

# Issue Analysis Form



**Date:** 08/13/2019  
**Item:** Award of Contract – Architect Jefferson Park Fire Station  
**Lead Department(s):** Fire/EMS, General Services, Finance  
**Contact Person(s):** Brad Owens; Mike Purvis; Betsy Drewry

## Description and Current Status

The Board of Supervisors approved a replacement Jefferson Park Fire Station (Station 5) as a FY2019 capital project. The Board authorized Series 2019 bond issuance in the spring of 2019, and \$3,200,000 was borrowed for the Jefferson Park Fire Station.

**RFP #19-0501-1 “A/E Services for Design of New Fire Station Facility”** was issued on May 1 with a June 4 closing date. This RFP and any addenda can be viewed on the County Finance website at

[https://www.princegeorgeva.org/bid\\_detail\\_T16\\_R76.php](https://www.princegeorgeva.org/bid_detail_T16_R76.php)

Ten (10) proposals were received and a staff panel ranked the proposals based on criteria established in the RFP, and interviewed the top 3 firms. Panel Members are:

- Brad Owens, Director Fire/EMS
- Mike Purvis, Director General Services
- Captain Jason Koren, Fire/EMS
- Captain Michael Lilly, Fire/EMS
- Tim Flynn – Fire Chief Jefferson Park VFD
- Jim Ninnis – Assistant Fire Chief Jefferson Park VFD

The scoring of all 10 firms and rankings are shown below.

Firm	Score	Rank
RRMM Architects	83	
<b>Lemay Erickson Wilcox Architects</b>	<b>89</b>	<b>2</b>
<b>Hughes Group Architects</b>	<b>88</b>	<b>3</b>
Enteros Design	85	
Moseley Architects	83	
BKV Group	84	
Randall Kipp Architecture	58	
ZHA Architects	83	
<b>HBA Architecture &amp; Interior</b>	<b>97</b>	<b>1</b>
DJG, Inc.	86	

The top 3 firms were interviewed on June 24, 2019 and scoring is shown below.

Firm	Score	Rank
HBA Architecture & Interior	47.50	1
Hughes Group Architects	44.17	2
Lemay Erickson Wilcox Architects	37.00	3

Staff is recommending award of contract to HBA Architecture & Interior.

HBA provided a pricing proposal, and after negotiation and revisions, a revised proposal totaling \$227,793 is recommended for approval. A copy of HBA’s July 15, 2019 proposal is attached for board review (**Attachment A**). Funds are already appropriated from the Spring 2019 borrowing for architectural services.

Staff is requesting the board to authorize:

- Authorization for the County Administrator to execute a contract with HBA for \$227,793

A resolution draft for board consideration is included in the board packet. The resolution approves administrative execution of a contract.

### Government Path

- Does this require IDA action?  Yes  No
- Does this require BZA action?  Yes  No
- Does This require Planning Commission Action?  Yes  No
- Does this require Board of Supervisors action?  Yes  No
- Does this require a public hearing?  Yes  No
- If so, before what date?  Yes  No

### Fiscal Impact Statement

Use of \$227,793 of Spring 2019 bond proceeds (total \$3,200,000).

### County Impact

Construction of a replacement Jefferson Park Fire Station (Station 5) will enhance Fire/EMS services to County residents and will address structural and other building issues in the existing, aging station.

### Notes

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13<sup>th</sup> day of August, 2019:

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Present:

Donald R. Hunter, Chairman  
Floyd M. Brown, Jr., Vice-Chairman  
Alan R. Carmichael, Jr.  
Marlene J. Waymack  
T. J. Webb

Vote:

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A-4

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; AWARD OF CONTRACT (\$227,793 ARCHITECTURAL AND ENGINEERING SERVICES NEW JEFFERSON PARK FIRE STATION)**

WHEREAS, On May 1, 2019 a Request for Proposals was advertised by Fire/EMS, General Services and the Finance Department to obtain proposals for Architectural and Engineering Services for a new Jefferson Park Fire Station (RFP 19-0501-1). The RFP closed on June 4, 2018 with ten (10) responses. The most qualified and highest scoring firm was HBA Architecture & Interior. Staff and HBA negotiated pricing not to exceed \$227,793; and

WHEREAS, \$227,793 is available in the Capital Improvement Project fund from Series 2019 bonds issued in April of 2019; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with HBA Architecture & Interior in the amount of \$227,793 to move forward with the design of a new Jefferson Park Fire Station (Station 5).

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 13<sup>th</sup> day of August, 2019, hereby awards the contract for Architectural and Engineering Services for a new Jefferson Park Fire Station (Station 5) to HBA Architecture & Interior in the amount of \$227,793 and authorizes the County Administrator to execute a contract with HBA Architecture & Interior.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator



**WORK ORDER FOR ARCHITECTURAL AND ENGINEERING SERVICES  
Fire Station 5 - RFP # 19-0501-1**

**Work Order No.:** TBD

**HBA Project No.:** 19MIL.12

**Re:** New Fire Station #5

**Contract:** AIA B104-2007 Owner Architect Agreement with the total fixed fee

**Proposed Consultants:** MPE Engineering - Hickman Ambrose  
Structural Engineering - Speight, Marshall, Francis  
Civil Engineering - Koontz, Bryan, Johnson, Williams  
Geotechnical Engineering - Koontz, Bryan, Johnson, Williams  
Cost Estimation - Downey and Scott

**Project Understanding:** HBA understands that Prince George County desires to utilize the property at 4300 Brandywine Drive, North Prince George, VA 23860 to construct a new Fire Station 5. The design for this station is to be based on Prince George County Fire Station 7, plus an approximately 2,000sf addition to the living quarters and minor modifications to the remaining floor plan. Certain items from the Station 7 design are excluded from this proposal, including the septic system, water well, and truck fill water tank.  
The following scope of work is for professional architectural and engineering services required to design and build the fire station.

**Scope of Work:** This project will be broken into multiple tasks:  
Task #1 Due Diligence/Programming/Field Investigation  
Task #2 Schematic Design  
Task #3 Construction Documents  
Task #4 Cost Estimation  
Task #5 Board of Supervisors Briefing  
Task #6 Bidding and Negotiation  
Task #7 Construction Administration  
Task #8 Record Drawings  
Task #9 Special Inspections  
Task #10 Survey - *Not Used*  
Task #11 Utility Location  
Task #12 Plats  
Task #13 Environmental Services  
Task #14 Geotechnical Engineering - *Not Used*

The work shall include:

**TASK #1 - DUE DILIGENCE/PROGRAMMING/FIELD INVESTIGATION**

**1.1:** The Architect (and/or his consultant(s)) will request previous site and roadway plans in the area surrounding the subject property from the County's Development and Permits Department. The Architect (and/or his consultant(s)) will review the plans provided by the County to better understand the existing infrastructure surrounding the site. The Architect (and/or his consultant(s)) will attend one preliminary plan review meeting with County Staff to discuss the proposed site improvements and site specific limitations. The Architect (and/or his consultant(s)) will visit the site to provide a cursory review of any environmental features that may be present. The information discovered during the due diligence task will become the basis for the schematic design described in Task two.

**1.2:** The Architect shall manage and administer the Programming Services. The Architect shall consult with the Owner, research applicable existing programming criteria, communicate with members of the Project team and issue the program document.

**1.3:** The Architect shall indicate specific space requirements for the Project by identifying required spaces, establishing sizes and relationships, establishing space efficiency factors (ratio of net square footage to gross square footage), and documenting particular space requirements such as special HVAC, plumbing, power, lighting, acoustical, furnishings, equipment, or security needs. The Architect shall prepare an initial report of its findings and analysis for the Owner's review. The Architect shall be entitled to rely on approvals received from the Owner to complete the Programming Services and in the further development of the Project.

**1.4:** The Architect shall conduct a walkthrough, if needed, of the Owner's existing facilities or other relative facilities with the appropriate personnel.

**1.5:** The Architect shall prepare a final program document incorporating the Owner's review comments. The Architect shall provide a preliminary opinion of the program with respect to the Owner's stated budget objectives.

**TASK #2 - SCHEMATIC DESIGN**

**2.1:** Based on the Owner's approval of the program (Task one), the Architect (and/or his consultant(s)) 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, preliminary building plans, 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. Based on the Project's requirements agreed upon with the Owner, the design team shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components. Topographic survey information, gathered in Task #10 will be shown as the base for the development of the proposed project components and minimal preliminary design will be completed to assess the viability of the constructing the improvement. Our efforts will include one (1) floor plan revision to incorporate comments from: the Design Team, the Prince George Construction Facilities Division, and the Fire Department. The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

**2.2:** The design team 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.

**2.3:** A concept site plan will be developed based on site constraints and the County's requests for function and use of the site. The concept plan will be provided to the County for review. Upon the completion of the County's review of the concept site plan, one (1) revision will be prepared to incorporate comments and additional requests. The revised concept site plan will be provided to the County for their approval. Any additional iterations to the concept site plan will be considered an additional service. The schematic design will be based on the desired proposed use and other site criteria as discussed with County Staff in the due diligence task. These plans will include the following design elements developed to a conceptual level:

- Limits of pavement
- Stormwater infrastructure
- Site utilities
- Site access
- ADA accessibility

**2.4:** Stormwater management measures will be shown based on input received from County staff at the preliminary plan review meeting completed during the due diligence, task one. Stormwater management enhancements will not be fully designed, but will be graphically indicated on the plan based on our experience with similar type projects in order to assess approximate impacts to the site. Preliminary pavement sections will be based on our experience with previous projects in the area. The schematic design site deliverables will one sheet showing the site plan. The Schematic Plan will be provided to the County for review. Comments made on the schematic design will be addressed in the Construction Documents, task three. If revisions are requested to be made prior to starting the Construction Documents, those revisions to the schematic plan will be considered an additional service.

### **TASK #3 - CONSTRUCTION DOCUMENTS**

**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 (and/or his consultant(s)) shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Schematic Design Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the bidding and 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 Task seven.

**3.2:** The Architect (and/or his consultant(s)) shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

**3.3:** During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms and 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:** If at any time the 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.

**3.5:** 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, and request the Owner's approval.

### **TASK #4 - COST ESTIMATION**

The Architect shall submit to the Owner an estimate of the Cost of the Work at the culmination of Task Two and Three; 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. Evaluations of the Owner's budget for the Cost of the Work, the estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect (or his consultant), represent the Architect's (or his consultant's) judgment as a design professional. It is recognized, however, that neither the Architect (nor his consultant) 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 (or his consultant) 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 (or his consultant). We will include the costs of all Hard Construction Costs. Soft Cost and FF&E cost to be provided by others. We exclude Value Engineering, however would be happy to provide an estimate for the service if required.

**TASK #5 - COMMUNITY INTERACTION**

The design team shall take the lead in facilitating one (1) presentation to the County Board of Supervisors at the culmination of the Design process and assist the owner in responding to any questions related to the project after such presentation.

**TASK #6 - BIDDING AND NEGOTIATION**

**6.1:** Following the Owner's approval of the Construction Documents, the Architect (and/or his consultant(s)) shall assist the Owner in obtaining competitive bids. Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

**6.2:** The Architect shall assist the Owner in bidding the Project by:

1. Creating an Owner and Contractor construction contract based upon the AIA A101-2007.
2. Providing to the Owner an electronic copy in PDF format of the bidding documents as required.
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, these addenda will be sent to the Owner for issuance
5. Attending the opening of the bids, and subsequently documenting the bidding results, as directed by the Owner
6. The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda to the Owner, identifying approved substitutions.

**TASKS #7 - CONSTRUCTION ADMINISTRATION**

**7.1:** The Architect (and/or his consultant(s)) shall visit the site at twice a month intervals appropriate to the stage of construction, 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, the site visits will be limited to **20 visits**, including pre-construction, and substantial/final completions and 1 year warranty inspection, an **8 month total** construction period is anticipated. 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.

**7.2:** The Architect shall:

1. Review and certify the amounts due the Contractor and shall issue certificates in such amounts.
2. Maintain a record of the Applications and Certificates for Payment.
3. Review the Contractor's submittal schedule
4. 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
5. Review and respond to requests for information about the Contract Documents
6. Maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents
7. 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.



8. Prepare Change Orders and Unilateral Change Orders for the Owner's approval and execution in accordance with the Contract Documents.
9. 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
10. 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 roof operations and performance.
11. 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.

**TASK #8 - RECORD DRAWINGS**

The Architect (and/or his consultant(s)) will prepare record drawings of the completed improvements required for the scope defined above. The architect will provide to the Owner an electronic copy (PDF) of the record documents as required. We will rely on the contractor to provide us the reliable information in order to prepare the record drawings.

**TASK #9 - SPECIAL INSPECTIONS (AGENT ONE AND AGENT TWO)**

Agent one and agent two services will be performed, as required by the statement of special inspections for jurisdictions having authority.

**TASK #10 - SURVEY - NOT USED**

**10.1 - Boundary Survey:** Current boundary survey including CAD files to be provided by Owner prior to commencement of design.

**10.2 - Topographical Design Survey:** Current topographical design survey including CAD files to be provided by Owner prior to commencement of design. If survey provided is not sufficient for design, additional surveying may be necessary and can be provided as an additional service.

**TASK #11 - UTILITY LOCATION**

Private Utility Location consultant will perform designating in compliance with CI/ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, hereinafter referred to as Standard 38-02, within the limits of survey area. The fee listed within the summary of fees below reflects the markup for sub-consultant services noted within the General Conditions. A copy of sub-consultant's proposal can be provided upon request, which further details the scope of work associated with this task.

Field location and mapping of the underground utility designation provided by the private utility location company is included within this task. The location survey collected will be incorporated into the topographic survey provided by the client and utilized in design of the project site.

**TASK #12 - PLATS**

This task includes the preparation of one (1) onsite waterline easement plat for use in recording the onsite water designed by Consultant specifically for this project. The scope and fee to prepare off-site utility easement plats or easement plats for existing utilities not designed as part of this project are NOT covered under this contract and will be priced separately. Should off-site easements or easements for utilities not designed by Consultant for this project be required, an amendment will be prepared stating the scope of work and fee for the required easement plat.

**TASK #13 - ENVIRONMENTAL SERVICES**

The Architect (and/or his consultant(s)) shall prepare a Storm Water Pollution Prevention Plan (SWPPP) in general accordance with the Virginia Storm Water Management Program (VSMP) and the guidelines provided by the Department of Environmental Quality (DEQ). The format of the SWPPP will follow the County's SWPPP template, as required. This task also includes assistance with preparing and submitting the registration statement. The Client will be responsible for any submittal or permit fees.

The designated Responsible Land Disturber shall be the Contractor or the Client (or property Owner) as the Operator and shall assume responsibility for any permit requirements or actions.

Should proposed changes to state regulations be adopted that require additional stormwater requirements for this project, an amendment to this contract will be prepared.

**TASK#14 - GEOTECHNICAL ENGINEERING AND SUBSURFACE EXPLORATION - NOT USED**

**14.1 - Geotechnical Field Drilling Services:** To be provided by Owner. If drilling services provided are not sufficient for design, additional drilling may be necessary and can be provided as an additional service.

**14.2 - Laboratory Testing Services:** To be provided by Owner. If testing services provide are not sufficient for design, additional testing may be necessary and can be provided as an additional service.

**14.3 - Geotechnical Report and Recommendations:** To be provided by Owner. If provided report does not included necessary information for design, additional geotechnical services may be necessary and can be provided as an additional service.

**Compensation:**

The Architect shall be paid in accordance with AIA B104-2007 Owner Architect Agreement with the total fixed fee for this project:

<b>\$187,041.00</b>	<b>Basic Services</b>
<b>\$ 38,752.00</b>	<b>Additional Services</b>
<b>\$ 2,000.00</b>	<b><u>Estimated Reimbursables</u></b>
<b>\$227,793.00</b>	<b>Grand Total</b>

*Normal reimbursable expenses will be billed as stipulated in our contract.*

HBA ARCHITECTURE & INTERIOR DESIGN  
PRINCE GEORGE COUNTY  
FIRE STATION #5  
FEE PROPOSAL HOURLY BREAKDOWN

<b>SCOPE OF WORK MEETING / FEE PREPARATION</b>					<b>\$2,203.10</b>
<u>Architectural:</u>					<b>\$550.00</b>
Principal	2.00 hours @	\$240.00	=	\$480.00	
Administrative	1.00 hours @	\$70.00	=	\$70.00	
<u>Cost:</u>					<b>\$281.60</b>
Principal	2.00 hours @	\$128.00	=	\$256.00	
Mark up	\$256.00 @	10%	=	\$25.60	
<u>Civil:</u>					<b>\$495.00</b>
Principal	2.00 hours @	\$225.00	=	\$450.00	
Mark up	\$450.00 @	10%	=	\$45.00	
<u>Structural:</u>					<b>\$385.00</b>
Principal	2.00 hours @	\$175.00	=	\$350.00	
Mark up	\$350.00 @	10%	=	\$35.00	
<u>Mechanical / Electrical:</u>					<b>\$304.50</b>
Principal	2.00 hours @	\$145.00	=	\$290.00	
Mark up	\$290.00 @	10%	=	\$14.50	
<u>Geotech:</u>					<b>\$187.00</b>
Principal	1.00 hours @	\$170.00	=	\$170.00	
Mark up	\$170.00 @	10%	=	\$17.00	
<b>TASK #1 DUE DILIGENCE/PROGRAMMING/FIELD INVESTIGATION</b>					<b>\$1,867.50</b>
<u>Architectural:</u>					<b>\$1,620.00</b>
Principal	2.00 hours @	\$240.00	=	\$480.00	
Architect	8.00 hours @	\$125.00	=	\$1,000.00	
Administrative	2.00 hours @	\$70.00	=	\$140.00	
<u>Civil:</u>					<b>\$247.50</b>
Principal	1.00 hours @	\$225.00	=	\$225.00	
Mark up	\$225.00 @	10%	=	\$22.50	
<b>TASK #2 SCHEMATIC DESIGN</b>					<b>\$8,575.50</b>
<u>Architectural:</u>					<b>\$4,060.00</b>
Principal	2.00 hours @	\$240.00	=	\$480.00	
Staff Architect	16.00 hours @	\$125.00	=	\$2,000.00	
Interior Designer	0.00 hours @	\$115.00	=	\$0.00	
Intern Architect	16.00 hours @	\$90.00	=	\$1,440.00	
Administrative	2.00 hours @	\$70.00	=	\$140.00	
<u>Structural:</u>					<b>\$2,145.00</b>
Principal Structural Engineer	0.00 hours @	\$175.00	=	\$0.00	
Senior Structural Engineer	2.00 hours @	\$135.00	=	\$270.00	
Senior Project Manager	0.00 hours @	\$135.00	=	\$0.00	
Structural Engineer	8.00 hours @	\$110.00	=	\$880.00	
Professional Construction Administration	0.00 hours @	\$110.00	=	\$0.00	
Agent 1 Special Inspector	0.00 hours @	\$100.00	=	\$0.00	
Senior Structural Engineer Technician	8.00 hours @	\$100.00	=	\$800.00	
Structural Engineer Technician	0.00 hours @	\$85.00	=	\$0.00	
Administrative	0.00 hours @	\$50.00	=	\$0.00	
Mark up	\$1,950.00 @	10%	=	\$195.00	
<u>Mechanical / Electrical:</u>					<b>\$0.00</b>
Principal	0.00 hours @	\$145.00	=	\$0.00	
Project Manager	0.00 hours @	\$115.00	=	\$0.00	
Mech Engineer / Sr. Designer	0.00 hours @	\$105.00	=	\$0.00	
Elec Engineer / Sr. Designer	0.00 hours @	\$105.00	=	\$0.00	
Plum Engineer / Sr. Designer	0.00 hours @	\$105.00	=	\$0.00	
Special Systems Engineer	0.00 hours @	\$105.00	=	\$0.00	
CADD Technician	0.00 hours @	\$80.00	=	\$0.00	
Administrative	0.00 hours @	\$54.00	=	\$0.00	
Mark up	\$0.00 @	10%	=	\$0.00	

HBA ARCHITECTURE & INTERIOR DESIGN  
PRINCE GEORGE COUNTY  
FIRE STATION #5  
FEE PROPOSAL HOURLY BREAKDOWN

<u>Civil:</u>					<b>\$2,370.50</b>
Principal	1.00 hours @	\$225.00	=	\$225.00	
Senior Project Manager	4.00 hours @	\$150.00	=	\$600.00	
Staff Engineer	14.00 hours @	\$95.00	=	\$1,330.00	
Mark up	\$2,155.00 @	10%	=	\$215.50	
<b>TASK #3 CONSTRUCTION DOCUMENTS</b>					<b>\$99,250.40</b>
<u>Architectural:</u>					<b>\$29,220.00</b>
Principal	8.00 hours @	\$240.00	=	\$1,920.00	
Staff Architect	100.00 hours @	\$125.00	=	\$12,500.00	
Interior Designer	8.00 hours @	\$115.00	=	\$920.00	
Intern Architect	120.00 hours @	\$90.00	=	\$10,800.00	
Administrative	44.00 hours @	\$70.00	=	\$3,080.00	
<u>Structural:</u>					<b>\$4,455.00</b>
Principal Structural Engineer	1.00 hours @	\$175.00	=	\$175.00	
Senior Structural Engineer	1.00 hours @	\$135.00	=	\$135.00	
Senior Project Manager	4.00 hours @	\$135.00	=	\$540.00	
Structural Engineer	20.00 hours @	\$110.00	=	\$2,200.00	
Professional Construction Administration	0.00 hours @	\$110.00	=	\$0.00	
Agent 1 Special Inspector	0.00 hours @	\$100.00	=	\$0.00	
Senior Structural Engineer Technician	8.00 hours @	\$100.00	=	\$800.00	
Structural Engineer Technician	0.00 hours @	\$85.00	=	\$0.00	
Administrative	4.00 hours @	\$50.00	=	\$200.00	
Mark up	\$4,050.00 @	10%	=	\$405.00	
<u>Mechanical / Electrical:</u>					<b>\$34,555.40</b>
Principal	0.00 hours @	\$145.00	=	\$0.00	
Project Manager	6.00 hours @	\$115.00	=	\$690.00	
Mech Engineer / Sr. Designer	48.00 hours @	\$105.00	=	\$5,040.00	
Elec Engineer / Sr. Designer	68.00 hours @	\$105.00	=	\$7,140.00	
Plum Engineer / Sr. Designer	48.00 hours @	\$105.00	=	\$5,040.00	
Special Systems Engineer	32.00 hours @	\$105.00	=	\$3,360.00	
CADD Technician	116.00 hours @	\$80.00	=	\$9,280.00	
Administrative	16.00 hours @	\$54.00	=	\$864.00	
Mark up	\$31,414.00 @	10%	=	\$3,141.40	
<u>Civil - Design:</u>					<b>\$20,020.00</b>
Principal	8.00 hours @	\$225.00	=	\$1,800.00	
Senior Project Manager	24.00 hours @	\$150.00	=	\$3,600.00	
Staff Engineer	80.00 hours @	\$95.00	=	\$7,600.00	
CADD Technician	80.00 hours @	\$65.00	=	\$5,200.00	
Mark up	\$18,200.00 @	10%	=	\$1,820.00	
<u>Civil - Governmental Review:</u>					<b>\$11,000.00</b>
Principal	4.00 hours @	\$225.00	=	\$900.00	
Senior Project Manager	20.00 hours @	\$150.00	=	\$3,000.00	
Staff Engineer	30.00 hours @	\$95.00	=	\$2,850.00	
CADD Technician	50.00 hours @	\$65.00	=	\$3,250.00	
Mark up	\$10,000.00 @	10%	=	\$1,000.00	
<b>TASK#x LANDSCAPE DESIGN</b>					<b>\$0.00</b>
<u>Landscaping Plans</u>					<b>\$0.00</b>
Senior Landscape Architect	0.00 hours @	\$150.00	=	\$0.00	
Landscape Designer	0.00 hours @	\$80.00	=	\$0.00	
Mark up	\$0.00 @	10%	=	\$0.00	

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<b>TASK#4 COST ESTIMATION</b>					<b>\$12,872.20</b>
<u>Architectural:</u>					\$880.00
Principal	1.00 hours @	\$240.00	=	\$240.00	
Architect	4.00 hours @	\$125.00	=	\$500.00	
Administrative	2.00 hours @	\$70.00	=	\$140.00	
<u>Cost Estimator</u>					\$11,992.20
Principal	4.00 hours @	\$128.00	=	\$512.00	
Senior Cost Engineer	8.00 hours @	\$115.00	=	\$920.00	
Arch Cost Engineer	36.00 hours @	\$110.00	=	\$3,960.00	
Mech Cost Engineer	20.00 hours @	\$110.00	=	\$2,200.00	
Elec Cost Engineer	13.00 hours @	\$110.00	=	\$1,430.00	
Civil Cost Engineer	14.00 hours @	\$110.00	=	\$1,540.00	
Technician	4.00 hours @	\$85.00	=	\$340.00	
Mark up	\$10,902.00 @	10%	=	\$1,090.20	
<b>TASK#5 COMMUNITY INTERACTION</b>					<b>\$3,420.00</b>
<u>Architectural:</u>					\$3,420.00
Principal	8.00 hours @	\$240.00	=	\$1,920.00	
Staff Architect	12.00 hours @	\$125.00	=	\$1,500.00	
<b>TASK#6 BIDDING AND NEGOTIATION</b>					<b>\$9,750.10</b>
<u>Architectural:</u>					\$5,690.00
Principal	2.00 hours @	\$240.00	=	\$480.00	
Staff Architect	20.00 hours @	\$125.00	=	\$2,500.00	
Interior Designer	2.00 hours @	\$115.00	=	\$230.00	
CADD Technician	12.00 hours @	\$90.00	=	\$1,080.00	
Administrative	20.00 hours @	\$70.00	=	\$1,400.00	
<u>Structural:</u>					\$2,181.30
Principal Structural Engineer	1.00 hours @	\$175.00	=	\$175.00	
Senior Structural Engineer	1.00 hours @	\$135.00	=	\$135.00	
Senior Project Manager	1.00 hours @	\$135.00	=	\$135.00	
Structural Engineer	4.00 hours @	\$110.00	=	\$440.00	
Professional Construction Administration	0.00 hours @	\$110.00	=	\$0.00	
Agent 1 Special Inspector	0.00 hours @	\$100.00	=	\$0.00	
Senior Structural Engineer Technician	8.00 hours @	\$100.00	=	\$800.00	
Structural Engineer Technician	0.00 hours @	\$85.00	=	\$0.00	
Administrative	4.00 hours @	\$50.00	=	\$200.00	
Travel	1.00 LS	\$98.00	=	\$98.00	
Mark up	\$1,983.00 @	10%	=	\$198.30	
<u>Mechanical / Electrical:</u>					\$591.80
Principal	0.00 hours @	\$145.00	=	\$0.00	
Project Manager	1.00 hours @	\$115.00	=	\$115.00	
Mech Engineer / Sr. Designer	1.00 hours @	\$105.00	=	\$105.00	
Elec Engineer / Sr. Designer	1.00 hours @	\$105.00	=	\$105.00	
Plum Engineer / Sr. Designer	1.00 hours @	\$105.00	=	\$105.00	
Special Systems Engineer	0.00 hours @	\$105.00	=	\$0.00	
CADD Technician	0.00 hours @	\$80.00	=	\$0.00	
Administrative	2.00 hours @	\$54.00	=	\$108.00	
Mark up	\$538.00 @	10%	=	\$53.80	
<u>Civil:</u>					\$1,287.00
Senior Project Manager	4.00 hours @	\$150.00	=	\$600.00	
Staff Engineer	6.00 hours @	\$95.00	=	\$570.00	
Mark up	\$1,170.00 @	10%	=	\$117.00	

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<b>TASK#7 CONSTRUCTION ADMINISTRATION</b>					<b>\$65,863.50</b>
<u>Architectural:</u>					<b>\$47,620.00</b>
Principal	6.00 hours @	\$240.00	=	\$1,440.00	
Construction Admin	300.00 hours @	\$125.00	=	\$37,500.00	
Interior Designer	8.00 hours @	\$115.00	=	\$920.00	
CADD Technician	24.00 hours @	\$90.00	=	\$2,160.00	
Administrative	80.00 hours @	\$70.00	=	\$5,600.00	
<u>Structural:</u>					<b>\$1,936.00</b>
Principal Structural Engineer	0.00 hours @	\$175.00	=	\$0.00	
Senior Structural Engineer	0.00 hours @	\$135.00	=	\$0.00	
Senior Project Manager	0.00 hours @	\$135.00	=	\$0.00	
Structural Engineer	4.00 hours @	\$110.00	=	\$440.00	
Professional Construction Administration	12.00 hours @	\$110.00	=	\$1,320.00	
Agent 1 Special Inspector	0.00 hours @	\$100.00	=	\$0.00	
Senior Structural Engineer Technician	0.00 hours @	\$100.00	=	\$0.00	
Structural Engineer Technician	0.00 hours @	\$85.00	=	\$0.00	
Administrative	0.00 hours @	\$50.00	=	\$0.00	
Mark up	\$1,760.00 @	10%	=	\$176.00	
<u>Mechanical / Electrical:</u>					<b>\$10,312.50</b>
Principal	0.00 hours @	\$145.00	=	\$0.00	
Project Manager	0.00 hours @	\$115.00	=	\$0.00	
Mech Engineer / Sr. Designer	11.00 hours @	\$105.00	=	\$1,155.00	
Elec Engineer / Sr. Designer	15.00 hours @	\$105.00	=	\$1,575.00	
Plum Engineer / Sr. Designer	13.00 hours @	\$105.00	=	\$1,365.00	
Special Systems Engineer	4.00 hours @	\$105.00	=	\$420.00	
CADD Technician	0.00 hours @	\$80.00	=	\$0.00	
Construction Admin	36.00 hours @	\$105.00	=	\$3,780.00	
Administrative	20.00 hours @	\$54.00	=	\$1,080.00	
Mark up	\$9,375.00 @	10%	=	\$937.50	
<u>Civil:</u>					<b>\$5,995.00</b>
Senior Project Manager	30.00 hours @	\$150.00	=	\$4,500.00	
Staff Engineer	10.00 hours @	\$95.00	=	\$950.00	
Mark up	\$5,450.00 @	10%	=	\$545.00	
<b>TASK#8 RECORD DOCUMENTS</b>					<b>\$5,133.80</b>
<u>Architectural:</u>					<b>\$2,375.00</b>
Principal	1.50 hours @	\$240.00	=	\$360.00	
Staff Architect	3.00 hours @	\$125.00	=	\$375.00	
Interior Designer	0.00 hours @	\$115.00	=	\$0.00	
CADD Technician	12.00 hours @	\$90.00	=	\$1,080.00	
Administrative	8.00 hours @	\$70.00	=	\$560.00	
<u>Structural:</u>					<b>\$214.50</b>
Structural Engineer	1.00 hours @	\$110.00	=	\$110.00	
Structural Engineer Technician	1.00 hours @	\$85.00	=	\$85.00	
Mark up	\$195.00 @	10%	=	\$19.50	
<u>Mechanical / Electrical:</u>					<b>\$1,345.30</b>
Principal	0.00 hours @	\$145.00	=	\$0.00	
Project Manager	0.00 hours @	\$115.00	=	\$0.00	
Mech Engineer / Sr. Designer	1.00 hours @	\$105.00	=	\$105.00	
Elec Engineer / Sr. Designer	1.00 hours @	\$105.00	=	\$105.00	
Plum Engineer / Sr. Designer	1.00 hours @	\$105.00	=	\$105.00	
Special Systems Engineer	0.00 hours @	\$105.00	=	\$0.00	
CADD Technician	10.00 hours @	\$80.00	=	\$800.00	
Administrative	2.00 hours @	\$54.00	=	\$108.00	
Mark up	\$1,223.00 @	10%	=	\$122.30	
<u>Civil:</u>					<b>\$1,199.00</b>
Senior Project Manager	6.00 hours @	\$150.00	=	\$900.00	
Staff Engineer	2.00 hours @	\$95.00	=	\$190.00	
Mark up	\$1,090.00 @	10%	=	\$109.00	

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<b>TASK#9 SPECIAL INSPECTIONS (AGENT 1 AND AGENT 2)</b>					<b>\$10,191.50</b>
<u>Structural(Agent 1):</u>					\$2,750.00
Inspections	1.00	lump sum	\$2,500.00	=	\$2,500.00
Mark up	\$2,500.00	@	10%	=	\$250.00
<u>Geotech(Agent2):</u>					\$7,441.50
Consultation and Compaction Testing	1.00	lump sum	\$4,420.00	=	\$4,420.00
Inspection of Prepared Footings and Slabs	1.00	lump sum	\$1,520.00	=	\$1,520.00
Laboratory Analysis	1.00	lump sum	\$200.00	=	\$200.00
Concrete Testing	1.00	lump sum	\$625.00	=	\$625.00
Mark up	\$6,765.00	@	10%	=	\$676.50
<b>TASK#10 SURVEY - NOT INCLUDED</b>					<b>\$0.00</b>
<u>Civil:</u>					\$0.00
Boundary Survey	0.00	LS	\$4,720.00	=	\$0.00
Topographic Survey	0.00	LS	\$7,400.00	=	\$0.00
Mark up	\$0.00	@	10%	=	\$0.00
<b>TASK#11 UTILITY LOCATION</b>					<b>\$4,576.00</b>
<u>Civil:</u>					\$4,576.00
Subsurface Utility Location and Survey	1.00	LS	\$4,160.00	=	\$4,160.00
Mark up	\$4,160.00	@	10%	=	\$416.00
<b>TASK#12 PLATS</b>					<b>\$1,100.00</b>
<u>Civil:</u>					\$1,100.00
Easement Plats	1.00	LS	\$1,000.00	=	\$1,000.00
Mark up	\$1,000.00	@	10%	=	\$100.00
<b>TASK#13 ENVIRONMENTAL SERVICES</b>					<b>\$990.00</b>
<u>Civil:</u>					\$990.00
VSMP / SWPP	1.00	LS	\$900.00	=	\$900.00
Mark up	\$900.00	@	10%	=	\$90.00
<b>TASK#14 GEOTECH ENGINEERING / SUBSURFACE EXPLORATION - NOT USED</b>					<b>\$0.00</b>
<u>Geotech</u>					\$0.00
Field Drilling Services	0.00	LS	\$2,030.00	=	\$0.00
Laboratory Testing Services	0.00	LS	\$425.00	=	\$0.00
Geotechnical Report	0.00	LS	\$1,160.00	=	\$0.00
Mark up	\$0.00	@	10%	=	\$0.00

**TOTAL FEE for PROFESSIONAL A/E SERVICES**

**\$225,793.60**

	<b>Basic Services</b>	
Architectural		\$88,760.00
Structural		\$11,102.30
PME		\$45,764.20
Civil		\$41,415.00
<b>Subtotal</b>		<b>\$187,041.50</b>
	<b>Additional Services</b>	
Architectural		\$6,675.00
Structural (Plus special inspections)		\$2,964.50
PME		\$1,345.30
Civil		\$7,865.00
Cost		\$12,273.80
Geotech (Plus special inspections)		\$7,628.50
<b>Subtotal</b>		<b>\$38,752.10</b>
	<b>TOTAL</b>	<b>\$225,793.60</b>
	<b>SAY</b>	<b>\$225,793.00</b>

**REIMURSABLES**

**\$2,000.00**

**TOTAL FEE**

**\$227,793.00**

*Normal reimbursable expenses will be billed as stipulated in our annual contract and are in addition to the fee.*



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### Hourly Rate Schedule

<u>Architectural</u>	
Principal	\$ 240.00
Staff Architect	\$ 125.00
Interior Designer	\$ 115.00
Intern Architect	\$ 90.00
CADD Technician	\$ 85.00
Administrative	\$ 70.00
<u>Structural:</u>	
Principal	\$ 175.00
Senior Structural Engineer	\$ 135.00
Structural Engineer	\$ 110.00
Senior Structural Engineer Technician	\$ 100.00
Structural Engineer Technician	\$ 85.00
Administrative	\$ 50.00
Construction Administrator	\$ 110.00
<u>Mechanical / Electrical:</u>	
Principal	\$ 145.00
Project Manager	\$ 115.00
Mechanical Engineer	\$ 105.00
Electrical Engineer	\$ 105.00
Plum Engineer	\$ 105.00
Special Systems Engineer	\$ 105.00
CADD Technician	\$ 80.00
Administrative	\$ 54.00
Construction Administrator	\$ 105.00
<u>Civil:</u>	
Principal	\$ 225.00
Senior Project Manager	\$ 150.00
Project Manager	\$ 130.00
Senior Engineer	\$ 125.00
Project Engineer	\$ 110.00
Staff Engineer	\$ 95.00
CADD Technician	\$ 65.00
Senior Landscape Architect	\$ 150.00
Landscape Designer	\$ 80.00
Administrative	\$ 50.00
<u>Cost Estimator:</u>	
Principal	\$ 128.00
Senior Cost Engineer	\$ 115.00
Architectural Cost Engineer	\$ 110.00
Structural Cost Engineer	\$ 110.00
Mechanical Cost Engineer	\$ 110.00
Electrical Cost Engineer	\$ 110.00
Civil Cost Engineer	\$ 110.00
Technician	\$ 85.00

EXHIBIT D- LIMITS OF SURVEY

