

11 Oct 16

Mayor Russell McClure/ Chief Thomas Vaughn  
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Southport, IN 46227

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RE: New Police Station

Gentlemen:

Please find below our proposal for final design and construction documents for a new police station of approximately 8,000 g.s.f., for The City of Southport (Client) on an existing site in Southport, IN. Brenner Design (Consultant) has outlined our scope of services in which we can be of assistance, and we look forward to working with you. It is understood that the Client's construction budget may be in the range of \$1M. This fee proposal does not include the previous fees for Phase I and II.

### SCOPE

The project will involve the design development, contract documents, bidding and project execution services. Construction costs will be estimated by others. Design services will begin in October of 2016, with construction to begin in July of 2017. The construction schedule is anticipated to be 6-8 months. Consultants will be selected at a later date to provide engineering services (Structural and Civil). Mechanical/Electrical design will be done on a design-build basis. The Client will furnish an updated ALTA Site Survey and all specific information on equipment needs.

### SERVICES

The Brenner Design Team will assist in finalizing the building plans and overall design aesthetic in collaboration with the Client and in accordance with City of Southport requirements. The Consultant will obtain proposals for Civil and Structural work and will contract with those engineers directly. All fees will be approved by the City of Southport and will be billed as a reimbursable cost. The Consultant will coordinate design efforts of the entire team.

### II. SCHEMATIC DESIGN PHASE

Based on the approved program, the Consultant will make final changes to the space plan. Two meetings are included in this phase.

### III. DESIGN DEVELOPMENT PHASE

Brenner Design will continue to develop the architectural design for the building based on the approved budget. The floor plans will be developed to provide the appropriate functional and aesthetic solutions. Brenner Design will propose selections for building finishes and materials. All mechanical, electrical and

plumbing requirements will be defined at this time.

Brenner Design will attend a maximum of 4 design meetings in addition to review meetings for 50% and 100% for this phase. The Design Development Phase will culminate with a formal presentation to the Client including:

1. Site plan showing building, site, service area and parking with proposed utility locations.
2. Architectural floor plan showing core and shell, partitions and door/window locations.
3. Reflected ceiling plan with proposed lighting layouts and fixture selections.
4. Building elevations.
5. Roof plan.
6. Interior elevations.
7. Finish plan.
8. Electrical/Data Location Plan.
9. Engineering plans (by others) to include:
  - a. Civil/Landscape Plan
  - b. Structural Concept

The Client will submit Design Development plans to the City of Southport for local approvals.

#### IV. CONSTRUCTION DOCUMENT PHASE

Work in this Phase is to prepare biddable, permittable architectural plans for the building and interior spaces to be fitted out. Based on the approved Design Development Package and budget the Design Team will complete the Construction Documents. We would provide the following services and drawings:

1. Site plan showing building, site work and utility locations and connections.
2. Architectural floor plans showing partition locations, partition types, dimensions, door and window locations.
3. Reflected ceiling plan showing walls, lay-in and drywall ceilings, lighting fixture types and locations, exit lights, emergency lights and HVAC grille locations.
4. Exterior building elevations and sections.
5. Millwork/Casework plans and details.
6. Finish plan and specifications.
7. Electrical, Data Location Plan.
8. Door, window schedules and Plumbing Riser Diagram
9. Written Architectural Specifications for materials and methods of construction.
10. Engineering plans (by others) to include:
  - a. Civil/Landscape plans (as needed) including plans and details.
  - b. Structural plans, schedules and details.
11. Brenner Design will file plans with the State for Design Release approvals. Local permits shall be obtained by the Contractor.

The Consultant and his or her personnel have no authority to exercise any control over any construction Contractors or other entities or their employees in connection with their work for any health or safety precautions. The Client agrees that the Contractor is solely responsible for jobsite safety, project schedule and warrants that this intent shall be made evident in the Client's agreement with the Contractor.

Brenner Design will submit plans at 50% and 100% of completion for review and approval by the Client.

V. BIDDING PHASE

Brenner Design shall send electronic contract documents to Clients' Contractor who will issue final documents for bid. Brenner Design will attend a pre-bid meeting to review the project with interested bidders. Brenner Design shall respond by addenda to requests for information and also send any addenda to Contractor for distribution. Brenner Design shall participate in the bid opening and bid evaluation process. Brenner Design will assist the Client in making recommendations on selection of subcontractors. Brenner Design will aid in evaluation of Contractor's actual construction bids.

VI. PROJECT EXECUTION PHASE

Brenner Design shall attend one pre-construction conference to review the scope of the project and answer questions. Brenner Design shall visit the site for project meetings at intervals appropriate to the stage of construction, typically bi-weekly. Twelve (12) site visits are included. Brenner Design and its consultants will review work for general compliance with documents, resolve field discrepancies, interpret documents, and provide additional information as required. The design team will review shop drawings and submittals for the project and conduct an architect's review (punch list) of construction. Brenner Design will assist with contract closeout (substantial completion) and complete a warranty review at 12 months post occupancy.

Contract Closeout

Brenner Design shall review the Operation and Maintenance Manuals submitted by the Contractor for the project. Contractor shall provide an "as-built" set of plans to the Client.

**FEES**

The services that were requested will be invoiced monthly based on percentage of completion of each phase of the work.

<b>TOTAL BASIC ARCH. FEES *</b>	<b>4.2% of Construction Cost</b>
<b>*Engineering Fees not included</b>	<b>TBD</b>
Finalize Schematic Design	15%
Design Development	20%
Construction Documents	45%
Bidding	5%
Project Execution	15%

Reimbursable Expenses

In addition to the professional fees, reimbursable expenses including consultants fees, mileage at IRS rate/mile, parking, postage, fax, plan reproductions, samples, renderings or any fees paid for securing approval of authorities having jurisdiction over the project shall be reimbursed to the architect. Site geotechnical will be completed by

Client. All reimbursable expenses will be billed at 1.15 times the cost.

Brenner Design proposes to accomplish the work within the hours estimated. Change in scope of work or any revision work will be invoiced on an hourly basis per the following hourly rate schedule:

<u>Position</u>	<u>Rate</u>
Principal	\$175
Associate Principal	\$150
Project Manager	\$125
Project Designer	\$100
CADD	\$ 85
Designer	\$ 75
Intern (Arch/Design)	\$ 55
Administrative:	\$ 50

Mayor McClure and Chief Vaughn, please call me after you have had a chance to review this proposal. We look forward to working with you. If this proposal is acceptable, I will forward an AIA B104 contract for your review.

Sincerely,



Diana M.H. Brenner, FAIA IIDA  
**Brenner Design Incorporated**  
President

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