

August 5, 2022

Revised August 10, 2022

Josh Arneson, Town Manager
Town of Richmond
203 Bridge Street
Richmond, VT 05477
Re: A/E services for Town Center Building Project Feasibility Study

Dear Josh,

Black River Design, Architects of Montpelier, Vermont is pleased to provide the following proposal for Architectural and Engineering Services for the above referenced project. The following information represents our basic understanding of the Project and outlines our services and fees. This document will serve as a Letter of Intent for Black River Design, Architects to continue work and serve as the contractual agreement between Owner and Architect.

SCOPE OF SERVICES

Black River Design proposes to provide the scope of services delineated in the Town of Richmond RFQ, specifically:

1. Perform field visit(s) to become familiar with existing conditions and environs;
2. Review existing assessments of the buildings and recommend or direct additional assessments as needed;
3. Review all applicable ordinances & regulations – including state & federal flood plain requirements - as applicable to both the building and the location;
4. Meet with municipal staff, existing tenants and other representatives as directed by the Building Committee to develop and refine programmatic needs and space requirements;
5. Assess the feasibility of the renovation of the existing building – including expansion, if needed, as well as a stand-alone new building option on the existing site and/or at a new location;
6. Help the Building Committee, the Select Board and potentially the voters of the Town evaluate options and choose which option to develop;
7. Provide initial schematic designs with site plans, preliminary building elevations, and preliminary floor plan designs for the chosen option based on input from the Building Committee;
8. Provide the Town with an architect's schematic estimate of cost and a draft timeline of major milestones for construction;
9. Communicate/provide progress updates with the Town Manager and the Building Committee at regular intervals.
10. **Provide additional plan development for the purposes of commissioning a detailed cost estimate from a professional estimator.**
11. **Provide a detailed cost estimate for use in establishing an overall project budget for the purpose of warning a bond vote.**

Additionally, the scope is further defined as indicated in Appendix A – Engineering Scope Summary. **Additional revisions have been made to the WagnerHodgson proposal.**

ADDITIONAL SERVICES

If the project were to increase dramatically in scope (i.e. investigate multiple specific new sites) a proposal to cover the additional work, once identified and agreed upon, will be provided. We can establish a not-to-exceed cost for the additional service or bill hourly. It is our intention to provide additional services, should any be required, at a cost that is fair and covers our added expenses.

PROPOSED FEES

We are proposing to provide these services for a **not to exceed** lump sum fee of **\$65,000**, broken down by consultant as follows.

Black River Design, Architects	\$26,500
Landscape Planner/Architect	\$12,500
Civil Engineer	\$ 8,500
Structural Engineer	\$ 7,000
Mechanical Engineer	\$ 5,500
Electrical Engineer	\$ 3,000
Cost Estimator	\$ 2,000
Total Fee:	\$65,000

Each individual consultant will be invoiced against the corresponding above stated not to exceed amount.

REIMBURSABLE EXPENSES

Black River Design charges customary architectural reimbursable expenses including in-house printing and copying, postage, cellular phone, and mileage and travel expenses at the federal rate and are rebilled to the client at the cost billed to Black River Design, Architects as they are incurred.

- Mileage rate: Current IRS rate
- Postage: At cost
 - o Telephone: \$6 per/month
- Out-of-house scanning/printing: At cost
- In-house printing
 - o Documents up to 12"x18"
 - B&W: \$0.07 per page
 - Color: \$0.40 per page
 - o Large format: \$0.50 per sf

PAYMENT SCHEDULE

Payment shall be monthly. Payments are due and payable thirty (30) days from the date of the Architect's invoice. If amounts are unpaid sixty (60) days after the invoice date, architectural/engineering services may be suspended and shall bear interest at one percent (1%) per month, per the Vermont Prompt Payment Act.

SCHEDULE

This proposal assumes commencing work upon execution of this agreement and completing work prior to December 31, 2022.

Offered by (Architect)


Signature

8/10/2022

Date

John Lemmelgarn, Partner
Printed Name and Title

Black River Design, Architects
(Architect)

Accepted by (Client)

Signature

Date

Printed Name and Title

(Client)

Appendix A – Engineering Scope Summary

Structural Engineering

1. Review existing building documentation and applicable codes (IEBC, IBC, ASCE 24 and FEMA guidelines) for potential renovation or new build;
2. Conduct a site visit to review existing structure and verify previous recommendations. Assess feasibility of reuse and the possibility of adding an addition;
3. Develop schematic level recommendations for the renovation and/or new building. Prepare a summary report outlining design considerations including structural systems and flood proofing options. Schematic information may be added to Black River Design drawings, if required;
4. Cost estimating is not included as part of EV's work. They anticipate consulting with the project Construction Manager or Professional Cost Estimator to assist them in developing Construction Cost Opinions.

Civil Engineering and Permitting:

1. Develop existing conditions base plan, review flood-plain considerations;
2. Visit site with team to review base plan, existing conditions, options for addition;
3. Develop optional site plans for existing site working with BRD and WagnerHodgson;
4. Review and summarize options for a new building on a greenfield site;
5. Review existing and likely required permits and summarize;
6. Report will include flood summary, permit summary, etc.

Assume 4 months schedule. No proposed site plans or building plans provided by EV (mark-ups of BRD/WH plans assumed).

Landscape Architect:

Per attached **revised** Wagner Hodgson proposal dated **August 10, 2022**.

August 10, 2022

~~August 3, 2022~~

John Hemmelgarn, Partner
Black River Design
via email

**Re: Town Center Building Richmond
Proposal for Professional Landscape Architecture Services**



Dear John,

As requested, WagnerHodgson is pleased to submit the following proposal for the Town Center Building Project. We look forward to working with with BRD and the rest of the design team to provide high quality site and landscape solutions that reflect the character, philosophy and needs of the Richmond community. Please find the following proposal to include professional landscape architecture services for your review and consideration.

SCOPE OF SERVICES

- I. SCHEMATIC DESIGN PHASE (Approximately 3-4 months)
 - A. Site Visit: Conduct initial site visit, photo documentation and inventory.
 - B. Kickoff: Attend Kickoff meeting with Architect, Richmond representatives and the rest of the design team.
 - C. Inventory & Analysis: Review site and natural features as they relate to preliminary concept plans. ~~Perform existing tree analysis.~~
 - D. Explore a few site design options for a new addition, site circulation, arrival, parking, pedestrian circulation and meet with team to review. Develop one consensus plan for existing site.
 - E. ~~Explore site design option for a new site.~~
 - F. Schematic Site Plan: Work with the design team to develop a preliminary Site Plan and supporting documentation that addresses site circulation, the arrival sequence, accessibility, building entries, courtyards, terraces, and service areas as well as layout & materials, planting, lighting, grading and other site features.
 - G. Meetings: Meet with Architect, Richmond representatives, and the rest of the design team to discuss the Schematic Site Plan.
 - H. ~~Review Town of Richmond Zoning Requirements - Review landscape zoning requirements and assure compliance.~~
 - I. Preliminary Pricing: Review of estimates of probable construction costs as prepared by others and make changes necessary for reconciliation.
 - J. Illustrative Drawings: Prepare Color Illustrative Site Plan to demonstrate the schematic site design for ~~permitting and~~ presentations.
 - K. Coordination Meetings: Attend team coordination meetings as needed.

POTENTIAL ADDITIONAL SERVICES:

- I. IRRIGATION DESIGN:
Preparation and coordination of irrigation design and drawings beyond performance specifications for a fully automated watering system to support the proposed planting plan.
2. GREEN ROOF:

If the project scope expands to include either an intensive or extensive green roof, WHLA will provide the Construction Documents and Construction Observation.

3. 3D RENDERINGS: Development of a 3D site model in order to produce photo realistic renderings in Lumion software.

Statements for additional services calculated on an hourly basis shall be in accordance with the current schedule of rates as follows:

Partner	\$175.00
Principal	\$150.00
Senior Associate	\$130.00
Associate	\$110.00
Landscape Architect	\$95.00
Landscape Designer	\$85.00
Support Staff	\$55.00

COMPENSATION

Compensation for the **Richmond Town Center Project** will be billed on an hourly basis with a fee not to exceed Fifteen Dollars ~~(\$15,000)~~ ^{\$12,500}. In the event that the project efforts become more extensive or involved than anticipated, we will request a fee review; however, the total fee for the services will not exceed the estimated total without your prior review and approval.

Fees include incidental direct expenditures made in the interest of the project such as reproduction, photographic services, postage and transportation expenses that will be invoiced for reimbursement at cost plus 10 percent. Statements for services rendered are submitted on the 1st of each month, and an interest rate of 1.5% per month will be charged on amounts 30 days in arrears. If you are in agreement with this proposal, please sign and return one of the enclosed proposals to our office at your earliest convenience.

We look forward to working together with you and the rest of the design team. If you should have any further questions or comments, please do not hesitate to contact us.

Sincerely,



Jeff Hodgson, FASLA
Partner

Accepted By: _____ Date: _____