative materials and methods for potential implementation.
 - c. Value Optimization Summary – summary of VE findings and options with background information and recommendations for Owner consideration.
 - d. Construction Document Updates – revision to documents for formalization of observed VE alternatives, as necessary.

B. Construction Administration Phase

1. The Consultant will review the construction schedule with Contractor every week, to ascertain project progress and to understand and determine when presence of Design Team is needed for contractual inspection services.
2. Periodic site observations will be provided to review the progress of the Work and its compliance with the Contract Documents.
 - a. Architect shall provide: Minimum one visit per week with report.
 - b. In addition to routine site visits, Civil Engineer shall provide: Pre-Pave Meeting Facilitation and Inspections as follows.
 - i. Erosion & Sedimentation Control Inspections (SWPPP Compliance)
 - ii. Stormwater Basin Earthwork Inspection
 - iii. Stormwater System Installation Inspection
 - iv. Pavement Subgrade Inspection
 - v. Pavement Base Course Inspection
 - vi. Asphalt Paving Quality Control
 - vii. General Site Quality Control
 - c. In addition to routine site visits, MEPF Engineer will provide concealment inspections for below grade, wall concealment, and above ceiling systems.
3. Architect shall visit the site at intervals appropriate to the stage of the Contractor's operations and

keep the Owner informed about the progress and quality of the portion of the Work completed. The Architect shall report to the Owner any known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. The Architect is not responsible for the means and methods of construction, nor jobsite safety.

4. The Consultant shall review and certify the amounts due to the Contractor.
5. The Consultant shall review and take appropriate action on Contractor submittals such as Shop Drawings, Product Data and Samples.
6. The Consultant shall review Contractor's Change Orders and submit to the Owner with appropriate documentation for the Owner's approval review process.
7. The Consultant shall conduct inspections to determine the date or dates of Substantial completion and the date of final completion, shall receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

C. Commissioning Phase

1. Operational commissioning of all mechanical and electrical systems will be witnessed and verified by the licensed Design Team member(s) who designed that system into the Operations Center and Warehouse Project.

D. As-Built Drawings

1. Once construction is complete, the Consultant shall provide a complete set of as-built drawings to the City.

E. Basis of Compensation

1. Compensation for the Consultant's Construction Procurement and Construction Administration Phases will be based on a stipulated Not to Exceed sum which shall be agreed upon by both parties prior to commencing the project Bidding Phase. The stipulated sum is based on the scope and detail of the work prepared by the Consultant. The agreed upon compensation shall be outlined on the following fee schedule.

Fee Schedule 10/19/15

Basic Phase III Services	Fee
Construction Procurement	\$21,500.00
Construction Administration	\$52,760.00
Total Basic Services	\$74,260.00
Additional Phase III Services	
Commissioning	\$13,380.00
Total Basic and Additional Services	\$87,640.00

2. Compensation for Additional Services beyond the scope of this proposal will be performed at the same rate as indicated below.

Hourly Billing Rates for Additional Services:

Principal Consultant/Engineer:	\$160.00
Registered Architect/Engineer:	\$110.00
Architectural/Engineering Technician:	\$100.00
Drafting:	\$75.00
Clerical:	\$50.00

F. Additional Services

1. Additional Services include but are not limited to the following:
 - a. Making revisions in Drawings, Specifications or other documents when such revisions are:
 - i. inconsistent with approvals or instructions previously given by the City, including

- revisions made necessary by adjustments in the City's program or Project budget;
- ii. required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents;
- iii. due to changes required as a result of the City's failure to render decisions in a timely manner;
- b. Providing services in connection with an arbitration proceeding or legal proceeding except where the Consultant is party thereto.

G. City Commission Funding

1. It is recognized and understood that City acceptance of this proposal (offer) is conditioned upon and requires funding of the described project by the Alachua City Commission.

H. Time for Acceptance

1. Acceptance of this proposal (offer) must occur by the Alachua City Commission allocating adequate funding for the construction of the described project, including the services provided for in this proposal (offer) and other necessary ancillary services, by the execution of acceptance by the City Manager or other authorized representative and delivery by email to jwalker@walker-arch.com, all of which must occur on or before 4 pm, Thursday March 10, 2016.

CONTRACTUAL TERMS

1. Refer to "Professional Services Agreement".

Sincerely,

Walker Architects



Joe Walker, AIA, LEED AP BD+C, President

Accepted by:

Traci Gresham, City Manager
City of Alachua