



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:25 PM) Professional Services Agreement with Coates Design, Inc., for Design Services for the New Police Station and Municipal Court Building Project - Public Works,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward the professional services agreement with Coates Design, Inc., for approval with the May 14, 2019 Consent Agenda.

SUMMARY:

Consideration of a professional services agreement with Coates Design, Inc., for final design services associated with the Police Station and Municipal Court Building Project. On March 26, 2019, the City Council approved the formal Purchase and Sale Agreement for the existing Harrison Medical Building as the site for a facility to replace the current police station and the municipal court leased building. Now that the site has been selected, the City will move forward with the detailed design for the facility's retrofit. This contract will provide services to complete design of the project including construction documents and services through construction contract bidding. There are also limited services included during construction with the contract option to included additional services as needed by the City.

FISCAL IMPACT:

Amount:	\$672,628.00
Ongoing Cost:	
One-Time Cost:	\$672,628.00
Included in Current Budget?	Yes

BACKGROUND:

Coates Design, Inc., was selected in 2016 to prepare evaluations, complete a space needs analysis, and perform general design services. Coates has completed a space needs analysis and several evaluations of proposed sites, including the Harrison Medical Building.

On March 26, 2019, the City Council approved the formal Purchase and Sale Agreement for the existing Harrison Medical Building as the site for a facility to replace the current police station and municipal court leased building. The City has negotiated a contract with Coates Design, Inc., to complete design services for the Police Station and Municipal Court Building Project. The proposed Professional Services Agreement is attached and is in an amount not to exceed \$672,628.

For more information, see the project webpage:

<http://www.bainbridgewa.gov/528/Police-Station-and-Municipal-Court-Build>

ATTACHMENTS:

[PSA with Coates Design, Inc., for Design of Police Station and Municipal Court Building](#)

[Fee Projection Summary, Summary Worksheet, and Architectural Fee Worksheet](#)

FISCAL DETAILS:

Fund Name(s): Capital Construction Fund

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and Coates Design, Inc., a Washington State corporation, (“Consultant”).

WHEREAS, the City needs professional services in connection with architectural, civil, structural, mechanical, electrical, and landscape architectural drawings as well as construction cost estimating services for the design and construction documents necessary to complete the Police Station and Municipal Court Building Project; and

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2021, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant for such services:

Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of six-hundred seventy-two thousand six-hundred twenty-eight dollars (**\$672,628**);

Fixed Sum: a total amount of \$ _____;

Other: \$ _____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

D. If the services rendered do not meet the requirements of this Agreement, the Consultant shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

4. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants, and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall the Consultant claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

10. INSURANCE

The Consultant shall maintain insurance as follows:

- Commercial General Liability as described in **Attachment B**.
- Professional Liability as described in **Attachment B**.
- Automobile Liability as described in **Attachment B**.
- Workers' Compensation as described in **Attachment B**.
- None.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager

To the Consultant: Coates Design Inc.
900 Winslow Way, Suite 210
Bainbridge Island, WA 98110
Attention: Matthew Coates

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

COATES DESIGN, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Morgan Smith, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A SCOPE OF WORK

BASIC SERVICES

The CONSULTANT'S services shall consist of the four (4) phases described below and shall include normal architectural, civil, structural, mechanical, electrical, landscape architectural drawings as well as construction cost estimating services for the design and construction documents necessary to complete the Police Station and Municipal Court Building Project ("Project"). The CONSULTANT shall design a functional facility including all ingress, egress, parking, and landscaping required by code to serve the needs of the Project.

1. SCHEMATIC DESIGN PHASE

The CONSULTANT shall begin work in the Schematic Design Phase upon notice to proceed issued by the City. Based on the mutually agreed upon program, schedule, and budget requirements, the CONSULTANT shall prepare, for approval by the City, schematic design documents consisting of documents illustrating the scale of Project components and their basic relationship. These documents shall consist of the following:

- Preliminary Site Plan;
- Preliminary Floor Plans with overall dimensions;
- Preliminary Exterior Building Elevations;
- Preliminary Building Section(s); and
- Preliminary Structural, Civil, Mechanical, Electrical, Plumbing, and Landscape Drawings

2. DESIGN DEVELOPMENT PHASE

The CONSULTANT, upon the City's approval of the schematic design documents and statement of probable costs, will continue to develop the architectural, civil, structural, mechanical, plumbing, electrical, and landscape drawings. These documents shall consist of the following:

- Building Code Review Summary;
- Site Plan;
- Floor Plans;
- Preliminary Life Safety Plans;
- Exterior Building Elevations;
- Building Sections;
- Typical Exterior Wall Section(s);
- Reflected Ceiling Plans;
- Preliminary Finish Plans;
- Window and Door Schedules;
- Structural, Mechanical, Electrical and Plumbing Engineering Drawings;
- Landscape Planting Plan; and
- Outline Specifications.

The CONSULTANT will incorporate documents regarding demolition, debris disposal, repair and restoration requirements. This phase of the work will develop the building's character and finishes. A meeting with the Fire Marshall and Building Official will be held to review the design during this phase. Additionally, the CONSULTANT will submit an updated statement of probable costs to the City for review and approval.

3. CONSTRUCTION DOCUMENT PHASE

Based on the approved design development documents, including revisions, the CONSULTANT shall prepare, for approval by the City, permitting and construction documents setting forth the requirements for the construction of the Project.

The CONSULTANT shall identify all necessary permits and approvals from governmental authorities which will be needed to construct the Project. The Contractor shall apply for all necessary permits after award of the Project (said permit fees to be paid by the City). The CONSULTANT shall render such professional services and advice to assist in applying for said permits or approvals.

The CONSULTANT will develop the detailed construction drawings and specifications to construct the Project, including detailed architectural, civil, landscape, structural, mechanical, and electrical drawings and specifications. These documents shall consist of the following:

- Building Code Review Summary;
- Site Plan;
- Demolition Plans;
- Floor Plans;
- Life Safety Plans;
- Exterior Building Elevations;
- Building Sections;
- Wall Section(s);
- Reflected Ceiling Plans;
- Interior Finish Plans;
- Window and Door Schedules;
- Civil, Structural, Mechanical, Electrical and Plumbing Engineering Documents;
- Landscape Planting / Irrigation Plans; and
- CSI Three Part Specifications, Applicable Sections Division 1 through 48.

Additionally, a final statement of probable costs will be submitted to the City for review and approval.

4. BIDDING / NEGOTIATIONS PHASE

Following the City's approval of the construction documents ("Construction Documents" shall mean the entire contract for construction, including responding to all questions by prospective bidders, all addendums or alterations thereto, drawings and technical specifications, and the latest Statement of Probable Construction Cost), the CONSULTANT will provide the City with bid-ready documents and assist in the selection of a contractor after bids are received. Services include a review of contractor proposals, review of contractor's submitted credentials, and analysis and recommendations to assist the City in its selection of a contractor.

SERVICES DURING CONSTRUCTION

The CONSULTANT will assist, as requested by the City, in the administration of the construction contract by reviewing and approving technical submittals, responding to RFI's, issuing design directives, and evaluating proposed changes. All Construction Phase services will be billed hourly as an additional service, at the billing rates specified in the attached Architectural Fee Worksheet, dated March 21, 2019.

ADDITIONAL SERVICES

The following services, though they could be provided by the CONSULTANT, will only be performed if requested by the City in writing and such services will be billed hourly, as additional services.

- Sustainable Design Services/Documentation;
- Specialized Lighting;
- Record Drawings;
- Renderings;
- Interior Design Services/Furnishings Procurement;
- Acoustical Engineering;
- Securing Multiple Bids;
- Value Engineering;
- Constructability Review Participation;
- Full Construction Administration Services;
- Graphics;
- Energy Life Cycle Analysis;
- Hazardous Material Consultation;
- Geotechnical Investigation;
- Indoor Air Quality;
- Preparation of Documents for Special Permits or Zoning Approvals; and/or
- Revising Previously Owner Approved Drawings.

FEES AND RATES

In accordance with the terms of this Agreement, the CONSULTANT shall perform the services as specified in this scope of work. The City shall compensate the CONSULTANT on an hourly basis, plus actual expenses, but not more than a total of six-hundred seventy-two thousand six-hundred twenty-eight dollars (**\$672,628**), in accordance with the terms of this Agreement as well as with the terms of the three attached documents dated March 21, 2019: Fee Projection Summary, Summary Worksheet, and Architectural Fee Worksheet.

**ATTACHMENT B
INSURANCE REQUIREMENTS**

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

Before commencing work and services, the Consultant shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

FEE PROJECTION SUMMARY

Basic Services			
		<u>Architectural Services</u>	<u>MEP/Structural Engineering</u>
Schematic Design	18%	\$79,100	\$51,973
Design Development	20%	\$86,580	\$59,057
Construction Documents	31%	\$130,000	\$95,737
Bid/Negotiation	2%	\$8,680	\$5,884
Total		\$304,360	\$212,651
Total Basic Services Schematics through Bid/Negotiation			\$517,011

Required Additional Services by Phase*			
Schematic Design	18%	\$39,452.22	
Design Development	20%	\$43,835.80	
Construction Documents	31%	\$67,945.49	
Bid/Negotiation	2%	\$4,383.58	
Total Req Add'l Srvs Schematics through Bid/Negotiation			\$155,617

Total Schematics through Bid/Negotiation			\$672,628
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***List of Required Additional Services**

Discipline

Specialized Design (MWL)

Estimating

Landscape Design

Civil Engineering

Communications Design (Technology)

Topographic Survey

SUMMARY WORKSHEET

100 PRE-DESIGN (Phase Completed)
 Arch.+ Consult. - Basic Service \$0

Add. Service + 10% with Mark-up

PROPOSED COMPENSATION

200 SITE ANALYSIS (Phase Completed)
 Arch.+ Consult. - Basic Service \$0

Add. Service + 10% with Mark-up

PROPOSED COMPENSATION

300 SCHEMATIC DESIGN
 Arch.+ Consult. - Basic Service \$131,073

Add. Service + 10% with Mark-up \$39,452

PROPOSED COMPENSATION **\$170,525**

400 DESIGN DEVELOPMENT
 Arch. + Consult. - Basic Service \$145,637

Add. Service + 10% with Mark-up \$43,836

PROPOSED COMPENSATION **\$189,473**

500 CONTRACT DOCS.
 Arch. + Consult. - Basic Service \$225,737

Add. Service + 10% with Mark-up \$67,945

PROPOSED COMPENSATION **\$293,682**

600 BID / NEGOTIATION
 Arch. + Consult - Basic Service \$14,564

Add. Service + 10% with Mark-up \$4,384

PROPOSED COMPENSATION **\$18,948**

700 CONTRACT ADMIN./CLOSEOUT (Hourly)
 Arch. + Consult. - Basic Service \$0

Direct Exp. with Mark-up

PROPOSED COMPENSATION

PROJECT TOTAL (PHASES 3-6)
 Total Arch. + Consult. - Basic Service \$517,011

Add. Service + 10% with Mark-up \$155,617

Total Fee Schematics Through Bidding **\$672,628**

Reimbursable Allowance \$ 15,000

ARCHITECTURAL FEE WORKSHEET

COATES Design Architects		PIC	PM	PA	OA	SPEC	ADMIN
Responsibilities:							
Client contact		x	x				
Project agreements		x	x				
Consultant coordination			x				
Invoice review		x	x				
Staffing projections		x	x				
Budget / schedule monitor			x				
Meeting agenda / minutes			x			x	
Code research				x			
Materials research			x	x			
Specification production			x			x	
Drawing production			x	x	x		
CADD Lead				x			
Project filing				x			
Check set maintenance				x			
Print/plot/repro coord.							x
Permit intake coordination			x				
Billing Rate		\$180.00	\$160.00	\$120.00	\$180.00	\$160.00	\$120.00
300 SCHEMATIC DESIGN							
L. Code	Item						Total
301	Project Administration	5	48	13			21
	Correspondence		20				20.00
	Fee Management	5		25			30.00
	Schedule Updates		15	10			25.00
302	Consultant Coordination			35			35.00
303	Agency Review / Coord.		15				15.00
304	In-House Review				5		5.00
321	Design / Documentation		45	248			293.00
328	Materials / Specifications					15	15.00
332	Probable Construction Cost		6	15			21.00
362	Renderings			10			10.00
388	Meetings	8	12	13			33.00
	Phase Subtotal - Hours	18	161	369	5	15	21
	Phase Subtotal - Billing \$	\$3,240	\$25,760	\$44,280	\$900	\$2,400	\$2,520
							\$79,100
400 DESIGN DEVEL.							
L. Code	Item						Total
401	Project Administration	6.00	12.00	18.00			12.00
	Correspondence		15				15.00
	Fee Management		23				23.00
	Schedule Updates		16	5			21.00
402	Consultant Coordination		32	14			46.00
403	Agency Review / Coord.			15			15.00
404	In-House Review		23	15	5.00		43.00
421	Design / Documentation		42	268			310.00
427	Interior Design / Doc.		12				12.00
428	Materials / Specifications		18	12		14.00	44.00
462	Renderings			15			15.00
470	Tenant Coordination		15				15.00
488	Meetings	10	12	4			26.00
	Phase Subtotal - Hours	16	220	366	5	14	12
	Phase Subtotal - Billing \$	\$2,880	\$35,200	\$43,920	\$900	\$2,240	\$1,440
							\$86,580
500 CONTRACT DOCS.							
L. Code	Item						Total
501	Project Administration	10	68	38	18.00		32.00
	Fee Management	4	23				27.00
	Schedule Updates	4					4.00
502	Consultant Coordination		31	55			86.00
503	Agency Review / Coord.		45				45.00
504	In-House Review	6		35		35.00	76.00
521	Design / Documentation	12	58	362			432.00
528	Materials / Specifications		32	18			50.00
588	Meetings	22	30				52.00
	Phase Subtotal - Hours	58	287	508	18	35	32
	Phase Subtotal - Billing \$	\$10,440	\$45,920	\$60,960	\$3,240	\$5,600	\$3,840
							\$130,000
600 BID / NEGOTIATION							
L. Code	Item			Hours			Total
601	Project Administration	3	13	5		2	9
	Correspondence		2				2.00
621	Design / Documentation			12			12.00
688	Meetings	3	11				14.00
	Phase Subtotal - Hours	6	26	17	0	2	9
	Phase Subtotal - Billing \$	\$1,080	\$4,160	\$2,040	\$0	\$320	\$1,080
							\$8,680