



7 Sept 2016

Jim McShane, Director  
Rapid City Public Library  
610 Quincy Street  
Rapid City, South Dakota 57701

**RE: MEMORANDUM OF UNDERSTANDING for design services on Phase 1 - Public Area Update**

Dear Jim,

AcV2 architecture is pleased to provide you with this Memorandum of Understanding for Architecture and Engineering services for the Public Area Update, previously identified as Phase 1 in our Main Floor Master Plan for the Rapid City Public Library.

**SCOPE OF PROJECT**

The Scope of the project includes design work to:

- Remove the carpet in Public Areas - as identified on the Main Floor Master Plan. Replace with new carpet selected during design.
- Demolish "fishbowl" office
- Repaint Public Areas, walls and ceilings - as identified in the Main Floor Master Plan. Determine locations of specific colors during design. Colors to be based on palette developed in the Main Floor Master Plan.
- Provide power to new computer stations, where required

The Scope of the project also includes work provided by the Owner. AcV2 will coordinate with the Owner's work which has been identified as:

- Removing the fireplace
- Removing radiant panels along north wall
- Removing, relocation and providing new connections related to the network panel in the "fishbowl"
- Furniture/Shelving related services

**SCOPE OF DESIGN SERVICES**

The scope of design services provided by AcV2 includes project management, interior design and electrical engineering to achieve the Scope of Project.

- Develop 2-3 design options for flooring and paint schemes
- Meet with the owner for a Schematic Design Review (35% Complete) and Construction Document Review (95% Complete) to review and verify the design documents prior to bidding
- Provide drawings and specifications in order to put the project out to competitive bid
- Provide construction administration services to verify that the work conforms with the Construction Documents

**DESIGN PHASES**

We have separated our process into the following phases:

- **Schematic Design**

We will conduct a project kick-off meeting to finalize the project requirements and define a project schedule. We will develop two or three conceptual designs working with the library staff. Our documentation will include preliminary floor plans, partial interior elevations for paint schemes, and other drawings needed to convey the design concepts. We will also present you with an estimate of the construction cost based on general square-footage costs. The goal of the Schematic Design Review (35% Complete) meeting will be to review the concepts presented and refine the multiple ideas into one approved design to take into the next design phase.

- **Construction Documents**

In this phase, we will refine the approved Schematic Design and get our electrical engineer more heavily involved. The drawing set and project manual (specifications) will be generated and completed during this phase. The complete set of drawings, project manual, actual product samples will be reviewed and the cost estimate will be updated for the Construction Documents Review (95% Complete) stage.

Once the project is approved, we will proceed to the bidding phase. We anticipate that the following documentation will be necessary for bidding:

- Life Safety - Code Analysis
- Floor Plan - Demolition
- Floor Plan - Flooring Layout
- Finishes Schedule
- Electrical Plans and Schedules
- Project Manual with Bid form and Technical Specifications

- **Bidding**

We will assist the RCPL in getting the documents out to bid. We will supply the bid documents to plan rooms, contact contractors, answer contractor and sub-contractor questions, issue addenda, hold a pre-bid meeting, host the bid opening and assist with negotiations with the chosen contractor.

- **Construction Administration**

During the construction phase, we will answer the owner's and contractor questions; make site visits to verify that the contractor is following the contract documents; provide supplemental drawings as requested by the contractor; review shop drawings, materials and product samples; and review requests for design changes. Other services include reviewing and approving the contractor's application for payment and keeping the owner apprised of the project's progress.

## EXCLUSIONS

Services not included in our cost:

1. Items noted in Scope of Project as work provided by the Owner
2. Survey
3. Civil Engineering
4. Structural Engineering
5. Mechanical and Plumbing Engineering
6. Detailed estimate of construction cost

## CONSULTANT

For the above scope of work, we will contract with Skyline Engineering for the electrical engineering work required in the Scope of Project.

## PROJECT SCHEDULE

We understand it is the RCPL staff's wish for construction to begin in October or November of 2016. We understand there is some flexibility in the schedule except that it should be complete by the end of 2016.

## PROJECT BUDGET

We understand the Project Budget to be approximately \$140,000. The Project Budget is understood to include work provided by the owner for the project such as furniture/shelving but does not include design fees.

## FEE SCHEDULE

For the detailed scope of work we are proposing a fixed fee of Ten Thousand Seven Hundred Sixty Five Dollars (\$10,765). Please note that this price does not include reimbursable expenses, but does represent a credit identified in the Master Plan contract with AcV2 architecture for projects generated from the Master Plan.

• <b>Schedule of Fees</b>	
Architectural / Interior Design	\$ 8,150
Electrical Engineering	<u>\$ 4,115</u>
<b>SUBTOTAL</b>	<b>\$ 12,265</b>
Master Plan Credit	<u>\$ (1,500)</u>
<b>TOTAL</b>	<b>\$ 10,765</b>

## OPTION - FEE REDUCTION

At the owner's request, we have included an option to remove Construction Administration (CA) from AcV2's scope of work. If the option is exercised, the AIA B105 contract will need to be modified to remove that portion of the work from the architect's responsibilities and fee will be adjusted as below.

• Remove CA services	\$ (950)
<b>TOTAL WITH OPTION</b>	<b>\$ 9,815</b>

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**ADDITIONAL SERVICES**

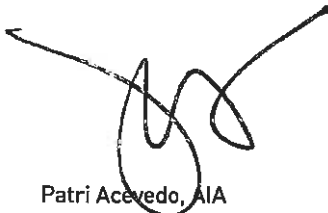
The fee for basic services above does not include possible additional services such as renderings, expanded Scope of Work or additional meetings with City Staff or public meetings. If additional services become necessary, we will provide the necessary services at an hourly rate according to our schedule below. We will only proceed with additional services with an owner's notice to proceed.

Principal Architect	\$100/hr
Senior Designer	\$75/hr
Designer	\$50/hr
Electrical Designer	\$105/hr

**CONTRACT**

This Memorandum of Understanding is attached to AIA B105 - 2007 Standard Form of Agreement Between Owner and Architect as Exhibit "A"

Best,



Patri Acevedo, AIA  
AcV2 architecture, LLC