

22 October 2019

Dennis L. Marker
Caribou City Manager
25 High Street
Caribou City, ME 04736

RE: Contract and Fee

Dear Mr. Marker:

Sealander Architects proposes using two AIA Standard Forms for this project. The first, AIA B101-2017, is the Standard Form of Agreement Between Owner and Architect. AIA Standard Forms are well-known and trusted in the industry. This agreement is wholly suitable for use in the design and construction of a multi-million dollar governmental project.

The second form, AIA B202-2009, Standard Form of Architect's Services: Programming, contains specific language for pre-design services as discussed in our statement of qualifications. These services match well with Tasks 1-3 in your Request for Qualifications.

Enclosed are samples of the two contracts. These contracts are protected from editing, but I think they provide a good example of the contractual terms we are proposing.

In addition to the filled out Appendix C, we are providing a spread sheet showing the allocation of fee to the various disciplines. We also break out the fee assigned to Tasks 1-6, and Tasks 7-10.

Sincerely,



Mike Sealander, AIA
Maine Licensed Architect



Standard Request for Qualifications for Architectural Services for a Public Safety Facility Study

Exhibit C: Estimate for Described Tasks

Please provide a cost estimate for the following tasks. A description of each task is located in Appendix B of the RFQ excepting the following pertaining to Tasks 7-10.

For Tasks 7-10, assume the following:

The preferred option will be renovating 12,000 square feet of existing building space.

Final design will commence November 2020

The project bid process will begin February 2021

Construction administration will take place over a 6 month period with weekly stakeholder updates, final drawing preparation, project financial oversight and closeout, and all inspection services.

Tasks	Description	Estimated Cost
1	Stakeholder Committee Formation and Kickoff	\$5,800
2	Determination and Identification of Existing Conditions and Space Needs	\$22,860
3	Determination and Identification of Potential Site Locations	\$6,300
4	Conceptual Design of Future Facilities	\$57,000
5	Identification of Funding Options for the Project	\$1,500
6	Public Meetings	\$6,200
7	Preliminary Design	\$48,000
8	Final Project Design	\$63,000
9	Construction Drawings and Project Bid	\$54,900
10	Provide Construction Administration Services and Support	\$44,000
Estimate Total		310,000

By submitting the above values, I affirm that such are a reasonable estimate based on the city provided information for the Project. Final contract bid amounts and costs will be based on the final scope of work and tasks determined by the Project stakeholder group.

Firm Representative

Mike Sealander, Maine Licensed Architect

		Sealand	Armstrong	Thornton	Vermeulens	SMRT	Totals
1	Stakeholder Formation	\$3,000	\$1,000			\$1,800	\$5,800
2	Existing Conditions	\$10,000	\$7,000	\$4,460		\$1,400	\$22,860
3	Potential Site Locations	\$2,500	\$0			\$3,800	\$6,300
4	Conceptual Design of Future Facilities	\$30,000	\$12,000		\$7,200	\$7,800	\$57,000
5	Funding Options	\$1,500	\$0				\$1,500
6	Public Meetings	\$3,000	\$500	\$2,000		\$700	\$6,200
7	Preliminary Design	\$12,000	\$18,000	\$7,200	\$10,800		\$48,000
8	Final Project Design	\$24,000	\$32,000		\$7,500		\$63,500
9	Construction Documents	\$42,000	\$6,000		\$6,900		\$54,900
10	Construction Administration	\$36,000	\$8,000				\$44,000
		\$164,000	\$84,500	\$13,660	\$32,400	\$15,500	\$310,060
	Task 1-6	\$50,000	\$20,500	\$6,460	\$7,200	\$15,500	\$99,660
	Task 7-10	\$114,000	\$64,000	\$7,200	\$25,200	\$0	\$210,400