

Fee Agreement between Owner and Architect

Date: June 15, 2023 **E-mail** [redacted] **Page 1 of 7**

To: Anne Coppola
Cochise County Procurement Dept.
1415 Melody Lane, Building C
Bisbee, AZ 85603 **Copy To:**

From: Richard Fe Tom, The Architecture Company

Project: Cochise County Animal Services Facility **TAC No.:** 23002.00
23-09-BOS-01

This document will identify the known project data we are currently aware of, along with a description of the project scope. The design scope, professional architectural, engineering services and fee are tentative figures based on current information and are subject to a contract amendment should the findings during the project result in a level of effort different than identified herein. Following the project data is the scope of work and services based on our understanding of what is required to comply with Cochise County Animal Services Facility 23-09-BOS-01

A. Project Data:

Location:	915 S Tovreaville Rd, Bisbee, AZ
Legal Jurisdiction	Cochise County
Existing Building: (a)	5500SF for vacant juvenile delinquent facility
Existing Building: (b)	2400 +/- SF: double wide modular west of vacant facility
Future Building:	To be Determined
Owner's Funded Budget	\$ 2,437,500.00
Occpancy Date	To be Determined
Owner Providing:	
a Existing Facility Drawings and Reports	yes
b Geotechnical Report	yes
c Site, Boundary and Topography Surveys	yes
d Utility Studies	yes
e Public and Private Utilities and Services	yes
f Civil Engineering	TAC
g Legal Description of Site	yes

B. Scope of Work

General Description

The new Cochise County Animal Care & Control (CCACC) facility will provide animal housing, administrative offices and veterinary services for primarily cats and dogs. The Owner's budget, including permits, design and construction fees, FFE and contingency is \$3,121,250. It is anticipated that the construction cost of the building to be approximately \$2.4 million.

This project fee will proceed in two Parts.

1. The Part I scope of work and fee shall be comprised of the Pre Design phase of work. This includes: Needs Assessment, Existing Facilities Survey, Programming and Concept Design.
 - a. Optional services include: Master plan, public meetings, renderings, Probable Cost Estimate with Engineering Narratives, Contractor meetings/ coordination
1. Part II shall be comprised of Schematic Design, Design Development, Construction Documents, Permitting, Bid and Construction Contract Administration.

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- a. Civil, Architectural, Animal Specialist, Structural, Mechanical, Plumbing, Electrical and Acoustical scope for the Part II scope of work will be determined after the Part 1 scope of work is clearly defined.
- b. During the Predesign Services owner provided systems will be determined. These systems may include security system, PV panels, IT.

Construction Delivery Method

1. The RFQ indicated Design Bid Build (DBB) to be the construction delivery method. It is the opinion of TAC that Construction Manager at Risk (CMAR) would be the construction delivery method and has recommended such. CMAR would be advantageous for this project due to the current construction environment with long lead items and unpredictable construction costs, complexity of animal shelter construction, a better understanding by the Contractor of design intent due to their involvement during design process and any phasing that may need to occur due to the facility remaining open.
2. Cochise County will determine if Construction Manager at Risk (CMAR) is possible due to the USDA funding.
3. If DBB proceeds, TAC will provide construction cost estimating.
4. If CMAR proceeds, the CMAR will participate in the design process providing cost estimating, scheduling and constructability review.

Funding Requirements

This project is partially funded through a United States Department of Agriculture (USDA) Rural Housing Service grant. As such, the USDA Rural Development will require review and approval for the following:

1. Preliminary Architectural Report
2. Agreement for Architectural Services
3. Final Plans and Specifications for the project
4. Draft/ Construction Bid Documents (90% Construction Documents), prior to going out to bid
5. Bid Award information.
6. Executed Contract Documents
7. A representative of USDA Rural Development will attend all pre-construction conferences.
8. The County has indicated this will be a Design-Bid-Build project delivery method however, there is a possibility that Construction Manager @ Risk may be the final project delivery method if the USDA grant allows.

Site Scope:

2. The site will be located at the existing former Cochise County Juvenile Delinquent Holding facility, a 4.2 acre site with an existing 5,500 SF masonry building and 2 modular buildings that may or may not be incorporated into the new facility.
3. Owner will provide an Alta survey and geotechnical report design.
4. Owner will locate on survey existing available and capacity of utilities for water, electricity, gas and sewer if available.
5. Site program will be developed during this Part 1 Scope of Work.

Building Scope:

1. The County has developed a general program to include the following:
 - a. Animal Care areas: indoor/ outdoor dog kennels, cat cages, grooming, animal kitchen, food storage, laundry, cleaning equipment, volunteer break room, storage
 - b. Public areas: lobby/ reception, retail sales, get acquainted, adoption counseling, community education and training, restrooms.
 - c. Administrative areas: offices, conference, break room with kitchenette, staff unisex restroom, storage

- d. Spay/ neuter and wellness Clinic: surgical suite, prep & recovery room, exam rooms, euthanasia room, vet office, small public lobby
- e. Additional Support area: Garage/Sally Port, outdoor fenced and shaded training/play area, walking paths.
- 2. The County's program of this project will be further developed during the Programming and Needs Assessment. Owner provided systems such as security, IT, audio/visual, etc will be determined during the Part 1 scope of work.
- 3. Civil, Architectural, Animal Specialist, Structural, Mechanical, Plumbing, Electrical and Acoustical scope for the Part II scope of work will be determined after the Part 1 scope of work is complete.
- 4. County has completed an environmental assessment of the existing buildings and discovered asbestos. Owner will remediate asbestos prior to Construction.

C. Professional Services for Part 1: Predesign Services

1. Project Management and Consultant Coordination

- a. Provide Client coordination for meetings and communications during Programming, Needs Assessment and Conceptual Design
- b. Provide Quality Review of deliverables
- c. Provide project schedule monitoring during predesign
- d. Provide Consultant coordination and quality review

2. Programming and Conceptual Design Services

a. Programming

- i. Review existing owner information, such as existing drawings, existing reports and communications.
- ii. Site visit to verify existing conditions by TAC, Shelter Planners of America (SPOA) as needed.
- iii. Provide Needs Assessment Study through a 1-day programming session to be held in Bisbee, Arizona with County representatives, Shelter Planners of America (SPOA) and TAC
 - 1. County has provided general programming information that Cochise County has developed.
 - 2. Review existing general program provided in the RFQ and provide a new Needs Assessment to evaluate facility and operations to provide direction for the future facility.
 - 3. Review County's existing program and provide a new Building Space Program with recommendations for sizes of Administrative area, Animal Housing areas for both indoors and outdoors, Medical clinic area and Support areas.
 - 4. Provide "Best Practice" recommendations for equipment, materials, finishes, HVAC systems, plumbing and drainage systems.
 - 5. Review current and future Shelter staff size and operating budget.
 - 6. Provide Opinion of Probable Cost for the animal equipment.
- iv. Provide one meeting to review Needs Assessment and make revisions as necessary
 - 1. TAC and SPOA will review with Client using internet conferencing

b. Measure and Model Existing Buildings

- i. Prepare existing facilities buildings and site drawings utilizing existing drawings and measuring on-site.

c. Conceptual Design

- i Provide 3 conceptual design options for Preliminary Site Plan and Floor Plan as single-line drawings showing size and layout of facility, room locations.
- ii Provide one (1) review meeting to review Conceptual Design options and select one conceptual design for site and floor plan layout to further develop in Part 2 services starting with Schematic Design.
 1. TAC and SPOA will review with Client using internet conferencing
 2. Make revisions as necessary based on Client changes
 3. Design options may or may not include the demolition of modular structures and portions of the main building.
- iii Provide one (1) follow up review meeting with Client using internet conferencing to verify conceptual design approval.

d. Deliverables

- i All drawings and reports to be provided as PDFs.
- ii Programming and Needs Assessment Report (USDA Preliminary Architectural Report)
- iii Conceptual Floor Plans showing room sizes and uses
- iv Conceptual Site Plans showing location of buildings, parking and any major site items

3. **Optional Part 1 Services**

a. Master Plan (optional)

- i For 10 year future expansion. Approval of this Option must be made prior to beginning the Programming and Needs Assessment work.
- ii Provide 2 meetings with Owner.
- iii Provide 2 master plan options. Select final masterplan layout
- iv Deliverables:
 1. Master Plan Report that includes: drawings showing general locations and functions of current and future functions, meeting minutes and priorities list

b. Public presentations (optional)

- i TAC can assist in a public presentation with concept sketches to either the Public or County Supervisors. This can occur during the programming or conceptual design work.
- ii Should the County request a colored 3-D rendering, this can be provided in a separate fee as it depends on the level of rendering County desires,
- iii Deliverables: TAC can provide the concept sketches developed with Cochise County representatives.

c. Public Charette (optional)

- i TAC can assist with a public charette to review the program and collect comments about the design options from the public
- ii Deliverables:
 1. Conceptual Floor Plans can be colored to assist the public in understanding the different functions
 2. Renderings can be provided as additional service if needed

d. Conceptual Construction Cost Estimates (optional)

- i This would be performed by a 3rd party professional cost estimator and based on the final selected conceptual design
- ii Engineering narratives will need to be performed by civil, structural, mechanical/ plumbing and electrical to assist the Cost Estimator in understanding the project.

- iii SPOA will provide a conceptual cost estimate for the animal equipment.
- e. Coordination with CMAR
 - i Should the County determine this is the Construction Delivery Method this service shall start during the Part I programming/ needs assessment tasks.

D. Part 1 Schedule

1. Basic Predesign Scope of Work: 3 - 4 months from notice to proceed
2. Master Plan Option: Add 1 month
3. Public Presentations and/ or Public Charette Options: Add 1 -2 months
4. Cost Estimate: To be completed within the work when the Master Plan or Public presentations occurs. Should the County decide to use CMAR, all cost estimates would be performed by the County's CMAR during the design process.

E. Professional Services for Part II (Schematic Design, Design Development, Construction Documents, Permit, Bid and Construction Contract Administration) Scope of Work and Fee to be provided after completion of Part 1

F. Assumptions and Additional Services

1. It is understood there is sufficient utility capacity for water.
2. It has been indicated by Owner that Arizona Public Service will need to provide additional transformer.
3. Environmental issues are not in scope of work and will be addressed by Owner.
4. Asbestos removal will be by Owner prior to any construction.
5. Photovoltaic design is not in scope of work.
6. Should Client request in-person review meeting beyond what has been proposed, the site visit can be provided at an additional cost of \$1500 per trip for The Architecture Company. Any additional trips by the Consultants shall be at cost plus 10%.
7. Any public presentations can be provided as Additional Service. Should the presentation occur in the late evening, an overnight hotel stay may be required.
8. Colored 3-D renderings can be provided as Additional Service. Fee will be determined based on level of rendering requested.
9. Should any Value Engineering occur, it is assumed that the Owner and Contractor agree that Value Engineering is a cooperative effort and includes Architect, Engineers, Owner and Contractor in determining what Value Engineered changes will occur prior to any modifications.

G. Estimated Reimbursables for Client Budgeting Purpose

1. Miscellaneous: All miscellaneous expenses incurred in connection with the Project will be billed at 1.10 times the invoice cost. These expenses typically include postage/ delivery, duplication and plotting for client review, public or governmental review, bid sets and expediting or third party review fees.
2. Travel: Reimbursable for travel, lodging and meals, etc., incurred in connection with the project will be billed at 1.10 times the invoice cost. Auto mileage will be billed at the mileage rate of \$0.65 per mile.
3. Agency Review Fees: Will be paid directly by Client.

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H. Fee

	TAC	SPOA	Civil	Structural	Mechanical/ Plumbing	Electrical	Total
Part I: Predesign Services							
a. Project Management	\$ 2,300.00						\$ 2,300.00
b. Programming & Needs Assessment	\$ 6,300.00	\$ 13,200.00	\$ -	\$ -	\$ -	\$ -	\$ 19,500.00
c. Measure and Model existing buildings	\$ 4,300.00						\$ 4,300.00
d. Conceptual Design	\$ 6,000.00	\$ 11,000.00					\$ 17,000.00
	\$ 18,900.00	\$ 24,200.00	\$ -	\$ -	\$ -	\$ -	\$ 43,100.00

	TAC	Cost Estimator	Civil	Structural	Mechanical/ Plumbing	Electrical	Total	Initial if Approved
Optional Services								
a. Master Plan and Report	\$ 7,000.00						\$ 7,000.00	_____
b. Public Presentation (1)	\$ 4,000.00						\$ 4,000.00	_____
c. Public Charette (1)	\$ 6,100.00						\$ 6,100.00	_____
d. Conceptual Cost Estimate with Engineer Narratives	\$ 1,500.00	\$ 2,750.00	\$ 2,871.00	\$ 2,090.00	\$ 2,750.00	\$ 1,650.00	\$ 13,611.00	_____
e. CMAR Coordination	\$ 1,900.00						\$ 1,900.00	_____

I. Hourly Bill Rates: The following hourly rates shall be charged as indicated below. All employees time spent in connection with the project will be included.

See Next Page for list of hourly bill rates for Architect and Consultants.

The Architecture Company's Authorized Representative:



Printed Name & Title: Richard F. Tom AIA, Principal

Date: June 15, 2023

Approved by Client Authorized Representative: _____

Printed Name & Title: _____ Date: _____

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HOURLY FEE RATE **Exhibit A**
 PROJECT: **Cochise County Animal Shelter**
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Company Name/ Discipline	Discipline	Billing Rate
The Architecture Company		
Architecture	Principal	\$ 170.00
	Project Manager	\$ 150.00
	Project Architect	\$ 130.00
	Project Designer/ Modeler	\$ 100.00
	Technical Assistant	\$ 85.00
	Clerical/ Administrative	\$ 70.00
Oracle Engineering		
Civil	Principal	\$ 125.00
	Project Manager	\$ 115.00
	Senior Project Engineer	\$ 100.00
	Civil Technician	\$ 80.00
	Clerical	\$ 60.00
Schneider Structural Engineering		
Structural	Principal	\$ 200.00
	Associate	\$ 150.00
	Project Manager	\$ 140.00
	Senior Engineer II	\$ 130.00
	Senior Engineer I	\$ 115.00
	Engineer II	\$ 105.00
	Engineer I	\$ 90.00
	Designer II	\$ 110.00
	Designer I	\$ 100.00
	Drafter II	\$ 85.00
	Drafter I	\$ 75.00
Administrative	\$ 60.00	
Professional Engineering Technologies		
Mechanical/ Plumbing	Principal	\$ 180.00
	Registered Engineer	\$ 165.00
	Field Engineer	\$ 145.00
	Design Engineer	\$ 130.00
	CAD Operator	\$ 90.00
	Administration	\$ 70.00
Electrical Design Associates		
Electrical	Principal	\$ 150.00
	Project Manager	\$ 140.00
	Senior Designer	\$ 120.00
	Designer	\$ 110.00
	Drafting	\$ 100.00
	Clerical/ Admin	\$ 100.00
Shelter Planners of America		
Shelter Consultants	Veterinary Consultant	\$ 165.00
	Shelter Architect	\$ 140.00
	Principal Architect	\$ 125.00
	Shelter Operations Consultant	\$ 115.00
	Project Manager	\$ 105.00
	Project Coordinator	\$ 95.00
	Draftsman	\$ 75.00
Clerical/ Admin	\$ 60.00	
Compusult		
Cost Estimator	Principal	\$ 125.00

End of Exhibit A