

ATTACHMENT B

SCOPE OF SERVICES

The Architect's Basic Services consist of those described in Article 3 of the AIA B101 – 2007 and include usual and customary architectural, interior design, structural, mechanical, electrical, plumbing, and fire protection engineering.

The architect's additional services included for Fire Station 3 and 7 consist of those described in Article 4 of the AIA B101 – 2007 and include usual and customary landscape design, civil engineering, technology, audio visual, and security engineering services, geotechnical engineering, boundary and topographic survey, and detailed cost estimating.

Dewberry proposes for the following tasks to complete Architect's Basic Services and addition services:

- Task 1: Boundary and Topographic Survey (R.W Lamb & Associates)
- Task 2: Geotechnical Assistance and Oversight
- Task 3: N/A
- Task 4: Design Development
- Task 5: Construction Documents
- Task 6: Bidding
- Task 7: Construction Administration
- Task 8: Civil Engineering
- Task 9: Landscape Design
- Task 10: Technology / Security / AV Design
- Task 11: Cost Estimating

Detailed Approach

The following summarizes Dewberry's approach to the Project by Task, including major milestones and pricing.

Task 1: *Boundary and Topographic survey (R.W. Lamb & Associates)*

Research Record Documents

Tasks include researching of all recorded documents affecting the property such as warranty deeds, plats of survey (private & government), monument records, adjoiner deeds and other documents of record located in the county recorder's office. Dewberry will provide property access letter if needed. Collect Benchmark data for USGS elevation and Illinois State Plane Coordinate data for NGS monuments. Research City of Decatur records for underground utilities. Locate all above ground observable utilities in survey. Previous surveys by others will be used for this project.

Field Survey

- Search and locate existing and proposed property and section corners.
- Run field traverse to all existing and proposed property and section corners.
- Perform topographic survey of project site as per Dewberry survey requirements.
- Perform boundary survey as per "Illinois Minimum Standards for a Boundary Survey".

Office computations and final documents

- Close and adjust field traverse, compile all field data.
- Analyze existing property and section corner locations.
- Prepare Topographic Survey drawing. Provide AutoCAD (.dwg) drawings as per Dewberry survey requirements.

Assumptions: None.

Exclusions: Architect, Landscape Architect, Mechanical, Electrical, Plumbing, Technology/Security, and Civil Engineering

Deliverables:

- AutoCAD files
- Pointfiles, field notes, pictures on CD.

Price: Reference Price and Payment

Schedule: Completed within 4 Weeks of the start of the project.

Task 2: *Geotechnical Engineering (Ramsey Geotechnical Engineering)*

Dewberry to provide oversight and coordination of geotechnical engineering.

Assumptions: City of Decatur direct contracts with Ramsey Geotechnical Engineer.

Exclusions: Architect, Landscape Architect, Mechanical, Electrical, Plumbing, Technology/Security, and Civil Engineering

Deliverables: Electronic Files in PDF, TIFF, and/or JPG format

Price: Reference Price and Payment

Schedule: Completed within 3 weeks of the execution of contract.

Task 4: *Design Development*

The Architect will perform the following during Design Development based on the Owner's approval of the Design Concept dated September 23, 2019 – OPTION B. Reference AIA contract B101 – 2007 for additional information.

- Manage the design team
- Coordination of the MEP/T, Landscape Architect, and Civil Engineering work
- Further develop the elevations, wall sections, and floor plans.

- Update interior design and selection of finishes
- Engineers will develop equipment sizes and drawings based on the design approach established for Decatur Fire Station 5 and updated with modifications.
- Update the Cost Estimate

Assumptions: N/A

Exclusions: Furniture, Furnishings and Equipment (by owner)

Deliverables: Design Development Drawings and specifications MEP/T, Civil, Landscape, and Architectural plans, elevations, sections, details, and cost estimate

Price: Reference Price and Payment

Schedule: Completed within 4-5 weeks of the start of Task 4.

Task 5: Construction Documents

The Architect will perform the following during Construction Documents based on the Owner's approval of the Design Development Documents. Reference AIA contract B101 – 2007 for additional information.

- Manage the design team
- Coordination of the MEP/T, Landscape Architect, and Civil Engineering work
- Complete the plans, elevations, sections and details
- Finalize interior design and selection of finishes
- ADA signage drawings completed.
- Write the notifications for bidding and proposal forms; review documents with the Owner
- Create specifications for bidding and permit review.

Assumptions: N/A

Exclusions: Furniture, Furnishings and Equipment (by owner)

Deliverables: Construction Document Drawings and specifications for MEP/T, Civil, Landscape, and Architectural plans, elevations, sections, and details. Drawings and specifications will be ready for Permit review and Bidding.

Price: Reference Price and Payment

Schedule: Completed within 4-5 weeks of the start of Task 5.

Task 6: Bidding

The Architect will perform the following during Bidding based on the Owner's approval of the Construction Documents. Reference AIA contract B101 – 2007 for additional information.

- Manage the design team
- Assist in obtaining competitive bids
- Hold a Pre-Bid conference
- Respond to any Request for Information (RFI) during the bidding cycle.
- Attend the bid opening

- Review the bids and make a recommendation to the City Council for approval for the construction of Fire Station 3 and 7

Assumptions: N/A

Exclusions: Furniture, Furnishings and Equipment (by owner)

Deliverables: Bid review and recommendation

Price: Reference Price and Payment

Schedule: Completed in accordance with the City of Decatur bidding and procurement rules and regulations.

Task 7: Construction Administration and Management

The Architect will perform the following during Bidding based on the Owner's approval of the Construction Documents. Reference AIA contract B101 – 2007 for additional information.

- Manage the design team
- Write the General Contractor agreement on behalf of the City of Decatur
- Manage construction cost information and update as required through the duration of construction.
- Review Construction Shop Drawings
- Attend weekly construction meetings. Total of 42 site visits plus 8 additional miscellaneous meetings for each facility.
- Respond to any Request for Information (RFI)
- Review pay applications from the Contractor
- Review construction schedule with the Owner and Contractor
- Perform a punchlist and review the corrected work. (2 visits) each facility.
- Perform project closeout and issue Substantial Completion letter to the City of Decatur.
- Provide monitoring of contractor completion of MBE Goals as stipulated in the Bid Documents.

Assumptions: N/A

Exclusions: Furniture, Furnishings and Equipment (by owner)

Deliverables: Field Construction reports for every site visit, month pay application, punchlist and Letter of Substantial Completion

Price: Reference Price and Payment

Schedule: Substantial Completion is expected to be complete ten months after start of construction.

Task 8: Civil Engineering

Design Development:

- Task Management: Manage the civil site task including coordination with subconsultant surveying firm to conduct the boundary survey of the project site, coordination with other disciplines, and civil discipline quality assurance checks.
- Topographic survey of site.
- Preparation of preliminary design elements including site grading plan and drainage/utility plan. This task will include preparation of basic grading designs, storm water collection/detention designs, and utility connection planning. Preparation of Site Development Plan was done in Site Plan Review/Conditional Use Permit phase.
- Deliverable: 50% drawings including Site Development Plan, Grading Plan and Drainage & Utility Plan.

Construction Documents:

- Task Management: Coordinate and manage the civil site task in the production of the out-for-bid (OFB) set of plans. This will include coordination with other disciplines, design related meetings/conference calls (assumed 2 meetings during this phase), and discipline quality assurance checks.
- Update and finalize civil site related calculations that were prepared in DD.
- Prepare civil site plan sheets including existing site plan, site demolition plan, erosion control plan, site grading plan, site development plan, site drainage/utility plan, and site details.
- Prepare civil site related specifications.
- Deliverable: 95% and OFB sets of plans and specifications.

Bidding Phase:

- Answer bidder questions that arise from Pre-Bid Meeting (assume civil site task will not attend).
- Contribute to preparation of project addenda for revised design elements.

Construction Administration

- Respond to construction Requests for Information
- Construction Site Visits: An estimated two (2) site visits for the civil designers to review construction progress is assumed.
- Punch List Visit: An estimated one (1) site visit for the civil designers to review substantial completion progress is assumed.

Assumptions: N/A

Exclusions: Additional site visits in excess of three (2) during construction.

Deliverables: Field Construction reports for every site visit, and punchlist. Schematic design narrative, design development drawings and specifications, construction documents for permit and bidding

Price: Reference Price and Payment

Schedule: Substantial Completion is expected to be complete ten months after start of construction.

Task 9: *Landscape Design (Schoppe Design Associates, Inc.)*

Research and Analysis

Using information gathered during the Program Phase, SDA will inventory readily available existing data and physical site information including:

- Architectural drawings
- Proposed site plan
- Landscaping Ordinances
- Engineering plans

Concept Phase

Using the information gathered during the program phase and the research and analysis phase, SDA will:

Prepare one overall schematic landscape design illustrating the scale, type, and organization of the proposed site and landscape improvements plantings. Items which will be considered in preparing the schematic plans will be:

- Parking lot landscaping
- Right-of-way plantings
- Foundation plantings

Prepare a concept level cost opinion of our schematic design using our generic system costs and an appropriate construction contingency.

Review schematic design and cost information with you and with the owner (one WebEx meeting included).

Revise the schematic design per the review with you and the owner (one revision included).

Assumptions: N/A

Exclusions: Revisions to previously completed or approved phases of service.

Deliverables: Schematic Design and Construction Documents

Price: Reference Price and Payment

Schedule: Substantial Completion is expected to be complete ten months after start of construction.

Task 10: Technology / Security / AV Design

Data/Voice Structured Cabling System Planning and Design

The Structured Cabling System scope of work shall include ANSI/EIA/TIA Standards Compliant cabling systems (Category 6, fiber, etc.), telecommunications and equipment room layouts and cross-connect fields, Transient Voltage Surge Suppression (TVSS), Work Area Outlet (WAO) floor plans, cable tray distribution, CATV distribution, fiber optic connections, and riser diagrams. This Scope of Work includes technical specification writing, detailed CAD drawing development, coordination of WAO placement and furniture design, review of proposals and shop drawings submittals, interim and final inspection and approval of certified structured cabling system testing for 20-year warranty.

Infrastructure will be designed for a future station alerting system.

Assumptions: N/A

Exclusions: Station alerting system.

Deliverables: Field Construction reports for every site visit, and punchlist. Schematic design narrative, design development drawings and specifications, construction documents for permit and bidding

Price: Reference Price and Payment

Schedule: Substantial Completion is expected to be complete ten months after start of construction.

Task 11: Cost Estimating

The Architect will prepare a cost estimate at the end of Design Development through review meeting with Architect, MEP/T, Structural and Civil engineers to compile information required to perform a cost estimate. The cost estimator will use drawings and specifications to estimate the Design Development.

Dewberry will perform a second cost estimate at the completion of 75% of Construction Documents using drawings and specifications provided by the Architect, MEP/T, Structural and Civil engineers.

Assumptions: N/A

Exclusions: Estimate during Schematic Design

Deliverables: Design Development Estimate, 75% Construction Document Estimate

Price: Reference Price and Payment

Schedule: Each estimate will take 10 - 15 days to complete.