

CHMP, INC.
5198 TERRITORIAL ROAD
GRAND BLANC, MI 48439



TELEPHONE (810) 695-5910
FACSIMILE (810) 695-0680

Date: July 24, 2014
Revised August 19, 2014

City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI. 48309

Work Order No.: 008

CHMP Job No: 14002200

FIRE DEPARTMENT STATION UPGRADES

PROJECT DESCRIPTION:

The City of Rochester Hills Fire Department is seeking upgrade (4) existing Fire Stations (Stations 1, 2, 3, & 5) and replace Station 4 to address the needs of a full time staff including female firefighters. The needs include a deficiency of space to house "state-of-the-art" firefighting equipment. The existing stations were originally designed for a men's only "on call" Fire Department resulting in the lack of adequate sleeping and living space. Using the findings and needs as defined within the Preliminary Design Report prepared by CHMP, Inc. dated July 18, 2014 including dormitory upgrades for Station 1, the scope of this work order includes professional design services in accordance with the "Standard Form of Agreement Between Owner and Architect (AIA Document B101-2007) – Exhibit A attached for Stations 1 thru 5 as follows: Schematic Design; Design Development; Construction Document Phase; Bidding Phase; and Construction Administration Services. The Project Budget has been established at 6.8 million dollars to include all costs associated with this project.

TARGETED STATIONS

STATION NO. 1	1111 Horizon Court
STATION NO. 2	1251 E. Auburn
STATION NO. 3	2137 W. Auburn
STATION NO. 4	2723 Walton Blvd.
STATION NO. 5	251 E. Tienken

SCOPE OF SERVICES

Note: A detailed description of the services identified below are provided in the Standard Form of Agreement Between Owner and Architect (Exhibit-A) attached. This document is referenced into and shall become binding as part of this agreement.

TASK I SCHEMATIC DESIGN September 9, 2014 – September 29, 2014

- A. This task will consist of further development of the concept drawings and outline specifications as shown in the Preliminary Design Report. Meetings with the Fire Chief Staff and Design Team will further define the design in greater detail. Task I will also include meeting with City Planning Officials to review the concept site plans relative to compliance with applicable zoning requirements and strategizing for the site plan approval process as we move forward. The product of this task will include further refinement of the Preliminary Design Report prepared by CHMP, dated July 18, 2014.

TASK II SITE PLAN REVIEW September 30, 2014 – December 23, 2014

- A. This task will consist of taking the approved preliminary site plans and providing final engineering including site grading & utilities, storm management system, soil erosion control measures, site lighting, and landscaping. In accordance with City of Rochester Site Plan Review process, we will represent the City at the administrative review mtg., preliminary site plan review mtg, and final site plan review mtg. Plans will be completed in accordance with City Planning/Zoning requirements as well as all applicable Oakland County requirements and issued to appropriate agencies as required to secure all necessary plan approvals.

TASK III DESIGN DEVELOPMENT September 30, 2014 – November 3, 2014

- A. During this phase the Design Team will commence with development of detailed architectural, structural, mechanical, plumbing, electrical, and fire protection drawings and written specifications. In-house quality control reviews and project coordination meetings will be conducted. Construction cost will be updated. The Design Development package will be reviewed with the Owner including securing Owner approval prior to commencing with Task IV.

TASK IV CONSTRUCTION / BIDDING DOCUMENTS November 4, 2014 – December 23, 2014

- A. This task will be a continuation of development of the detailed architectural, structural, mechanical, plumbing, electrical, and fire protection drawings and written specifications. In-house quality control reviews and project coordination meetings will once again be conducted. Construction cost estimates will be finalized. The Construction Documents will be reviewed with the Owner including securing Owner approval prior to issuance for bidding. Final documents will also be issued to the City of Rochester Hills for plan review/approval prior to issuance for bidding.

TASK V BIDDING SERVICES January 6, 2015 – January 27, 2015

- A. Working in concert with the City of Rochester Hills Purchasing Department, the Bidding Procedures, Bidder Requirements, and Project advertisement will be incorporated into the final bidding documents. The project will be advertised in accordance with City policies. CHMP will attend a prebid meeting on behalf of the City for review of the project scope. We will respond to questions raised during the bidding period and assist the City in issuance of addenda if required. Under this task the Design Team will review on behalf of the City the bids received for completeness, qualifications, and manpower of the low bidder. We will make a recommendation for award based upon this review.

TASK VI CONSTRUCTION ADMINISTRATION January 28, 2015 – January 28, 2016

- A. Under this task our Design Team will conduct a preconstruction meeting with the General Contractor and subcontractors to initiate project procedures and protocol. Services will include attendance at biweekly progress meetings including periodic site inspections. We

will review and respond to "Requests for Information" issued by the Contractor, and if necessary develop Bulletins and proposal requests. Our team will review and approve all submittals and shop drawings. We will assist the Owner in final color selections for all specified finishes. On behalf of the City we will review and approve Contractor issued payment applications including all associated support documentation. At the completion of the project our Team will conduct a final punchlist identifying all outstanding work including defects discovered. We will assist the Owner with gathering closeout documents and issue the certificate of substantial completion when the Contractor has fulfilled all closeout requirements.

REQUIRED DELIVERABLES:

Task I	(1) electronic copy and (3) hard copies of Schematic Design Drawings and Outline Specification
Task II	(1) electronic copy and (3) hard copies of final site drawings (not including hard copies required for site plan approval process.
Task III	(1) electronic copy and (3) hardcopies of Design Development Drawings and Specifications along with updated Construction Costs
Task IV	(1) electronic copy and (3) hardcopies of Design Development Drawings and Specifications along with updated Construction Costs (not including hard copies required for building plan approval process)
Task V	Electronic copy of final bidding documents for issuance on MITN
Task VI	Copies of all Contractor submittals and final as-built drawings

PROJECT SCHEDULE:

Following dates are based upon a Notice to Proceed issued not later than August 28, 2014:

Task I	September 9, 2014 – September 29, 2015
Task II	September 30, 2014 – December 23, 2014
Task III	September 30, 2014 – November 3, 2014
Task IV	November 4, 2014 – December 23, 2014
Task V	January 6, 2015 – January 27, 2015
Task VI	January 28, 2015 – January 28, 2016

COMPENSATION:

Compensation for professional architectural/engineering services shall be on the basis of Seven and One-Half percent (7.5%) of total construction cost. The current estimated construction costs of all projects combined is \$5,600,000.00. The professional fee based upon this preliminary cost is **\$ 420,000.00 (Four Hundred Twenty Thousand and No/100 Dollars)** and would be distributed as follows:

TASK I	\$ 42,000.00	(10% of base fee)
TASK II	\$ 50,400.00	(12% of base fee)
TASK III	\$ 92,400.00	(22 % of base fee)
TASK IV	\$126,000.00	(30% of base fee)
TASK V	\$ 12,600.00	(3% of base fee)
TASK VI	<u>\$ 96,600.00</u>	(23% of base fee)
TOTAL FEE	\$420,000.00	(100% of base fee)

Note: Fees include preliminary surveying expenses, geotechnical expenses, and printing expenses as described under deliverables. Professional fee excludes plan review fees.

APPROVED BY:

City of Rochester Hills

(signature)

(printed name & Title)

APPROVAL DATE:

CHMP Inc.



(signature)

Gregory N. Mason V.P.

(printed name & title)