

# Archimages

architecture | interiors

April 29, 2014

Mr. Thomas Aiken  
Assistant City Administrator  
City of Ballwin  
14811 Manchester Rd.  
Ballwin, MO 63011

**RE: Municipal Center Facility / Operations Investigation  
Architect Project No. 14044**

## **SCOPE ITEMS:**

Provide Architectural, Interiors, Space Planning, limited (Civil, Structural, M.E.P., FP) services to investigate 3 options for Municipal Center Facility / Operations direction. At this time no geotechnical, roof inspection, environmental, landscape, or specialty testing services are included. The following scope items are included in the proposal:

1. Assist with development of Mission / Goal Statement to represent overall design efforts.
2. Client to establish core team for designers to meet with during process.
3. Interiors scope will be limited to general material identification only. No finish selections are required for this level of conceptual design.
4. No LEED or energy modeling process is included at this time.

## **Phase I: Existing Conditions Analysis:**

- We will conduct on site existing conditions analysis and limited documentation for the existing Municipal Center and Golf Course facility.
- Existing records and drawings will be utilized in concert with visual inspections and research to provide documentation of the two existing facilities.
- This is considered a high level evaluation. No invasive procedures will be taken or testing conducted. General narratives of existing conditions by Structural, Civil, and MEP disciplines will be provided.

## **Code Research and Interpretations:**

- General accessibility, life safety, and building code evaluations will be conducted to identify any elements that will have major impact on the design or budgetary components of the proposed options.
- Interpretation meetings with local code officials (AHJ's) will not be required during this stage.

## **Phase 2: Programmatic Evaluations / Adjacencies:**

- One round of operational evaluations will be conducted with approved user groups to identify deficiencies, growth, and adjacency alternatives. Employee / Title list to be provided by the Owner.
- Findings will be documented and prioritized to establish programmatic goals for review and approval.
- Public, staff, and equipment adjacencies and flow patterns will be evaluated and alternatives developed to improve efficiency.
- No detailed furniture/equipment inventories provided at this stage.

## **Site and Infrastructure Assessment:**

- General site clarifications, restrictions, and survey data will be collected from existing sources and analyzed. Critical elements will be highlighted and prioritized based on their design, schedule, and budgetary impact.
- No additional survey or testing data will be included.
- *Local utility and roadway authorities will be contacted if required to obtain information affecting potential designs. No formal submittals included.*

## **Concept Designs:**

Provide conceptual design documents to illustrate conceptual approach for 3 options based on approved program.

### **Option 1 – Renovate existing Municipal facility**

- Concept space plan documents (single line).
- Concept exterior massing and materials.
- Concept site diagram.
- MEP, FP systems narratives.

### **Option 2 – New facility adjacent to existing**

- Concept building footprint (based on program).
- Concept site diagram.
- MEP, Structure assumptions for cost impacts.

### **Option 3 – Renovate / expand existing golf facility**

- Concept space plan document (single line).
- Concept exterior massing and materials.
- Concept site diagram.
- No design / effort for existing club house uses required.
- MEP, FP program system narratives.

Note: Graphics will be provided to communicate design intent. Presentation quality will be provided once solutions are approved. 3D simulations or animations will be considered an extra service.

**Phase 3: Phasing and Constructability Considerations:**

- Once design options are clarified, we will provide phasing and constructability considerations as they apply. Functional, budgetary, and schedule considerations will be evaluated for their impact on each design option being considered.

**Budget and Schedule Establishment:**

- Initial construction and project budget objectives will be identified so clear financial goals are understood. City to provide non-construction cost items to include for "project cost" figures.
- As design alternatives are developed a corresponding budget will be applied.
- Cost opinions will be developed utilizing a cost per square foot methodology. No detailed quantity estimates are included.
- Budgets to be categorized into goals, needs, and enhancements.

**Meetings and Schedules:**

- We have included attendance at four (4) review sessions with the City Core Team during the process including:
  - 1) Programming Session
  - 2) Program review, concept discussions
  - 3) Concept refinement / review.
  - 4) Final concept / budget / phasing review.
- We have included one presentation to the Board of Alderman.
- Schedule for the process anticipates a start date of 5/15/14 with approximate completion by August Board Meeting.

**FEE STRUCTURE:**

Archimages proposes to perform the services outline in this proposal under a **guaranteed maximum (GM) fee format**. If at the end of the process we have not utilized the entire fee or budget allowance it will result in a cost savings to the owner.

Architectural:	\$ 17,800.00
Interiors:	\$ 2,500.00
Structural:	\$ 1,500.00
MEP, FP	\$ 6,500.00
	<u>\$ 28,300.00</u>

Reimbursables will be an additional charge of cost plus 10% and includes printing, mileage, transportation and accommodations, long distance phone calls, photographs, courier, plots and artist renderings. Invoices are sent monthly and due upon receipt.

While the fee may be incorporated into a future contract, should the project not proceed or should a more comprehensive contract not be achieved, this agreement will be valid for work performed until the delivery of written notice of termination by either party.

Charges will be due within thirty (30) days of the invoice date. Interest will be charged on unpaid balances at the rate of one and one-half percent (1-1/2%) per month compounded monthly.

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

**OWNER:**

**City of Ballwin**  
14811 Manchester Road  
Ballwin, MO 63011

**ARCHITECT:**

**Archimages, Inc.**  
143 West Clinton Place  
St. Louis, MO 63122

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**By: Thomas Aiken**  
**Assistant City Administrator**

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**By: R. Gregory Garner**  
**Principal**

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Date:

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Date: April 29, 2014