



**STROH ARCHITECTURE, INC.**

October 31, 2012

Kimberly Moon  
Capital Projects Coordinator  
Town of Prescott Valley  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

Re: Prescott Valley Civic Center Expanded Covered Stage

**PROPOSAL**

The preliminary scope of services as we know it is as follows:

Design and produce construction documents to build your new Expanded Covered Stage. Scope of project to include stage expansion and roof structure, electrical power distribution and lighting.

**▣ Basic Services ▣**

The Architect's Basic Services consist of: Architecture, structural, electrical, civil and geotechnical, engineering and an as-built survey. All required meetings with the stakeholders are included.

**Programming**

The Architect shall provide, through investigation and addressing the Owner's needs, a program of space, approximate size, functional relationship and character of each space required for the Project.

**Schematic Design Phase**

The Architect shall review the program with the Owner as developed by the Architect to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.

The Architect shall review with the Owner alternative approaches to design and construction of the Project.

The Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings, and other documents illustrating the scale and materials of the covered stage.

### **Design Development Phase**

Based on the approved Schematic Design documents and any other adjustments authorized by the Owner in the program, the Architect shall prepare, for approval by the Owner, Design Development documents consisting of drawings and other documents to affix and describe the size and character of the Project as to architectural, materials and such other elements as may be appropriate. A full color perspective rendering will be provided as part of this phase.

### **Construction Document Phase**

Based on the approved Design Development documents and any further adjustments in scope or quality of the project authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project.

The Architect shall submit the drawings to the Town for a building permit and the Architect shall follow through with any revisions required to obtain said permit. (The Owner shall pay all building permit fees.)

### **Construction Documents**

One set of electronic PDF drawings and specification book will be delivered to the Owner.

### **Bidding and Negotiation**

A pre-bid conference with the prospective bidders and submittal review are also in this phase.

### **Construction Services Phase**

The Architect will provide administration of the contract between the Owner and Contractor. The Architect will review all shop drawings and product submittals from the Contractor. The Architect will review the progress of the construction weekly and the Contractor's pay requests monthly and provide any clarifications requested by the Contractor.

## ▣ Additional Services ▣

The Additional Services described, but not necessarily limited to the following, are not included in the Basic Services and shall be considered extras to this Agreement and shall be paid for by the Owner. The Additional Services shall only be provided if confirmed in writing by the Owner.

- Making revisions in the Drawings, Specifications or other documents when such revisions are inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget.
- Providing special surveys, environmental studies and submissions required for approvals of the governmental authorities or others having jurisdiction over the Project.
- Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

Hourly Rates for Additional Services if authorized by the Town:

Principal Architect	\$ 100 / hour
Principal Engineer	\$ 100 / hour
Project Manager	\$ 90 / hour
Architectural Production	\$ 75 / hour
Engineering Production	\$ 75 / hour
Clerical Production	\$ 40 / hour

## ▣ Owner's Responsibilities ▣

The Owner shall provide full information regarding requirements for the Project, which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and site requirements.

## ▣ Opinions of Probable Construction Cost ▣

In providing opinions of probable construction cost, the Client understands that the Architect has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Architect's opinions of probable construction costs are made on the basis of the Architect's professional judgment and experience. The Architect makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Architect's opinion of probable construction cost.

## ▣ Summary of Services Included ▣

### Basic Services Included:

- Architecture
- Structural Engineering
- Civil Engineering
- Electrical Engineering
- Geotechnical Engineering
- As-Built Survey
- Errors & Omissions

### Compensation for the Basic Services listed above shall be as follows:

Project to be billed monthly based on percentage of completion.

Schematic Design Phase Complete	\$ 3,750.00
Design Development Phase Complete	\$ 5,000.00
Construction Documents Complete	\$12,500.00
Bidding Services	\$ 1,250.00
Construction Services	\$ 2,500.00
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Total Compensation	\$25,000.00

Professional fees are due and payable 10 days from the date billed.

In the event of termination, suspension or abandonment of the project, which is not the fault of the Architect, the Architect shall be compensated for services performed prior to the termination, suspension or abandonment, together with any reimbursable expenses.

**Reimbursable Expenses shall be as follows:**

- Printing Expenses: At cost
- Mailing and Shipping Expenses: At cost
- Mileage: Included
- Additional Services of Consultants: At cost plus 10%

This Agreement entered into on the \_\_\_\_\_ day of \_\_\_\_\_ ,  
in the year 2012.

**Owner**

**Architect**

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Town of Prescott Valley

Douglas Stroh  
STROH ARCHITECTURE, INC.