

Ms. Penny Thompson, City Manager  
City of Caribou, Maine  
25 High Street  
Caribou, ME 04736

January 23, 2023

Re: Professional Architectural and Engineering services for new Police Facility  
Project No. 2023102

Dear Penny;

As we've been discussing, this is a proposal for professional services for design through preparing construction documents for the proposed Caribou Police Station. The following puts forth our understanding of the project, our project approach and our proposed fee for professional services through Construction.

#### **PROJECT UNDERSTANDING:**

Per our discussion, The City of Caribou, in the interest of the Caribou Police Department, wants to initiate the development of a new facility to house the Department, currently located in the basement of City Hall. This proposal is based on the information contained in the Feasibility report, prepared by Artifex AE in October of 2022, which suggested that the building will be an approximately 12,000 square foot one-story structure with a 'walk-out' basement containing the various associated rooms and facilities as depicted in the concept drawings developed by Manns Woodward in association with Artifex in August of 2021, with an estimated cost, at that time, based on construction in 2022, of \$9.5million.

Our proposal is for services that will result in refining the concept into architectural and engineering drawings suitable for constructing the proposed facility and will include detailed site construction plans based upon the City selected site. We expect that you will provide a geotechnical investigation report for the proposed improvement area for our use. The purpose of this proposal is to establish the scope of services associated with development of these construction documents.

We further understand that you are evaluating the merits of an alternative to the "Birdseye" site. As such this proposal addresses our scope of services and associated fees for this additional option. Further, this proposal identifies several discrete components of the proposed project. It is designed to both inform you of the anticipated project requirements and the changing construction climate including costs and materials and the areas you might need assistance. We therefore submit this for your review and will follow this with a meeting to how we may best proceed together to advance your project.

As such, Artifex AE is prepared to provide professional services as described herein.

**SCOPE OF BASIC SERVICES: Birdseye Site****TASK 1: SCHEMATIC DESIGN (SD) PHASE**

Artifex will work with the City and Police Department to establish a clear understanding of the project program and will concurrently identify and evaluate the regulatory environment within which the project will be designed. We will update the Estimate of Probable Construction Costs at the completion of this Phase.

Schematic Design tasks include the following:

**TASK 1.a: Architectural Schematic Development****DUE DILIGENCE REVIEW**

1. Artifex will review the existing physical conditions that impact the construction of the proposed project as defined through direct observation of existing conditions and review of record documents provided by client. Especially important will be soils testing reports for the Birdseye site.
2. Review existing applicable codes and regulations including the following:
  - i. 2021 NFPA 101
  - ii. 2018 IBC
  - iii. ADAAG and ANSI
3. The product of these reviews will be a summary narrative of the following:
  - i. Analysis of existing site and facility conditions which impact this work
  - ii. Code analysis

**SCHEMATIC DESIGN**

1. ARTIFEX will verify the proposed layout and space allotments for location of rooms, circulation paths, partitions, doors, and furniture for conformance to owner's design program and attempt to save space (value engineering) where practical. We will make recommendations as necessary to meet local building and emergency vehicle access requirements.
2. Prepare preliminary (diagrammatic) Mechanical, Plumbing, and Electrical plans.
3. Prepare preliminary Structural drawings as required.
4. Two (2) Meetings with Owner to review the Schematic Design Documents.



## TASK 1.b.: Civil Schematic Development

### DUE DILIGENCE REVIEW

1. ARTIFEX will review the existing physical conditions that impact the sitework of the proposed project as defined through direct observation of existing conditions and review of any documents provided by the City.
2. Review existing applicable City ordinances and development standards.

The product of these reviews will be a summary (bullet point) narrative of the existing site conditions which may impact this work.

### SCHEMATIC DESIGN

ARTIFEX will utilize the approved project site plan as the schematic site design, and as a base drawing to initiate the project

ARTIFEX will coordinate the geotechnical investigation, as contracted by the Owner, and incorporate the findings into the base drawing. ARTIFEX will identify geotechnical consultants and assist the Owner in contracting with such consultant for the appropriate scope of work (number and recommended minimum depth of borings).

ARTIFEX will initiate an existing conditions survey to geo-locate site improvements and obtain accurate topographic information within the proposed project limits and incorporate the findings into the base drawing (NOTE: the site survey will be an extra to our services but covered as an allowance).

Two (2) Meetings with Owner to review the Schematic Design Documents.

## TASK 2: DESIGN DEVELOPMENT (DD) PHASE

The Design Development phase of the project utilizes the information obtained in the Schematic Phase to refine the concepts into something that can be constructed. This incremental process allows the plans to adapt to unforeseen issues in the physical constructability of the concept and/or modifications to the program as unforeseen options become apparent. We will update the Estimate of Probable Construction Costs at the completion of this Phase.

Design Development phase tasks include:

### TASK 2.a: Architectural DD Development

1. Based on approved Schematic Design documents, we will refine the plans into 60% Development plans (including Building Floor Plans, Elevations, Building Sections, Structural, Mechanical, Electrical, and Plumbing design, finish selections and relevant details) which provide a representation of the final design (internal and external).
2. We will begin to develop specifications based upon our understanding of the building's components; these specifications will be in outline format.



3. We will provide “loose” material selections to communicate concepts and ideas for the spaces outlined above.
4. We will provide graphic representation of the space plan, cabinetry, lighting, finishes, and other conditions that might affect the costs so that a contractor can assemble a preliminary budget.
5. Two (2) Meetings with Owner (one each at 30% and 60% submittal stages) to review the Design Development Documents

#### **TASK 2.b: Site DD Development**

1. Utilizing the approved Site Plan, as amended with geotechnical and survey information, ARTIFEX will refine the plans into 60% Design Development plans (including Site Existing Conditions Plan, Project Staging and Phasing Plan, Site Improvements & Geometrics Plan, Site Utilities Plan, Site Grading and Drainage Plan, Site Landscaping Plan, and relevant details) which progressively reflect the proposed final design
2. We will begin to develop specifications commensurate to our understanding of the building design progress; specifications will be in outline format
3. Two (2) Meetings with Owner (one each at 30% and 60% submittal stages) to review the Design Development Documents

### **TASK 3: CONSTRUCTION DOCUMENT (CD) DEVELOPMENT**

Upon your approval of the Design Development documents, ARTIFEX will refine the plans and specifications into Construction Documents by providing sufficient detail to the documents such that the project can be bid and executed by a contractor of average competency, as recognized by the professional standards for those capable of performing such a project. At the completion of this Phase we will provide a final Estimate of Probable Construction Costs.

#### **TASK 3.a. Architectural Construction Document Development**

1. Based on approved Design Development documents, we will provide detailed Construction Documents that include a minimum of the following drawings:
  - a. Cover Sheet
  - b. Code Review Sheet
  - c. Structural Drawings (as required)
  - d. Floor Plans including interior walls, doors, windows
  - e. Roof Plan
  - f. Reflected Ceiling Plan
  - g. Finish Plan
  - h. Enlarged plans of Kitchen, Restrooms, Holding Cells, Evidence Rooms and other rooms as required
  - i. Building and Wall Sections
  - j. Details/Interior Elevations
  - k. Mechanical, Electrical and Plumbing Plans
  - k. Full Specifications to support the proposed building improvements (Masterspec Format)
2. We will issue the documents for your review and comment at 90% progress stage.



3. We will submit to drawings to the Authorities having Jurisdiction, including the State Fire Marshal and local CEO. Fees and permit costs to be paid by the City.
4. We will issue you 4 sets of the Final Sealed and Signed Construction Documents for your use.

### **TASK 3.b: Site Construction Document Development**

1. Based on approved Design Development site plans, we will provide detailed Construction Documents that include a minimum of the following drawings:
  - a. Site Existing Conditions and Demolition Plan
  - b. Project Staging and Phasing Plan
  - c. Site Improvements and Geometrics Plan
  - d. Site Utilities Plan
  - e. Site Grading and Drainage Plan
  - f. Site Details (supporting standard and custom detail drawings and narrative as may be required to communicate design intent)
  - l. Specifications to support proposed site improvements (Masterspec Format)
2. We will issue the documents for your review and comment at 90% progress stages
3. We will issue you 4 sets of the Final Sealed and Signed Construction Documents for your use

### **TASK 4: BID PERIOD ASSISTANCE**

Once the documents are complete ARTIFEX will administer the bidding process on your behalf. ARTIFEX will develop and coordinate Bid advertising, coordinate electronic distribution of plan sets to prospective bidders and plan rooms, identify and/or pre-qualify bidders (if necessary), administer pre-bid meeting(s), answer RFI's, receive bids, bid qualification verification, and successful bidder recommendation to Owner.

### **TASK 5: CONSTRUCTION PERIOD ASSISTANCE**

Upon selecting a contractor, ARTIFEX will distribute plan sets, hold pre-construction meeting, attend (at a minimum) monthly construction progress meetings, respond to requests for information and/or clarification, review payment applications on your behalf, and assist in the general administration of the construction process.

1. Twenty (20) On-site Meetings with Owner and Contractor during Construction stages to review the Monthly billing and status of the work.



## SCOPE OF BASIC SERVICES; Alternate Site

### TASK 1: SCHEMATIC DESIGN (SD) PHASE

#### TASK 1.a: Architectural Document Development

1. ARTIFEX will review all available information of alternate site
2. Artifex will create alternate potential site plan
3. Artifex will create alternate facility floor plan
4. Artifex will create Schematic Documents to best fit alternate site

#### TASK 1.b. thru 5: Same as Above

### SCHEDULE

For services described herein, ARTIFEX is prepared to begin this project within one week of a signed agreement and a written Notice to Proceed. The following estimated schedule is based upon ARTIFEX's timely receipt of requested and submitted information from the Owner, the City and any relevant party involved in this project.

#### Design Bid

- |   |                                    |
|---|------------------------------------|
| • Task 1; Schematic Design                  | x (6) weeks from Notice to Proceed |
| • Task 2; Design Development                | x (6) weeks from end of Task 1     |
| • Task 3; Construction Document Development | x (8) weeks from end of Task 2     |
| • Task 4; Bid Period Assistance             | x (4) week from end of Task 3      |
| • Task 5; Construction Period Assistance    | x (38) weeks from end of Task 4    |

#### Alternate Site

- |                            |                                     |
|----------------------------|-------------------------------------|
| • Task 1; Schematic Design | x (12) weeks from Notice to Proceed |
|----------------------------|-------------------------------------|

### STANDARD TERMS AND CONDITIONS

A sample AIA Agreement stating Standard Terms and Conditions has been included with this proposal and will be drafted as our final agreement.



## FEE FOR PROFESSIONAL SERVICES

In consideration for performing the Scope of Services described above, ARTIFEX shall be compensated on an hourly basis based on the work completed for this project. The estimated fees presented below, derived from the attached Maine Bureau of General Services Rates for Professional Services at 7.4%, can be considered a budgetary estimate for the Scope of Basic Services presented herein. ARTIFEX shall be compensated for their effort expended but not to exceed the seven-point four percentage basis of ACTUAL CONSTRUCTION COSTS. The figures below are an estimate based on current construction cost estimate.

### Design Bid - Architectural

• Task 1; Schematic Design & Due Diligence:	\$ 94,000.00
• Task 2; Design Development:	\$ 125,800.00
• Task 3; Construction Document Development:	\$ 188,700.00
• Task 4; Bid Period Assistance:	\$ 32,000.00
• Task 5; Construction Administration:	<u>\$ 188,500.00</u>
Fee for Design-Bid Architectural Services:	<u>\$ 629,000.00</u>

## SUPPLEMENTAL SERVICES

Services requested by the Owner, or otherwise needed, which are not identified in this proposal will be deemed supplemental services. ARTIFEX will proceed with supplemental services only upon written authorization by the Owner. A separate hourly agreement will be prepared for these services based upon determining a detailed scope of work. Possible supplemental services may include, but are not limited to the following:

1. Additional meetings or presentations than those identified herein.
2. Further development of the design or preparation of construction documents for the improvements identified herein.
3. Graphic(s) representations beyond those mentioned above.
4. Environmental assessments, permitting or compliance documentation.
5. Construction management and/or inspection.
6. Additional involvement by ARTIFEX as may be requested by the Owner or required by authorities having relevant jurisdiction with the project.



## ACCEPTANCE

If this proposal accurately describes the terms of the requested services and meets with your approval, we would be pleased to fill out the attached AIA form for your review and signature.

Thank you for the opportunity to submit this proposal. If you have any questions relative to this proposal, please do not hesitate to contact me at 207-745-0237.

With highest regards,

A handwritten signature in black ink, appearing to read "Ellen Angel", written over a faint horizontal line.

Ellen Angel, NCARB  
Principal, Senior Architect

