

ORDINANCE NO. 2007 - 112

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH VOORHIS SLONE WELSH CROSSLAND - ARCHITECTS, INC. FOR PROFESSIONAL ARCHITECTURAL SERVICES RELATED TO THE MASON COMMUNITY CENTER EXPANSION

WHEREAS, Section 5.04 of the City of Mason Charter allows the City Manager to enter into contracts with persons, firms or corporations for services requiring specialized skill, knowledge, or training without advertisement; and

WHEREAS, Voorhis Slone Welsh Crossland is an architecture firm offering services requiring specialized skill, knowledge, or training; and

WHEREAS, Voorhis Slone Welsh Crossland has submitted a proposal for architectural design services related to the proposed expansion of the Mason Community Center.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Mason, Ohio, six members elected thereto concurring:

Section 1. That the proposal of Voorhis Slone Welsh Crossland, attached hereto as Exhibit A and incorporated herein by reference, is hereby determined to be the best proposal for architectural design services related to the proposed expansion of the Mason Community Center.

Section 2. That the City Manager is hereby authorized to enter into a contract with Voorhis Slone Welsh Crossland, according to the specifications set forth by the City with a cost not to exceed \$25,000.

Section 3. That the Finance Director is hereby authorized to pay Voorhis Slone Welsh Crossland pursuant to the terms of the proposal for said professional services.

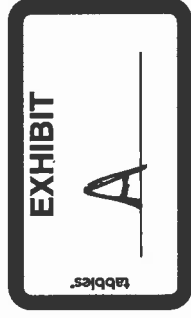
Section 4. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 16th day of July, 2007.

Attest:


Clerk of Council


Mayor



Architectural & Consultant Scope and Fee Schedule for the Addition to the Mason Community Center and Wellness Center

Pre-Design Services

We offer the following:

1. Interviews of key people within the staff to gain an understanding of the user group culture, Community Center priorities, and "image" desired.
2. If desired, participate in community forums to understand potential users priorities.
3. Assist the community center with evaluating a membership survey.
4. Program evaluation with preliminary cost estimates.

Pre-Construction Phase Services

We typically do the following for each sub phase of the work:

1. Schematic Design Phase

- Prepare alternative schematic site and building plans and review with Community Center building committee (CCBC) and/or Community Center staff (CCS).
- Build consensus around a preferred schematic site and building plan.
- Involve our engineering consultants where applicable.
- Coordinate structure, architecture, electrical/mechanical systems, and site utilities with the existing building and planned high school addition.
- Prepare final schematic site plan, building plan, elevations and cross sections.
- Assist a CM or estimator with information for a schematic design cost estimate.
- If desired, present the schematic design at a community forum to receive community input.

2. Design Development Phase

- Meet with CCBC and/or CCS to discuss specific room plans, cabinetry/equipment, materials and finishes.
- Prepare specific room plans (where applicable) to help the CCBC and/or CCS understand the space and furniture/equipment placement.
- Contact governmental departments and utility companies to coordinate site utility requirements.
- Identify "value engineering" items, options and bid alternates in conjunction with our consultants.
- Refine and coordinate building systems with our engineering consultants.
- Prepare more detailed drawings including site plan, preliminary landscaping plan, building plans, cross sections, elevations, details, schedules and specifications for approval of CCBC and/or CCS.
- Assist a CM or estimator with information for design development cost estimate.
- If desired, present the design development drawings at a community forum to receive community input.

3. Construction Document Phase

- Prepare final detailed construction documents including site plans, landscaping plans, building plans, cross sections, elevations, interior elevations, details, schedules and specifications.
- Coordinate construction document specifications with sections supplied by a CM.
- Obtain all final approvals of documents from CCBC and/or CCS.
- Submit the Construction Documents for building permit review.

Ph. 513-398-4931 Fax 513-398-4210 Web www.vswc.com

Principal Architects: Alvin C. Voorhis, Robert S. Slone, David L. Welsh, Earl A. Crossland
Patrick M. Armstrong, Paul J. Brokamp, James D. Voorhis

4. Bidding Phase

- Assist with printing drawings and specifications.
- Assist with distribution of drawings to contractors and plan rooms.
- Assist with questions at pre-bid meeting.
- Answer contractors' questions and issue addenda during the bidding period.
- Assist the City of Mason Representatives with opening, tabulating and reviewing bids and recommending bidders for contract award.

5. Construction & Warranty Phase Services

Construction Administration:

- Attend scope review meetings with the low bidders.
- Observe construction for conformance with drawings and specifications.
- Review contractors' monthly applications for payment.
- Attend weekly or bi-weekly construction meetings with the City of Mason and contractors.
- Review manufacturers' material and equipment shop drawings.
- Select and coordinate material finishes and color schemes.
- Assist with preparation of change orders.
- Assist with color selection and coordination of interior furnishings.
- Conduct final "punch list" observation.
- Assist in building and equipment start-up utilizing engineering consultants.
- Assist with maintenance questions and building "fine-tuning" for one year after construction completion.
- Conduct warranty inspection after eleven months of building operation.

Proposed Architectural & Consultant Service Fees:

We propose that the Pre-Design Services and Pre-Construction Phase Services through the Schematic Design Phase be billed hourly at the following rates:

Architectural Hourly Fee Structure:

Principal Architect	\$130.00
Associate Architect	\$110.00
Registered Architect	\$100.00
Architectural Staff	\$ 80.00
Intern Architect/Clerical	\$ 60.00

Any Consultants required for the project would be billed at their hourly rates x 1.1%.

We believe the work described above through the Schematic Design Phase would take approximately 100 to 200 hours to complete depending on the program scope and number of meetings required.

Should the architectural services continue beyond the Schematic Design Phase we would propose changing from an hourly fee to a percentage of the Construction Cost with all previous payments being credited against the percentage fee, assuming the project scope is consistent with the work completed on the hourly basis.