

REQUEST FOR PROPOSALS FOR
ARCHITECTURAL SERVICES FOR THE
KIAWAH ISLAND MUNICIPAL COMPLEX
RFP No. 15-0225



PROPOSALS DUE

April 15, 2015 by 12 noon

TOWN OF KIAWAH ISLAND
21 BEACHWALKER DRIVE
KIAWAH ISLAND, SC 29455
843-768-9166

Direct all questions or request for clarification of this RFP to e-mail
trucker@kiawahisland.org

www.kiawahisland.org

All Offers' should consult this website for updates before submitting bids

**REQUESTFORPROPOSALSFOR
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KIAWAH ISLAND MUNICIPAL COMPLEX RFP
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TABLE OF CONTENTS

Introduction and Purpose 3

Submission Requirements..... 4

Selection Process..... 8

Proposal Evaluation Criteria 9

Exhibits 10

 Exhibit A: Town Profile 11

 Exhibit B: Municipal Center Vision 12

 Exhibit C: Draft Site Plan 14

 Exhibit D: Site Survey 15

 Exhibit E: DHEC Conditional Approval Letter 16

 Exhibit F: Scope of Services 17

 Exhibit G: Cost Proposal 18

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INTRODUCTION AND PURPOSE

General

The Town of Kiawah Island a municipal subdivision in the State of South Carolina, is soliciting Proposals from interested architects and/or architectural firms for professional architectural services for the design and construction monitoring of a new municipal center on a 27 acre site, of which 18 acres is high ground, adjacent to the Kiawah River located at 4475 Betsy Kerrison Parkway, Kiawah Island, SC 29455.

The proposed municipal center would house the Town operations and public service areas in approximately 18,000 sq. feet for use by up to 30 employees. The municipal center would be serviced by local public utilities with exception of sewer services which will be facilitated by a septic system on the site approved by DHEC in October 2014. The zoning for site is currently Community Support and the specifications of the zoning usage are outlined in the following link [Site Zoning and Land Use requirements](#). A detailed Town profile and vision for the municipal center is outlined in **Exhibits A and B**.

Persons and/or firms interested in providing the aforementioned architectural services must complete the Phases, as described on page 8, procedures and guidelines in this RFP. The Town will review Proposals only from those firms that include all of the information required to be included as described herein (in the sole judgment of the Town). The Town will consider Proposals only from individuals, firms or organizations that have demonstrated the capability and willingness to provide professional services as described in this RFP and required by the Town.

SUBMISSION REQUIREMENTS

RESPONSE TO THIS REQUEST FOR PROPOSALS MUST INCLUDE THE FOLLOWING:

Those firms interested in providing professional services for this project must submit one (1) unbound Original and seven (7) bound copies and the Proposal must include the items specifically enumerated herein. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal. This information may include documents such as a firm profile or brochure.

All Proposals must be submitted by mail or hand delivered in a sealed envelope addressed to the Town Treasurer; marked **RFP for Architectural Services for the Kiawah Island Municipal Center**. Proposals will be accepted until April 15, 2015 at noon. Proposals should be mailed to 21 Beachwalker Drive, Kiawah Island, SC 29455.

The following identify the specific submission requirements:

A. Required content of Proposal:

The detailed requirements set forth in the Proposal Format are recommended. Failure by any Respondent to respond to a specific requirement may result in disqualification. The Town reserves the right to accept or reject any or all Proposals. Respondents are reminded that Proposals will be considered exactly as submitted. Points of clarification will be solicited from Respondents at the discretion of the Town. Those Proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed.

All costs incurred by the Respondent associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the Respondent.

The information and proposed budget for the Respondent selected for contract award will form the basis for negotiation of a contract. The Town of Kiawah reserves the right to issue a contract without further negotiation using the information contained in the RFP. Failure of a Respondent to accept this method of contract development will result in cancellation of the award.

B. Proposal format:

The Proposal Format requirements were developed to aid Respondent's in their Proposal development. They also provide a structured format so reviewers can

systematically evaluate submitted Proposals. These directions apply to all Proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Respondents are required to complete the attached Offer's checklist and submittal form. Respondent's Proposal must address all the points outlined herein as required, in the following order.

C. Transmittal Letter

A transmittal letter must be submitted with the full Proposal and shall include:

- 1) The RFP subject and Bid number.
- 2) Name of the firm responding, including mailing address, e-mail address, Telephone number, and names of contact person.
- 3) The name of the person or persons authorized to make representations on behalf of the Respondent, binding the firm to a contract.
- 4) Prepare an executive summary stating the respondent's understanding of the project, design approach and opinion why the respondent's firm should be chosen. Include any general information the Respondent wishes the Town to consider about the Proposal.

D. Firm's Work History and References:

- 1) Provide a brief description of any municipal building, community center, or similar projects of comparable size and complexity for which the Respondent provided architectural design services within the past five years. Limit information to no more than five (5) projects. All such descriptions should include:
 - a. Project location
 - b. Size (sf)
 - c. Year design completed
 - d. Year constructed (if built)
 - e. Cost
 - f. Name and contact information for a reference with knowledge of the Respondent's work on the project.
 - g. Provide one (1) set of photographs and/or drawings (no larger than 8 1/2" x 11") that illustrates a previous design project, as closely related as possible to the proposed new Kiawah Island Municipal Center project. If possible, include both interior and exterior views.
- 2) Provide client references (name, address, e-mail and phone number) for a

minimum of three projects of a similar size and nature. References from Charleston County, South Carolina and the south-east United States are preferred.

E. Project Team:

- 1) The Proposal should clearly outline the background and experience of the firm's work in the Town of Kiawah, the State of South Carolina and the south-east United States. Once the Town issues a contract, no change in personnel assigned to the project will be permitted without prior written approval of the Town.
- 2) Provide the following information for each proposed team member:
 - a. Name
 - b. Job Title
 - c. Professional Discipline
 - d. South Carolina license number
 - e. Specific duties assigned on this project
 - f. Recent experience with designing public facilities

F. Sub-Consultants:

- 1) Provide the names and qualifications of all sub-consultants that will be part of the Respondent's Team and identify the specific work the sub-consultant will perform. Once the Town issues a contract, no change in sub-consultants assigned to the project will be permitted without prior written approval from the Town.
- 2) Specifically identify the name of the firm that will perform the architectural, mechanical, electrical, structural, and landscape architect design components. Include any other professional services as recommended and describe how these will be integrated.

G. Quality Assurance and Anticipated Timetable:

- 1) Describe methods the Respondent will use to ensure that the design and construction of the project will be completed on time and within budget.
- 2) Identify how the Respondent's team will work to incorporate state of the art operational design into the facility.
- 3) Address the Respondent's achievements in energy conservation design.
- 4) Describe in detail the proposed commitment and follow-up during design and construction.
- 5) Describe how the Respondent will ensure all design and construction will be

compliant with all state, local and Federal laws and codes.

- 6) Provide a proposed project completion schedule with timetable for all elements listed in the Scope of Services (by section) beginning from the date the "Notice to Proceed" is issued by the Town.

H. Sustainable and Green Building Practices:

- 1) Evaluate and recommend options for all building systems, including heating, cooling, lighting, windows, roofing materials, etc. that can lower the buildings energy consumption while keeping the project within budget.
- 2) Describe the experiences and certifications key staff members and sub-consultants hold in the areas of sustainable design and construction.

I. Conceptual Renderings:

- 1) Each Respondent is being asked to prepare a conceptual renderings of the proposed Municipal Center and should include:
 - a. site plan
 - b. elevations
 - c. architectural style
 - d. design concepts

SELECTION PROCESS

Phase 1

The Municipal Center Committee will select the top three firms whose evaluation ratings from Proposals received in Phase 1 equal 90 or higher. The committee may choose to interview certain firms for additional or clarifying information. These firms will be asked to proceed to Phase 2 of the selection process.

Phase 2

In this Phase, the top three selected firms will be asked to complete a full set of conceptual drawings detailing the interior, exterior, and elevations of the proposed municipal center. The drawings should include a site plan design as well. Firms will have four weeks to complete Phase 2 at which time they will present their conceptual design to the Municipal Center Committee. Conceptual designs are due, **May 20th at noon**. Firms will compete and the firm that presents the design most consistent with the Town's Vision will be selected. Firms are expected to utilize innovation, creativity, best practices and the Town Profile and Vision described in **Exhibits A and B** to develop their design. For reference, a draft site plan which describes DHEC septic approval is included in **Exhibit C**. The site survey is included in **Exhibit D**. In this Phase the Municipal Center Committee will meet with the three finalists to review the Town's Vision and provide additional information requested to aid in developing a conceptual design. Visits to the future site are encouraged. The selected firm will enter into contract negotiations with the Town on pricing in Phase 3. *(All costs incurred by the firms associated with Phase 2 preparations and subsequent submittals, drawings, interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the Firm).*

Phase 3

The Municipal Center Committee will make a recommendation to Town Council upon completion of negotiating fees with the selected firm. Note the **Cost Proposal, EXHIBIT G** of the RFP. At a full Council Meeting, the Town will award a Contract to the selected firm upon successful negotiation of the contract pricing and terms. A notice to Proceed will be issued within ten business days provided all requisite licenses, permits and insurance documents are received within this time frame.

Proposal Evaluation Criteria

The Town will evaluate Proposals based on the criterion outlined below, which shall be applied to all eligible, responsive Proposals in selecting the successful Respondent. The Town reserves the right to disqualify any Proposal for, but not limited to; person or persons it deems as non-responsive and/or non responsible. The Town reserves the right to make such investigations of the qualifications of the Respondent as it deems appropriate. Award of any bid may be made without discussion with Responders after Proposals are received. The Town reserves the right to cease contract negotiations if it is determined that the Respondent cannot perform services specified in their response.

Criteria	Maximum Points
Respondent's understanding of project scope, selection process, design, approach and cost	30
Relevant experience of firm completing public or private facilities within the past 5 years and past client references for public or private facilities within the past 5 years	20
Relevant experience of Key Personnel assigned to this project with designing public facilities within the past 5-years	20
Relevant experience of sub-consultants with designing public facilities with the past 5-years	10
Approach to assure project quality and stated ability to complete the project in a timely and efficient manner	10
Approach for designing and recommending best sustainable and green building practices for this project	10
Proposal Evaluation Total	100

EXHIBITS

In 2014, The Town of Kiawah engaged LS3P Architects to conduct a preliminary evaluation of a new municipal center and conceptual drawings on the site and facility. The schematic drawing is incorporated in **EXHIBIT B** of this RFP. In conjunction with this evaluation, an environmental study and traffic study were also conducted. These public documents are also available if requested.

EXHIBITS:

Exhibit A: Town Profile

Exhibit B: Municipal Center Vision

Exhibit C: Site Plan

Exhibit D: Site Survey

Exhibit E: DHEC Conditional Approval Letter

Exhibit F: Scope of Services

Exhibit G: Cost Proposal

EXHIBIT A Town Profile

The Town of Kiawah Island is preeminent among other South Carolina municipalities. Kiawah Island is a "Residential Community with a Resort surrounded by a unique and beautiful natural setting." The Town has approximately 4,000 residential units and a fulltime population of 1600 registered voters. The Town has a healthy tourism based economy given the 10 miles of pristine beach, The Sanctuary Hotel, world class golf courses, tennis courts, fine dining and other recreation offerings. In 2013 the Town of Kiawah annexed Freshfields Village, a commercial development at the Town entrance at the Round-about and Betsy Kerrison Parkway. The Village offers upscale shopping and other retail, hotel accommodations, dining, banking and medical services. This growth trend has helped to support the Town's healthy financial position and solidarity. Detailed financial information about the Town may be obtained by visiting www.kiawahisland.org/finance.

The Town provides the following services to its citizens and guests including, but not limited to:

- **Town Council:** operates as a Mayor-Council form of government. The Town Council is composed of a Mayor and four Council Members making up the legislative branch of the Town. It is their duty to set over-all policy in matters concerning the operation of the Town's affairs.
- **Administration:** consists of five employees and is responsible for the day to day operations of the Town and Municipal Center.
- **Public Safety and Emergency Response:** island-wide law enforcement through a contract with Charleston County Sheriff's office and code enforcement; emergency response; disaster planning and recovery.
- **Code Enforcement:** provides code enforcement for all municipal ordinances including business licenses.
- **Street, Bridge and Drainage Maintenance:** infrastructure maintenance for Beachwalker Drive, Kiawah Bridge, Kiawah Island Parkway; from the roundabout at Betsy Kerrison Parkway to the front gate.
- **Solid Waste Collection and Disposal:** garbage, recycling, yard debris, brown trash and household hazardous waste collection and disposal for all residential property.
- **Planning and Zoning Administration:** provides planning and zoning services through an agreement with Charleston County Planning.
- **Building Inspection Services:** assures compliance with federal, state, and local ordinances to preserve the safety, health and welfare of Kiawah residents.

- **Municipal Court:** operates as part of the unified judicial system in South Carolina, it hears and determines offenses of a criminal nature as well as cases arising under the ordinances of the municipality.
- **Beach Maintenance and Safety:** provides beach patrol, solid waste collection and beach condition monitoring, and beach restoration.
- **Communications:** manages public information for the Town including the Town website, Resident Xchange, Merchant Plaza and the quarterly newsletter, Town Notes.
- **Arts Council:** the Arts Council works to enhance community appreciation and involvement in the visual and performing arts within the Town and its environs by providing a diversity of planned programs.
- **Wildlife Studies:** monitors, manages, and researches the Island's native wildlife species, and habitats while educating the general Island public in these areas.
- **Visitor's Center:** the current Town Hall also houses a satellite office of the Charleston County Convention and Visitor's Bureau provides tickets and information on activities on Kiawah and in the greater Charleston area for tourists and residents.

The current Town Hall was constructed in 1997 totaling 13,358 sq. ft. The Town occupies 5420 sq. ft. for office space and utilizes 2550 sq. ft. for the Visitors Center and Council Chambers. The balance of the building is utilized by the Kiawah Community Association. In addition to five Council members and a Municipal Judge, the Town has 13 full-time employees, one part-time Municipal Attorney, and three contract employees. The Town's operations have outgrown the limited available office and meeting space, as well as parking for employees and customers.

In November 2014, the Town acquired 27.7 acres of property, of which 18 acres are high ground, along Betsy Kerrison Parkway. This property was annexed into the corporate limits of the Town for the purposes of constructing a new Municipal Center or Town Hall.

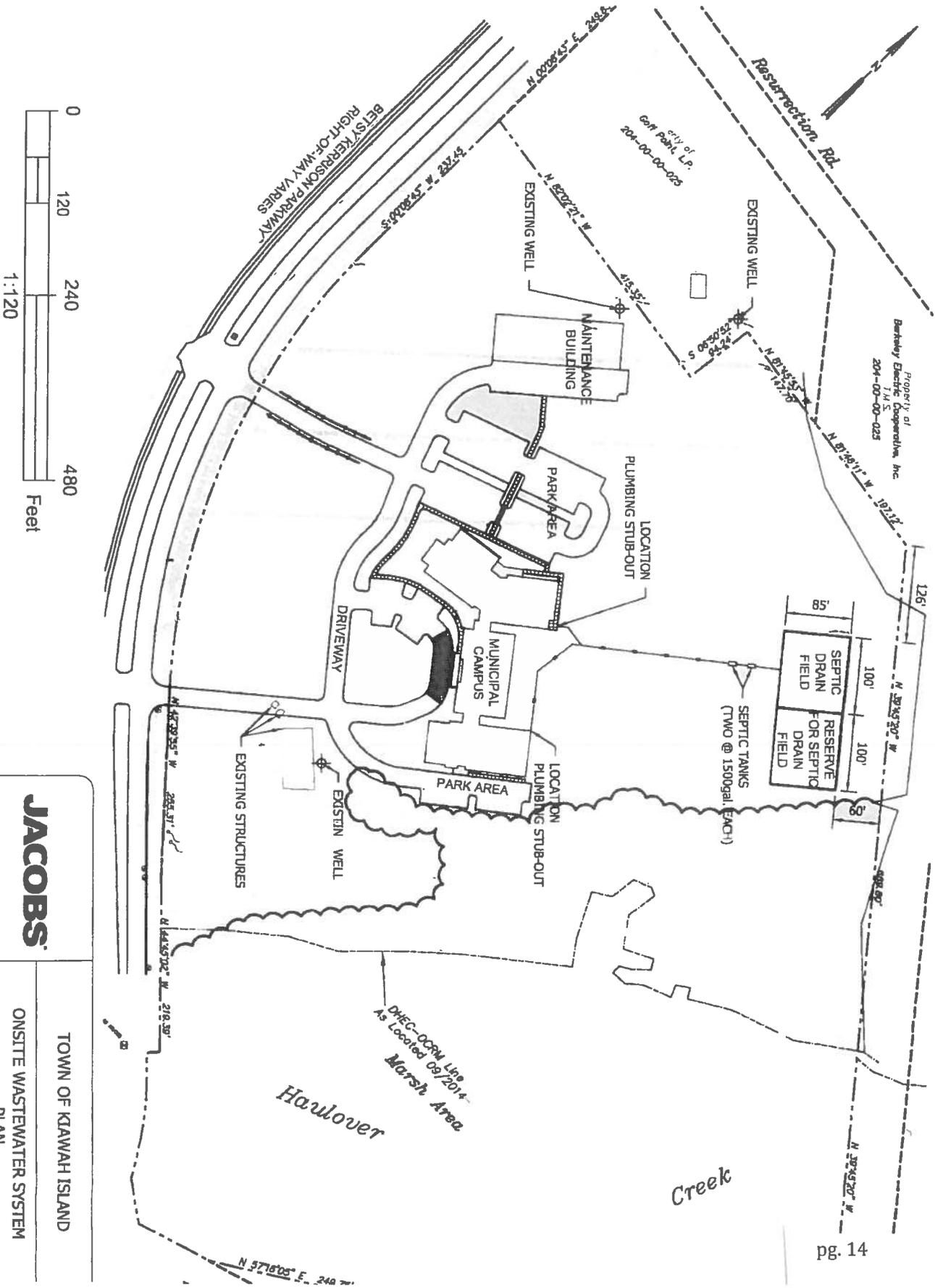
EXHIBIT B
Municipal Center Vision

The Town's Vision is for a new Municipal Center and site that will serve as a “Gateway” to the Town of Kiawah Island featuring a quality building and site design consistent with the *Kiawah Island Image*. Examples of current facilities that represent the Kiawah Brand include The Sanctuary Hotel, The River Course Clubhouse and Ocean Course Clubhouse.

The new municipal center is projected to be approximately 18,000 sq. ft. in size and will house the offices for the current departments and services described above and provide space for use by up to 30 employees over the next ten years. In addition; the municipal center will include a Council Chambers, generous meeting spaces and customer service areas for the visiting public.

Responding firms are required to provide a Conceptual drawing for the proposed Municipal Center based on the government profile and vision, site survey & analysis, understanding of the RFP, relevant experience, current innovative designs, practices and industry standards. Additional information is available on the Town website at www.kiawahisland.org or by sending inquires to trucker@kiawahisland.org.

EXHIBIT C
Draft Site Plan



JACOBS

TOWN OF KAWAH ISLAND
ONSITE WASTEWATER SYSTEM
PLAN

EXHIBIT E
DHEC Conditional Approval Letter



Catherine B. Templeton, Director

Promoting and protecting the health of the public and the environment

October 20, 2014

Bill Young P.E.
Jacobs Engineering Group Inc.
400 Faber Place Drive, Suite 210
North Charleston, S.C. 29405

Re: Onsite Wastewater (septic system) permit application for TOKI Betsy Kerrison
Municipal Campus.

Dear Mr. Young,

This letter is to confirm our telephone conversation of last Friday. After reviewing the application to construct a septic tank system, the site plan, your proposal for peak sewage flows, and Mr. Jeremy Bishop's soil and site evaluation. It appears that the septic system part of the project is very viable. As we spoke about, we need to give a little more consideration to the peak flows. Also a few variables are going to have to be ironed out with regard to elevations on the site so that we will know if the effluent can be gravity fed to the tile field or if it will have to be lifted. Please submit your plans electronically to me until we have an approvable design at which time I will ask for hard copies.

I look forward to working with you on this project. Please feel free to contact me with any questions or concerns you may have. This letter in no way guarantees that a permit construct will be issues it only addresses the concept.

Sincerely,

Brett A. Fowler
Environmental Health Manager
Bureau of Environmental Health Services
Division of On-site Wastewater

cc: Jeremy Bishop
Richard Threatt
Leonard Gordon

EXHIBIT F
Scope of Services for Selected Firm

The Town is seeking professional architectural services, through an architect or architectural firm licensed in the State of South Carolina, for the construction of the New Kiawah Island Municipal Center. It is the intent of the Town to solicit Proposals from Respondents that have specific expertise in the provision of the architectural services required by the Town for this project.

The Town will task the selected firm with the following:

1. Guide the Town in finalizing a project plan utilizing the selected conceptual design, space planning chart and associated work documents.
2. Attend all meetings of the Municipal Center committee.
3. Develop schematic drawings and a final plan for the building, incorporating the latest thinking in the field concerning office requirements and building systems.
4. Prepare detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
5. Assist with selection of construction firms that qualify to bid on the project.
6. Prepare bid documents to be sent to construction firms for the project.
7. Review bids received and assist the owner in awarding the contract.
8. Prepare certain marketing materials for community review and public meetings.
9. Conduct regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that work is being done per design drawings and scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
10. Assist where necessary, with the government approval process (i.e., permits).

The "Selected Firm" will be tasked with the following detailed services and deliverables:

Conceptual Phase

1. Meet, as required, with the Municipal Center Committee during all phases of this project. The "Selected Firm" is expected to attend all necessary meetings with Municipal Center Committee. The "Selected Firm" is expected to attend and provide updates to the Municipal Center Committee as needed.
2. Gather all necessary information such as zoning restrictions, design guidelines, permit requirements, additional site analysis, utility survey, etc. as needed

for the **Schematic Design Phase**.

3. Review the documents in Section 6 and shall discuss or propose any potential changes to the conceptual floor plan previously developed and shall receive Town approval concerning the proposed changes prior to proceeding with the Schematic Design Phase.

Schematic Design Phase

1. Review the Scope of Work as defined herein with the Municipal Center committee to confirm the requirements of the project and arrive at a mutual understanding of such requirements.
2. Review with the committee:
 - a. Site use and improvements
 - b. Selection of building material with regard to construction methods
 - c. Building systems and equipment
 - d. Permit requirements
 - e. Alternative approaches to design and construction
3. Develop designs in a practical and cost effective manner and shall work cooperatively with Municipal Center Committee to optimize the project budget.
4. Prepare Schematic Design Documents based on the requirements of the Project. Proposed changes to the conceptual floor plan (Section 6) shall be refined and included at this stage if approved by the Town. The documents shall establish a conceptual design of the Project accurately illustrating the scale and relationship of Project components.
5. Incorporate sustainable and/or green building practices with particular focus on the following areas:
 - a. Energy efficiency including but not limited to, efficient thermal envelopes, efficient space and water heating, lighting and appliances
 - b. Renewable energy options
 - c. Durable building envelopes and long-lived materials
 - d. Recycled materials
 - e. Sustainable Forest Certification (SFC) woods and alternatives to CCA-Treated Wood
 - f. Reduced long-term operating costs
6. The Schematic Design Document deliverables shall include a conceptual site plan, preliminary building plans, preliminary cost estimates, sections and elevations. Preliminary selections of major building systems and construction materials shall be noted on the drawings.
7. At intervals appropriate to the progress of the Schematic Design Phase; the "Selected Firm" shall provide Schematic Design updates for the Municipal Center Committee review.

Design Development Phase

1. Provide Design Development Documents based on the approved Schematic Design Documents. The Design Development Documents shall accurately illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, standard construction details, and equipment layouts. Renderings shall be provided of the interior spaces along with the building exterior to assist in understanding the presented designs.
2. Incorporate sustainable and/or green building practices with particular focus on the following areas:
 - a. Energy efficiency including but not limited to, efficient thermal envelopes, efficient space and water heating, lighting and appliances
 - b. Renewable energy options
 - c. Durable building envelopes and long-lived materials
 - d. Recycled materials
 - e. Sustainable Forest Certification (SFC) woods
 - f. Alternatives to CCA-Treated Wood
 - g. Reduced long-term operating costs
3. At intervals appropriate to the progress of the Design development Phase; the "Selected Firm" shall provide drawings and other documents which depict the current status of design development for the Municipal Center Committee's review.
4. Identify materials with long lead times that may be procured directly by the Town.
5. Throughout the design and review process, seven copies of all documents shall be provided to Municipal Center Committee.
6. The Design Development Phase deliverables shall include building plans, revised cost estimates, material and systems specifications, sections, elevations, details and other relevant documents for Municipal Center Committee's review.

Construction Documents

1. Provide full and biddable construction documents based on the approved Design Development Documents and any further adjustments as authorized by Municipal Center Committee. The Construction Documents shall consist of drawings and specifications setting forth in detail the requirements for construction of the Project. Documents shall meet all applicable building code requirements.

2. At intervals appropriate to the progress of the Construction documents; the "Selected Firm" shall provide drawings and other documents which depict the current status of the Construction documents for Municipal Center Committee's review.
3. Construction plans will be prepared in AUTO CAD or compatible software approved by the Town.
4. All plans, drawings, renderings and electronic files generated for this project are the property of the Town and the Town shall be provided electronic copies of all documents prepared through all phases of this project.

Bidding Phase

1. Work cooperatively with Municipal Center Committee to:
 - a. Develop and provide digital and hard copy bid packages, plans and specifications
 - b. Identify permit requirements
 - c. Coordinate document distribution with Town staff
 - d. Coordinate and perform pre-bid meetings with contractors and with Town staff
 - e. Respond to contractor questions and clarify any issues through Town staff
 - f. Develop addenda as needed to correct or change project specifications
 - g. Review contractor bids for design and code compliance with Town staff

Construction Phase

1. Work cooperatively with the Municipal Center Committee and:
 - a. Participate in pre-constructions meetings
 - b. Clarify construction/design issues with the Municipal Center Committee and contractors
 - c. Assist in providing quality control reviews
 - d. Confirm contractor compliance with permit and building code requirements
2. Review and approve or take other appropriate action upon contractor's submittals such as shop drawings, product and data samples, for the purpose of checking for conformance with information given and design concepts expressed in the construction documents. The "Selected Firm" action shall be taken with reasonable promptness to prevent delays in the contractor's work while allowing sufficient time in the "Selected Firm's professional judgment to permit adequate review.
3. Review and sign or take other appropriate action on Change Orders and

Construction Change Directives prepared by the Municipal Center Committee.

Project Close-out Activities

1. Coordinate As-Built Drawing(s) submittal as CAD files to the Town with contractor.
2. Coordinate occupancy requirements with contractor and the Municipal Center Committee.
3. Conduct a post-occupancy inspection with the Municipal Center Committee.

EXHIBIT G
Cost Proposal

The "Selected Firms" shall be required to complete as part of the contract negotiation process a cost Proposal. The "Selected Firms" must be prepared to provide costs associated with each phase and allowances listed below. The Municipal Center Committee shall negotiate final costs with the "Selected Firm" and finalize contract terms.

Printing/Reproduction Allowance

This is an allowance for all printing and reproduction costs. The "Selected Respondent" is to provide a fixed allowance for the printing /reproduction costs.

Phase 2-Design Development and Construction Drawings

This includes Section 2.3-Design Development, Section 2.4-Construction Documents and Section 2.5 - Bidding Phase. The "Selected Firm" shall provide a percentage (%) of the final building construction cost developed in Phase 1 that shall serve as the design fee for Phase 2. It is expected that this percentage shall cover all reimbursable expenses except for the printing/reproduction allowance.

Phase 3-Construction Phase and Close-Out Phase

This included Section 2.6-**Construction Phase** and Section 2.7-**Close-Out Phase**. The "Selected Firm" is to provide a fixed fee for **Phase 3**.

Costs per Hour for Additional Work within the Scope of the Project

The "Selected Firm" shall provide a fixed Cost per Hour rate sheet for all positions in the firm. These rates shall apply to any Additional Work requested by the Town to complete the Project Scope. Examples of this include, but are not limited to, attending additional meetings, providing additional drawings not defined in the scope, etc.

During the project and at the request of the Town, the "Selected Firm" shall be required to provide an Additional Work Proposal that details the need, expectations, and deliverables for the Additional Work along with the hourly rate for assigned staff and the number of hours required by each staff person to complete the work.

