

Contract for Professional Architectural and Engineering Services

Project W.O. 19-16 Belknap Office Remodel

In consideration of the mutual promises herein, City of Billings and A&E Architects agree as follows. This Contract consists of:

Part I, consisting of 15 Sections of Special Provisions;

Part II, consisting of 11 Sections of General Provisions;

Appendix A consisting of 6 pages (Basic Services of Contractor);

Appendix B consisting of 2 pages (Methods and Times of Payment);

Appendix C consisting of 1 pages (Additional Services of Contractor);

Appendix D consisting of 1 pages (Schedule of Professional Fees);

Appendix E consisting of 1 pages (Project Schedule);

Appendix F consisting of (Certificate(s) of Insurance); and

PART I SPECIAL PROVISIONS

Section 1. Definitions.

In this Contract:

- A. "Administrator" means the City Engineer of the Engineering Division of the Public Works Department or his designee.
- B. "Billings" means the City of Billings.
- C. "Contractor" means A&E Architects.

Section 2. Scope of Services.

- A. The Contractor shall perform professional services in accordance with Appendix A, which is attached hereto and incorporated in this Section by reference.
- B. Billings shall pay the Contractor in accordance with the Schedule of Professional Fees attached as Appendix D and incorporated herein by reference for services actually performed under this Contract.

- C. Billings shall not allow any claim for services other than those described in this Section. However, the Contractor may provide, at its own expense, any other services that are consistent with this Contract.
- D. The Contractor shall provide hard copy as-built drawings and in digital format, as approved by the City of Billings, to the Administrator within 30 days after the project completion date. Final payment will be withheld until the as-built drawings are received by the City of Billings.
- ~~E. The Contractor shall provide certified construction payrolls to the Administrator stating in writing that the payrolls have been reviewed and are acceptable.~~

Section 3. Time for Performance.

- A. This Contract becomes effective when signed on behalf of Billings.
- B. The Contractor shall commence performance of the Work described in Section 2 on receipt of written Notice to Proceed and complete that performance in accordance with the schedule set forth in Appendix E.
- C. This Contract shall terminate at midnight on December 31, 2021.

Section 4. Compensation; Method of Payment.

- A. Subject to the Contractor's satisfactory performance, Billings shall pay the Contractor no more than One Hundred Thirty-Nine Thousand Eight Hundred Nineteen dollars and 0/100 (\$143,096.00) in accordance with this Section and Appendix B.
- B. Each month, or at the conclusion of each phase of the Work for which payment is due, as negotiated on a per-task basis, the Contractor shall present a bill to the Administrator describing the Work for which it seeks payment and documenting expenses and fees to the satisfaction of the Administrator. If any payment is withheld because the Contractor's performance is unsatisfactory, the Administrator must, within ten (10) days of the payment denial, notify the Contractor of the payment denial and set forth, with reasonable specificity, what was unsatisfactory and why. Billings will pay Contractor within 30 days of receiving an acceptable invoice.

Section 5. Termination of the Contractor's Services.

The Contractor's services under Section 2 of this Part may be terminated:

- A. By mutual consent of the parties.
- B. For the convenience of Billings, provided that Billings notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination.
- C. For cause, by either party where the other party fails in any material way to perform its obligations under this Contract. Termination under this Subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefor, and the other party fails to cure the default within 30 days after receiving the notice.

Section 6. Duties Upon Termination

- A. If Billings terminates the Contractor's services for convenience, Billings shall pay the Contractor for its actual costs reasonably incurred in performing before termination and Billings shall pay for services rendered prior to termination. Payment under this Subsection shall never exceed the total compensation allowable under Section 4 of this Part. All finished and unfinished documents and materials prepared by the Contractor shall become the property of Billings.
- B. If the Contractor's services are terminated for cause, Billings shall pay the Contractor the reasonable value of the services satisfactorily rendered prior to termination, less any damages suffered by Billings because of the Contractor's failure to perform satisfactorily. The reasonable value of the services rendered shall never exceed ninety percent (90%) of the total compensation allowable under Section 4 of this Part. Any finished or unfinished documents or materials prepared by the Contractor under this Contract shall become the property of Billings at its option.
- C. If the Contractor receives payments exceeding the amount to which it is entitled under Subsections A or B of this Section, he shall remit the excess to the Administrator within 30 days of receiving notice to do so.
- D. The Contractor shall not be entitled to any compensation under this Section until the Contractor has delivered to the Administrator all documents, records, Work product, materials and equipment owned by Billings and requested by the Administrator.
- E. If the Contractor's services are terminated for whatever reason the Contractor shall not claim any compensation under this Contract, other than that allowed under this Section.
- F. If a final audit has not been performed before the Contractor's services are terminated, Billings may recover any payments for costs disallowed as a result of the final audit.
- G. Except as provided in this Section, termination of the Contractor's services under Section 5 of this Part does not affect any other right or obligation of a party under this Contract.

Section 7. Insurance.

- A. The Contractor shall maintain in good standing the insurance described in Subsection B of this Section. Before rendering any services under this Contract, the Contractor shall furnish the Administrator with proof of insurance in accordance with Subsection B of this Section.
- B. The Contractor shall provide the following insurance:
 - 1. Workers' compensation and employer's liability coverage as required by Montana law.
 - 2. Commercial general liability, including contractual and personal injury coverage's -- \$1,500,000 per occurrence.
 - 3. Commercial automobile liability -- \$1,500,000 per accident.
 - 4. Professional liability in the amount of \$1,500,000 per claim.

- C. Each policy of insurance required by this Section shall provide for no less than 30 days' advance notice to Billings prior to cancellation.
- D. Billings SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against Billings.

Section 8. Assignments.

Unless otherwise allowed by this Contract or in writing by the Administrator, any assignment by the Contractor of its interest in any part of this Contract or any delegation of duties under this Contract shall be void, and an attempt by the Contractor to assign any part of its interest or delegate duties under this Contract shall give Billings the right immediately to terminate this Contract without any liability for Work performed.

Section 9. Ownership; Publication, Reproduction and Use of Material.

- A. Except as otherwise provided herein, all data, documents and materials produced by the Contractor under this Contract shall be the property of Billings, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents, or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright. Contractor shall retain rights to pre-existing proprietary property including but not limited to interactive models. The Contractor shall have the right to include photographic or artistic representations of the design and construction of the Project among the Contractor's promotional and professional materials. The Contractor's materials shall not include Billings' confidential or proprietary information regardless of whether Billings has previously advised the Contractor in writing of the specific information considered by Billings to be confidential and proprietary.
- B. Equipment purchased by the Contractor with Contract funds: See Appendix A, Section 3. Scope of Work.
- C. Should Billings elect to reuse Work products provided under this Contract for other than the original project and/or purpose, Billings will indemnify and hold harmless the Contractor from any and all claims, demands and causes of action of any kind or character arising as a result of reusing the documents developed under this contract. Additionally, any reuse of design drawings or specifications provided under this Contract must be limited to conceptual or preliminary use for adaptation, and the original Contractor's or subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed, and dated by the professional who is in direct supervisory control and responsible for adaptation.

Section 10. Notices.

Any notice required pertaining to the subject matter of this Contract shall be either sent via facsimile (FAX) or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Billings: City Engineer (Debi Meling, PE)
City of Billings
Public Works/Engineering
2224 Montana Avenue
Billings, Montana 59101 FAX: (406) 237-6291

Contractor: A&E Architects
124 N. 29th St, Suite 100
Billings, Montana 59101 email: bdubeau@ae.design
FAX: (406) 248-2427

Notices are effective upon the earlier of receipt, proof of good transmission (facsimiles only), or 5 days after proof of proper posting.

Section 11. Contract Budget.

In connection with its performance under this Contract, the Contractor shall not make expenditures other than as provided in line items in the Contract budget.

Section 12. Force Majeure.

- A. Any failure to perform by either party due to force majeure shall not be deemed a violation or breach hereof.
- B. As used in this Contract, force majeure is an act or event of substantial magnitude, beyond the control of the delayed party, which delays the completion of this Contract, including without limitation:
 - 1. Any interruption, suspension or interference resulting solely from the act of Billings or neglect of Billings not otherwise governed by the terms of this Contract.
 - 2. Strikes or Work stoppages.
 - 3. Any interruption, suspension or interference with the project caused by acts of God, or acts of a public enemy, wars, blockades, insurrections, riots, arrests or restraints of governments and people, civil disturbances or similar occurrences.
 - 4. Order of court, administrative agencies or governmental officers other than Billings.

Section 13. Financial Management System.

The Contractor shall establish and maintain a financial management system that:

- A. Provides accurate, current, and complete disclosure of all financial transactions relating to the Contract;
- B. Maintains separate accounts by source of funds for all revenues and expenditures and identifies the source and application of funds for the Contractor's performance under this Contract, including information pertaining to subcontracts, obligations, unobligated balances, assets, liabilities, outlays and income;
- C. Effectively controls and accounts for all municipal funds and Contract property;

- D. Compares actual expenditures with budgeted amounts and relates financial information to performance or productivity data including unit cost information where applicable;
- E. Allocates administrative costs to direct service delivery units;
- F. Minimizes the time between receipt of funds from Billings and their disbursement by the Contractor;
- G. Provides accounting records supported by source documentation; and
- H. Provides a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

Section 14. Funding Requirements.

In the event that any funding source for this Contract should impose additional requirements upon Billings for the use of those funds, the Contractor agrees to abide by those additional requirements immediately upon receipt of written notice thereof from Billings.

Section 15. Subcontracts.

The Contractor may enter into subcontracts for the purchase of goods and services necessary for the performance of this Contract, provided:

- A. Every subcontract shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefor.
- B. Every subcontract under which the Contractor delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by the Contractor.
- C. Every subcontract in an amount exceeding \$1,000 shall require reasonable access to business records of the subcontractor relating to the purchase of goods or services pursuant to the subcontract.

PART II
GENERAL CONTRACT PROVISIONS

Section 1. Relationship of Parties.

The Contractor shall perform its obligations hereunder as an independent Contractor of Billings. Billings may administer the Contract and monitor the Contractor's compliance with its obligations hereunder. Billings shall not supervise or direct the Contractor other than as provided in this Section.

Section 2. Nondiscrimination.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, or marital status or who is a "qualified individual with a disability" (as that phrase is defined in the Americans With Disabilities Act of 1990). The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, or mental or physical impairment/disability. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. The Contractor shall state, in all solicitations or advertisements for employees to Work on Contract jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability.
- C. The Contractor shall comply with any and all reporting requirements that may apply to it which the City of Billings may establish by regulation.
- D. The Contractor shall include the provisions of Subsections A through C of this Section in every subcontract or purchase order under this Contract, so as to be binding upon every such subcontractor or vendor of the Contractor under this Contract.
- E. The Contractor shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.
- F. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

Section 3. Permits, Laws, and Taxes.

The Contractor shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Contract. All actions taken by the

Contractor under this Contract shall comply with all applicable statutes, ordinances, rules and regulations. The Contractor shall pay all taxes pertaining to its performance under this Contract.

Section 4. Nonwaiver.

The failure of either party at any time to enforce a provision of this Contract shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Contract or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

Section 5. Amendment.

- A. This Contract shall only be amended, modified or changed by a writing, executed by authorized representatives of the parties, with the same formality as this Contract was executed.
- B. For the purposes of any amendment modification or change to the terms and conditions of this Contract, the only authorized representatives of the parties are:

Contractor: Bill DuBeau, AIA, Principal
(title of position)

Billings: City Council or Authorized Designee

- C. Any attempt to amend, modify, or change this Contract by either an unauthorized representative or unauthorized means shall be void.

Section 6. Jurisdiction; Choice of Law.

Any civil action rising from this Contract shall be brought in the District Court for the Thirteenth Judicial District of the State of Montana, Billings. The law of the State of Montana shall govern the rights and obligations of the parties under this Contract.

Section 7. Severability.

Any provision of this Contract decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the Contract.

Section 8. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 9. Liability.

The Contractor shall indemnify, defend, save, and hold Billings harmless from any and all claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, arising from any wrongful or negligent act, error or omission of the Contractor or any agent, employee or subcontractor as a result of the Contractor's or any subcontractor's performance pursuant to this Contract.

- A. The Contractor shall not indemnify, defend, save and hold Billings harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful or negligent acts, error or omission solely of Billings occurring during the course of or as a result of the performance of the Contract.
- B. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful or negligent act of both Billings and the Contractor, the Contractor shall indemnify, defend, save, and hold Billings harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the Contractor's or any subcontractor's wrongful or negligent acts occurring as a result from the Contractor's performance pursuant to this Contract.

Section 10. Inspection and Retention of Records.

The Contractor shall, at any time during normal business hours and as often as Billings may deem necessary, make available to Billings, for examination, all of its records with respect to all matters covered by this Contract for a period ending three years after the date the Contractor is to complete performance in accordance with Section 2 of the Special Provisions. Upon request, and within a reasonable time, the Contractor shall submit such other information and reports relating to its activities under this Contract, to Billings, in such form and at such times as Billings may reasonably require. The Contractor shall permit Billings to audit, examine and make copies of such records, and to make audits of all invoices, materials, payrolls, records of personnel, and other data relating to all matters covered by this Contract. Billings may, at its option, permit the Contractor to submit its records to Billings in lieu of the retention requirements of this Section.

Section 11. Availability of Funds.

Payments under this Contract may require funds from future appropriations. If sufficient funds are not appropriated for payments required under this Contract, this Contract shall terminate without penalty to Billings; and Billings shall not be obligated to make payments under this Contract beyond those which have previously been appropriated.

IN WITNESS WHEREOF, the parties have executed this Contract on the date and at the place shown below.

City of Billings

Contractor

City Council or Designee

A&E Architects p.c.

Date: _____

Name: Bill DuBeau

Title: Principal / Secretary

Date: August 28, 2019

ATTEST:

IRS Tax ID #81-0468180

City Clerk

APPROVED AS TO FORM:

Date: _____

By _____

BRENT BROOKS, City Attorney

STATE OF MONTANA)
 :ss.
COUNTY OF YELLOWSTONE)

On this ____ day of _____, 2019, before me, the undersigned, a Notary Public for the State of Montana, personally appeared _____, known to me to be the _____ of _____, and acknowledged to me that they executed the foregoing instrument on behalf of said corporation having first been authorized to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

Notary Public for the State of Montana
Residing at Billings, Montana
My Commission Expires: _____

Note: Final contract documents will require the Contractor's signature to be notarized if Federal funds are used.

Appendix A

Basic Services of Engineer

Section 1. Engineer's Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Engineer's portion of the project as defined in the scope of work and to prepare and deliver to Billings all plans, specifications, bid documents, and other material as designated herein.
- B. Ascertain such information as may have a bearing on the work from local units of government, utility companies, and private organizations and shall be authorized to procure information from other authorities besides Billings, but shall keep Billings advised as to the extent of these contacts and the results thereof.
- C. Prepare and present such information as may be pertinent and necessary in order for Billings to pass critical judgment on the features of the work. The Engineer shall make changes, amendments or revisions in the detail of the work as may be required by Billings. When alternates are being considered, Billings shall have the right of selection.
- D. Engineer's work shall be in accordance with the standards of sound engineering and present City, State, and National standards and policies currently in use.
- E. Conform to the requirements of the Montana Code Annotated Title 18 "Public Contracts" and more particularly Sections 18-2-121 and 18-2-122, and all other codes of the State of Montana applicable to providing professional services including codes and standards nationally recognized.
- F. The Engineer shall certify with the submission of final plans that the plans are in conformance with applicable sections of Title 69, Chapter 4, Part 5, of the Montana Code Annotated as pertaining to existing utilities.
- G. To perform professional services in connection with the project and will serve as Billings' representative in those phases of the project to which this agreement applies.
- H. Where Federal funds are involved, the necessary provisions to meet all requirements will be complied with and documents secured and placed in the bidding documents.
- I. Submit an estimated progress schedule as to time and costs at the beginning of the work, and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Engineer. Reports will be submitted in a timely manner to permit prompt resolution of problems.
- J. Contract administration duties will include review of contractor certified payrolls for wage rate compliance. Discrepancies in certified payrolls will be resolved with the

Contractor. A signed Engineer's Payroll Check Sheet (included in the Standard Modifications to MPWSS) will be submitted as proof of this review with one copy of each payroll.

- K. Name a Task Director who shall be the liaison between Billings and the Engineer. For this project the Task Director designated for the Engineer is Adam Baumgartner & Ben Lombardozzi working under the Principal-in-Charge Bill DuBeau, AIA.

Section 2. Billings Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete Billings' portion of the project as designated in the scope of work.
- B. Name a Task Director who shall be the liaison between the Engineer and Billings. For this project, the Task Director designated is Ken Ard, PE.

Section 3. Scope of Work.

The project consists of architectural and mechanical/electrical/plumbing engineering services to remodel select areas within the Belknap Office facility. Tasks include evaluating existing conditions within the building as well as envelope assessment (roof & window), developing and presenting a design proposal, coordinating with City personnel to refine and finalize design, creating a bid package for construction, and providing bidding and construction administration services. The remodel design will involve further developing the previously developed programming floor plan and numerous project progress meetings.

DETAIL SCOPE OF SERVICES:

The scope of services that will be utilized on the Belknap Office Remodel as presented in the summaries for Task 100 through 400. The scope of services is organized as follows:

<u>Task Series</u>	<u>Description</u>
100	Project initiation, coordination, Deliverables and Management
200	Design
300	Bidding Services
400	Construction Services

TASK SERIES 100

101 - Project initiation

The purpose of this task will be to review the project programming plan diagram, review project schedule and discuss any remaining options for the office remodel that were not identified during programming.

102 - Meetings with department managers

Meet with department managers to evaluate existing conditions in the facility, identify specific needs and add any further detail to the completed programming phase prior to starting into

schematic design phase.

103 - Develop project background

Confirm accuracy of existing architectural and mechanical / electrical systems drawings of the building. Perform as-built measuring & drawing as needed. Complete a code analysis and recommending upgrades that will be required in the course of the remodel. Complete existing conditions assessment by architectural and engineering team.

104 - Develop Schematic design & budget for project

Result of the efforts in above sections will produce a further defined program & schematic design, conceptual budget and refined schedule for the project (30% progress milestone). Mechanical / electrical evaluation and concept design will be developed along with any structural retrofit needed to accommodate the architectural or mechanical design. The range of expected remodel costs for the project will be developed in this task. Utilizing the Schematic design drawings, a preliminary construction budget will be established. This information will be used to identify any significant variations from budget goals and objectives that may have been initially set. This information will be reviewed with the Owner and Project Manager to arrive at a full understanding of these items and secure approval of schematic design, budget and schedule before starting next phases of work. One budget review meeting with Owner and Project manager will be conducted with one follow-up as needed.

105 - Project Management

Coordinate design team, develop a project directory of stakeholders and the design team, monitor project status and prepare project documents.

TASK SERIES 200 - DESIGN

In this task, recommended direction identified in the previous phase will be implemented and developed into full construction drawings. The basis of design will be finalized, drawings and specifications prepared. Three project design progress milestones will be identified at 50%, 75% and 95% to present progress and secure staff and project manager input. It is assumed that one intermediate meeting will occur between each project milestone meeting. Specific tasks include the following:

- 201 – Develop the previously approved schematic design drawings by further delineating the remodel solution; more detailed floor plans, reflected ceiling plans and additional supporting drawings such as interior elevations or details will be developed. If necessary, employ the services of a structural engineer to evaluate existing conditions and recommend solutions to any deficiencies or hazards (see allowance in fee).
- 202 – Review new or existing equipment to be housed within the remodel and confirm the desired arrangement with staff. Review existing storage & casework, make accommodations within the renovation to accommodate needs.
- 203 – Work with staff to determine equipment locations and provide coordination to ensure placement and provision of required water, drains, venting, electrical / IT connections and other infrastructure to make equipment operational in the remodeled space.
- 204 – Develop 50% drawings

From effort performed in the previous tasks develop 50% construction documents. Develop a preliminary Table of contents for the anticipated specifications in the project. Identify materials, finishes and fixtures. Coordinate mechanical, electrical & plumbing drawings. Review documented power & IT needs. Review drawings with the City and secure comments and requested modifications.

205 – Develop 75% drawings
From effort performed in the previous tasks develop 75% construction documents. Update the Table of contents with any revisions to the specifications in the project and discuss specification front end documents. Finalize materials, finishes and fixtures. Coordinate mechanical, electrical & plumbing drawings. Finalize power & IT needs. Review drawings with the City and secure comments and requested modifications.

206 – Prepare 95% Drawings

Develop 95% construction documents. Review draft of specifications for the project. Update any information related to final materials, finishes and fixtures. Final coordination of mechanical, electrical & plumbing drawings. Review drawings with the City and secure comments and requested modifications.

207 – Perform In-House Review and Consultant Review

Senior Architect or Construction Administer not directly involved with the project, will review the drawings and specifications and the cost estimate for completeness, accuracy and constructability.

208 – Prepare Final Drawings

Incorporate review comments including any design modifications and prepare final drawings for bid sets.

209 – Prepare Final Specifications

Incorporate review comments and prepare final specifications for advertising project for bidders.

210 – Prepare Building Permit Submittal

Print drawings and specifications in required number of sets for city permitting, fill out the City's standard building permit application and provide all required supporting documentation to secure a building permit. Coordinate with and make any required or requested modifications as noticed by the City of Billings Building Department. The City will pay for Plan Review & Permit fees.

TASK SERIES 300 - BIDDING SERVICES

301 - Bidding Administrative Assistance

Assist preparation of Invitation to Bid. Prepare electronic bid documents and electronically distribute to local building plans exchange(s). Answer bidder questions and prepare addendum information and supplementary drawings as needed for bidding. Schedule and conduct pre-bid meeting and existing building walk through.

302 - Bid Opening

Attend bid opening with City Project Manager and City Clerk at determined bid opening time and location to be determined with the City.

303 - Post-Bid Administrative Assistance

Receive, evaluate and assist with tabulation of bids. Assess completeness of bid submissions as required by specifications. Make recommendation to the City on award of contract to the lowest price responsible bidder. Issue notice of award.

TASK SERIES 400 - CONSTRUCTION SERVICES

Construction Phase scope will be based on a schedule to be mutually determined by City Project Manager and Design Team.

401 – Develop Construction Contract

Assist in preparation of construction contract to be fully executed with General Contractor.

402 – Construction Initiation Services and Conformed Drawings

After award of construction contract, the Consultant shall prepare Contracts, Conformed Documents and attend the General Contractor's preconstruction conference. (The General Contractor will be responsible for printing any and all hard copies of the final drawings and specifications)

403 – Office Administration and Contractor Coordination

During the construction phase of the project, the Consultant will provide office assistance to the City on the administration of the project. This effort will include response to contractor requests for information (RFI's), review and preparation of change orders, shop drawing review, interpretation of drawings and specifications, monitoring compliance with procedural requirements on the project, coordinating with the contractor, review and certification of applications and certificates for payment, review and forwarding to City Project Manager the certified payrolls prepared by the Contractor, attending bi-monthly construction progress meetings and meeting with Building Inspector(s) as necessary. General contractor to prepare and distribute construction meeting minutes.

404 – Field Services

The Consultant will provide on-site construction observation services. A resident project representative will be on site to review construction progress and answer questions of the contractor. Field observation will be concurrent with bi-monthly construction progress meetings. Consultant will make 4 additional trips to the site beyond construction meetings as requested by the city project manager via the general contractor. No testing services are included as these will be provided by the construction General Contractor.

405 – Construction Substantial Completion, Acceptance and Final Completion

Upon completion of the construction of the Office remodel, the Consultant will schedule and conduct a substantial completion walk-through with the General Contractor (GC), City Project Manager and other City personnel and develop a punch list of items to address. Consultant will prepare as-built record drawings and issue to the City in electronic pdf and cad / bim format, issue a certificate of substantial completion, coordinate with Contractor and Owner on facility move-in and equipment start up, review operation and maintenance (O&M) manuals submitted by Contractor, and confirm full and complete delivery to City by GC. Upon completion of punch list items, Consultant will review completion and recommend final acceptance and prepare a statement of final completion.

406 – Post-Construction Warranty Services

Upon final acceptance, the Consultant will provide warranty item consultation, warranty coordination with the Contractor, will assist in the eleventh-month warranty inspection, and provide warranty follow-up until items all items have been addressed.

Appendix B

Methods and Times of Payment

Section 1. Payments for Basic Services.

Billings shall authorize payment to the Engineer for services performed under Appendix A of this Agreement. Partial payment shall be due the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer.

Partial payment shall be made to the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer. Billings shall deduct five percent (5%) from each monthly pay estimate to be held until the completion of the final scope of work. The final payment shall be made only after acceptance of final documents by Billings, and determination that the scope of work has been satisfactorily completed.

- A. For services rendered prior to construction, Appendix A, the Engineer shall be paid based upon actual time accrued, but not to exceed the total amount:

Task 100 (30% design)	\$15,298
Task 200-204 (50% design)	\$26,197
Task 205-210 (75%-Final design)	\$63,491
Task 300 Bidding Services	\$ 9,256
Task 400 Construction Services	\$23,277
<u>Additional services & Reimbursables</u>	<u>\$ 5,577</u>
Total	\$143,096

- B. Final payment shall be the above stated basic fee less all previous payments.

Section 2. Payments for Extra Services when Authorized by Billings.

Requests made or conditions identified by interested groups at the agency or public meetings, which are beyond the scope and intent of this study shall be paid for on an hourly basis at the applicable fees in Appendix D.

Section 3. Corrections.

Costs of Billings work that is required for corrections to the Engineer's work which requires redoing by Billings shall be deducted from any payments due the Engineer, if the Engineer fails to make the required corrections.

Section 4. Fee Increases

For contracts and services that are expected to require more than one (1) year to complete, the above stated basic services payments may be reviewed and adjusted annually by mutual agreement of the parties, based upon documented evidence that the Engineer's costs and hourly rates as shown in Appendix D have increased for all comparable clients.

Appendix C

Additional Services of Engineer

Extra Services of the Engineer will be paid only with written prior authorization by Billings.

- A. Field and laboratory testing of materials and reports.
- B. Requests made or conditions identified by interested groups at the agency or public meetings, which are beyond the scope and intent of this study.

Appendix D

Schedule of Professional Fees

Current agreements for engineering services stipulate that the standard hourly rates are subject to review and adjustments. Hourly rates for services effective on the date of this Agreement are included below.

The itemized schedule provided below includes direct labor costs, normal payroll and overhead costs, transportation, furnishing equipment and materials normally required for performance of the work and reasonable profit. Direct project costs not itemized herein shall be paid for at actual cost.

Section 1. Professional Services.

	<u>Standard Rate</u>	<u>Overtime Rate</u>
A. Architectural		
1. Principal	\$155	\$232.50
2. Senior Architect / Project Manager	\$130	\$195.00
3. Senior Construction Administrator	\$130	\$195.00
4. Senior Interior Designer	\$125	\$187.50
5. Project Architect	\$120	\$180.00
6. Construction Administrator	\$105	\$157.50
7. Architect	\$105	\$157.50
8. Designer	\$100	\$150.00
9. Intern Designer	\$ 85	\$127.50
10. Project Manager Assistant	\$ 75	\$112.50
11. Clerical	\$ 50	\$ 75.00
B. Engineering		
1. Principal	\$190	\$285.00
2. Senior Engineer / Project Manager	\$165	\$247.50
3. Design Engineer	\$140	\$210.00
4. Designer	\$110	\$165.00
5. CAD Technician	\$ 95	\$142.50
6. Administrative	\$ 80	\$120.00

Appendix E

Project Schedule

Based on a notice to proceed by Billings date no later than October 23, 2019, the completion date for the Engineer's work through final design shall be:

A. Submittals and Meetings

- | | |
|--------------------------------------------|-------------------|
| 1. Task Series 100 (30% design) | November 21, 2019 |
| 2. Tasks 200-204 (50% design) | December 12, 2019 |
| 3. Tasks 205-210 (75% - Final design) | January 30, 2020 |
| 4. Task Series 300 (Bidding Services) | February 20, 2020 |
| 5. Task Series 400 (Construction Services) | March-Sept, 2020 |

Delays affecting the completion of the work within the time specified of more than ninety (90) days, not attributable to or caused by the Parties hereto, may be considered as cause for the renegotiation or termination of this Contract.

If the Engineer is behind on this Contract due to no fault of Billings, then the Engineer hereby acknowledges the right of Billings to withhold future Contracts to the Engineer in addition to any other remedy until this Contract is brought back on schedule or otherwise resolved.