



Brandstetter Carroll Inc.
ARCHITECTS ENGINEERS PLANNERS

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August 30, 2013

Mr. Thomas J. Jordan
Community Development Director
City of North Royalton
11545 Royalton Rd.
North Royalton OH 44133

Re: Criteria Architect Services Proposal
North Royalton Administrative Office Building and Surrounding Park

Dear Mr. Jordan,

Brandstetter Carroll, Inc. (BCI) is pleased to submit this proposal to provide professional Criteria Architect services for the North Royalton Administrative Office Building and Surrounding Park project. This proposal is in response to your letter of August 23, 2013.

BCI proposes to provide professional services as described in your letter and in the original RFQ as follows.

- | | |
|---|----------|
| 1. Criteria Architect services for the City Administrative Office Building: | \$85,500 |
| 2. Services for Park Planning and Coordination: | \$6,500 |
| 3. Detailed Interior Design consultation: | \$10,700 |

Details, including our proposed scope of services and effort are attached in spreadsheet format.

BCI appreciates and values the confidence that the City has placed in our firm over the years, and looks forward to extending our record of service to North Royalton on this project. Should you wish to discuss any aspect of our proposal, please contact me directly at your convenience.

Sincerely,

Bruce Whitehead, AIA LEED AP

TASK FEE BREAKDOWN

		Task No. 1--Criteria Architect Services for City Administrative Building											
Phase/Task	Hourly Rates	Principal	Project Manager	Design Architect	Architect	Electrical Engineer	Electrical Designer	Mechanical Engineer	Mechanical Designer	Clerical	Construction Administrator	TOTAL HOURS	Fee
BASE SERVICES: ADMINISTRATIVE OFFICE BUILDING													
CRITERIA DESIGN													
Project Kickoff Meeting		2	2	2		2		2				8	\$1,340
Programming Review			4	4									\$1,040
Prepare conceptual drawings		8	12	32	48	4	8	4	8			124	\$13,680
Site Plan													
Floor Plan													
Roof Plan													
Reflected Ceiling Plan													
Exterior Elevations													
Wall Sections and Details													
Establish design criteria		8	16	24		8	8	8	8	16		96	\$10,880
Identify materials / outline specifications													
Provide performance specification for MEP													
DESIGN-BUILD SELECTION													
Assist in preparing RFP for design-build firms		2	8			2		2				14	\$1,780
Assist in review and ranking of design-build firms		4	4									8	\$1,080
Assist in preparing RFP for design-build firms		2	8									10	\$1,260
Assist in review of design-build proposals		4	4									8	\$1,080
Assist in design-build contract documents		2	2									4	\$540

TASK FEE BREAKDOWN

Phase/Task	Hourly Rates			TOTAL HOURS	Fee
	Senior Landscape Architect	Landscape Architect	Landscape Technician		
PARK PLANNING & COORDINATION					
PARK CRITERIA STUDY					
Site Visit and Field Analysis		8		8	\$840
City Staff Meeting / Committee Meeting to discuss desired improvements	4			4	\$480
Prepare Park Criteria Plan		8	8	16	\$1,320
Preliminary Opinion of Cost		4		4	\$420
Establish Design/Build Criteria	4	4		8	\$900
DESIGN-BUILD SELECTION					\$0
Assist in preparing RFQ for design-build firms	4	8		12	\$1,320
Assist in review of design-build proposals		4		4	\$420
DESIGN-BUILD REVIEW					\$0
Confirm design documents reflect design criteria		4		4	\$420
Assist in review of budgets & estimates		4		4	\$420
TOTAL SERVICES-PARK PLANNING & COORDINATION	12	44	8	64	\$6,500

TASK FEE BREAKDOWN

Phase/Task	Hourly Rates			Fee
	Senior Interior Designer	Interior Designer	TOTAL HOURS	
DETAILED INTERIOR DESIGN SERVICES				
PROGRAMMING/SPACE PLANNING				
Interview to determine client needs, schedules and budgets	4		4	\$480
Establish functional and aesthetics goals				
Inventory existing furnishings and other items to be reused				
Provide space plans with furniture layouts	4	8	12	\$1,080
INTERIOR DESIGN				
Develop budgets on all interior finishes and furnishings, as well as budgets for interior improvements	8		8	\$960
Recommend final FFE selections and specifications	6		6	\$720
Provide sketches and/or presentation boards of all interior selections necessary to convey the Owner's goals for the Design Build team	4	8	12	\$1,080
Review and coordinate furniture layouts with lighting and electrical plans.	4		4	\$480
Coordinate fine art and decorative accessories	4	4	8	\$780
Coordinate interior plant selections and placement	4	8	12	\$1,080
CRITERIA DOCUMENT PACKAGE				
Coordinate demolition/new partition plans with the Architect	4		4	\$480
Prepare performance specifications on all desired finish materials	8		8	\$960
Assist with bid-document language	8		8	\$960
CONSTRUCTION ADMINISTRATION				
Coordinate and review drawings with contractors	4		4	\$480
Provide punch lists of all work to be completed		16	16	\$1,200
TOTAL SERVICES--DETAILED INTERIOR DESIGN	62	44	106	\$10,700

	Hourly Rates	Principal	Project Manager	Design Architect	Architect	Electrical Engineer	Electrical Designer	Mechanical Engineer	Mechanical Designer	Clerical	Construction Administrator	TOTAL HOURS	Fee
DESIGN-BUILD REVIEW													
Attend design review meetings		8	8	8		8		8				32	\$4,160
Assist in review & approval of design at each phase		8	8	8		4		4				24	\$3,120
Confirm design documents reflect design criteria		8	8	8			8		8			32	\$3,520
Assist in review of budgets & estimates	4	4	4	4		2		2				16	\$2,160
CONSTRUCTION ADMINISTRATION													
Attend pre-construction meetings		4	4	4		2		2				16	\$1,900
Advise & coord asbestos abatement											4	4	\$340
Provide weekly on-site observation		24	24	24	24	12	6	12	6		120	204	\$19,320
Review project schedule and progress											6	6	\$510
Review & monitor potential or actual delays											4	4	\$340
Review initial evaluation/analysis of claims by DB											8	8	\$680
Assist in resolution of change orders				4		2		2			12	20	\$2,100
Assist in preparation of change orders										16	12	28	\$1,900
Advise on resolution of potential claims & disputes			4			2		2			8	16	\$1,760
Attend job-site meetings during construction (concurrent with weekly on-site observations)												0	\$0
Observe all testing											8	8	\$680
Maintain project records										12	12	24	\$1,680
Photograph project progress on weekly basis (concurrent with weekly on-site observations)												0	\$0
Review applications for payment											8	8	\$680
Attend City meetings to present status of project		16	4								4	24	\$2,820

	Hourly Rates	Principal	Project Manager	Design Architect	Architect	Electrical Engineer	Electrical Designer	Mechanical Engineer	Mechanical Designer	Clerical	Construction Administrator	TOTAL HOURS	Fee
CLOSE OUT		\$150	\$120	\$140	\$85	\$130	\$90	\$130	\$90	\$55	\$85		
<i>Provide administration of dates for substantial and final completion</i>			2								2	4	\$410
<i>Assist with preparation of close-out documentation</i>						4		4			4	12	\$1,380
<i>Prepare punch list</i>							4		4		2	16	\$1,340
<i>Participate in final close-out inspection and final punch list</i>							4		4	2	6	16	\$1,340
<i>Verify that final punch list items are complete</i>							2		2		4	8	\$700
CRITERIA ARCHITECT SERVICES--ADMINISTRATION BUILDING		36	134	106	72	52	40	52	40	48	232	802	\$85,500