

# City of Las Cruces<sup>®</sup>

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 12

Ordinance/Resolution# 12-13-440

For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)

For Meeting of September 3, 2013  
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

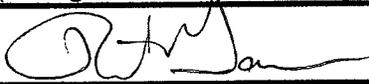
LEGISLATIVE

ADMINISTRATIVE

**TITLE: A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CITY OF LAS CRUCES AND STUDIO D ARCHITECTS, P.A., FOR ARCHITECTURAL SERVICES FOR THE CASTAÑEDA SERVICE CENTER RENOVATIONS, CLC RFP NO. 12-13-440 FOR A FEE OF \$58,571.00, PLUS AN ALLOWANCE OF \$4,429.43 FOR GROSS RECEIPTS TAX AND AN AUTHORIZED CHANGE ORDER CONTINGENCY OF \$5,857.00; FOR A TOTAL AUTHORIZATION OF \$68,857.43.**

**PURPOSE(S) OF ACTION:**

Approve contract.

<b>COUNCIL DISTRICT: ALL</b>		
<b><u>Drafter/Staff Contact:</u></b> Tomás Méndez	<b><u>Department/Section:</u></b> Public Works – Facilities Management (Design & Construction)	<b><u>Phone:</u></b> 541-2583
<b><u>City Manager Signature:</u></b>		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

As part of a long-term plan to convert the Hadley Complex into a recreational venue, the Parks and Recreation Department moved their administrative offices into the Castañeda Service Center, located at 1501 E. Hadley Ave. This was space previously vacated by city administrative functions which are now located in City Hall. The Transportation Department also maintains a presence at that location, for the maintenance of fleet vehicles. Funding was set aside to engage in design and construction of renovations. These include interior office areas, heating and cooling, exterior work (which includes windows), and a Trombe wall.

The project includes a sustainability component to further enhance achievement of Objective 4 under the 2012 Strategic Plan - Assess Trombe (black) Wall Heat Transfer Demonstration Project - in the form of a Trombe wall on the south side of the building. This is a passive approach to using solar energy by absorbing it during the day and releasing it into the interior at night.

In late Spring of 2013, Request for Proposals No. 12-13-440 was issued for architectural services, resulting in the receipt of four proposals on May 30, 2013. The Selection Advisory

Committee (SAC) evaluated the submittals on June 25, 2013 and recommended negotiating a contract with the highest rated firm, Studio D Architects, P.A. City staff successfully completed this process on July 8, 2013.

The architectural services fee is \$58,571.00 which provides for pre-design reviews with the users, schematic design, design development, preparation of construction and bid documents, and administration of the construction contract. The scope of services also includes the design of the aforementioned Trombe wall. The duration of the design portion of the contract is approximately ten (10) months, allowing the City to complete that component by early 2014, and to let the construction contract late Spring of 2014.

Public Works/Facilities Management (Design & Construction Services) will administer the design services contract. In addition, they will work closely the Parks and Recreation and Transportation Departments throughout the process.

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.
3. Attachment "A", SAC Evaluation Score Sheet.
4. Attachment "B", Draft contract between City and Studio D Architects, P.A.

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
<b>Does this action create any revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY__.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

City Council authorized the design and renovation of the Castañeda Service Center through an appropriation in the adopted FY14 budget and by including the project in the City of Las Cruces FY14 Infrastructure and Capital Improvements Plan. The overall project budget of \$865,000.00 is being employed thusly: \$68,857.43 for design services (fees, NMGRT, contingency); \$9,143.00 for phase I environmental site assessment, phase II environmental assessment (if required), geotechnical engineering services, and other project-specific consultant services that may be required, and \$786,999.57 for general construction.

**FUND EXPENDITURE SUMMARY:**

<b>Fund Name(s)</b>	<b>Account Number(s)</b>	<b>Expenditure Proposed</b>	<b>Available Budgeted Funds in Current FY</b>	<b>Remaining Funds</b>	<b>Purpose for Remaining Funds</b>
Infrastructure & Rehabilitation Capital Improvement Fund – Castaneda Building Renovation Project	40806060-852100-63E01	\$ 68,857.43	\$500,000.00	\$431,142.57	To be used to fund environmental site assessments, geotechnical engineering services and construction.

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will approve the Resolution, authorizing a contract between the City and Studio D Architects, P.A., for architectural services for the Castañeda Service Center renovations for the contract sum of \$58,571.00, plus \$4,429.43 for NM gross receipts tax, and an authorized change order contingency of \$5,857.00; for a total project authorization of \$68,857.43.
2. Vote "No"; this will not approve the Resolution. Therefore, staff will be required to pursue other options to obtain the needed architectural services for the Castañeda Service Center renovations and not expend the funds specifically appropriated for these services.
3. Vote to "Amend"; this will direct staff to proceed as amended by City Council. This may delay the project and the expenditure of the funds specifically appropriated for these services.
4. Vote to "Table" the Resolution and provide staff with further direction. This would delay the project and the expenditure of the funds specifically appropriated for these services.

**REFERENCE INFORMATION:**

N/A

**RESOLUTION NO. 12-13-440**

**A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CITY OF LAS CRUCES AND STUDIO D ARCHITECTS, P.A., FOR ARCHITECTURAL SERVICES FOR THE CASTAÑEDA SERVICE CENTER RENOVATIONS, CLC RFP NO. 12-13-440 FOR A FEE OF \$58,571.00, PLUS AN ALLOWANCE OF \$4,429.43 FOR GROSS RECEIPTS TAX AND AN AUTHORIZED CHANGE ORDER CONTINGENCY OF \$5,857.00; FOR A TOTAL AUTHORIZATION OF \$68,857.43.**

The City Council of the City of Las Cruces is informed that:

**WHEREAS**, the Parks and Recreation Department and the Transportation Department have been authorized to undertake the design and construction for the renovations of the Castañeda Service Center located on Hadley Avenue; and

**WHEREAS**, architectural services were solicited with Request for Proposals Number 12-13-440, resulting in the receipt of four proposals on May 30, 2013; and

**WHEREAS**, the Selection Advisory Committee evaluated the proposals on June 25, 2013 and recommended that negotiations be conducted with the highest rated firm, Studio D Architects, P.A., of Las Cruces, New Mexico; and

**WHEREAS**, City staff successfully completed negotiations on July 8, 2013; and

**WHEREAS**, authorization of a contract between the City of Las Cruces and Studio D Architects, P.A. of Las Cruces, New Mexico, is requested by the Public Works Department, Facilities Management Section.

**NOW, THEREFORE**, Be it resolved by the governing body of the City of Las Cruces:

(I)

**THAT** City staff is authorized to enter into a contract with Studio D Architects, P.A., of Las Cruces, New Mexico, for the fee amount of \$58,571.00; plus an allowance of \$4,429.43 for New Mexico gross receipts tax and an authorized contingency of

\$5,857.00; for a total authorization of \$68,857.43 to provide architectural services for the Castañeda Service Center renovations as outlined in the attached Exhibit "A", Purchasing Manager's Request to Contract Form attached hereto.

(II)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2013.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

VOTE:

- Mayor Miyagishima: \_\_\_\_\_
- Councillor Silva: \_\_\_\_\_
- Councillor Smith: \_\_\_\_\_
- Councillor Pedroza: \_\_\_\_\_
- Councillor Small: \_\_\_\_\_
- Councillor Sorg: \_\_\_\_\_
- Councillor Thomas: \_\_\_\_\_

# CITY OF LAS CRUCES

**PURCHASING MANAGER'S REQUEST TO CONTRACT**

**For Meeting of: September 3, 2013**

**Resolution No.: 12-13-440**

**Contract Purchase For  
Castaneda Service Center Renovations: Architectural Services**

The Las Cruces City Council is provided the following information concerning this request:

**RFP SOLICITATION INFORMATION:**

- 1. RFP No./ Due Date: **RFP No. 12-13-440 / May 30, 2013**
- 2. Description: **Castaneda Service Center Renovations  
Architectural Services**
- 3. Using Department: **Public Works/Facilities Management**
- 4. Number of Reponses Solicited: **Fifty-five (55)**
- 5. Number of Responses Accepted: **Four (4)**
- 6. Award Recommendation To: **Studio d Architects, PA  
of Las Cruces, NM**
- 7. Total Award Amount: **\$68,857.43**
- 8. Contract Duration: **TBD**

**LOCAL PREFERENCE FACTOR**

Local Preference Factor Applied Per LCMC §24-100	No		LCMC §24-100 not applicable to this solicitation
	Yes	X	Made A Difference To Awards(s)
		X	Made No Difference To Bid Award(s)

**PROCUREMENT CODE COMPLIANCE:**

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.

  
 Purchasing Manager

/ 8/13/13  
 Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION or PURCHASE ORDER NUMBER:	<b>14100713</b>
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PHASE I - PROPOSAL EVALUATION REPORT					
TITLE: <b>Castaneda Service Center Architectural Services</b>	TOTAL POINTS POSSIBLE	POINTS DISTRIBUTION			
		ASA Architects	Huitt-Zollars, Inc.	Studio D Architects, PA	Williams Design Group
RFP NO.: 12-13-440					
NM RESIDENCE PREFERENCE (YES or NO)		YES	YES	YES	YES
If "YES", Add (TOTAL POINTS POSSIBLE) X .05		190.0	190.0	190.0	190.0
<b>CRITERIA</b>					
Technical approach to the project.	800	480	580	500	520
Qualifications and competence of project team members to perform the services required by the contract	800	540	580	560	580
Capacity and capability of the firm to deliver the services of the contract, and to do so in a timely manner;	600	390	405	450	435
Management structure and approach to the project including time-line, task breakdowns and major milestones;	600	390	420	435	405
Performance of the firm with previous clients, based upon quality of the work, control of costs, ability to meet schedules or deadlines; and responsiveness to the client;	1000	750	600	675	725
Clarity of proposal	0	145	145	140	155
Rating Sheets Raw Scores	3800	2695	2730	2760	2820
Subtract Highest Scorer		365	425	390	465
Subtract Lowest Scorer		295	275	300	300
Rating Sheet Net Score		2035	2030	2070	2055
<b>NET SCORE WITH RESIDENT PREFERENCE</b>		<b>2225.0</b>	<b>2220.0</b>	<b>2260.0</b>	<b>2245.0</b>
Top Net Score Minus 10%		1863	1863	1863	1863
Qualifies for Phase II of Evaluation		yes	yes	yes	yes
<b>TOTAL PHASE I SCORES</b>		<b>2225</b>	<b>2220</b>	<b>2260</b>	<b>2245</b>
<b>PHASE II - EVALUATION REPORT</b>					
<b>DEDUCTION FOR PROJECTS IN PROGRESS</b>					
Number of Committee Raters	8	8	8	8	8
CLC Projects in Progress by Respondent		1	1	0	1
Deduction (10 points per project X number of raters)		-80	-80	0	-80
<b>TOTAL PH. I &amp; II SCORES</b>		<b>2145</b>	<b>2140</b>	<b>2260</b>	<b>2165</b>
<b>LOCAL PREFERENCE</b>					
LOCAL? (YES or NO)		YES	NO	YES	YES
If "YES", Add (Number of Committee Raters X 20 pts.)		160.0	0.0	160.0	160.0
<b>TOTAL PH. I &amp; II SCORES</b>		<b>2305.0</b>	<b>2140.0</b>	<b>2420.0</b>	<b>2325.0</b>

# AIA<sup>®</sup> Document B101<sup>™</sup> - 2007

## Standard Form of Agreement Between Owner and Architect

**AGREEMENT** made as of the «twentieth » day of «August » in the year «two thousand thirteen »  
(In words, indicate day, month and year.)

**BETWEEN** the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

« City of Las Cruces » «a municipal corporation »  
«700 North Main St. »  
« Las Cruces, New Mexico 88001 »  
«(mail: P.O. Box 20000 / Las Cruces, NM 88004) »

and the Architect:  
(Name, legal status, address and other information)

« Studio D Architects, PA » « »  
«509 South Main Street, Studio D »  
« Las Cruces, NM 88001 »  
« Telephone Number: (575) 521-3757 / Fax Number: (575) 521-3880 »

for the following Project:  
(Name, location and detailed description)

«Castañeda Service Center Renovations; RFP and CLC project 12-13-440»  
«1501 East Hadley Ave., Las Cruces, NM »  
«Basic design services for the Renovations of the Castañeda Service Center for use by the  
City of Las Cruces Parks and Recreation Detailed scope of Work will be developed  
through space needs reviews with the user departments included in the Architect's scope  
of services.

As part of the design services, a Trombe wall demonstration project will be integrated  
into the building's structural, mechanical and electrical systems.»

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

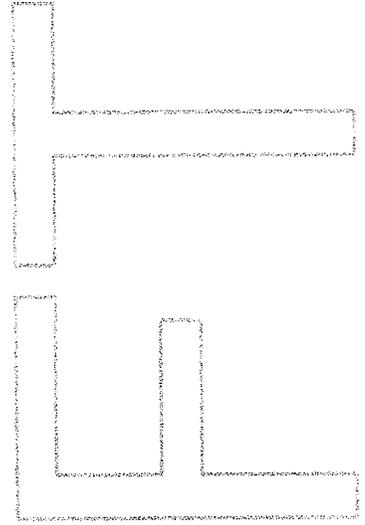


EXHIBIT A INITIAL INFORMATION

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

*(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)*

1.1.1 Design basis is general description of project stated in CLC RFP#12-13-440, section 2.0 "Project Background And Purpose of RFP".

1.1.2 Maximum Allowable Construction Cost (i.e. projected bid amount) is \$665,660.00; an amount that does not include allowances for New Mexico gross receipts tax applicable to the bid amount nor for Owner directed and authorized contingencies.

1.1.3 Architect's Consultants for the Services shall be as stated in the Architect's Proposal Response to CLC RFP#12-13-440.

- 1 Stubbs Engineering, Inc.: Structural Engineering
- 2 FMS engineering, Inc.: Mechanical / Electrical / Plumbing Engineering

1.1.4 Authorized representatives:

- 1 Owner – City of Las Cruces
- Tomás Méndez, Architect
- [tmendez@las-cruces.org](mailto:tmendez@las-cruces.org)
- City of Las Cruces Public Works Dept. / Facilities Management

P.O. Box 20000  
Las Cruces, NM 88004  
2 Architect - Studio D Architects, P.A.  
Ron Nims, NM Registration No. 838  
President, Studio D Architects, P.A.  
rnims@studio-d.biz  
509 South Main St.  
Las Cruces, NM 88001 »

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

«To be established in a written Notice to Proceed issued by the Owner, or by the Architect on behalf of the Owner, to the Contractor; the date shall be determined in consultation with the Architect.»

- .2 Substantial Completion date:

«To be determined in consultation with the Architect.»

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. Any adjustments to the schedule, Architect's services, and Architect's compensation will be made subsequent to the completion of a review, by the Owner, of the Scope of Services. Additional reviews for the purpose of considering adjustments to the schedule, the Architect's services, and the Architect's compensation will be undertaken by the Owner at the completion of the Schematic Design phase; and if required, at the completion of the Design Development phase.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Owner normally requires, the Owner shall reimburse the Architect for any additional cost:

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

- .1 General Liability

«Per Architect's current Certificate of Insurance.»

- .2 Automobile Liability

«Per Architect's current Certificate of Insurance.»

## .3 Workers' Compensation

« Per Architect's current Certificate of Insurance and as required by State of New Mexico statutes »

## .4 Professional Liability

« \$1,000,000.00 per the terms and conditions of the attached Certificate of Insurance »

**ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary civil, structural, mechanical, and electrical engineering services, as well as landscape architectural services. Services not set forth in this Article 3 or in the table in Section 4.1 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

**§ 3.2 SCHEMATIC DESIGN PHASE SERVICES**

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect 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, if appropriate, and preliminary building plans, sections 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.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect 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.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's written approval prior to proceeding with Design Development Phase services

### § 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 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 shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's written approval prior to proceeding with Construction Document services.

### § 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.4.1 Based on the Owner's approval of the Design Development 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 shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the 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 Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) 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.

§ 3.4.4 The Architect shall prepare or have prepared by a consultant the estimate for the Cost of the Work at or near the completion of Construction Documents.

§ 3.4.5 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, take any action required under Section 6.5, and request the Owner's approval.

## § 3.5 BIDDING OR NEGOTIATION PHASE SERVICES

### § 3.5.1 GENERAL

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

### § 3.5.2 COMPETITIVE BIDDING

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 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.
- .4 not used
- .5 not used.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### § 3.5.3 NEGOTIATED PROPOSALS

§ 3.5.3.1 Deleted

§ 3.5.3.2 Deleted

§ 3.5.3.3 Deleted

## § 3.6 CONSTRUCTION PHASE SERVICES

### § 3.6.1 GENERAL

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, 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.

### § 3.6.2 EVALUATIONS OF THE WORK

§ 3.6.2.1 The Architect shall visit the site at 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. 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.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### § 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

### § 3.6.4 SUBMITTALS

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal

schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

**§ 3.6.4.2** 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, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

### **§ 3.6.5 CHANGES IN THE WORK**

**§ 3.6.5.1** The Architect may 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. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

### **§ 3.6.6 PROJECT COMPLETION**

**§ 3.6.6.1** The Architect shall 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.

**§ 3.6.6.2** The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**§ 3.6.6.3** When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

**§ 3.6.6.4** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2)

affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 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 facility operations and performance.

#### ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. The table also lists services that may be provided by the Architect as an additional service, identified as the responsibility of "Owner-Architect" or "Not Provided"; for which the Architect will be compensated as provided in Section 11.3. In addition, the table lists services that will be provided by the Architect as basic services; specifically identified in the column entitled "Location of Service Description" with the following notation: "RFP 12-13-301 included in Architect's basic services".

(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Review of owner's program and space requirements with user groups	Architect	RFP 12-13-440; included in Architect's scope of services
§ 4.1.2 Multiple preliminary floor plan designs (minimum of 3)	Architect	RFP 12-13-440; included in Architect's basic services
§ 4.1.3 Measured drawings	Not provided	
§ 4.1.4 Existing facilities surveys	Not provided	
§ 4.1.5 Site Evaluation and Planning to extent access to building is affected by floor plan revisions	Architect	RFP 12-13-440; included in Architect's basic services
§ 4.1.6 Building information modeling	Not provided	
§ 4.1.7 Civil engineering	Architect	RFP 12-13-301; included in Architect's basic services
§ 4.1.8 Landscape design	Architect	RFP 12-13-301; included in Architect's basic services
§ 4.1.9 Architectural Interior Design (B252™-2007)	Owner-Architect	Section 4.3
§ 4.1.10 Value Analysis (B204™-2007)	Owner-Architect	Section 4.3
§ 4.1.11 Detailed cost estimating	Architect	RFP 12-13-440; included in Architect's basic services
§ 4.1.12 On-site project representation	Owner-Architect	Section 4.3
§ 4.1.13 Conformed construction documents	Not provided	
§ 4.1.14 As-Designed Record drawings	Not provided	
§ 4.1.15 As-Constructed Record drawings	Architect	RFP 12-13-440; included in Architect's basic services
§ 4.1.16 Post occupancy evaluation	Not provided	
§ 4.1.17 Facility Support Services (B210™-2007)	Not provided	
§ 4.1.18 Tenant-related services	Not provided	
§ 4.1.19 Coordination of Owner's consultants	Owner-Architect	Section 4.3
§ 4.1.20 Telecommunications/data design consisting only of cable runs and terminations from new telecomm equipment room to newly renovated areas of building	Architect	
§ 4.1.21 Security Evaluation and Planning (B206™-2007)	Not provided	
§ 4.1.22 Commissioning (B211™-2007)	Not provided	

§ 4.1.23	Extensive environmentally responsible design	Not provided	
§ 4.1.24	LEED® Certification (B214™-2007)	Not provided	
§ 4.1.25	Fast-track design services	Architect/Owner	Section 4.3
§ 4.1.26	Historic Preservation (B205™-2007)	Not provided	
§ 4.1.27	Furniture, Furnishings, and Equipment Design (B253™-2007)	Not provided	
§ 4.1.28	Land Survey (topographical and legal)	Architect/Owner	Section 4.3
§ 4.1.29	Traffic Impact Analysis	Architect/Owner	Section 4.3
§ 4.1.30	Geotechnical Engineering	Architect/Owner	Section 4.3
§ 4.1.31	Flood Zone Assessment	Architect/Owner	Section 4.3
§ 4.1.32	Design of Trombe Wall demonstration project	Architect	RFP-12-13-440; included in Architect's basic services

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

« The services designated in the table in Section 4.1 above as "Owner-Architect" will be made available to the Owner upon request. Description of services and associated costs will be negotiated between the Owner and the Architect with the exception of those indicated as included as basic services in the table in Section 4.1 above. »

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Not used;
- .6 Not used;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing in excess of those identified in the Request for Proposals #12-13-440;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Not used;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction, or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Not used;

- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 ~~« » ( « » )~~ Reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor will be as needed for acceptance by the Architect.
- .2 ~~«Weekly »~~ visits to the site by the Architect over the duration of the Project during construction
- .3 ~~« » ( « » )~~ Inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents will be as needed for acceptance by the Architect.
- .4 ~~« » ( « » )~~ Inspections for any portion of the Work to determine final completion will be as needed for acceptance by the Architect.

§ 4.3.4 If the services covered by this Agreement have not been completed within ~~«forty-eight » ( «48 » )~~ months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

#### ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

#### ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, 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, and applicable gross receipts tax. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, Owner contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect 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 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.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services in accordance with Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's 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.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

#### ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, only to the extent permitted by New Mexico statutes, agrees to indemnify and hold harmless the Architect and its consultants from costs and expenses related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

**ARTICLE 8 CLAIMS AND DISPUTES**

**§ 8.1 GENERAL**

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Architect waives all rights against the Owner and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect waives consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.

**§ 8.2 MEDIATION**

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to resolution in accordance with this Article. The aggrieved party shall notify the other party of the dispute within reasonable time after a potential dispute is identified by either party. Thereafter, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation. Should the matter remain unresolved after direct negotiation, then the dispute shall be resolved by mediation in accordance with the New Mexico Public Works Mediation Act, regardless of this Agreement being an agreement for architect's services and not for a public works project. The parties shall agree on the mediator.

**§ 8.2.2**

**§ 8.2.3**

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other (Specify)

**§ 8.3 ARBITRATION**

§ 8.3.1 Either party shall pursue resolution of the dispute by arbitration in accordance with the New Mexico Uniform Arbitration Act; provided however in the event the parties are unable to reach agreement to arbitrate under terms reasonably acceptable to both parties, either party may pursue resolution in any court having jurisdiction.

**§ 8.3.1.1.**

**§ 8.3.2.**

**§ 8.3.3.**

**§ 8.3.4 CONSOLIDATION OR JOINDER**

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s). Further, separate arbitration proceedings shall be consolidated only to the extent allowed by and in accordance with New Mexico statutes regarding arbitration.

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

**ARTICLE 9 TERMINATION OR SUSPENSION**

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules may be negotiated between the parties and subsequently be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. The Architect's fees for the remaining services and the time schedules may be negotiated between the parties and subsequently be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause; or due to insufficient funding.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

**§ 9.7**

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

§ 10.1 This Agreement shall be governed by the laws of the State of New Mexico, and since the parties have selected arbitration as the method of binding dispute resolution, the New Mexico Uniform Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person to the extent allowed by the New Mexico "Inspection of Public Records Act;" except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

#### ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

« Fifty Eight Thousand Five Hundred and Seventy One dollars (\$58,571.00) \* »

\* plus applicable and reimbursable taxes »

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

« n/a »

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation.)*

« Lump sum fees negotiated on a discrete basis for the selected Additional Service based on a Scope of Work established by the Owner. »

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus « ten » percent ( « 10 » %), or as otherwise stated below:

§ 11.5 The compensation for each phase of services to be paid as described in Section 11.10, shall be as follows:

Schematic Design Phase and reviews of Owner's space needs	«fifteen »	percent ( «15 » %)
Design Development Phase	«twenty five »	percent ( «25 » %)
Construction Documents Phase	«forty »	percent ( «40 » %)
Bidding or Negotiation Phase	«five »	percent ( «5 » %)
Construction Phase	«fifteen »	percent ( «15 » %)
<b>Total Basic Compensation</b>	<b>one hundred</b>	<b>percent ( «100 » %)</b>

§ 11.6 When any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.  
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

« Hourly rates as itemized in Cost Matrix Two of Studio D "Cost Proposal Form" included with Proposal Response to CLC RFP 12-13-440, dated May 30, 2013. »

Employee or Category	Rate

**§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence for local consultants' travel away from Las Cruces, New Mexico;
- .2 Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents only when intended for distribution to the Owner or on behalf of the Owner for delivery to authorities having jurisdiction over the Project;
- .5 Postage, handling and delivery only when intended for distribution to the Owner or on behalf of the Owner for delivery to authorities having jurisdiction over the Project;
- .6 Incidental activities and travel when authorized prior to the activity or travel by the Owner;
- .7 Models, mock-ups, and professional photography, requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally required by the Owner;
- .9 All taxes levied on professional services and on reimbursable expenses and;
- .10 Other similar Project-related expenditures when authorized in advance of the expenditure by the Owner.
- .11

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus «ten » percent ( «10 » %) of the expenses incurred.

**§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE**

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of

the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

« A lump sum to be negotiated at such time that either the Owner or the Architect terminates this Agreement. »

§ 11.10 PAYMENTS TO THE ARCHITECT

§ 11.10.1 An initial payment of «zero» (\$ «0» ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid «thirty» («30») days after the invoice date shall bear interest at the rate allowed by New Mexico State Statute.. (Insert rate of monthly or annual interest agreed upon.)

« » % « »

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

«n/a»

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B101™-2007, Standard Form Agreement Between Owner and Architect
- .2

« »

- .3 Other documents:  
(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)

« Cost Matrix Two prepared by Studio D Architects, PA, itemizing hourly rates, submitted with Studio D Architects, PA proposal dated May 30, 2013; by reference.

City of Las Cruces RFP 12-13-440 and related addenda; by reference.

Proposal Response to CLC RFP 12-13-440 from Studio D Architects, PA dated May 30, 2013; by reference.»

This Agreement entered into as of the day and year first written above.

OWNER

ARCHITECT

*(Signature)*  
« City of Las Cruces Purchasing Manager  
P.O. Box 20000  
Las Cruces, NM 88004 »« »  
*(Printed name and title)*

*(Signature)*  
« Ron C. Nims, President  
Studio D Architects, PA »« »  
*(Printed name and title)*

Approved as to form:

\_\_\_\_\_, City Attorney

