

**MEMORANDUM**

**To:** Mayor and City Council

**From:** Jessica Guinn

**Date:** March 27, 2017

**Subject:** **RFQ 16-01 Change Order No. 1: North Shallowford Road Building Pre-Design Services**

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**ITEM DESCRIPTION**

A change order to add \$8,000.00 for additional design services, additional conceptual design services, and as-built measurements to the original contract for professional architectural services.

**BACKGROUND**

Precision Planning was selected to provide professional architectural services for Dunwoody City Hall. At this time, a change order is requested in order to for Precision Planning to provide preliminary design services for the city-owned building located at 4470 North Shallowford Road. Specifically, Precision will provide as-built measurements and drawings for the building and will develop conceptual floor plans for the building in order for it to be renovated to meet the City's needs.

**RECOMMENDED ACTION**

Approve the change order to allow for additional architectural services.

CITY OF DUNWOODY, GEORGIA

**CHANGE ORDER No. 1  
North Shallowford Road Building Pre-Design Services Proposal  
RFQ 16-01**

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017 modifies the original contract document as follows:

This Change Order adds \$8,000.00 for Additional Design Services, Additional Conceptual Design Services, and As-Built Measurements to the original contract.

All remaining provisions of the original agreement remain in full force and effect. In the event of conflict with the original agreement, the Change Order shall have precedent.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this AGREEMENT to be signed sealed and delivered.

CITY OF DUNWOODY, GEORGIA

By: \_\_\_\_\_  
Denis L Shortal  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Company Name: \_\_\_\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Finance Director Approval:

\_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City of Dunwoody Staff Attorney



March 3, 2017

Ms. Jessica Guinn, Assistant City Manager  
 City of Dunwoody  
 41 Perimeter Center East, Suite 250  
 Dunwoody, GA 30346

**Re: North Shallowford Road Building Renovation  
 Preliminary Design Services Proposal**

Dear Jessica:

Precision Planning, Inc. (PPI) is pleased to submit this proposal for professional design services to the City of Dunwoody (Client). This Scope of Services and Fee Proposal are based upon our discussions with you and our experience with projects of a similar scope.

**Project Understanding**

It is our understanding that the Client intends to renovate the interior of a two story building located at 4470 North Shallowford Road, Dunwoody GA 30338 to serve as a City government annex facility. PPI will provide Preliminary Design per the Scope of Services outlined below.

**Project Scope of Services**

**I. As-Built Measurements**

- A. PPI will utilize hard copies of building floor plans provided by the Client to field verify and measure existing walls, doors, windows, fixtures and built-in millwork at the building.
- B. PPI will prepare AutoCad drawings of the existing floor plans for use in the development of conceptual design drawings.
- C. PPI will finalize and submit As-Built Floor Plans to the Client in hard copy and electronic media.

**II. Conceptual Design**

- A. PPI will meet with the Client and department representatives to review available space and to confirm programmed City functions to be located at the facility.
- B. PPI will develop Conceptual Floor Plans and will submit to the Client for review and comment. PPI will attend up to two (2) review meetings with the Client and will make up to two (2) revisions to the floor plans, based on Client comments.
- C. PPI will finalize Conceptual Floor Plans and will submit to the Client in hard copy and electronic media.

**Project Compensation**

PPI agrees to perform the services outlined above for the **Lump Sum Fee of \$8,000.00**. Reimbursable expenses, including mileage and printing, shall be in addition to this fee.

**Project Schedule**

PPI will begin services immediately upon receipt of an executed agreement. PPI will work with Client to determine an overall project schedule.

#8.

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**Project Additional Services**

The following are additional services which may be provided and may be invoiced according to the attached Schedule of Hourly Rates:

1. Additional meetings required or requested by the Client.
2. Additional revisions to documents requested by the Client.
3. Services required due to significant changes in the project including, but not limited to, size, quality, complexity or Client's schedule.
4. Detailed Architectural, Civil, Structural, Mechanical, Plumbing and Electrical Engineering services.
5. Bidding and Construction Administration services.
6. Cost Estimating.

**Exclusions:**

Testing services, including tests for hazardous materials and soils testing, are not included within this scope of services.

We look forward to providing these design services to the City of Dunwoody. If you find this proposal acceptable, please sign the authorization below and return one executed copy to PPI (via email is acceptable).

Thank you and we appreciate this opportunity to continue working with you!

Sincerely,



Elizabeth A. Hudson, AIA  
Senior Vice President, LEED® AP

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**Schedule of Hourly Rates**

Authorization given this \_\_\_\_\_ day of

\_\_\_\_\_, 2017

By: \_\_\_\_\_

Title: \_\_\_\_\_

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**SCHEDULE OF HOURLY RATES**  
**2017**

<b><u>Billing Category</u></b>	<b><u>Hourly Rate</u></b>
Principal-in-Charge	\$150.00/Hour
Project/Program Manager	\$130.00/Hour
Senior Project Architect	\$130.00/Hour
Project Architect	\$115.00/Hour
Senior Project Civil Engineer	\$130.00/Hour
Project Civil Engineer	\$115.00/Hour
Landscape Architect	\$130.00/Hour
Job Captain	\$90.00/Hour
Intern Architect	\$80.00/Hour
Interior Designer	\$85.00/Hour
Structural Engineer	\$130.00/Hour
Mechanical/Plumbing Engineer	\$130.00/Hour
Electrical Engineer	\$135.00/Hour
Cost Estimator	\$110.00/Hour
Clerical/Administrative	\$90.00/Hour
Surveying Manager	\$100.00/Hour
Surveying Technician	\$90.00/Hour
2-Man Surveying Crew	\$120.00/Hour
3-Man Surveying Crew	\$160.00/Hour

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**STANDARD GENERAL CONDITIONS**

- A. All original preliminary and final design documents, including worksheets, notes and calculations, being instruments of services, shall remain the sole property of Precision Planning, Inc. Owner/Client to be provided reproducibles if requested.
- B. There shall be no assignments of any portion of the work as described within the above proposal or during any phase of the work without the written consent by Precision Planning, Inc. There shall be no disclosures of the scope of services and/or fees, as outlined within this proposal, to any third parties without the written consent of Precision Planning, Inc. There shall not be any re-use or reproduction of this proposal or design documents without the written consent of Precision Planning, Inc.
- C. Our professional services shall be performed, our findings obtained, and our recommendations prepared in accordance with generally accepted planning, engineering, land surveying, architectural and landscape architectural practices. This warranty is in lieu of all other warranties either implied or expressed. Precision Planning, Inc. assumes no responsibility for interpretation made by others based upon the work or recommendations made by Precision Planning, Inc.
- D. It is agreed that the Owner/Client will limit any and all liability for any damage on account of any error, omission or other professional negligence to a sum not to exceed \$50,000.00 or the amount of the fee, whichever is greater. If Owner/Client prefers to have higher limits of professional liability, the limits can be increased to a maximum of one million (\$1,000,000.00) dollars upon Owner/Client's written request at the time of acceptance of this proposal provided that the Owner/Client agrees to pay an additional consideration of ten percent (10%) of the total fee or \$1,000.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not a charge for additional professional liability insurance.
- E. The Owner/Client agrees to defend, indemnify and hold Precision Planning, Inc. harmless from any claim, liability or defense cost in excess of the limits determined above for injury or loss sustained by any party from exposure allegedly caused by Precision Planning, Inc.'s performance of services hereunder, except for injury or loss caused by the sole negligence or willful misconduct of Precision Planning, Inc.
- F. In the event the Owner/Client makes a claim against Precision Planning, Inc. at law or otherwise, for an alleged error, omission or other act arising out of the performance of our professional services, and the Owner/Client fails to prove such claim, then the Owner/Client shall bear all cost incurred by Precision Planning, Inc. in defending itself against such claim(s). The reciprocal of this clause (i.e., a claim made by Precision Planning, Inc. against the Owner/Client where failure of proof of claim is established, financial responsibility for Owner/Client's defense shall rest upon Precision Planning, Inc.) is hereby made a part of this agreement.
- G. It is understood and agreed that Precision Planning, Inc. shall not be held responsible for any inaccuracies in any materials, data or records of any other person, firm or agency which are provided to it and/or may be utilized by it in the performance of specific services.
- H. Reimbursable expenses including mileage, photographic enlargements, reductions and reproduction, blueprinting, and courier services shall be billed at a rate of actual cost times 1.1. When overnight stay is required, it shall be billed as actual subsistence cost times 1.1.

NOTE: No back-up data or copies of bills will be provided for reimbursable expenses invoiced under this agreement. Should back-up data be requested, it will be provided for an administrative fee of \$100.00 per monthly invoice requiring verification, plus \$1.00 per copy of back-up data provided.

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- I. In the event additional services beyond the scope of work listed above are required by Owner/Client, we shall perform these services for an amount equal to normal hourly charges on work actually performed upon receipt of an approved Change Order signed by both parties. We shall submit monthly invoices for services outlined in this agreement. Payment is due upon receipt of invoice. Finance charges of one and one-half percent (1.5%) will be added to any unpaid balance at the end of thirty (30) days (APR 18%).
- J. This agreement may be terminated by either party by ten (10) days written notice. Outstanding fees for any services performed prior to termination shall be due and payable upon termination. In the event government regulations are amended or changed in any way, or if the services outlined in this proposal have not been authorized within thirty (30) days of the date of this proposal, fees quoted are subject to renegotiation.