

October 15, 2015



Scott Cope
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309-3033

RE: Rochester Hills City Hall – Site and Building Improvements for Fire Stations 1,2,3 & 5

Dear Scott,

Thank you for considering H2A architects to provide construction administration services for fire stations 1,2,3,&5.

The scope of the project includes upgrades at each of the fire stations, varying from renovations, to renovations with additions. Generally each station will have updated administrative areas, fitness areas, restroom and shower areas, dormitory areas and with the exception of station 1, kitchen and outdoor eating areas. Upgrades include electrical, mechanical and plumbing systems along with site components. Structural upgrades include new additions, mezzanines, roof structures new windows and doors in existing walls and enlargement of overhead doors. Temporary trailers will be provided for fire fighters quarters during the construction period at some stations.

Our services will include construction administration for all (4) stations including review of shop drawings, assisting in resolving construction issues, answering questions thru the RFI process, preparation of bulletins* for changes in work, observation of construction work in accordance with the construction documents, attending progress meetings as-needed, reviewing pay-requests and change orders as-needed, preparing final punch lists, reviewing project close-out documents. These services shall be provided for under our 'on-call' contract and shall include the services provided by H2A and our consultants which include structural engineering, mechanical and electrical engineering. Civil engineer shall be provided by our consultants on an 'as-needed' basis.

We understand the schedule should move along promptly with all work completed in approximately 12 months.

Our fees for the services described shall be billed hourly with a not-to-exceed set at \$86,335.00.

Please review the attached Design Services Agreement it includes a breakdown of services and related fees. It should be signed and returned to H2A Architects and will serve as our authorization to proceed.

Sincerely,

A handwritten signature in black ink, appearing to read 'JH', with a stylized flourish extending to the right.

Jackie Hoist, AIA
Project Manager

JSH/jsh

*Allowance of 24 hours for bulletins, actual circumstances may vary requiring revisions to drawings that exceed allowance.

Z:\Bd\Rochester Hills On-call\Fs 1,2,3 & 5\proposal letter.docx




2015 Rate Schedule:

<u>Category</u>	<u>Rate</u>
Project Manager	\$93.00/hour
Registered Architect	\$93.00/hour
Construction Administrator (CA)	\$66.00/hour
CAD Tech	\$57.00/hour
Clerical	\$41.00/hour
Intern	\$15.00/hour
<u>Subcontracted-Consultants</u>	
Engineer Structural	\$142.00 - \$180.00/hr.
Engineer Structural CA	\$95.00/hr.
Engineering Designer	\$94.00 - \$122.00/hr.
Engineering CAD	\$56.00 - \$82.00/hr.
Engineering Clerical	\$67.00/hr.
Engineer Electrical CA	\$140.00/hr.
Engineer Electrical	\$115.00 - 118.00/hr.
Engineer Mechanical CA	\$110.00/hr
Engineer Mechanical	\$104.00 - 107.00/hr./hr.
Engineering CAD	\$60.00 - \$82.00/hr.
Engineering Specifications	\$115.00/hr.
Engineering Clerical	\$52.00 - \$55.00/hr
Engineer Civil	\$100.00 - \$139.00/hr.
Engineer Civil CA	\$135.00/hr.
Engineer Survey	\$75.00 - \$129.00/hr.
Project Surveyor	\$67/hr.
Engineering CAD	\$68.00/hr.
Engineering Clerical	\$62.00/hr.
Technicians and CAD	\$45.00 - \$88.00/hr.
Staff Professionals	\$110.00 - \$144.00/hr.
Principal Engineer	\$165.00/hr.
Senior Staff	\$180 - \$216.00
Landscape Architect	\$103.00/hr.
Specifications Certified Specialist	\$115.00/hr.

Service Fee Proposal

October 15, 2015

H2A Architects
 9100 Lapeer Rd, Suite B
 Davison, MI 48423
 p 810.412.5640
 c 810.287.6890



CLIENT: City of Rochester Hills - Fire Stations 1, 2,3 & 5.
PROJECT DESCRIPTION: Site and Building Improvements at Fire Stations 1,2,3 and 5.

PROFESSIONAL SERVICES REQUESTED: Prepare construction drawings and specs for new stair and roof hatch.

Scope of Work:

- Schematic
- Design Development
- Construction Drawings and Specifications
- Bidding and Award Assistance
- Construction Administration
- Other

Schedule: Construction to begin immediately and extend for approximately 12 months.

Deliverables:	None	Hours	Dollars
#1 On-site field visits 12 months, bi-monthly		96	\$9,272.00
#2 Shop Drawing & submittal Review		384	\$35,581.00
#3 RFI's (24) RFI's		48	\$4,974.00
#4 Bulletins (12) bulletins*		24	\$2,556.00
#5 Color Submittals		40	\$3,382.00
#6 Construction Issues		36	\$3,602.00
#7 Progress Meetings		12	\$1,008.00
#8 Pay Requests		12	\$1,116.00
#9 Change Order Review		12	\$1,116.00
#10 Coordination of consultants		24	\$2,232.00
#11 Communications, incl phone and email		100	\$10,212.00
#12 Punch List		32	\$3,314.00
#13 Clerical and observation documentation		96	\$7,490.00
Total		916	\$85,835.00
Reimbursables Estimate - mailing			\$500.00
Total Project Fee			\$86,335.00

*24 hours allowed for bulletins, actual circumstances may vary requiring revisions to drawings that exceed allowance.

Submitted by: **Jackie Hoist** Requested by: **Scott Cope**
 H2A Architects

Client Approval by: _____ Client Purchase Order No. _____

Z:\B04\Rochester Hills On-call\FS 1,2,3 & 5\Service Fee Agreement RH FS 1 2 3 5.rds\Sheet1

Arch	Hours	Cost	Staff	Hours	Cost	Struct	Hours	Cost	Mech	Hours	Cost	Elect	Hours	Cost	Civil	Hours	Cost
\$ 93.00	28	\$ 2,604	\$ 66.00	28	\$ 1,848	\$ 95.00	4	\$ 380	\$ 110.00	20	\$ 2,200	\$ 140.00	16	\$ 2,240	\$ 135.00	0	\$ -
\$ 93.00	90	\$ 8,370	\$ 66.00	141	\$ 9,306	\$ 95.00	30	\$ 2,850	\$ 110.00	72	\$ 7,920	\$ 140.00	90	\$ 7,000	\$ 135.00	1	\$ 135
\$ 93.00	16	\$ 1,488	\$ 66.00	6	\$ 396	\$ 95.00	4	\$ 380	\$ 110.00	12	\$ 1,320	\$ 140.00	8	\$ 1,120	\$ 135.00	2	\$ 270
\$ 93.00	8	\$ 744	\$ 66.00	2	\$ 132	\$ 95.00	2	\$ 190	\$ 110.00	6	\$ 660	\$ 140.00	4	\$ 560	\$ 135.00	2	\$ 270
\$ 93.00	18	\$ 1,674	\$ 66.00	18	\$ 1,188	\$ 95.00	0	\$ -	\$ 110.00	2	\$ 220	\$ 140.00	2	\$ 280	\$ 135.00	0	\$ -
\$ 93.00	12	\$ 1,116	\$ 66.00	6	\$ 396	\$ 95.00	4	\$ 380	\$ 110.00	8	\$ 880	\$ 140.00	4	\$ 560	\$ 135.00	0	\$ -
\$ 93.00	8	\$ 744	\$ 66.00	4	\$ 264	\$ 95.00	0	\$ -	\$ 110.00	0	\$ -	\$ 140.00	0	\$ -	\$ 135.00	0	\$ -
\$ 93.00	12	\$ 1,116	\$ 66.00	0	\$ -	\$ 95.00	0	\$ -	\$ 110.00	0	\$ -	\$ 140.00	0	\$ -	\$ 135.00	0	\$ -
\$ 93.00	24	\$ 2,232	\$ 66.00	0	\$ -	\$ 95.00	0	\$ -	\$ 110.00	0	\$ -	\$ 140.00	0	\$ -	\$ 135.00	0	\$ -
\$ 93.00	34	\$ 3,162	\$ 66.00	20	\$ 1,320	\$ 95.00	2	\$ 190	\$ 110.00	20	\$ 2,200	\$ 140.00	20	\$ 2,800	\$ 135.00	4	\$ 540
\$ 93.00	6	\$ 558	\$ 66.00	6	\$ 396	\$ 95.00	4	\$ 380	\$ 110.00	8	\$ 880	\$ 140.00	4	\$ 560	\$ 135.00	4	\$ 540
\$ 93.00	34	\$ 3,162	\$ 66.00	58	\$ 3,828	\$ 95.00	0	\$ -	\$ 110.00	2	\$ 220	\$ 140.00	2	\$ 280	\$ 135.00	0	\$ -
	302		289		59					150		110				15	
H2A																	
Snyder & Staley																	
D'Climente Siegel																	
ROWE As-Needed																	