

## FEE PROPOSAL FOR PERFORMANCE OF ARCHITECTURAL SERVICES

**Date:**

August 8, 2016

**Client:**

Shelby County Government  
Attn: Mr. Cliff Norville, Deputy Director Support Services  
584 Adams Ave.  
Memphis, TN 38104

**Architect:**

John Pruet Architects  
1869 Madison Avenue  
Memphis, TN 38104

**Project & Location:**

201 Poplar Jail Building Roof Replacement Project  
Shelby County RFQ #16-003-59  
201 Poplar Avenue  
Memphis, TN 38104

**Project Description:**

Complete removal of jail building (45,000 sf +/-) roofing systems inclusive of finished roof membranes, underlayments, rigid insulation, flashings, and expansion joints. Installation of new low slope replacement roofing system over rigid roof deck insulation, installation of new area roof drains and rooftop equipment condensate line connections to sanitary sewer (as may be required and if feasibly compatible with existing building conditions), and selective repairs to building roof top envelope components where water intrusion is evident.

**Services:**

Pre Design Investigation and Existing Conditions Assessment and Documentation

JPA will provide all services specified in RFQ #16-003-59 relevant to this project.

JPA will perform due diligence pre design code research and also user interviews and on site investigations to gain information that may lead to the source of existing roofing problems, and help to identify problematic water intrusion design issues. Additionally, the existing conditions roof plan and locations of all major rooftop mechanical equipment will be documented. This field work will support the design of the existing roof removal and the new replacement roof installation.

Roof Replacement Design

JPA will design a replacement low slope insulated building roofing system, and produce construction document drawings and specifications for the removal of the existing system, installation of the replacement system , as well as, design for selective above roof building envelope components where water intrusion is evident.

Construction Administration

Construction Administration will include assistance with the establishment of a prospective bidders list, attendance at prebid and bid opening meetings, preparation of addenda and meeting minutes, and assistance with bid evaluations, contractor selection, and the subsequent contract negotiation and award process. Shop drawings will be reviewed and responses to contractor inquiries will be prepared in a timely manner. JPA will serve as liaison between SCG and the contractor, holding

regular site construction meetings, conducting regular site visits, preparing progress reports, providing technical assistance, and processing contractor requests for information, change order requests, and payment applications.

**Assumptions:**

1. Complete site, rooftop, and building interior access will be made available to the design team and contractors in a timely manner for the design and implementation of the scope of work. If JPA should need to remove existing finishes and gain safe access to perform observations, SCG will make appropriate arrangements.
2. Rooftop mechanical equipment, service conduits, piping, and vents are active and functioning normally and there is no need for capping or removal of any of the systems currently in place unless specifically directed to do so by SCG as an additional service.
3. The extent of structural repair of roof edge copings, parapet walls, or other building envelope systems and surfaces is limited in scope to that which is required for the proper attachment of the new roofing system.
4. SCG will be responsible for all hazardous materials and mold remediation.
5. Positive surface drainage away from the perimeter of the building is currently functioning properly.
6. JPA is informed by Memphis/Shelby County Code Enforcement that rooftop mechanical equipment condensate must be diverted into the sanitary sewer. An allowance has been included for the associated plumbing engineering required for the design work to correct any existing non code compliant mechanical equipment condensate discharge issue, provide exposed condensate line electrical heat tracing if necessary, and to design additional roof top area drains to help facilitate proper surface drainage.
7. JPA may rely on the accuracy of any documents or information provided by SCG in the performance of their work.

**Exclusions:**

1. Labor for making and patching test probe areas.
2. Laboratory testing.
3. Design for corrections of any non code compliant construction that is not specifically a component of the new reroofing system other than the rooftop mechanical equipment condensate issue previously addressed (reference "Assumptions" Item #6).
4. Design for repairs or improvements to any building construction or system not specifically a component of the new reroofing system other than those that are attachment points for the new reroofing system (reference "Assumptions" Item #3).

**Fee:**

The fee for architectural and engineering services will be billed monthly on a percent complete basis per the schedule included below. The total fee will not exceed the values listed without prior authorization.

Pre Design Investigation and Existing Conditions Assessment and Documentation Phase

Estimated Completion Schedule: 3 -4 weeks

1. On-Site Existing Building Roof Evaluation, Existing Conditions Documentation, and Existing Conditions Roof Plan

Subtotal \$14,250.00

Roof Replacement Design Phase

Estimated Completion Schedule: 8-10 weeks

6. Schematic Design Phase \$6,000.00
  7. Design Development Phase \$8,500.00
  8. Construction Document Phase \$18,000.00
- Subtotal \$32,500.00

Construction Administration Phase

Estimated Completion Schedule: 24-28 weeks

9. Construction Procurement Services \$2,500.00
  10. Contract Construction Administration Services \$9,250.00
- Subtotal \$11,750.00

Total Architectural Services Fee \$58,500.00

Consulting Engineering Services Fee Allowance \$7500.00

Total Services Fee w/ Engineering Fee Allowance \$66,000.00

