

PROPOSAL / BID RESPONSE



A/E SERVICES

FOR

Innovation Mesa Business Accelerator and EOC

Submittal Date: 1 July 2013

APMI, Inc.

8300 North Hayden Road
Suite A204
Scottsdale, Arizona 85258
p: 480-998-0709
f: 480-998-7958
e: apmi@apmi.com

APMI, Inc.
8300 North Hayden Road
Suite A-204
Scottsdale, Arizona 85258

Tel: 480.998.0709
Fax: 480.998.7958
Email: apmi@apmi.com

1 July 2013

City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001

Attn: James Duval
Capital Improvements, Senior Project Manager

Re: A/E Services Proposal
Innovation Mesa – Business Accelerator and EOC
2201 West Gemini
Flagstaff, Arizona 86001

Dear Mr. Duval:

APMI, Inc. is pleased to have this opportunity to submit the following proposal for Architectural and Engineering Services to develop the design of the Innovation Mesa Business Accelerator and EOC. This proposal is being submitted in accordance with documents provided to APMI outlining the project scope, including the Architectural & Engineering Services Contract, Attachment “A” and Attachment “B” documents. This proposal is also based on email exchanges between City Staff and APMI and the meeting on 6/25/13 conducted between James Duval and Adam Siros.

The Attachment “A” and “B” documents prepared by the City of Flagstaff are quite thorough and will act as the basis of our proposed scope of services with the following clarifications, exclusions and assumptions. This proposal shall govern should there be any modifications of or discrepancies between the proposal and the attached documents.

Clarifications to the Architectural & Engineering Services Contract:

1. Section 5: The third sentence in this paragraph states the following: *“It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Provider from and against any and all claims.”* It should be noted that this specific language is not insurable. This statement makes the indemnitee 100% responsible for claims where they may only be 1% negligent or responsible. APMI proposes removing this statement.
2. Section 6.1: APMI and its consultants agree to provide insurance certificates meeting the required limits of insurance noted in section 6.1 with the following exception:
 - a. It is understood that it is acceptable to provide reduced professional liability limits for the Landscape Architect. The proposed limits are \$500,000.00 for each claim and \$500,000.00 aggregate.
 - b. Section 6.3.8: This section does not include any clause relative to errors and omission insurance. Except as noted above, the professional liability limits will be met. If an errors and omissions clause is included a provision for betterment should be included.

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Clarifications to Attachment “B” Fee & Schedule:

1. As discussed with City Staff, APMI proposes that the contract be structured as a lump sum contract however, it is understood that the fee provided is scope driven. If a specific design service is not performed it will either not be billed or only be billed to the percentage completed.
2. A proposed design schedule has been included and is attached.
3. Section IV indicates that the overall construction budget is \$6,019,452 and states that the “drawings plans and specifications prepared by the A/E will be expected to result in a bid for construction” within that budget amount. While APMI cannot control the bid results we do agree that design documents will be prepared working toward that goal.

Project Scope Clarifications (Listed by Discipline):

General:

1. Site visits have been allocated according to the quantity outlined in the scope clarifications below. If either fewer or additional site visits are required by the project, the fee will be adjusted accordingly.

Architecture:

1. APMI Inc, will provide Architectural design and project management services for a new 25,000 square foot Business Accelerator and Emergency Operations Center for the City of Flagstaff. This includes the associated phase one site improvements relative to the project scope. The Attachment “A” document prepared by the City thoroughly outlines the architectural scope, however APMI would like to clarify the following items:
 - a. Design is limited to Phase One improvements and the on-site infrastructure to support Phase One. Design of subsequent phases and off-site infrastructure is not included.
 - b. It is understood that the City does want to obtain a permit for the site work early. APMI has prepared the cost proposal assuming that two design packages will be prepared. One for the site and one for the building. Additional drawing packages have not been included.
 - c. APMI will provide the required documentation and submit the required drawing sets for periodic review as required by the EDA Grant Funding provisions.
 - d. APMI has assumed a construction duration of approximately one year. As outlined in Attachment “A”, weekly construction progress meetings are anticipated. In addition, it is assumed that the construction observation site visits will occur bi-weekly in lieu of “bi-monthly”. It is assumed that these construction observation visits will occur at the same time as the standard weekly progress meetings. A total of (52) fifty-two meetings for progress/site visits during construction have been included in this scope.

Landscape Architecture:

1. Pam Symond Landscape Architect (PSLA) will provide Landscape Architecture design services for a new 25,000 square foot Business Accelerator and Emergency Operations Center for the City of Flagstaff. This includes the associated phase one site improvements relative to the landscaping scope. There are no additional clarifications beyond the basic scope of services. Design meetings and periodic site observations are included.

Civil Engineering:

1. Peak Engineering will provide Surveying and Civil Engineering design services for a new 25,000 square

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foot Business Accelerator and Emergency Operations Center for the City of Flagstaff. This includes the associated phase one site improvements relative to the civil scope. The project scope is further clarified as follows:

- a. Programming Phase: The work for this phase is substantially complete. We have included time to participate in a team design review meeting to verify the existing program and determine if changes are needed to the site plan documents.
- b. Schematic Design Phase: The work for this phase is substantially complete and the City prefers minimal revision to the site design. We anticipate minor revisions to the current site plan based on the updated topographic information obtained via survey.
 - i. We will address the civil engineering related comments listed in the conditions of approval of the site plan dated December 11, 2012.
 - ii. We will perform an AutoTurn analysis to show on-site vehicular movements for trash collection and emergency access vehicles.
 - iii. This task includes verification of the preliminary drainage calculations (LID & detention basins) provided by others in support of the concept design. We will summarize recommended changes, if any, to the drainage concept in a design memo including supporting documentation.
 - iv. We will estimate quantities and prepare an Opinion of Probable Construction Cost (OPCC) for the site improvements. The OPCC will be based on recent unit bid prices for projects in the Flagstaff area for major work items.
- c. Design Development Phase: Design development documents include preliminary civil engineering of grading, on and off-site improvements (in support of Phase 1 design), storm water management, Low Impact Development (LID) features, water and sewer utilities, and resource protection.
 - i. Design development documents include plans, outline specifications and the OPCC. Plans will be prepared using appropriate standards including but not limited to the City of Flagstaff Engineering Standards, MAG Standards and Specifications, ADOT Standards for Road and Bridge Construction and ADA Guidelines.
 - ii. The sewer design includes gravity lines, force main(s) and a lift station and extends beyond the Phase 1 project boundary to connection with a public gravity sewer main approximately 800 feet north of the lease boundary. The new force main will parallel an existing force main that currently serves the NACET building. The sewer mains and services will be shown in plan view only; we do not intend to prepare profile views for the sewer force main. We intend to specify a packaged lift station design based on anticipated design flows. A custom lift station design is not included. [It is understood that our scope will also include sizing and designing the piping only for the future force mains based on the building sizes shown on the current approved site plan. This piping will be installed in a common trench with the piping for phase one.](#)
 - iii. The water design includes extension of an 8" main from an existing 12" main in Gemini Drive. The design plans will show plan and profile views of the water main design. The profile views will show utility crossings and geotechnical information, if available. The design will include stub-outs for future phases and hydrant(s) as required.
 - iv. We will prepare a project construction control sheet showing horizontal and vertical control. Control will be based on existing benchmarks and local control set during the topographic survey.
 - v. The design development plans will show preliminary grading and drainage design and utility alignments but will not be fully detailed. Construction notes will be listed on the plans and proposed elements will be keynoted but not fully dimensioned. Quantities will not be listed per sheet in the plans; however, total quantities will be shown on the general

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notes sheet.

- vi. This phase includes regular coordination meetings with the design team and a design team quality control and coordination workshop.
- vii. We will submit plans to franchise utility companies (UniSource, SuddenLink, Century Link and APS) for review and comment. This effort includes a coordination meeting with utility companies to present the project and plans, answer questions and collect existing conditions information. We will prepare a utility approval form to be included with the plan submittal.
 - 1. It is understood that the City will process any payments to the private utility companies for design separately from APMI's contract, upon approval and recommendation by APMI. It is the City's intent to include any fees for private utility infrastructure (conductor, gas main, fiber optic, etc.) in the contract for construction. Therefore, APMI will make this clarification in the bidding documents that it will be the Contractor's responsibility to include this cost in their bid.
- d. Construction Document Phase: We will prepare construction ready documents for the site improvements. Construction ready documents include the plan set, project specifications and special provisions and the OPCC.
- e. Approvals/Permitting Phase: We will be responsible for the following permit approvals/submittals:
 - i. Grading permit application,
 - ii. Rough grading certification. The grading certificate requires the Civil Engineer, Contractor, Geotechnical Engineer and Surveyor to certify rough grading. The task includes a field visit to verify compliance.
 - iii. Final grading certification. The grading certificate requires the Civil and Geotechnical Engineer to certify final grading. The task includes a field visit to verify compliance.
 - iv. ADEQ Approval to Construct - water and sewer facilities
 - v. ADEQ Approval of Construction - water and sewer facilities
 - vi. Franchise Utility Approval (Unisource, APS, SuddenLink, Century Link)
- f. Bidding / Contract Award Phase: We will participate in a pre-bid meeting and participate in answering questions of potential bidders related to the site improvements. We will prepare addenda, as necessary, to clarify construction documents and/or address changes during the bid phase. We will review bid items related to site improvements and document any irregularities to aid in the recommendation of contract award.
- g. Construction Phase (Office): We have included for the following construction phase activities:
 - i. Material/Shop Drawing review
 - ii. QC testing result review for civil construction elements (compaction, density, concrete)
 - iii. Responses to requests for information
 - iv. Exhibits to modify design based on unknown field conditions or construction phase changes. We have included eight hours of designer time and two hours of project manager time to address changes.
- h. Construction Phase (Field): We have included for the following construction phase activities:
 - i. We anticipate site visits during construction of site improvements to document progress and observe construction progress. We will document field visits with observation reports with a summary of work underway and project photographs. We have budgeted for (4) four site visits for site improvements recognizing that the site work will be performed in phases over the total construction duration. We anticipate a total of 4 hours per visit, including the time to document the site visit.
 - ii. Peak Engineering will provide a site inspection of the installed BMPs to verify compliance with the SWPPP. We will document any deficiencies or corrections required.
 - iii. Peak Engineering will observe start-up and operation of the sewage lift station.

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- i. Record Drawing Phase: Peak Engineering will prepare record drawings of the site improvements in CAD format. We will supplement the Contractor's as-built information with our own site measurements to verify the accuracy of the record measurements. The record drawings will be sealed by a registered professional engineer (civil) and provided to the City in PDF format. Please note, record drawings are required for the water and sewer main installation to obtain an Approval of Construction from ADEQ.
2. Cost estimating services have not been itemized. The required cost estimating will be provided within each project phase.

Structural Engineering:

1. Hubbard-Merrell Engineering (HME) will provide Structural engineering design services, including all required calculations, for a new 25,000 square foot Business Accelerator and Emergency Operations Center for the City of Flagstaff. There are no additional clarifications beyond the basic scope of services. Design meetings and periodic site observations are included.

Mechanical/Plumbing/Electrical/Fire Protection Engineering:

1. Taylor-Rymar Corporation (TRC) will provide Mechanical, Plumbing, Electrical and Fire Protection engineering design services for a new 25,000 square foot Business Accelerator and Emergency Operations Center for the City of Flagstaff. This includes the associated phase one site improvements for their respective disciplines. During design TRC will attend (1) Programming meeting, (2) Owner review meetings and (2) Design team meetings. The project scope is further clarified as follows:
 - a. **Electrical:** Design and Drafting of Electrical Construction Drawings. Drawings shall include: Single Line Diagram(s), Panel Schedules, Power and Lighting Floor Plans, and Load Calculations. Design emergency generator for dedicated EOC use. Design and Drafting of fire alarm device locations and typical fire alarm riser diagram. Perform Short Circuit Study. Design conduits, back-boxes, and power connections for data, voice, video, or other Owner provided special systems. Provide utility company coordination for new electrical service to the site. Provide point x point lighting calculations for site lighting. Submission of documentation to LEED® On-line.
 - b. **Mechanical:** Design and Drafting of Mechanical Construction Drawings. Drawings shall include: HVAC Floor Plans, Details, and Schedules. Perform building heating, ventilation and air conditioning load calculations which includes energy modeling for LEED Submittal. Provide design/layout drawings for the installation of HVAC equipment, ductwork and air devices. Provide design/layout of exhaust fans serving the lab areas. Provide design/layout for separate exhaust fans to serve restrooms and janitor's closet. Submission of documentation to LEED® On-line.
 - c. **Plumbing:** Design and Drafting of Plumbing Construction Drawings. Drawings shall include: Plumbing Floor Plans, Isometrics, Details, Schedules, and fixture Load Calculations. Provide design/layout drawings for the installation of new plumbing fixtures and piping. Note: all potable and sanitary water piping will be terminated 5'-0" beyond building. Perform separate supply water pressure calculations, sanitary waste and vent calculation for new plumbing fixture installations. Perform natural gas calculations, and provide design/layout drawings for gas piping to HVAC equipment and hot water heaters. Provide water and waste piping isometrics on drawings. Provide layout for drain piping from new HVAC units. Provide design/layout of building roof and overflow drain piping to retention area as indicated by architectural construction documents. Submission of documentation to LEED® On-line.
 - d. **Fire Protection:** Design and Drafting of Fire Protection Construction Drawings. Drawings shall

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include: Floor Plans, Calculations, Details, and Schedules. Perform and submit hydraulic calculations based on NFPA Chapter 13 for city submittal. Coordinate and obtain fire flow hydrant test data to utilize in hydraulic calculations.

2. TRC will also provide construction support services including RFI response, shop drawing review and (2) two construction site visits followed with a written observation report.

Geotechnical/Soils Investigation Services:

1. Speedie and Associates will provide Geotechnical Investigation for the Innovation Mesa Project. The scope of work includes the following:
 - a. For the structure, we will drill and sample sufficient test borings to adequately determine subsoil conditions and provide samples for laboratory testing. Sufficient laboratory tests will be conducted to properly classify the soils encountered and provide data for engineering design. We presently anticipate drilling, and rock coring as necessary, 4 structural borings (one of which will be in the sewer lift station location) to depths of 20 feet below existing ground surface. Two additional structural borings will be conducted within the building footprint will be excavated to 20 feet below existing ground surface or auger refusal whichever occurs first. Two additional borings will be conducted to 5 feet below existing ground surface elevation within proposed pavement areas and two borings within LID basins for percolation testing at depths within the upper 4 feet. Access to the site by conventional truck-mounted drilling equipment is assumed to be free and unencumbered.
 - b. To help provide additional information regarding the depth of rock and excavation conditions across the site and within utility right-of-ways, we propose to supplement the borings with the addition of test pits excavated with a rubber-tired backhoe. This option will provide information regarding the existing soils, native and fill, and limited information regarding the condition of the basalt bedrock. We will excavate and sample sufficient test pits to adequately determine subsoil conditions and provide samples for laboratory testing. Sufficient laboratory tests will be conducted to properly classify the soils encountered and provide data for engineering design. We presently anticipate excavating 8 test pits to a depth of 10 feet below existing ground surface, or refusal, whichever comes first. Access to the site by conventional rubber-tired backhoe is assumed to be free and unencumbered.
 - i. All of the soils and geotechnical data collected during the design phase will be made available to the contractors for bid purposes so they can appropriately bid the amount and type of excavation needed. The geotechnical scope proposed by APMI has been increased, above what might be considered 'standard' for design services, specifically to provide additional information for the contractor. However, the contractor will be responsible for interpreting and applying the data provided for their bidding purposes. The APMI Team will also allow each bidding contractor to visit the Flagstaff offices of Speedie and Associates to view the rock cores obtained during the geotechnical investigation. This will allow them to view the samples and confirm any assumptions they have made based on the information provided by the design team.
 - ii. BlueStake will be contacted for marking of public utilities and the electrical as-built prepared on 10/19/11 will be used for rough locations of empty conduits not located by BlueStake services.
 - c. We will analyze the data obtained from field and laboratory testing and prepare a report presenting all data obtained, together with our conclusions and recommendations regarding:
 - i. Design data, allowable bearing pressure and depth, for shallow spread footings.
 - ii. Alternate foundation systems and data design, if indicated by soil conditions.
 - iii. Settlement estimated for each foundation system considered.

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- iv. Lateral pressures on temporary and permanent retaining and foundation walls.
- v. Groundwater conditions, if any, to the depths which will influence design and/or construction of the proposed development.
- vi. Swell potential of in-situ and compacted soils and recommendations for control if highly expansive.
- vii. Pavement design to provide economy and adequate service.
- viii. Suitability of the site soils for use as compacted fill and preferred earthwork methods, including clearing, stripping, excavation, and construction of engineered fill.
- ix. Local excavation and trenching conditions and stability considerations.
- x. Suitability of subsoils to permit dissipation of storm water.

Construction and Materials Testing / Special Inspection:

1. Speedie and Associates will provide Construction/Materials Testing and Special Inspections for the Innovation Mesa Project. The scope of work includes the following:
 - a. Personnel will perform all tests and specimen preparation and will prepare a Daily Field Report for each day spent at the site. These reports, together with all test data, will be transmitted on a timely basis to those parties designated by the client.
 - b. We have provided a budget estimate for the amount of work required for this project based on based on our experience on similar projects. The estimate is based on a total of 165 trips to the site with an average of 3.0 hours on site per visit. This includes time for field density testing during mass grading activities, on building pad preparation, drainage improvements, utilities and parking lot improvements. Time is also included for concrete testing, grout testing, and structural special inspections.
2. A detailed breakdown of the individual different scope items of the project is provided as an attachment to this proposal. It should be noted, that we have no control over the contractor's construction methods and work schedule. Actual charges will be billed according to the attached unit rates on a portal to portal basis with no daily minimum charge.

Archeological Monitoring:

1. SWCA will provide Archeological Monitoring for the Innovation Mesa Project. The scope of work outlined below involves periodic archaeological monitoring of construction activities. The scope of work includes three components.
 - a. MONITORING PLAN: SWCA Environmental Consultants (SWCA) will prepare a monitoring plan detailing the methods to be used during construction monitoring and in event of a discovery. SWCA will submit a draft plan to the City for review and consultation. SWCA shall address the City's comments and develop a final monitoring plan. The City will submit to SHPO for concurrence.
 - b. ARCHAEOLOGICAL MONITORING: In accordance with the City's scope of work, SWCA will provide one archaeologist to periodically monitor construction, record any archaeological artifacts or features discovered during construction and treat them in accordance with the approved monitoring plan, and to recommend archaeological site and feature protection measures during the undertaking. It is our understanding that one monitor will be needed for four, two hour visits during the construction period. Additionally, SWCA can provide an archaeologist if a discovery is made during construction activities, in order to satisfy the requirements of the monitoring plan, at the daily rate listed below. SWCA archaeologists are available Monday through Friday from 5 a.m. to 5 p.m. only.
 - c. MONITORING RESULTS REPORT: After fieldwork, SWCA will prepare a summary report that

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includes a cover, title page, introduction, project description, environmental setting, cultural setting, background research results, methods, results of monitoring, recommendations, and references cited. SWCA will submit to the City a copy of the draft report for review and will incorporate the City's comments into the final report. At the close of the project, SWCA will prepare and submit the necessary archaeological site and survey project records for permanent curation at the Arizona State Museum, as required by SWCA's Arizona Antiquities Act (AAA) permit.

LEED Documentation/Certification/Commissioning Services:

1. APMI, Taylor-Rymar Corporation (TRC), Pam Symond Landscape Architect (PSLA) and Peak Engineering will provide LEED Documentation and Certification services for the Innovation Mesa project. LEED Commissioning services will be provided by TRC. This includes achieving a minimum certification level of Silver. The LEED project scope is further clarified as follows:
 - a. APMI, TRC, PSLA and Peak will develop, document and submit all required documentation to LEED® On-line.
 - b. We anticipate the credits could include the following:
 - i. Site: SS prereq 1; SS1; SS2; SS4.3; SS4.4; SS5.1; SS5.2; SS6.1; SS6.2; SS7.1 SS7.2; RP credits; WE1
 - ii. Building: SS8; WE prereq 1; WE3; EA prereq 1,2&3; EA1; EA4; IEQ prereq1; IEQ1; IEQ2; IEQ7.1; MR prereq 1; MR4; MR5; MR6; MR7; IEQ prereq2; IEQ4.1; IEQ4.2; IEQ4.3; IEQ4.4; IEQ5; IEQ7.2; IEQ8.1; IEQ8.2.
 - iii. Construction: MR2; IEQ3.1; IEQ3.2
 - c. LEED Fees are based on the USGBC fee schedule as of the date of this proposal. If USGBC registration and certification fees increase or decrease, the fee structure will need to be adjusted.
2. Energy modeling to comply with LEED requirements will be included.
3. APMI, Taylor-Rymar Corporation (TRC), Pam Symond Landscape Architect (PSLA) and Peak Engineering will provide the required periodic onsite observations to LEED compliance during construction.
4. LEED Commissioning will consist of the following:
 - a. Provide Commissioning Plan and Specifications as required.
 - b. Attend two (2) LEED®/Cx Meetings during the completion of the design and construction documents.
 - c. Meet the requirements of E&A Prerequisite 1: Fundamental Commissioning of Building Energy Systems. Systems required to be commissioned per LEED® requirements:
 - i. HVAC Systems and associated Building Controls
 - ii. Lighting and Daylighting Controls
 - iii. Domestic Hot water Systems
 - iv. Renewable Energy Systems as applicable.
5. Conduct one (1) kick-off and four (4) site commissioning meetings and field visits during construction.
6. Provide pre-functional check lists for commissioned systems.
7. Prepare documentation and conduct Functional Testing of systems to be commissioned.
8. Attend final Cx meeting/Project Closeout
9. Prepare Final Commissioning Report.
10. Submission of documentation to LEED® On-line.
11. This proposal assumes one retest of any individual component that fails the first functional test during commissioning.

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PROJECT EXCLUSIONS:

All of the following exclusions can be provided by the APMI Team should they become necessary or should The City of Flagstaff desire them. These services would be individually negotiated, based on the scope of services desired.

1. Design services that would be required to manage, coordinate and prepare separate design packages to facilitate a multi-phased or fast track construction process, except as may be identified in the scope of services or by a separate fee in the fee proposal section.
2. Work outside of the immediate site or Phase 1 areas, except for that which may be required to support phase one grading/drainage design and utility connections.
3. Design of the extension of reclaimed water to serve the site is not included. Per the City's utility atlas, the nearest reclaimed water is approximately at the north end of Gemini Drive at the existing reclaimed water storage tank.
4. Custom design of a lift station is not included; we intend to specify a package system similar to the existing system serving NACET.
5. Native Plant Resources Survey is excluded.
6. Design and specification of "special systems", i.e., telecommunications, security, data, etc. An empty conduit raceway system will be provided based on equipment supplier's layouts provided by Client's Vendor.
 - a. For each of the special systems such as data/security/phone/fire for the project, including that for the EOC, we will create a performance specification to allow the contractors to appropriately bid the scope. We will identify locations of devices and provide wiring and performance specs. Due to the fact that each vendor will design their systems around their specific hardware/equipment we do not include "specific" special system design. This allows for competitive pricing and a non-proprietary spec which allows multiple vendors to bid on the project. The APMI Team will work with the contracted vendor to ensure that the proposed system meets the requirements of our specifications and meets needs of the project.
7. Preparation and submission of applications for exhaust permits to the County and/or State. It is assumed that the tenants within the building will require general exhaust only and that specialty exhaust systems are not required.
8. Permitting and plan review fees to the City of Flagstaff or to local utility companies. It is understood that the City will pay these fees directly.

PROJECT ASSUMPTIONS:

The proposed fee for professional services has been based on the anticipated level of services that will be required to accomplish the project as described. The following assumptions have been made in determining the extent of professional services required and the resultant professional fee:

1. Design is limited to Phase One improvements and the on-site infrastructure to support Phase One. Design of subsequent phases and off-site infrastructure is not included.
2. It is understood that the project has an approved site plan and that minor modification may be required. Significant changes requiring re-approval of the site plan may result in additional design fees.
3. The Contractor will be responsible for installation of BMPs related to the SWPPP and will be responsible for filing the NOI and NOT with ADEQ. The Contractor will also be responsible for daily monitoring and reporting.
4. The City will observe the water and sewer pressure/leakage testing and the water quality testing.
5. It is assumed that no hazardous materials are to be used within the interior of the building. As stated in the basic scope of services, the building use will consist of office, wet/dry laboratory, light manufacturing

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- space and a secondary EOC.
6. Due to the fact that APMI, Inc. does not hold direct contracts with the various Construction Contractors, APMI, Inc., its Consultants and their Staff assumes no responsibility for the means and methods of construction utilized by the various contractors that will be involved in construction or will be supplying materials or equipment to the project site. Means and Methods of construction and thereby any and all safety programs shall remain the responsibility of the various contractors and material or equipment suppliers.
 7. Periodic Observations by the Staff of APMI, Inc. or its Consultants shall not be construed to assume any liability for Contractor's Means and Methods through their presence at a project site, either prior to, during or after a possible incident or observance of a potential safety infraction.
 8. The following assumptions relate to the Archeological Monitoring portion of the scope:
 - a. It is assumed that this is non-site monitoring only and can be done under SWCA's AAA blanket permit. If a site is discovered, a project specific permit from the Arizona State Museum will be required and a separate cost will be prepared.
 - b. It is assumed any features encountered during monitoring will be recorded only. This cost does not include data recovery of any features encountered during construction. If cultural features are found, a separate cost will be prepared for the data recovery of the discovered features, if necessary.
 - c. It is assumed that no human burials are located within the project area. If burials are encountered, a separate cost will be prepared for the excavation, removal, and repatriation of the burials.
 - d. It is assumed that all artifact analysis will occur in the field and no artifacts will be collected. If artifact collection is necessary, a separate cost will be prepared for laboratory analysis and curation of the artifacts at the Arizona State Museum.

FEE PROPOSAL SECTION:

Attached is a proposed Cost Proposal Breakdown for the project and services as described. Should the scope of the project or services change in any way, the professional fee shall be modified accordingly. The proposed professional fee is exclusive of reimbursable expenses as defined under reimbursable expenses.

REIMBURSABLE EXPENSES:

An estimate of reimbursable expenses is included on the attached Cost Proposal Breakdown. The estimate of reimbursable expenses does not include cost of reproduction or distribution for bidding or construction purposes or the cost of agency document reviewing or permitting fees.

Reimbursable expenses shall be defined as all reproduction, plotting, postage, messenger services, shipping,; mileage paid to staff, out of town travel expenses and other similar out of pocket expenses. Expenses shall be billed at the cost of the expenses to APMI plus ten percent (10%) to cover processing. Expenses will be billed and will become due on a monthly basis as part of the regular invoice process. Cost of all agency fees shall be paid for directly by the City of Flagstaff.

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PROPOSAL CONCLUSION:

I trust that this proposal meets with your approval. After acceptance, please sign this proposal below and return a copy to APMI, Inc. Upon receipt of a signed copy of this proposal or a Notice To Proceed, APMI, Inc. shall commence work on the referenced project in accordance with the accepted project schedule.

Sincerely,

Accepted:

APMI, Inc.

City of Flagstaff



Adam Siros, AIA
Principal

By:
Date:

Title:

Attachments: APMI Cost Proposal Breakdown
Proposed A/E Design Schedule
APMI Hourly Rate Schedule
Speedie Unit Rate Schedule for Construction/Materials Testing and Special Inspection

Architectural & Engineering Services Contract (provided by the City of Flagstaff)
Attachment "A" – Architectural and Engineering Services (provided by the City of Flagstaff)
Attachment "B" – Fees and Schedule (provided by the City of Flagstaff)

cc: File