



28 August 2018

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In memory of  
Michael A. Barranco, AIA  
1962-2011

Sheila Jones, President  
Madison County  
125 West North Street  
Canton, MS 39046-0608

18068 Sulphur Springs Health Center / Fee Proposal

Dear Mrs. Jones:

Dale Partners Architects is pleased to present this fee proposal for architectural services for the Sulphur Springs Health Center project located at the corner of Sulphur Springs Road and MS Highway 17 in Canton, MS.

1. Project Description

- a. The project is to consist of a new community center/health center facility near the lake at the corner of Sulphur Springs Road and MS Highway 17. The 4,000 SF Health Center will include a great room, 2 office, men's and women's restrooms, kitchen, cooler, freezer, storage, MEP, and wrap-around porch. There will also be a 2,400 SF± open air assembly pavilion that will accommodate space for 8-10 picnic tables with additional gather space and a separate 1,060 SF± (585 SF interior + 475 SF exterior) men's and women's restroom pavilion with approximately 4 WCs and/or urinal fixtures in each.

2. Estimated or agreed-upon fee for each phase

- a. The fees below are an estimate based on an 6.81% design fee for basic services using the Bureau of Buildings professional & commissioning fee curve calculations (C, A, S, M, P, FP, & E). Payment for services are to be adjusted based on actual bid construction cost using the fee curve noted above.
- b. For Basic Services, including Architectural Design, Structural, Mechanical (HV AC, Plumbing and Fire Protection Design), Electrical Engineering, Civil Engineering and Landscape Architecture Design, compensation shall be based on the State of Mississippi Bureau of Building, Grounds and Real Property Management Standard Rate Fee Formula for a Type C Project derived from the basic fee formula of a fixed number (X) divided by the common logarithm of the actual construction cost (C).
- c. C Fee percentage formula=  $42 / \log C$  C Fee amount formula=  $C ( 42 ) / (\log C)$
- d. TYPE C: Projects of conventional character requiring normal attention to design and detail, complete with complete mechanical and electrical systems, such as bridges, cinema, college classroom facilities, convention facilities, dining halls (institutional), dormitories, fire stations, gymnasiums\*, hotels, laundries and cleaning facilities, marinas, nursing homes, office buildings (with tenant improvements), parks, playground and recreational facilities, police stations, post offices, publishing plants,

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restaurants, schools (elementary and secondary), specialty shops, stadiums, transportation terminals, welfare buildings, neighborhood centers and similar recreational facilities, banks, exchanges and other financial institutions, extended care facilities, libraries, medical schools, medical office facilities and clinics, mental institutions, mortuaries, public health centers, religions facilities, research facilities, central utilities plants, water supply and distribution plants, sewage treatment and underground systems, electrical sub-station and primary and secondary distribution system.

- e. Landscaping is not included in these basic services and if desired would require additional fees. Geotechnical, survey, and special inspections are not included in the project scope of work. These would be paid for directly by the owner.
- f. Preliminary design fees previously paid to date on hourly rate will be deducted from the schematic and/or design development portion of work.
- g. Schematic Design (20%) .....\$20,113.72
- h. Design Development (20%).....\$20,113.72
- i. Construction Documents (35%) .....\$35,199.01
- j. Bidding (5%) .....\$5,028.43
- k. Construction Administration (20%)..... (Not included in scope of this contract)
- l. Proposal total without CA .....\$80,454.88

3. Project Schedule

- a. The following is a preliminary project timeline for the project
  - i. Notice to proceed ..... TBD
  - ii. Schematic design complete .....2 weeks
  - iii. Design development complete .....6 weeks
  - iv. Construction documents complete .....10 weeks
  - v. Bidding complete.....5 weeks
  - vi. Construction complete (Not included in scope of this contract).....300 days

4. Project Details

- a. A computer generated concept model will be provided at each design phase, upon request: to be included in base fee. Additional models and renderings may qualify as additional services.
- b. The project will be designed around the 2006 International Building Code.
- c. The delivered building design will comply with all local, specific, and applicable codes and regulations that govern the project
- d. This will be a traditional Design-Bid-Build construction type.
- e. All design documents created for this Project are for the exclusive use of Dale Partners Architects and the Owner and are create specifically for this project

5. Project Team

- a. Basic consultants included under architectural scope of work: Civil, Structural, Architectural, Fire Protection, Plumbing, Mechanical, and Electrical
- b. Specialty consultants included under architectural scope of work: N/A

- c. Specialty consultants not included under architectural scope of work – to be provided for by owner: Survey, Geotechnical, and Special Inspections

Should you find you are in concurrence with the content of this proposal and agree to retain Dale Partners Architects for this project pursuant to the scope of work delineated above, please affix signature and date where indicated and return the original executed document to this office, retaining one (1) copy for your files.

Sincerely,

Accepted by:



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Russ Blount, AIA, LEED AP, Partner  
Dale Partners Architects, P.A.

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Sheila Jones, President  
Madison County

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Date

cc: Shelton Vance, Danny Lee, Leigh Jaunsen, JoAnn Brown

## Appendix

### 1. Basic Architectural Services

#### a. Schematic Design

- i. During schematic design, the architect commonly develops study drawings, documents, or other media that illustrate the concepts of the design and include spatial relationships, scale, and form for the owner to review. Schematic design also is the research phase of the project, when zoning requirements or jurisdictional restrictions are discovered and addressed.
- ii. This phase produces a final schematic design, to which the owner agrees after consultation and discussions with the architect. Costs are estimated based on overall project volume. The design then moves forward to the design development phase.
- iii. Deliverables: Schematic design often produces a site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models. Typically the drawings include overall dimensions, and a construction cost is estimated.

#### b. Design Development

- i. Design development (DD) services use the initial design documents from the schematic phase and take them one step further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details.
- ii. Typically referred to as DD, this phase results in drawings that often specify design elements such as material types and location of windows and doors. The level of detail provided in the DD phase is determined by the owner's request and the project requirements. The DD phase often ends with a formal presentation to, and approval by, the owner.
- iii. Deliverables: Design development often produces floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications.

#### c. Construction Documents

- i. The next phase is construction documents (CDs). Once the owner and architect are satisfied with the documents produced during DD, the architect moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials.
- ii. Once CDs are satisfactorily produced, the architect sends them to contractors for pricing or bidding, if part of the contract. The level of detail in CDs may vary depending on the owner's preference. If the CD set is not 100-percent complete, this is noted on the CD set when it is sent out for bid. This phase results in the contractors' final estimate of project costs.
- iii. Deliverables: The construction document phase produces a set of drawings that include all pertinent information required for the contractor to price and build the project.

#### d. Bidding

- i. The first step of this phase is preparation of the bid documents to go out to potential contractors for pricing. The bid document set often includes an advertisement for bids, instructions to bidders, the bid form, bid documents, the owner-contractor agreement, labor and material payment bond, and any other sections necessary for successful price bids. For some projects that have unique

aspects or complex requirements, the architect and owner elect to have a pre-bid meeting for potential contractors.

- ii. After bid sets are distributed, both the owner and architect wait for bids to come in. The owner, with the help of the architect, evaluate the bids and select a winning bid. Any negotiation with the bidder of price or project scope, if necessary, should be done before the contract for construction is signed.
- iii. The final step is to award the contract to the selected bidder with a formal letter of intent to allow construction to begin.
- iv. Deliverables: The final deliverable is a construction contract. Once this document is signed, project construction can begin.

**e. Construction Administration (Not included in scope of this contract)**

- i. Contract administration (CA) services are rendered at the owner's discretion and are outlined in the owner-architect construction agreement. Different owner-architect-contractor agreements require different levels of services on the architect's part. CA services begin with the initial contract for construction and terminate when the final certificate of payment is issued.
- ii. The architect's core responsibility during this phase is to help the contractor to build the project as specified in the CDs as approved by the owner. Questions may arise on site that require the architect to develop architectural sketches: drawings issued after construction documents have been released that offer additional clarification to finish the project properly. Different situations may require the architect to issue a Change in Services to complete the project.
- iii. Deliverables: A successfully built and contracted project.

**2. Reimbursable expenses not included with the base fee**

- a. Reimbursable Expenses and additional services shall be reimbursed to the Architect including actual expenditures only, made by the Architect, its employees and consultants in the interest of the Project
  - i. Expense of transportation and living for travel in connection with the Project; long distance telephone communication outside Jackson, MS area; and all charges and fees paid for securing approval of authorities having jurisdiction over the Project
  - ii. Expense of the reproductions, postage and handling of drawings, specifications, and other documents excluding drawings, specification and other documents for the office use of the Architect and the Architect's sub consultants
  - iii. Project related automobile mileage at rates not exceeding those allowable for federal income tax purposes; mileage rate = 55.0 ¢ per mile
  - iv. Expense of renderings (including labor for renderings), artwork, mock-ups, and models as specifically requested by the Owner. Additional rendered model images will be billed at \$2,500 each.
  - v. Additional Services of specialty sub consultants (e.g. traffic, zoning, FAA, surveying, drainage study, etc.)
  - vi. All charter air travel expenses will be billed at cost and will be approved by the Owner prior to the tip
  - vii. Any other expense authorized by the Owner as a reimbursable expense

4. Hourly rates for additional services

a. Architectural

i. Managing Principal .....	\$230
ii. Sr. Manager – Design / Management.....	\$210
iii. Sr. Manager – Construction Administration .....	\$210
iv. Sr. Project Manager .....	\$185 – \$195
v. Project Manager / Designer.....	\$150 – \$175
vi. Interior Designer .....	\$100 – \$102
vii. Quality Assurance / Construction Admin. / Specifications .....	\$110 – \$115
viii. Project Architect / Intern.....	\$140 – \$106
ix. CADD Technicians .....	\$90 – \$110
x. Graphics Designer.....	\$125
xi. Project Assistant .....	\$80 – \$105

b. Landscape Architecture / Site Planning

i. Senior Landscape Architect .....	\$195
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