

May 17, 2024

Mr. Ben Mishoe, City Manager
City of Charleston, WV
501 Virginia Street East
Charleston, WV 25301

Subject: Fee Proposal
A/E Professional Design and Document Services
Charleston Fire Department Headquarters and Wellness Center

Mr. Mishoe,

KZF Design, Inc. (KZF) is pleased to provide the City of Charleston, WV (Client) this proposal for professional services for the above referenced project, as a continuation of previously completed programming and concept design services on the project.

This proposal is based on information provided by the Client to KZF and KZF's understanding of the project scope and program which is as follows:

- KZF Design and it team proposes to provide architectural, interiors, mechanical, electrical, plumbing, structural, and civil design services for the project.
- The KZF Design team will include the following sub-consultants:
 - ZMM – Architectural support, civil engineering, MEP engineering and local construction administration services.
 - Geotechnical Engineer – Consultant (To Be Determined) – Geotechnical field investigation, testing and reporting. An allowance of \$10,000 has been included for this service, which will be billed at actual cost once it is contracted.
- Supplemental Services which are not included in this proposal, but may be added as requested by the Client as Additional Services including:
 - Environmental Assessment, Testing and / or Reporting Services
 - Topographic Surveying
 - Traffic Studies
- The subject property is presumed to be zoned properly for the proposed use without the need for rezoning, or variance. Zoning approvals are expected to be required only to follow the standard City of Charleston approval process only, services related to rezoning, PUD or similar more intensive zoning processes is included, but can be provided as an additional service..
- Subject property is presumed to be currently controlled by the Client and the subject property are platted into a single parcel, with all limiting easements or deed restrictions removed to allow clear, unlimited development of the site by the Client. No re-platting of parcels is included in this proposal.

- The subject property is presumed to be an approximately 1.0-acre parcel near the current Charleston Fire Station #1, at the northeast corner of Lee Street and Morris Street.
- The proposed headquarters building is presumed to include approximately 13,000sf for administrative and wellness functions, and an approximately 2,000-3,000sf high bay area for the storage of reserve apparatus and equipment for the CFD.
- The overall program will be delivered to the Client utilizing a “Design-Bid-Build” delivery model. Therefore this proposal presumes that the final construction documents will be issued in a single package at the completion of the Construction Documents Phase for bidding.
- The expected project budget including hard costs, soft costs, and contingencies for the new fire headquarters facility is \$6.0M to \$7.0M.
- This proposal presumes that the existing geotechnical conditions at the project site will allow for minimum depth, conventional shallow spread footings to be utilized and that soils will be categorized with favorable seismic classifications.
- The proposed project site is presumed to have existing utilities (domestic water, fire protection water, sanitary sewer, storm sewer, electric, gas) sized sufficiently for the proposed program readily available at the property line and sized to accommodate the proposed improvements with no modifications. No relocation or upgrading of existing building utilities or similar infrastructure off site is included.
- No improvements to the public rights-of-way are included in this proposal.
- Project specifications prepared will be based on MasterSpec short format standard construction specifications which will be provided in a separate project specifications manual.
- Proposal presumes project documents will be prepared in Revit 2024 or newer software.
- The anticipated project milestone schedule / durations are expected to be generally as follows:

Contract Award:	June 3, 2024
Program Verification Phase:	2-3 weeks
Schematic Design Phase:	4-5 weeks
Design Development Phase:	6-7 weeks
Construction Documents Phase:	8 weeks
Issue for Building Permit / Bidding:	Approximately November 15, 2024
Receive Bids:	Approximately December 15, 2024
Commence Construction:	Approximately April 1, 2025
Complete Construction:	Approximately April 1, 2026

“Issue for Building Permit / Bidding” date is targeted as requested by the Client. KZF and the design team will diligently work towards these milestones, however notes that the Client requirement to award the construction contract by mid-December is aggressive, would limit Client review durations to no more than 1 week each after the SD, DD, & CD phase. Dates are not guaranteed.

Basic Services

Outlined below is the scope of Basic Services that KZF Design proposes to provide for the successful completion of this project.

Program Verification Phase

- Attend project kick-off meeting (via teleconference) with Client's key stakeholders to discuss/review/verify overall project goals, schedule, and expectations.
- Review Client provided items, previously completed programs, documents, reports, etc., including existing site / building drawings.
- KZF will provide the Client a copy of KZF's Fire Headquarters Questionnaire upon receipt of a Notice to Proceed or execution of the contract.
- Analyze completed Fire Headquarters Questionnaire responses, including correspondence with Client to clarify any identified issues and specific requirements for the project utilizing data collected from the Questionnaire. Includes verifying previously completed program studies. Prepare a Preliminary Program of Requirements.
- KZF will meet with the Client's project team to review specific requirements for the project utilizing data collected from the Questionnaire, room diagrams and room data sheets to determine space requirements compiled in a Preliminary Program of Requirements (POR).
- Based on all collected data, and Client comments on Preliminary Program of Requirements, prepare and issue Final Program of Requirements (POR) document that identifies all major functional areas including uses and space requirements, general layout and room information including Room Diagrams.
- Prepare Preliminary Estimate of Probable Cost (PEPC) based on historical square-foot building cost data to facilitate the Owner's determination of the final project budget.
- Regular correspondence with Client, overall project design team management, coordination and administration as required by the work.

Schematic Design Phase Services:

1. Complete detailed project programming including meeting with Client to review and document detailed space requirements, room data sheets, and program functions for the buildings.
2. Propose design solutions and identify design strategy / options for the site, building shell / envelope, structural system, and MEP systems.
3. Assist Client in finalizing project details including confirming project scope requirements, identifying value engineering opportunities and reviewing schedule expediting opportunities.
4. Building and zoning code due diligence review and analysis, including meeting or teleconference with each department to review any identified potential code concerns.
5. Coordinate utility requirements and availability of water, sewer, electric and gas with Client, civil engineering team members, and local utility providers.
6. Architectural design services, including development of schematic floor plans, and elevations as required to comply with applicable codes, site conditions, and project program.

7. Structural engineering schematic design services, including review of geotechnical engineering report, discussion / recommendations regarding building structural system details / strategies for the proposed foundations, wall systems, and roof framing systems.
8. Mechanical, Plumbing, and Electrical schematic design services, including identify design strategies and system options for the primary building mechanical, plumbing and electrical systems and develop narratives to describe options.
9. Civil engineering schematic design services including review of geotechnical engineering report design criteria, and development of site grading, paving, drainage, storm detention, erosion control and utilities design strategies, and develop narratives / drawings to describe options.
10. Update Preliminary Estimate of Probable Cost (PEPC) based on Schematic Design Package.
11. Issue a Final Schematic Design Package including architectural, structural, civil, and MEP documents at the completion of the Schematic Design Phase for submittal to, and approval by the Client. Written approval of the Final Schematic Design Package by the Client is required prior to commencement of the Design Development Phase Services.
12. Procure up to three (3) proposals for geotechnical services for the project site, and pending approval from the Client on selected provider, coordinate completion of geotechnical investigation, testing and reporting. An Allowance of \$10,000 has been included for this service.
13. Participate in regular design meetings (anticipated to be no more than two (2) in person visits this phase) to review regular design progress and identified issues, and general coordination with the Client, Construction Manager and Client's Other Consultants.
14. Regular correspondence with Client, overall project design team management, coordination and administration as required by the work.

Design Development Phase Services:

1. Architectural design development services, including continued development of approved Schematic Design Submittal Package as required to comply with applicable codes, site conditions, and project program.
2. Limited interior design services including review of budgetary allowances for interior finishes, meeting with Client to review material options and color palette expectations, and preparation of up to 2 interior material sample boards / color schemes, and one subsequent revision to one selected scheme based on feedback from Client.
3. Structural design development services, including final development of the proposed structural system, including proposed foundations, and structural framing systems, as well as design calculations, diagrams, and preparation of drawings determined to be necessary by KZF for coordination.
4. Mechanical / Plumbing and Electrical design development services, including final development of the proposed MEP systems, primary components, system and requirement calculations determined to be necessary by KZF for coordination.

5. Civil Engineering design services including final development of proposed site grading, paving, drainage, storm detention, erosion control and utilities plans, storm detention calculations, drawings and specifications as determined to be necessary by KZF for coordination.
6. Update Preliminary Estimate of Probable Cost (PEPC) based on Design Development Package.
7. Issue a Final Design Development Package including architectural, structural, civil, and MEP documents at the completion of the Design Development Phase for submittal to, and approval by the Client. Written approval of the Final Design Development Package by the Client is required prior to commencement of the Construction Documents Phase Services.
8. Update Preliminary Estimate of Probable Cost (PEPC) based on Construction Document Package.
9. Based on Final Design Development Package, prepare and submit for Zoning Approvals with City of Charleston Planning Department for review and approval. Includes preparation and submittal of documents (including 2D rendered elevations), site layout and landscaping plans, and subsequent revisions based on comments received from AHJ's. Includes attendance and presentation of the project at one (1) Planning / Zoning Review meeting.
10. Participate in regular design meetings (anticipated to be no more than two (2) in person visits this phase) to review regular design progress and identified issues, and general coordination with the Client and Client's Other Consultants.
11. Regular correspondence with Client and Construction Manager, overall project design team management, coordination and administration as required by the work.

Construction Document Phase Services:

1. Architectural and interior document services including final development of floor plan, elevation, and section details, and final building construction and detailing.
2. Structural document services, including drawings, calculations, details, diagrams and coordination.
3. Mechanical / Plumbing and Electrical document services, including drawings, calculations, details, coordination for the systems defined herein.
4. Civil Engineering documents services, including drawings calculations, details and coordination for grading, paving, utilities, landscaping, and general erosion control.
5. Preparation of final construction documents, including architectural, interiors, structural, civil, and MEP drawings written technical specifications and fire protection performance specifications sufficient for final Client reviews, bidding, permitting, and construction. Includes submittal to Client for review at approximately 100% document completion, and subsequent revisions to documents based on Client comments in compliance with the final approved design documents.
6. Participate in regular design meetings (anticipated to be no more than two (2) in person visits this phase) to review regular design progress and identified issues, and general coordination with the Client and Client's Other Consultants.

7. Regular correspondence with Client and Construction Manager, overall project design team management, coordination and administration as required by the work.

Bidding / Permitting Phase Services:

1. Submit to the local AHJ for a general building permit. Includes coordination of KZF's documents for submittal, preparing general building permit applications, and providing signed, sealed document sets to the AHJ. Includes communication with the AHJ regularly to review permit status. Subsequently, make revisions to the construction documents to address building department plan reviews comments related to KZF prepared documents in order to obtain final permit approval, and facilitate permit resubmittals.
2. Assist the Clients Purchasing Department during the procurement phase including addressing questions and providing clarifications to requests for information received in writing from qualified bidders during bidding process, issuing addenda and clarifications during bidding phase activities related to KZF's project scope for distribution to bidders, attendance at one pre-bid meeting (in person), review of submitted bids.
3. Regular correspondence with Client, overall project design team management, coordination and administration as required by the work.

Construction Phase Services:

1. Participate in one (1) project pre-construction kick-off meeting (in person) to discuss project schedule, submittals / RFI's process, etc. with construction team.
2. General architect and engineer project administration services during Construction Phase including preparations of supplemental documentations / clarifications as determined to be necessary by KZF for clarification of the construction documents during construction activities.
3. Review contractor product submittals / shop drawings as required by the construction documents for components designed by KZF.
4. Interpretations, decisions and / or responses to GC's reasonable request for information during construction phase.
5. Perform up to twenty four (24) site observation visits during project construction for general familiarization with the installed work (presumed to be twice per month). During the noted site observation visits, KZF Team will also review and certify Contractor payment applications, and attend the regular construction meeting which coincides with the scheduled visit. Twice monthly observation visits are presumed to coincide regular, Owner-Architect-Contractor meetings.
6. Perform one (1) "punch-list" site observation visit, and prepare and submit to the Client a report of deficient items identified related to the architectural, interiors, MEP, civil, and structural systems.
7. Review and certification of Contractor payment applications presumed to occur during regularly scheduled site observation visits.
8. Regular correspondence with Client and GC, internal project design team management, coordination and administration as required by the work.

Items Not Included In Basic Services – Exclusions & Clarifications

1. Traffic studies or reports which may be required by the local authorities having jurisdiction.
2. Deep foundations or non-standard / unconventional foundation design or document services.
3. Site retaining wall structural design and / or documents
4. Any identified environmental remediation services which may be required by any AHJ (i.e. “blue line” stream, wetlands, protected species, etc.)
5. Radon mitigation systems design or documents
6. Detailed inventorying / surveying of existing equipment or furnishings.
7. Relocation, modification or upgrading of any public utilities, roadways, or similar infrastructure is not included, except the relocation / capping of existing water extension currently on site.
8. Re-platting, easement creation, access agreement or other similar civil engineering services.
9. Zoning negotiations, attendance at meeting(s) / hearings, and / or variance approval processes, unless specifically noted otherwise herein.
10. Building or zoning code variance approval procedures.
11. Renderings, models or similar presentation documents unless specifically noted otherwise herein. As part of our Basic Services, KZF Design proposes to prepare our designs and documents in Revit software, which facilitates the production of basic 3D images of the building’s exterior elevations for diagrammatic use during design activities. Detailed renderings, animations or other or similar detailed 3D deliverables are not included, however can be provided as requested for an additional fee.
12. Interior design, specifically related to the design, documentation, specification of, or procurement of (ordering, administration, monitoring, delivery coordination, installation oversight, move coordination, or punch list) for new fixtures, systems furniture, seating, miscellaneous furnishings, or equipment.
13. Development of enhanced interior signage, graphics elements, artwork or environmental branding design, details or selections
14. Enhanced energy modeling.
15. Preparation of additional design iterations or deliverables in excess of those listed herein.
16. Fire protection system (sprinkler) design and / or document services.
17. Fire pump and / or ancillary systems design and / or document services if required.
18. Life safety peer review services related to facility storm shelter, if required.
19. Computer / Data / Telephone / Telecom / Audio-Video / CCTV / Security / Access Control / Specialty and / or Emergency Communications systems design and documents. Basic Service scope includes documentation of infrastructure (junction boxes, conduit or similar) for these systems which are presumed to be designed in either a design-build delivery system by a sub-contractor to the GC or by any Other Consultant contracted directly to the Client.
20. LEED: LEED administrative, calculations, studies, models, submittals or approvals
21. Attendance at additional meetings, presentations, and / or open houses not specifically defined herein, or in excess of those noted herein.
22. Value engineering services for major systems (structural and / or MEP) after the completion of the Schematic Design Phase services.
23. Value engineering services for general elements (non-major systems) after the completion of the Design Development Phase services.

24. Preparation of construction phasing plans or alternate bid packages.
25. Permits: This proposal does not include the cost of any required building or zoning plan review fees, impact fees, permits, certificates or approvals.
26. Bidding Phase services related to analysis of substitutions / alternates, administration of bidders, and/or assistance with construction contract award.
27. Revisions to the deliverables inconsistent with previous instructions or approvals by the Client, and/or resultant to Client's (or client's Consultants) failure to render decisions in a timely manner.
28. Additional site observation visits in excess of those noted as included in the Basic Services
29. Administration of project change orders necessary due to Client / Contractor / unforeseen conditions project scope revisions / changes.
30. Quality control testing or special inspections and related reports or documentation which may be required by the AHJ and / or local codes.
31. Project start-up or commissioning procedures, services or reports or preparation of operations manuals, vendor data, warranty information or similar
32. Prepare / Provide final documents including "as-built" information in electronic format.
33. Any significant modification to the project budget (increase or decrease) greater than 5% will require additional service (for increased budget / cost) of a fee reduction (for reduced budget / cost). Increase or decrease shall be proportional to the Basic Service Fee as related to the budget stated in this proposal.
34. Additional administrative time / costs due to the extension of project delivery schedule (design or construction) beyond that noted herein.
35. Consultation or recommendations related to repair / replacement of work (existing or new) damaged or incorrectly installed during construction.

Basic Service Fees

Program Verification Phase Services:	\$15,000.00 (Stipulated Sum)
Schematic Design Phase Services:	\$115,000.00 (Stipulated Sum)
Design Development Phase Services:	\$105,000.00 (Stipulated Sum)
Construction Document Phase Services:	\$255,000.00 (Stipulated Sum)
Bidding / Permitting Phase Services:	\$30,000.00 (Stipulated Sum)
<u>Construction Phase Services:</u>	<u>\$90,000.00 (Stipulated Sum)</u>
Total Basic Service Fees:	\$610,000.00 (Stipulated Sum)

Additional Services

The scope of services listed above is expected to be sufficient to complete the identified phase(s) of the project. If in the course of developing the project other services are required or a modification to the scope of services identified above is necessary, KZF Design will submit a proposal for additional services. Whenever possible, the change in service will be identified prior to the performance of the service, and we will obtain Clients written approval prior to proceeding. However, if it is necessary to keep the project on schedule, KZF may proceed with additional services based on Client's email authorization of the change in scope only.

Any Basic Service time required in excess of any noted Allowances will be billed on an hourly basis upon written authorization. Hourly rates per the attached Hourly Rate Schedule.

Client Provided Items

KZF requires that the following items be provided in a timely manner in order to complete the scope of services as defined herein per the noted schedule.

1. Current site topographic survey and plat documents for proposed site.
2. General program information as required by KZF for the proposed functions to be housed in the proposed project.
3. Detailed information including specifications, design requirements / criteria and coordination for specialized equipment to be housed in the proposed project.
4. Furnishings, interior art selection, interior signage and graphics design and / or documents
5. Access to the project site for review and observation of conditions
6. Fire sprinkler system engineering design and documents as required by project (to be provided by the selected Fire Suppression System Sub-Contractor).
7. Computer / Data / Telephone / Telecom / Audio-Video / CCTV / Security / Access Control / Specialty and / or Emergency Communications systems design, and documents as required by project.
8. "Front end" general conditions / requirements, and / or procurement specifications for inclusion in Project Manuals issued to bidders.
9. Budget resolution at the end of each Basic Service Phase (approve, raise budget, reduce scope) prior to authorizing commencement of subsequent phase.
10. Traffic, environmental or other similar investigations / reports which may be required.
11. Project budget clearly defining hard and soft cost expectations for each project.

Proposed Terms and Conditions:

KZF shall invoice every four weeks for the amounts due for professional services rendered and expenses incurred. In addition to the compensation for professional services, KZF shall be reimbursed for out-of-pocket expenses at cost plus a 10% administrative fee. Reimbursables expenses shall include cost of printing, plotting, and travel. Client shall pay KZF the full amount due within 15 days of receipt of invoice. All past due amounts shall bear interest at the rate of one and one-half percent (1-1/2%) per month compounded monthly after thirty days. KZF Design reserves the right to suspend services and / or not issue documents for permit approvals if the Clients account is past due.

The Client agrees that to the fullest extent permitted by law, KZF's total liability to the Client for any and all injuries, claims, losses, expenses, damages, arising out of this Agreement from any cause or causes shall not exceed \$2,000,000 aggregate / \$1,000,000 per occurrence from KZF's standard professional liability and commercial general insurance coverages for this project. Upon request, KZF will provide a standard ACORD statement of KZF's policy limits for this project, including the Client as an additional insured on the policy, which will be maintained for the duration of the project design and construction.

It is recognized that KZF does not have control over the cost of labor, materials or equipment, over a Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, KZF cannot and does not warrant or represent that bids or negotiated prices will not vary from any Opinion of Probable Construction Cost or evaluation prepared or agreed to by KZF.

Thank you for the opportunity to offer these services to the City of Charleston, WV. If the terms and conditions stated herein are acceptable, KZF requests that a final professional services agreement, based on AIA Standard Contracts, will be executed with the Client, with this proposal and its attachments included for reference.

Sincerely,
KZF Design Inc.



Scott F. Csendes, A.I.A., P.M.P.
Vice President – Director, Civic and Public Safety Division

APPROVED AND ACCEPTED

This _____ day of _____, 2024

Client: _____

By: _____

Title: _____

2024 Hourly Rate Schedule

3/20/2024

Category	Rate
Architect Level 1	\$150
Architect Level 2	\$170
Architect Level 3	\$220
Civil Designer Level 1	\$150
Civil Designer Level 2	\$160
Civil Engineer Level 3	\$220
Clerical	\$110
Construction Administrator	\$210
Designer Level 1	\$110
Designer Level 2	\$140
Designer Level 3	\$170
Designer Level 4	\$180
Electrical Designer 1	\$120
Electrical Designer 2	\$150
Electrical Designer 3	\$160
Electrical Engineer Level 1	\$190
Electrical Engineer Level 3	\$290
Interior Designer Level 1	\$110
Interior Designer Level 3	\$200
Mechanical Designer Level 2	\$150
Mechanical Engineer Level 2	\$190
Mechanical Engineer Level 3	\$240
Planner Level 1	\$110
Planner Level 3	\$210
Landscape Architect Level 3	\$240
Principal	\$360
Project Manager Level 1	\$160
Project Manager Level 2	\$210
Project Manager Level 3	\$240
Structural Designer Level 1	\$110
Structural Designer Level 2	\$120
Structural Designer Level 3	\$130
Structural Engineer Level 2	\$180
Structural Engineer Level 3	\$220