

**ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 03/11/15
ITEM FROM FINANCE COMMITTEE MEETING OF 03/02/15**

ISSUE:

13. Request for Approval of Agreement Between Owner and Architect – Southside Transit Center and Police Department Renovations (RFP #15/19/P); Huitt-Zollers, Inc. (LeAnn Valdez)

A. Request for Approval of Budget Adjustment – Alarm Enforcement Fund

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

Approved agreement between owner and architect for Southside Transit Center and police department renovations (RFP #15/19/P) with Huitt-Zollers, Inc. in the amount of \$246,416.51 inclusive of gross receipts tax.

FUNDING SOURCE: 52409.572960 and 22225.572960

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	Acting Chair		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ	Excused		

3-17-14

City of Santa Fe, New Mexico

memo

DATE: February 9, 2015

TO: Finance Committee

FROM: Robert Rodarte, Purchasing Officer
Purchasing Division

VIA: Oscar S. Rodriguez, Director
Finance Department

ISSUE: Award of Request for Proposal # '15/19/P
Engineering Design Services – Southside Transit Center/Police Department
Renovations Project

RR
2/17/15
[Signature]

SUMMARY: On January 24, 2015, four proposals were received for the above referenced service as follows:

	Written Score	Interview Score
Wilson & Company, Las Cruces	4935	3415
Huitt-Zollars, Inc., Albuquerque	4915	3490
Santa Fe Engineering Consultants, LLC, Santa Fe	4605	
Terraplen Architects + Planners, LLC, Santa Fe	3910	

The evaluation criteria consisted of project approach (20%); qualifications (20%); experience/past performance (25%); knowledge of local conditions (5%); quality assurance (5%); resource availability (15%); and quality of proposal (10%). The proposal was reviewed and evaluated by Robert Rodarte, Purchasing, Mary McDonald, Leann Valdez, and John Romero Public Work, Andrew Padilla, Police and Ken Smithson, Transit.

The using department has reviewed the proposals and recommends award to Huitt-Zollars, Inc., Albuquerque in the negotiated amount of \$246,416.51 inclusive of GRT.

Budget is available as outlined in memo of recommendation from using department.

ACTION:

It is requested that this recommendation of award to Huitt-Zollars, Inc., Albuquerque, in the amount \$246,416.51 inclusive of GRT, be reviewed, approved and submitted to the City Council for its consideration.

Attachment(s):

1. Memo of recommendation from the using department.
2. A copy of the professional service agreement.
3. A copy of tabulation score sheet.

EVALUATION SCORES

ENGINEERING DESIGN SERVICES – SOUTHSIDE TRANSIT CENTER/POLICE DEPARTMENT RENOVATIONS PROJECT

‘15/19/P

Written Evaluation

RFP Submittals	Wilson & Company	Huitt – Zollars, Inc.	Santa Fe Engineering Consultants, LLC	Terraplen Architects + Planners, LLC
Robert Rodarte	825	870	795	620
Mary MacDonald	675	635	685	495
Leann Valdez	920	885	930	850
John Romero	870	850	740	610
Andrew Padilla	845	815	745	805
Ken Smithson	800	860	710	530
Total	4935	4915	4605	3910

Interview Evaluation

RFP Submittals	Wilson & Company	Huitt – Zollars, Inc.
Robert Rodarte	855	860
Leann Valdez	915	890
Andrew Padilla	840	875
Ken Smithson	805	865
Total	3415	3490

**ACTION SHEET
ITEM FROM THE
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING
OF
MONDAY, FEBRUARY 9, 2015**

ITEM 6

CIP PROJECT #667 – SOUTHSIDE TRANSIT CENTER & POLICE DEPARTMENT RENOVATIONS

- REQUEST FOR APPROVAL OF AWARD OF RFP #15/19/P AND AGREEMENT BETWEEN OWNER AND HUITT-ZOLLARS INC. IN THE AMOUNT OF \$246,221.77 (LEANN VALDEZ)

PUBLIC WORKS COMMITTEE ACTION: Approved Memo and Contract as amended to read \$246,416.51

FUNDING SOURCE: 52409.572960 and 22225.572960

SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:

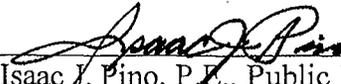
VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO			
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	X		
COUNCILOR DOMINGUEZ	X		
COUNCILOR RIVERA	X		

City of Santa Fe, New Mexico

memo

DATE: January 30, 2015

TO: Public Works, CIP, Land Use Committee and Finance Committee

VIA: 
Isaac J. Pino, P.E., Public Works Department Director

David Pfeifer, Facilities Division Director 

FROM: LeAnn Valdez, Project Administrator, Facilities Development Section 

ISSUE: CIP Project # 667, Engineering Design Services Southside Transit Center & Police Department Renovations
Award of RFP # '15/19/P (Exhibit A)
Approval of Agreement Between Owner & Architect (Exhibit B)
HUITT-ZOLLARS INC.

	Fee	\$ 197,768.00
	Reimbursable Expenses	\$ <u>30,000.00</u>
Subtotal Basic Fee plus Reimbursables		\$ 227,768.00
	NMGRT (0.081875)	\$ <u>18,648.51</u>
Total Contract Sum		\$ 246,416.51

SUMMARY:

The total project cost is set at \$735,000.00. In 2008 the Federal Transit Administration awarded grant NM-04-0009-00, for 80% of the total cost which is \$588,000.00. The City of Santa Fe will contribute the remaining 20% for \$147,000.00. The grant was awarded for engineering/design and rehabilitation/renovation of the Santa Fe Place Transit Center. Within the past year, City Council has directed that the transit center project be relocated from Santa Fe Place Mall to a city-owned building and land located at 2521 Camino Entrada, in the Valdes Business Park. Of the total project cost, \$208,084 has been obligated to date for the fabrication of covered passenger shelters that will ultimately be placed at the new Southside Transit Center location.

The Request For Proposals (RFP '15/19/P) for Engineering Design Services Southside Transit Center & Police Department Renovations was advertised on November 19, 2014. Four proposals were received on January 6, 2015 listed below. These proposals were evaluated and interviews were held with the two firms who received the highest initial scores. The final scores for the two firms were as follows:

Huitt-Zollars, Inc.:	3490
Wilson & Company, Inc.:	3415

Refer to Exhibit B, the Proposal Interview Scores.

PROJECT SCOPE:

Engineering design services for the project include but not limited to providing the design drawings and specifications for the renovation of the existing facility located at 2521 Camino Entrada. The building will accommodate two departments which include the Transit Division, Police Records and Professional Standards. The design will include office space, a customer service counter, restrooms and a waiting area for Transit Division with a potential space for a small coffee shop/cafe and office space, men's and women's restrooms, and secured areas for storage in both sections of the Police Department. Phase I through Phase III will be awarded at this time with the agreement to award Phase IV at a later date.

PROJECT SCHEDULE:

Recommendation of Award to Finance Committee:	February 16, 2015
Recommendation of Award to City Council:	February 25, 2015
Notice to Proceed with Design:	February 27, 2015
Design Completion:	July 31, 2015

PROJECT BUDGET:

Funds in the amount of \$246,416.51 are required to award this contract: Funds will be from two business units since the project is for Transit and Police Department. \$246,416.51 is the amount of the contract, including tax, plus a reimbursable amount of \$30,000.00 is being requested. The required amount, \$123,208.25 is currently available in Business Unit/Line Item 52409.572960 (Transit Bus Fund) and in 22225.572960 (Alarm Enforcement). The Summary of Contracts form is attached (Exhibit C).

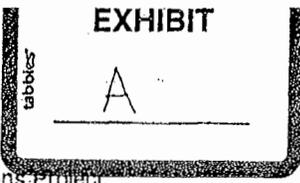
ACTION:

Please recommend to the City Council approval of Award of RFP No. '15/19/P, the Agreement Between Owner and Architect with Huitt Zollars, Inc. in the amount of \$246,416.51 (Exhibit B) and approval of a "CASH" Budget Adjustment Request (BAR) in the amount of \$123,209 for the Police Departments portion of the contract.

Exhibits: "A" Proposal Interview Scores
 "B" Agreement Between Owner and Architect
 "C" Summary of Contracts form
 "D" Scope of Services for RFP 15/19/P
 "E" Project Schedule
 "F" Proposal Basic Services Fee
 "G" BAR

xc: Jon Bulthuis, Transit Division Director
 Ken Smithson, Transit Division
 Eric Garcia, Police Chief
 Shirley Rodriguez, Purchasing Division
 Project/book file

EVALUATION CRITERIA AND WEIGHTED VALUES



PROJECT: Engineering Design Services – Southside Transit Center/Police Department Renovations Project
 RFP# 15/19/P

NAME OF CONSULTANT FIRM: He.1.11

EVALUATION CRITERIA:
 The consultant selection will be based upon evaluation of the proposal and the consultant firm relative to the evaluation criteria.

Proposal Component	Weighted Value	Evaluation Points (1 = low, 10 = High)	Total Score	Max Score
Project Approach	20	9	180	200
Qualifications	20	9	180	200
Experience / Past Performance	25	8	200	250
Knowledge of Local Conditions:	5	9	45	50
Quality Assurance:	5	9	45	50
Resource Availability / Schedule:	15	8	120	150
Quality of Proposal: Is the proponent's knowledge and ability for this project clearly and concisely conveyed? Is all the information readily available and present? Did the proponent follow the format prescribed in the RFP?	10	9	90	100
Total Score	100		880 860	1000

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE EVALUATOR
 SIGNATURE: [Signature] DATE: 1/21/15
 PRINTED NAME: Robert Popante - Purchasing Officer
 DEPARTMENT & DIVISION: Finance / Purchasing

EVALUATION CRITERIA AND WEIGHTED VALUES

PROJECT: Engineering Design Services – Southside Transit Center/Police Department Renovations Project

RFP# 15/19/P

NAME OF CONSULTANT FIRM: WILSON

EVALUATION CRITERIA:

The consultant selection will be based upon evaluation of the proposal and the consultant firm relative to the evaluation criteria.

Proposal Component	Weighted Value	Evaluation Points (1 = low, 10 = High)	Total Score	Max Score
Project Approach	20	9	180	200
Qualifications	20	9	180	200
Experience / Past Performance	25	8	200	250
Knowledge of Local Conditions:	5	8	40	50
Quality Assurance:	5	9	45	50
Resource Availability / Schedule:	15	8	120	150
Quality of Proposal: Is the proponent's knowledge and ability for this project clearly and concisely conveyed? Is all the information readily available and present? Did the proponent follow the format prescribed in the RFP?	10	9	90	100
Total Score	100		865 855	1000

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE EVALUATOR

SIGNATURE: _____

DATE: 1/21/15

PRINTED NAME: ROBERT ROOPE

Purchasing Officer

DEPARTMENT & DIVISION: FINANCE / Purchasing

EVALUATION CRITERIA AND WEIGHTED VALUES

PROJECT: Engineering Design Services – Southside Transit Center/Police Department Renovations Project
 RFP# 115/19/P

NAME OF CONSULTANT FIRM: HUITT-ZOLLARS

EVALUATION CRITERIA:

The consultant selection will be based upon evaluation of the proposal and the consultant firm relative to the evaluation criteria.

Proposal Component	Weighted Value	Evaluation Points (1 = low, 10 = High)	Total Score	Max Score
Project Approach	20	9	180	200
Qualifications	20	8	160	200
Experience / Past Performance	25	9	225	250
Knowledge of Local Conditions:	5	9	45	50
Quality Assurance:	5	10	50	50
Resource Availability / Schedule:	15	7	105	150
Quality of Proposal: Is the proponent's knowledge and ability for this project clearly and concisely conveyed? Is all the information readily available and present? Did the proponent follow the format prescribed in the RFP?	10	10	100	100
Total Score	100		865	1000

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE EVALUATOR

SIGNATURE:  DATE: 1-21-15

PRINTED NAME: KENNETH E. SMITHSON

DEPARTMENT & DIVISION: TRANSP / TRANSIT

EVALUATION CRITERIA AND WEIGHTED VALUES

PROJECT: Engineering Design Services – Southside Transit Center/Police Department Renovations Project
RFP# 15/19/P

NAME OF CONSULTANT FIRM: WILSON COMPANY

EVALUATION CRITERIA:

The consultant selection will be based upon evaluation of the proposal and the consultant firm relative to the evaluation criteria.

Proposal Component	Weighted Value	Evaluation Points (1 = low, 10 = High)	Total Score	Max Score
Project Approach	20	8	160	200
Qualifications	20	7	140	200
Experience / Past Performance	25	8	200	250
Knowledge of Local Conditions:	5	9	45	50
Quality Assurance:	5	8	40	50
Resource Availability / Schedule:	15	8	120	150
Quality of Proposal: Is the proponent's knowledge and ability for this project clearly and concisely conveyed? Is all the information readily available and present? Did the proponent follow the format prescribed in the REP?	10	10	100	100
Total Score	100		805	1000

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE EVALUATOR

SIGNATURE:  DATE: 1-21-15

PRINTED NAME: KENNETH E. SMITHSON

DEPARTMENT & DIVISION: TRANSP / TRANSIT

EVALUATION CRITERIA AND WEIGHTED VALUES

PROJECT: Engineering Design Services – Southside Transit Center/Police Department Renovations Project
RFP# '15/19/P

NAME OF CONSULTANT FIRM: Huitt-Zollans

EVALUATION CRITERIA:

The consultant selection will be based upon evaluation of the proposal and the consultant firm relative to the evaluation criteria.

Proposal Component	Weighted Value	Evaluation Points (1 = low, 10 = High)	Total Score	Max Score
Project Approach	20	9	180	200
Qualifications	20	8	160	200
Experience / Past Performance	25	9	225	250
Knowledge of Local Conditions:	5	8	40	50
Quality Assurance:	5	9	45	50
Resource Availability / Schedule:	15	9	135	150
Quality of Proposal: Is the proponent's knowledge and ability for this project clearly and concisely conveyed? Is all the information readily available and present? Did the proponent follow the format prescribed in the RFP?	10	9	90	100
Total Score	100		875	1000

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE EVALUATOR

SIGNATURE: Alan DATE: 01/21/15

PRINTED NAME: Andrew Padilla

DEPARTMENT & DIVISION: Police Dept.

EVALUATION CRITERIA AND WEIGHTED VALUES

PROJECT: Engineering Design Services – Southside Transit Center/Police Department Renovations Project
RFP# 15/19/P

NAME OF CONSULTANT FIRM: Wilson & Company

EVALUATION CRITERIA:

The consultant selection will be based upon evaluation of the proposal and the consultant firm relative to the evaluation criteria.

Proposal Component	Weighted Value	Evaluation Points (1 = Low, 10 = High)	Total Score	Max Score
Project Approach	20	8	160	200
Qualifications	20	8	160	200
Experience / Past Performance	25	9	225	250
Knowledge of Local Conditions:	5	8	40	50
Quality Assurance:	5	8	40	50
Resource Availability / Schedule:	15	9	135	150
Quality of Proposal: Is the proponent's knowledge and ability for this project clearly and concisely conveyed? Is all the information readily available and present? Did the proponent follow the format prescribed in the RFP?	10	8	80	100
Total Score	100		840	1000

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE EVALUATOR
 SIGNATURE: *Andrew Padilla* DATE: 01/21/15
 PRINTED NAME: Andrew Padilla
 DEPARTMENT & DIVISION: Police Dept.

EVALUATION CRITERIA AND WEIGHTED VALUES

PROJECT: Engineering Design Services – Southside Transit Center/Police Department Renovations Project
RFP# '15/19/P

NAME OF CONSULTANT FIRM: Huitt Zollars

EVALUATION CRITERIA:

The consultant selection will be based upon evaluation of the proposal and the consultant firm relative to the evaluation criteria.

Proposal Component	Weighted Value	Evaluation Points (1 = low, 10 = High)	Total Score	Max Score
Project Approach	20	8	160	200
Qualifications	20	9	180	200
Experience / Past Performance	25	9	225	250
Knowledge of Local Conditions:	5	8	40	50
Quality Assurance:	5	10	50	50
Resource Availability / Schedule:	15	9	135	150
Quality of Proposal: Is the proponent's knowledge and ability for this project clearly and concisely conveyed? Is all the information readily available and present? Did the proponent follow the format prescribed in the RFP?	10	10	100	100
Total Score	100		890	1000

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE EVALUATOR

SIGNATURE: LeAnn Valdez DATE: 1-21-15

PRINTED NAME: LeAnn Valdez

DEPARTMENT & DIVISION: PW / Facilities

EVALUATION CRITERIA AND WEIGHTED VALUES

PROJECT: Engineering Design Services – Southside Transit Center/Police Department Renovations Project
RFP# '15/19/P

NAME OF CONSULTANT FIRM: Wilson & Co.

EVALUATION CRITERIA:

The consultant selection will be based upon evaluation of the proposal and the consultant firm relative to the evaluation criteria.

Proposal Component	Weighted Value	Evaluation Points (1 = low, 10 = High)	Total Score	Max Score
Project Approach	20	8	160	200
Qualifications	20	10	200	200
Experience / Past Performance	25	9	225	250
Knowledge of Local Conditions:	5	9	45	50
Quality Assurance:	5	10	50	50
Resource Availability / Schedule:	15	9	135	150
Quality of Proposal: Is the proponent's knowledge and ability for this project clearly and concisely conveyed? Is all the information readily available and present? Did the proponent follow the format prescribed in the RFP?	10	10	100	100
Total Score	100		915	1000

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE EVALUATOR

SIGNATURE: Li Ann Valdez DATE: 1-21-05

PRINTED NAME: Li Ann Valdez

DEPARTMENT & DIVISION: PW / Facilities

- Wilson - H. H. H. H. H.

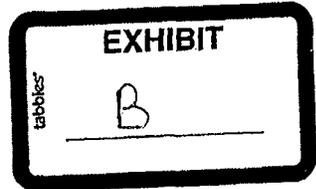
Andrew	240	(275)
Leann	(915)	890
Robert	865 855	(280)
Ken	805	(865)
	<u>3425</u>	<u>3510</u>
	3415	3490



<p>January 2014</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>February 2014</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		<p>March 2014</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>April 2014</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p>May 2014</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>June 2014</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													
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Document B101™ – 2007



Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

CITY OF SANTA FE
PUBLIC WORKS DEPARTMENT/FACILITIES DIVISION
PO BOX 909
SANTA FE, NM 87501

and the Architect:
(Name, legal status, address and other information)

Huitt-Zollars, Inc.
6501 Americas Parkway NE
Suite 550
Albuquerque, NM 87110-8154

for the following Project:
(Name, location and detailed description)

CIP#667- SOUTHSIDE TRANSIT CENTER & POLICE DEPARTMENT
RENOVATIONS
2521 CAMINO ENTRADA
SANTA FE, NM
87501

The City of Santa Fe's Facilities Division of the Public Works Department is seeking the services of a qualified Architecting firm to provide the design drawings, specifications and contract documents for the renovation of an existing facility to accommodate two separate Departments. The facility will accommodate the Transit Division from the Transportation Department and Police Records and Professional Standards from the Police Department. The square footage of the existing building is approximately 8,876 square feet with an existing garage at 690 square feet

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

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EXHIBIT A INITIAL INFORMATION

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

(Seeking the services of a qualified Architecting firm to provide the design drawings, specifications and contract documents for the renovation of an existing facility to accommodate two separate Departments. The facility will accommodate the Transit Division from the Transportation Department and Police Records and Professional Standards from the Police Department. The square footage of the existing building is approximately 2,573 square feet with an existing garage at 590 square feet.)

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

The construction commencement date is yet to be determined (no construction funding is available at this time); this original contract does not include bidding or construction phase services.

- .2 Substantial Completion date:

not available; see comment above (1.2.1)

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

Init.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 General Liability

Each Occurrence \$1,000,000, Damage to Rented Premises (Ea Occurrence), \$100,000, Medical Exp (Any one person) \$5,000, Personal & Adv Injury \$1,000,000, General Aggregate \$2,000,000, Products-Comp/Op Agg included

.2 Automobile Liability

Combined Single Limit (Ea accident) \$1,000,000

.3 Workers' Compensation

E.L. Each Accident \$100,000, E.L. Disease-Ea. Employee \$100,000, E.L. Disease-Policy Limit \$500,000

.4 Professional Liability

Ea. Claim \$1,000,000 , Aggregate \$3,000,000

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once

Init.

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User Notes:

approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the completion of the bid documents.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 PROGRAMMING PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare

Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 BIDDING OR NEGOTIATION PHASE SERVICES

§ 3.5.1 GENERAL

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 COMPETITIVE BIDDING

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and

- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 NEGOTIATED PROPOSALS

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors; and
- .3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 CONSTRUCTION PHASE SERVICES

§ 3.6.1 GENERAL

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 EVALUATIONS OF THE WORK

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 SUBMITTALS

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be

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entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 CHANGES IN THE WORK

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 PROJECT COMPLETION

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2.

(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Programming (B202™-2009)		
§ 4.1.2 Multiple preliminary designs		
§ 4.1.3 Measured drawings		
§ 4.1.4 Existing facilities surveys		
§ 4.1.5 Site Evaluation and Planning (B203™-2007)		
§ 4.1.6 Building Information Modeling (B202™-2008)		
§ 4.1.7 Civil engineering		
§ 4.1.8 Landscape design		
§ 4.1.9 Architectural Interior Design (B252™-2007)		
§ 4.1.10 Value Analysis (B204™-2007)		
§ 4.1.11 Detailed cost estimating		
§ 4.1.12 On-site Project Representation (B207™-2008)		
§ 4.1.13 Conformed construction documents		
§ 4.1.14 As-Designed Record drawings		
§ 4.1.15 As-Constructed Record drawings		
§ 4.1.16 Post occupancy evaluation		
§ 4.1.17 Facility Support Services (B210™-2007)		
§ 4.1.18 Tenant-related services		
§ 4.1.19 Coordination of Owner's consultants		
§ 4.1.20 Telecommunications/data design		
§ 4.1.21 Security Evaluation and Planning (B206™-2007)		
§ 4.1.22 Commissioning (B211™-2007)		
§ 4.1.23 Extensive environmentally responsible design		
§ 4.1.24 LEED® Certification (B214™-2012)		
§ 4.1.25 Fast-track design services		
§ 4.1.26 Historic Preservation (B205™-2007)		
§ 4.1.27 Furniture, Furnishings, and Equipment Design (B253™-2007)		

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

See Attached

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;

- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2

(Paragraphs deleted)

If the services covered by this Agreement have not been completed within eighteen (18) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

(Paragraphs deleted)

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated

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in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

(Paragraph deleted)

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

(Paragraphs deleted)

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

(Paragraphs deleted)

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 MEDIATION

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 If the parties agree to mediate a dispute, the parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreement reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction of.

§ 8.2.3 The method of dispute resolution shall be in accordance with New Mexico Public Works Mediation Act 13-4C-1 through 13-4C-11, NMSA 1978.

(Paragraphs deleted)

§ 8.3.4 CONSOLIDATION OR JOINDER

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

§ 10.9 INDEMNIFICATION

The Architect shall indemnify, hold harmless and defend the Owner from all losses, damages, claims or judgements, including payments of all attorneys' fees and costs on account of any suit, judgement, execution, claim, action or demand whatsoever arising from Architect performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

§ 10.10 APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Owner for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the Owner to the Architect. The Owner's decision as to whether sufficient appropriations are available shall be accepted by the Architect and shall be final.

§ 10.11 THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the Owner and the Architect. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

§ 10.12 STATUS OF ARCHITECT; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUB-CONSULTANTS

A. The Architect and its agents and employees are independent contractors performing professional services for the Owner and are not employees of the Owner. The Architect, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of Owner's vehicles, or any other benefits afforded to employees of the Owner as a result of this Agreement.

B. Architect shall be solely responsible for payment of wages, salaries and benefits to any and all employees or sub-consultants retained by Architect in the performance of the services under this Agreement.

C. The Architect shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

§ 10.13 CONFLICT OF INTEREST

The Architect warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Architect further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

§ 10.14 ASSIGNMENT: SUBCONTRACTING

The Architect shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the Owner. The Architect shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Owner.

§ 10.15 RELEASE

The Architect, upon acceptance of final payment of the amount due under this Agreement, releases the Owner, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Architect agrees not to purport to bind the Owner to any obligation not assumed herein by the Owner unless the Architect has express written authority to do so, and then only within the strict limits of that authority.

§ 10.16 INSURANCE

A. Architect shall also obtain and maintain Workers' compensation insurance, required by law, to provide coverage for Architect's employees throughout the term of this Agreement. Architect shall provide the City with evidence of its compliance with such requirement.

B. Architect shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Architect shall furnish the Owner with proof of insurance of Architect's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

§ 10.17 RECORDS AND AUDIT

The Architect shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the Owner the Department of Finance and Administration, and the State Auditor. The Owner shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the Owner to recover excessive or illegal payments.

§ 10.18 APPLICABLE LAW: CHOICE OF LAW: VENUE

Architect shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the Architect agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

§ 10.19 AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

§ 10.20 NON-DISCRIMINATION

During the term of this Agreement, Architect shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Architect hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

§ 10.21 SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

10.22 NOTICES: Any and all notices provided for hereunder shall be in writing and shall be deemed delivered, given and received when (i) personally delivered, or (ii) five days after the same are deposited in the United States Postal Service mail, postage prepaid, certified mail, return receipt requested, addressed to the applicable party at the address indicated below for each party, or at such other address as may be designated by either party in a written notice to the other party.

OWNER: Public Works Department/Facilities Division
City of Santa Fe
PO Box 909
Santa Fe, New Mexico 87504-0909

ARCHITECT: Huitt-Zollars, Inc.
6501 Americas Parkway NE
Suite 550
Albuquerque, NM 87110-8154

10.23 NEW MEXICO TORT CLAIMS ACT: Any liability incurred by the Owner in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The Owner and its "public employees" as defined in the New Mexico Tort Claims Act,

Init.

do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(One hundred ninety seven thousand seven hundred sixty eight thousand dollars (\$197,768.00) plus tax in the amount of sixteen thousand one hundred ninety two dollars and twenty six cents (\$16,192.26) for a total amount of two hundred thirteen thousand nine hundred sixty dollars and twenty six cents (\$213,960.26).)

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows: *(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

See Attached

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows: *(Insert amount of, or basis for, compensation.)*

None

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (%), or as otherwise stated below:

None

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Programming Phase	\$26,368	percent (13	%)
Schematic Design Phase	\$52,739	percent (27	%)
<i>(Row deleted)</i>				
Construction Documents Phase	\$118,661	percent (60	%)
Bidding or Negotiation Phase		percent (%)
Construction Phase		percent (%)
Total Basic Compensation	\$197,768	one hundred percent (100	%)

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

(Table deleted)

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User Notes:

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

.1

(Paragraphs deleted)

Fees paid for securing approval of authorities having jurisdiction over the Project;

.2 Printing, reproductions, plots, standard form documents;

.3 Postage, handling and delivery;

.4 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;

5 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;

6. Mileage

7. GPS for field survey

8. Workstation charges for Survey

9. Taxes on Reimbursable expenses

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent (0 %) of the expenses incurred.

§ 11.9

(Paragraphs deleted)

PAYMENTS TO THE ARCHITECT

(Paragraphs deleted)

§ 11.9.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable within twenty one (21) days of undisputed request for payment.

§ 11.9.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times. Receipts for printing & other reimbursable expenses shall be submitted with the request for payment. Reimbursable expenses for mileage shall be designated on the invoice as the number of round trips between Albuquerque and Santa Fe, NM.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document B101™-2007, Standard Form Agreement Between Owner and Architect

.2 Other documents:

(

Exhibit A-Preliminary Design Schedule

Exhibit B-Proposed Basic Services Fee

Exhibit C: Certificate of Liability Insurance

Exhibit D: List of Subconsultants

Init.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below:

OWNER:

ARCHITECT: Huitt-Zollars, Inc.

JAVIER M. GONZALES, MAYOR

NAME & TITLE

DATE: _____

DATE: _____

CRS# _____

CITY OF SANTA FE BUSINESS

REGISTRATION # _____

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

AMB 2/5/15
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR RODRIGUEZ, FINANCE DIRECTOR

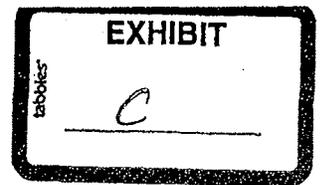
52409.572960 (Transit Bus Fund) & 22225.572960 (Alarm Enforcement)

(Table deleted)

Int.



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**



Section to be completed by department for each contract or contract amendment

- | | | | | |
|---|-------------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| 1 | FOR: ORIGINAL CONTRACT | <input checked="" type="checkbox"/> | CONTRACT AGREEMENT | <input checked="" type="checkbox"/> |
| | MAINTENANCE AGREEMENT | <input type="checkbox"/> | LICENSE AGREEMENT | <input type="checkbox"/> |
| | LEGAL SERVICES AGREEMENT | <input type="checkbox"/> | MEMORANDUM OF UNDERSTANDING | <input type="checkbox"/> |
| | MEMORANDUM OF AGREEMENT | <input type="checkbox"/> | JOINT POWERS AGREEMENTS | <input type="checkbox"/> |
| | GRANT AGREEMENTS | <input type="checkbox"/> | CHANGE ORDERS | <input type="checkbox"/> |

2 Name of Contractor Huitt-Zollars, Inc.

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$246,416.51

Termination Date: June 30, 2016

Approved by Council Date: In Process
 or by City Manager Date: _____

Contract is for: Engineering Design Services for Southside Transit Center and Police Department Renovations at 2521 Camino Entrada.

Amendment # _____ to the Original Contract# _____

Increase Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____
 or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 246,416.51 of original Contract# _____ Termination Date: 06/30/2016

Reason: Original Agreement

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

5

Total of Original Contract plus all amendments: \$ 246,416.51



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

6 **Procurement Method of Original Contract:** (complete one of the lines) _____

RFB RFQ Sole Source Other RFP 15/19/P

7 **Procurement History:** One Time contract _____

8 example: (First year of 4 year contract)

Funding Source: Transit Bus Fund & Alarm Enforcement **BU/Line Item:** 52409.572960/22225.572960

9 **Any out-of-the ordinary or unusual issues or concerns:** _____

None
(Memo may be attached to explain detail.)

Staff Contact who completed this form: LeAnn Valdez Phone # 955-5938

Division Contract Administrator: David J. Pfeifer

Division Director: David J. Pfeifer

Department Director: Isaac J. Pino P.E.

10 **Certificate of Insurance attached.** (if original Contract)

11 **Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity:** Request for Proposals '15/19/P'

12 **Prior year's contract amount?:** N/A

13 **Describe service impact from an ongoing commitment to the contractor:** _____

14 **Why staff cannot perform the work?:** required licenses

15 **If extending contract, why?:** none required

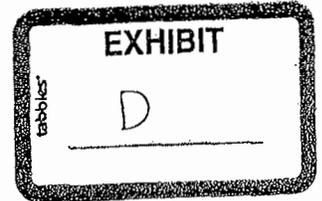
16 **Was a Santa Fe company awarded contract? If not, why?:** No, Federally Funded project

Has the contract been approved as to form by City Attorney's Office?: Yes

To be recorded by City Clerk: Yes

17 **Is this for City Manager or Council approval?:** City Council

<p>To be recorded by City Clerk</p> <p>Contract # _____</p> <p>Date of contract Executed (i.e., signed by all parties): _____</p> <p>Note: If further information needs to be included, attach a separate memo.</p>
--



SCOPE OF SERVICES
'15/19/P

Introduction

1. The City of Santa Fe's Facilities Division of the Public Works Department is seeking the services of a qualified engineering firm to provide the design drawings, specifications and contract documents for the renovation of an existing facility to accommodate two separate Departments. The facility will accommodate the Transit Division from the Transportation Department and Police Records and Professional Standards from the Police Department. See Exhibit 1 for the location of the existing facility at 2521 Camino Entrada, Santa Fe, NM 87501. The square footage of the existing building is approximately 8,876 square feet with an existing garage at 590 square feet.
2. The Transit Division will accommodate approximately 2,063 square feet to include office space, customer service counter, additional public men's and women's restrooms, waiting area for bus transportation riders and a potential leased space for a small coffee shop/café. This transfer station will serve as a hub for Santa Fe Trails bus routes in the south part of Santa Fe. See Exhibit 2.
3. The Professional Standards and Police Records will accommodate approximately 6,813 square feet to include office spaces, men's and women's restrooms, and secured areas for storage in both sections of the Police Department. See Exhibit 3.
4. Qualifying engineering firms will propose a design team with experience in site design and access for municipal or other commercial bus transit hubs, subsurface utility engineering, grading design and drainage analysis, traffic engineering, energy efficient site and bus shelter lighting, and commercial landscaping design for Santa Fe's elevation and climate. The identified desired improvements include:
 - a) driveway access for the new site off Camino Entrada to accommodate the City's largest Santa Fe Trails buses, regional commuter buses and City of Santa Fe employees from Transportation and Police Departments.
 - b) new sidewalks along the perimeter of the site and curb ramps connecting the sidewalk system to north of the property, across Camino Entrada
 - c) Incorporating the provided designed transit bus shelters into the new site layout and drainage design. See Plans.
 - d) a grading plan and landscaping throughout the project site that allows for good visibility of bus passengers and employees from all three perimeter streets
 - e) public restrooms within the existing building
 - f) energy efficient site lighting and bus shelter lighting in compliance with the City of Santa Fe's night sky ordinance
 - g) electrical power and mounting structures, as needed, for the owner-provided electronic information message panels (the owner-provided bus shelters will have supports for two large screen panels)

- h) other amenities such as a drinking fountain, bicycle racks and trash receptacles

This design work is partially funded by a Federal Transit Administration (FTA) grant. All of the contract clauses in Exhibit 6 will be included in the Agreement with the Engineer. Exhibit 4, the boilerplate Agreement, does not yet include those clauses. No local preference will be applied to the evaluation of the proposals.

As this design work is partially funded with FTA assistance, design and the resulting proposed construction costs must be segregated between a) transit exclusive improvements to the property and building; b) non-transit exclusive improvements to the building; and c) shared use improvements to the property on a pro-rated basis determined by the number of square feet of the existing building that will be dedicated to the exclusive use of each participating department.

Location:

The City of Santa Fe is planning on moving both Departments to the existing vacant building at 2521 Camino Entrada, bordered by Camino Entrada (East/West) on the north and Camino Entrada (North/South) on the east. The new Southside Transit Center is primarily intended to provide a convenient location to facilitate transfers to other parts of the Santa Fe Trails service area, as well as a comfortable, accessible, inviting, well lit and safe place for transit system passengers to wait for City and regional commuter buses.

Site Access:

The transfer station should be designed to accommodate a maximum of eight 35-foot long buses, including at least one 45-foot long bus. The City expects the driveway access to be located along the adjacent east side street, Camino Entrada (North/South), primarily for safety and also for affordability, with buses flowing clockwise around the building and driveway egress occurring on Camino Entrada (East/West). The City envisions accessible loading lanes for bus passenger pickup/drop off on the south side of the property and parallel to the existing building and a parking lot for Transit and Police Dept. employees, as well as customers of both departments, on the north side of the property. New sidewalks along property perimeters, and curb ramps at pedestrian street crossings will be required where they are lacking. Safe pedestrian access from the perimeter sidewalks to the bus loading areas should be provided.

Traffic Engineering:

A traffic engineering study – conducted in Fall 2014 – for the Camino Entrada intersection as it relates to the subject property is available upon request to the City Project Manager.

Bus Shelters:

1. The bus shelters have been designed and will be used on this site per the attached set of plans.
2. The current design is available in its entirety upon request to the City Project Manager. The shelters that will be used on site are 52' shelters which will be installed on site with two 26' pieces. The Southside Transit Center design will include: (a) the location(s) for installation of the owner-provided bus shelters, (b) bus shelter lighting, (c) electrical power supply for the two or more larger message panels (to be mounted on the shelters ends) and the smaller individual message panels, (d) mounting for the smaller individual message panels, and (e) the continuation of the drainage system from the shelter roofs.

Scope of Work:

The basic tasks the consultant will be expected to accomplish are as follows:

PHASE I – PROGRAMMING

1. Coordination (all phases)
2. Quality Assurance (all phases)
3. Design Kick Off Meeting
4. Santa Fe Trails
5. Environmental Investigations and Documentation
6. Police Department- Professional Standards Division and Police Records Division
7. Location Survey & Mapping
8. First Opinion of Cost

PHASE II – SCHEMATIC DESIGN

1. Project Utilities
2. Drainage Analysis & Permit
3. Geotechnical Sampling & Testing
4. Schematic Design Plans
5. Public Involvement – Public Meeting

PHASE III – DESIGN DEVELOPMENT & FINAL DESIGN

1. 50% Design Submittal
2. 95% Design Submittal
3. Construction Bid Documents

PHASE IV – BIDDING & CONSTRUCTION SERVICES

1. Bidding Services
2. Construction Services

The Expanded Scope of Work for all design phases is as follows:

PHASE I – PROGRAMMING

The Engineer will develop a comprehensive program which establishes goals, collects facts, identifies concepts and establishes design criteria to meet the needs of the project. The program should reflect the information and requirements of this request for proposals and determine the current project requirements. The deliverable will be the program report.

1. Coordination

In this phase and all subsequent phases of the design work, the Consultant will be responsible for all coordination necessary to accomplish the work required by the contract. This responsibility shall include coordination with the State (ex. NMED), the City (all departments/divisions/committees as required), PNM, and other agencies having jurisdiction, management responsibilities, sensitive resource responsibilities, permit authority or interest in the project (ex. MPO and CID). This will include obtaining approvals and/or concurrence on all work that is to be completed by the Consultant including work completed by sub-consultants working under this contract.

This responsibility shall also include obtaining all formal and informal approvals. For any required formal (written) approvals, the Consultant will provide the City with all required data and draft/final draft letters of transmittal. In the event the Consultant is not successful in obtaining formal or informal approvals, the Consultant shall promptly notify the City in writing, and the City will assist in resolving the matter.

In addition to the above, the Consultant shall be responsible for:

- Scheduling all design reviews
- Writing design review reports
- Writing design team meeting reports (minutes)
- Distributing all reports, plans and documents
- Providing monthly progress reports for design, utilities, and construction

2. Quality Assurance

In the Program Phase and all other phases, the City expects an excellent quality assurance effort. The City expects the proposing consultant to thoroughly review all sub-consultant's reports, plans and specifications, prior to submittal to the City. The City reserves the right to reject submittals that show a lack of quality control. Should the City reject submittals for this reason, the City will not be charged for reproduction costs

of the follow up submittal. The City will not provide an extensive review of plans, however, if the City must do so, it will back charge consultants its actual costs. Errors and omissions will be the responsibility of the consultant. Consultants will not be liable for errors or omissions in owner furnished data.

3. Design Kick Off Meeting

The Engineer's key design team members will initially meet with City staff for a design kickoff meeting. Meeting with all employees that will be vacating the existing building and making sure the needs are met for both departments.

4. Santa Fe Trails and City of Santa Fe Police Department

The design team to gather information and become familiar with the current and future planned schedules and vehicles of Santa Fe Trails (City bus system) and commuter bus systems, in regards to their access to and use of Southside Transit Center.

5. Environmental Investigations and Documentation

The City will arrange and pay for a prairie dog survey and for mitigation, if it is required. The Consultant shall prepare and submit the appropriate NPDES permit application submittals (i.e. NPDES, 401, 404, etc.) and biological reports shall be prepared in accordance with applicable guidelines and regulations. The following outlines tasks that may be required for project assignments:

- Review the most recent list of federal endangered and threatened species in Santa Fe County to determine the potential presence of any listed species in the project vicinity, as required under the Endangered Species Act.
- Conduct a biological survey and prepare a biological survey memorandum.
- Coordinate with the New Mexico Environment Department on surface drainage permit

The Consultant will also do the investigation & apply for any other permits required by City, State and Federal regulations.

6. Location Survey & Mapping

The Consultant shall provide a location survey to include location of fences, structures, and above ground utilities (i.e. manholes, pull boxes, etc.) that could conflict with proposed improvements should be identified. Use of City GIS orthophotography in conjunction with the location survey is acceptable. All surveying shall be performed under the direct supervision of a New Mexico Registered Professional Land Surveyor and conform with the Minimum Standards for Surveying in New Mexico adopted by the New Mexico Board of Registration for Professional Engineers and Surveyors.

The Consultant, having obtained all the necessary records and survey field data, will show all pertinent survey data and information (i.e. existing right-of-way limits, property lines, monuments, structures, etc.) and tie to existing or set monuments on or near the project area. Survey information shall be prepared at the same scale as the planimetric P&P sheets and shown on these sheets.

7. First Opinion of Cost

The Engineer shall include a first opinion of probable construction cost in the program report.

8. The Engineer shall receive written approval of the program report from the City prior to proceeding with the Design Development services.

PHASE II – SCHEMATIC DESIGN

1. Project Utilities

After identifying existing above ground and subsurface utility locations the Consultant shall map utility locations onto plans and profile sheets and aerial photographs.

2. Drainage Analysis & Permit

A. The Consultant will be required to evaluate the necessary level effort for drainage engineering analysis and design needed considering the scope of this project.

B. The Consultant shall prepare a storm water pollution prevention plan (SWPPP) and submit a Notice of Intent (NOI) to the Environmental Protection Agency on behalf of the City. The Consultant shall also prepare temporary erosion and sediment control plans (TESCP). Additional information regarding the SWPPP and TESCP may be available from the NMDOT Drainage Section.

3. Geotechnical Sampling & Testing

The Consultant may be required to provide geotechnical recommendations and a Geotechnical Report. The Geotechnical Report will be submitted as part of the Schematic Design. This may include, but is not limited to, soil sampling and laboratory testing sufficient to assemble construction details.

4. Schematic Design Plans

A. Using the approved Program Report, the Engineer shall prepare Schematic Design drawings and documents, describing the general construction and immediate surroundings layout, probable utilities systems, storm water drainage systems, types of materials envisioned, a breakdown of the budget on current area, volume or other unit costs, and the approximate dimensions of the programmed areas.

B. The schematic design plans may include: lighting design details, geometrics, plan and profile sheets showing recommended horizontal and vertical alignment of the access roads, typical sections, drainage requirements, slope limits, utility relocation/adjustment requirements, preliminary earthwork analysis, structure requirements such as retaining walls and major drainage structures and a preliminary construction cost estimate by construction type. Project plans shall be

prepared to the City's standards for general content and format, in an AutoCAD version compatible with the City's current AutoCAD software version.

C. Water conservation features shall be incorporated into the project, including features which go beyond the requirements of City code.

D. An early interim layout of the schematic design plan shall be reviewed with Santa Fe Trails bus drivers.

E. Schematic Design Review – City and Peer-To-Peer

1. Schedule and conduct the schematic design review with the City. The review shall include the preparation of the schematic design review report. The Consultant may be required to submit and distribute up to ten (10) bound sets of plans (50% reduced or 11"x17") for the review.

2. Arrange, schedule and pay for the Peer-To-Peer schematic design review. The City will provide the contacts for up to three peer municipal or regional bus transit representatives (the Peers), likely to be from other States. The consultant will make all the arrangements for and pay for the travel and lodging in Santa Fe for the Peers, and sponsor lunch the day of the design review.

In addition to the above, for Schematic Design Phase and for Design Development & Final Design Phase, the Consultant shall be responsible for:

- Scheduling all design reviews
- Writing design review reports
- Writing design team meeting reports (minutes)
- Distributing all reports, plans and documents
- Providing monthly progress reports for design, utilities, environmental, and construction
- Providing periodic progress presentations to the City and local elected officials (i.e. Transit Division Director, City Council, City Committees, MPO, etc.)

5. Public Involvement – Public Meeting

The Consultant shall be responsible for support of a public meeting, including arrangement and cost for required recording equipment, responding to agency and public comments; preparation of handouts, exhibits and displays; presentation at the meeting, preparation of sign-in sheets and forms for written comment; preparation of transcripts and summaries of public meetings; and any coordination with the required City staff, general public, or agency involvement that may be required before, during or after the public meetings. The City will provide an appropriate venue for the meeting, advertise it and chair the meeting.

The Engineer shall receive written approval of the Schematic Design Report and Plans from the City of Santa Fe prior to proceeding with the Design Development/Final Design phase of the project.

PHASE III – DESIGN DEVELOPMENT & FINAL DESIGN

1. 50% Design Plans

Provide 50% & 95% design plans for the project which may include, but are not limited to, roadway typical sections and pavement design, plan and profile sheets showing horizontal and vertical alignment, permanent signing and striping plans for the access road and the road through the park area, lighting plans, drainage plans, drainage requirements, sequence of construction, utility connection requirements, and a construction cost estimate by construction type.

2. 95% Design Plans

The Consultant shall provide final design plans, which may include, but are not limited to, the following:

1. General Sheets
 - Title Sheet w/ Vicinity Map and Index of Sheets
 - Project Layout Sheet
 - Summary of Quantities
 - General Notes and Incidental Items
2. Miscellaneous Sheets
 - Typical Sections
 - Miscellaneous Details
 - Demolition Plans
 - Miscellaneous Quantities
 - Curb and Gutter Layouts
 - Erosion and Sediment Control
 - Landscaping
 - Grading Plans
3. Plan and Profiles Sheets
 - Access Driveway(s) and Bus Circulation On Site
4. Site Lighting Plans
 - Lighting Analysis
 - Lighting Plan
5. Permanent Signing and Striping Plans
 - Access Driveway, Curbside Parking & Bus Circulation On Site
 - Sign Face Details
6. Drainage Plans
 - Plan and Profile
 - Structure Sections

7. Earthwork Cross- Sections

Design Reviews

Schedule and support the 50% & 95% completion design review with appropriate City staff. The Consultant shall prepare the review meeting minutes. The Consultant shall submit and distribute ten (10) bound sets of plans for each design review or as many as determined by the City.

3. Construction Bid Documents

The Consultant shall submit the revised final design plans, specifications and estimates and all related documents to the City of Santa Fe. The final design package may include the following:

- i. Two (2) full-size copies of final design plans (36"x 24"); signed by the City's Public Works Director, Facilities Division Director, Transit Division Director, Police Department-Police Chief, ADA Coordinator, and Historic Preservation Division Director;
- ii. TWENTY (20) half-size copies of final design plans (12"x18" or 11"x17");
- iii. One (1) paper and electronic copy of the final cost estimate.
- iv. Electronic files (pdf's and AutoCAD) of all final design drawings
- v. TWENTY (20) bound final sets of complete bidding documents, including wage rates and signed advertisements.

Upon City acceptance of the Construction Documents phase submittals described above, the following described design services may be added as an amendment to the Agreement Between Owner and Engineer, if it is in the best interest of the City to do so.

PHASE IV – BIDDING & CONSTRUCTION SERVICES

1. Bidding Services

The Engineer, following the Owner's written approval of the bidding documents, shall assist the Owner in obtaining bids and in awarding and preparing contracts for construction. The Engineer and a design team representative from each discipline shall attend the pre-bid meeting.

2. Construction Services

The City requires Construction Services and Management during construction.

The construction phase will commence with the award of the construction contract and continues until the two year warranty inspection and report is submitted by the Consultant and approved by the City. The Consultant shall be the representative of the City during the construction phase and shall advise and consult with the City Project Manager regarding construction activities for the duration of the construction phase. Construction phase services will include the resolution of problems encountered during construction. Any additional design services not caused by errors and/or omissions,

and requested by the City will be authorized by an amendment to the agreement. Any amendments to the agreement shall establish the additional work requirements, amend the contract as required and adjust the time schedules.

The Consultant shall fully execute and participate in the following tasks to implement the construction of the Project in conformance with the plans and specifications:

1. Preconstruction meeting with the Construction Contractor, Owner, Utilities;
2. One daily construction observation, oversight, inspection and daily diary entry;
3. Construction management basic services including:
 - Construction Engineering Technical Support;
 - Review of Construction Contractor material submittals or shop drawings;
 - General project review and response to Construction Contractor's requests for information and clarification;
 - Change order review and preparation;
 - Claims review, documentation, and correspondence;
 - Receive, review and approve progress payments (to be forwarded to the City);
 - Preparation and authorization of field inspections and punch lists; and
 - Two-year warranty inspection and report
 - Review of contractor submitted "As-Built plans", preparation and submittal of "As-Built" drawings on mylar prints (36" x 24"), one (1) 36" x 24" paper copy and on CD in AutoCAD format (version 2010 or more current).

All of the work defined in the "Scope of Work" will be included in the Agreement Between Owner and Engineer.

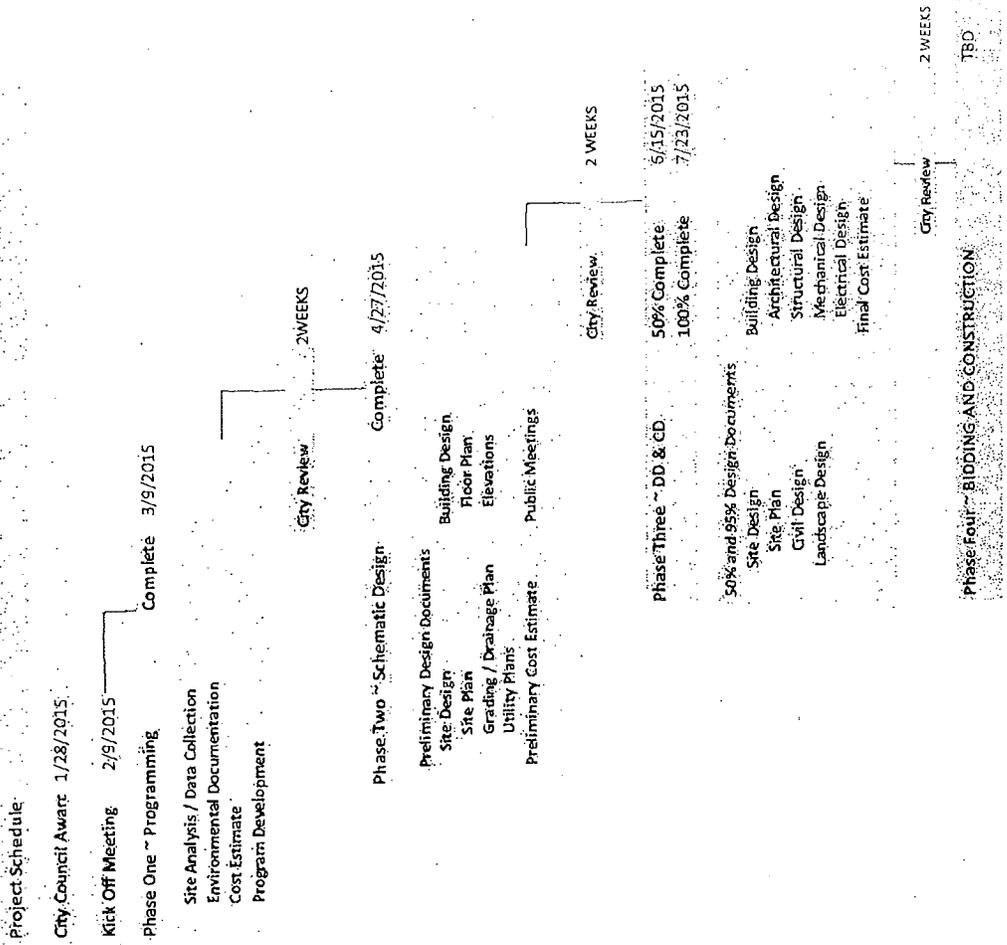
Team Member Availability

The chart is the following page is provided to illustrate the team roles and availability of the Huitt-Zollars design team based on current project commitments. As noted, both John Jarrard, proposed PM and Innes Henderson proposed project architect, have adequate availability to manage the design of the Southside Transit Center and Police Department Renovation Project

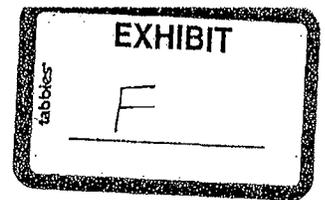
Schedule

The Schedule to the right is a preliminary timeline for each design phase of the project. A more comprehensive schedule will be prepared prior to the start of the design that will identify all design deliverables, work products and review dates for the Scope of Services as described in Article 3 of the Owner / Architect Agreement.

The schedule shown differs from the schedule presented in the RFP. This schedule is based on our assessment of the design work required. However, if the timeline included in the RFP is required due to funding requirements or other necessary deadlines, Huitt-Zollars will adjust the design efforts to insure the City this schedule is met. This may include overtime work hours, reduced or combined Owner review periods and/or design phases.



HUITT-ZOLLARS



City of Santa Fe
Southside Transit and Police Facility

1/30/2015

Proposed Basic Services Fee

Basic Services	Phase 1	Phase 2	Phase 3	Phase 4		Total Fees
	Programming	Schematic Design	Final Design	Bidding	Const. Admin	
Civil	\$ 3,164	\$ 6,329	\$ 14,239	\$ 1,582	\$ 6,329	\$ 31,643
Architectural	\$ 14,503	\$ 29,006	\$ 65,264	\$ 7,252	\$ 29,006	\$ 145,031
Landscape Arch	\$ 1,318	\$ 2,637	\$ 5,933	\$ 659	\$ 2,637	\$ 13,185
Mechanical	\$ 3,428	\$ 6,856	\$ 15,426	\$ 1,714	\$ 6,856	\$ 34,280
Electrical	\$ 3,164	\$ 6,329	\$ 14,239	\$ 1,582	\$ 6,329	\$ 31,643
Structural	\$ 791	\$ 1,582	\$ 3,560	\$ 396	\$ 1,582	\$ 7,911
	\$ 26,369	\$ 52,739	\$ 118,662	\$ 13,185	\$ 52,739	\$ 263,693
Total Basic Fee						\$ 263,693

Reimbursable Expenses (If Required)

Site Survey	\$ 6,200.00
Geotechnical Report	\$ 4,800.00
Printing	\$ 6,500.00
Environmental Assessment	\$ 12,500.00
Total	\$ 30,000.00

Bid Documents Total Sheets 49

General	Structural
Cover Sheet	Misc. Details
General Notes	
Civil	Mechanical
Site Demo Plan	Demo Plan
Site Plan	Plumbing Plan
Platform Plan	HVAC Plan
Grading Plan	Schedules (2)
Traffic Control Plan	Details (3)
Details (2)	Piping Schematics
	Fire Protection Plan
Architectural	Electrical
Demo Floor Plan	Demo Plan
Floor Plan	Site Electrical Plan
Demo Ceiling Plan	Power Plan
Ceiling Plan	Lighting Plan
Roof Plan	Special Systems Plan
Exterior Elevations	Schedules (2)
Enlarged Floor Plans	Details (3)
Interior Elevations	Riser Diagrams
Wall Sections (2)	
Schedules	Landscape
Details (3)	Planting Plan
	Irrigation Plan
	Details (2)

City of Santa Fe, New Mexico BUSINESS LICENSE



City Of Santa Fe
PO BOX 909
Santa Fe NM, 87504

Official Document
Please Post

Business Name: **HUITT-ZOLLARS INC**

Location: **SF COUNTY**

Class: **BUSINESS REGISTRATION-STANDARD PSA W/CTY**

Comment:

Control Number: 0047756

License Number: 14-00003145

Issue Date June 23, 2014

Expiration Date December 31, 2014

**HUITT-ZOLLARS INC
6501 AMERICAS PARKWAY NE
STE 550
ALBUQUERQUE NM 87110**

THIS IS NOT A CONSTRUCTION PERMIT OR SIGN PERMIT. APPROPRIATE PERMITS MUST BE OBTAINED FROM THE CITY OF SANTA FE BUILDING PERMIT DIVISION PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION OR THE INSTALLATION OF ANY EXTERIOR SIGN.

THIS REGISTRATION/LICENSE IS NOT TRANSFERABLE TO OTHER BUSINESSES OR PREMISES.

STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT BUSINESS CERTIFICATE

Issued to: **HUITT-ZOLLARS INC**
DBA: **HUITT-ZOLLARS INC**
1717 MCKINNEY AVE SIDE 1400
DALLAS, TX 75202-1236

Expires: **12-Jan-2015**
Please verify current status of Certificate by contacting Taxation and Revenue Department

Pursuant to Sections 13-1-21 and 13-1-22 NMSA 1978 the Person or Business Named Herein has met the statutory requirements and has been awarded a Resident Business Certificate.

Certificate Number:

L1825898816

Demesia Padilla, CPA, Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE

