

**PIMA COUNTY FACILITIES MANAGEMENT  
NEW BUILDING SERVICES DIVISION**

**150 W. Congress Street | 3rd Floor | Tucson, Arizona | 85701  
Tel: 520-724-3085**

**SCOPE OF PROFESSIONAL SERVICES REQUIRED**

**DATE:** May 31, 2019  
November 18, 2019 – Revision 1  
January 17, 2020 – Revision 2

**PROJECT NAME:** Northwest County Service Center

**BUILDING NAME:** Northwest County Service Center

**BUILDING ADDRESS:** 1010 W Miracle Mile

**A. SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT**

**1. General Provisions:**

The Scope of Professional Services shall include all professional services required to create conceptual documents for the adaptive reuse of the existing 50,000 square foot building and to create an overall site masterplan for the conversion of this property into a multi-agency service center, referred to as the Project.

All work shall be performed by persons registered, or under the direct supervision of a Registered Professional that is currently registered in the State of Arizona for the type of services rendered. The Registered Professional, if not self-employed, shall be employed by a firm that is registered in the State of Arizona to provide consulting services in the discipline(s) provided by the firm under this contract per ARS Section 32-141. The names of the firm and firm registration number(s), including any branch offices involved in work under this contract, and the names of the Registered Professional(s) listed on the State of Arizona firm registration and any other Registered Professional(s) involved in work under this contract shall be supplied. The Registered Professional in responsible charge for each discipline is responsible for all construction documents including drawings, specifications, reports, calculations, and any other professional documents pertaining to the professional services they provide and shall seal and sign all professional documents for which they are responsible per Section R4-30-303 of the Arizona Administrative Code.

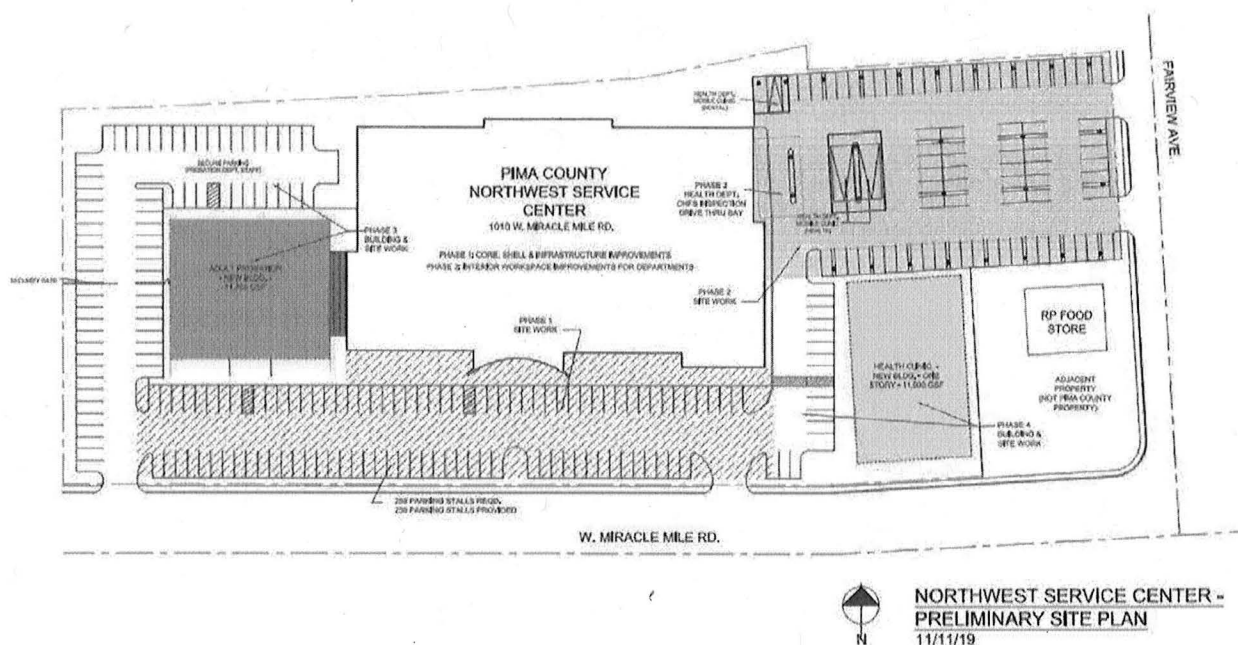
The COUNTY lacks the available expertise for the Project, and has therefore, by this Agreement, employed the CONSULTANT. Written approval of professional documents including, but not limited to, plans, specifications, and reports by the Board of Supervisors is only for conformance with the program design concept of the Project. This approval does not imply approval of nor attest to the accuracy, suitability, or completeness of the design, drawings, dimensions, details, proper selection of materials, nor compliance with applicable codes or ordinances. Such accuracy, suitability, or completeness is the sole responsibility of the CONSULTANT for the Project.

The CONSULTANT shall prepare minutes of all meetings during the conceptual design phase between the COUNTY, the CMAR and the CONSULTANT, for review and approval by the COUNTY and CMAR. These meeting minutes will be distributed within three days following each meeting.

The CONSULTANT shall develop and maintain the baseline Project Schedule in Microsoft Project 2010 format or newer with input from the COUNTY until the CMAR has initiated their work. The CMAR will have primary responsibility for maintaining the Project Schedule throughout this phase of the Project. The CONSULTANT shall coordinate with the CMAR and the COUNTY on developing the Project Schedule. Along with the schedule coordination, the CONSULTANT shall provide progress reports to the COUNTY's project manager on a bi-monthly basis.

## 2. Project Narrative:

Pima County leases various locations for service delivery by a number of agencies varying from the Health Department and Community Services to Adult Probation. The COUNTY's recent acquisition of the Golden Pins property located at 1010 W Miracle Mile will provide approximately 50,000 gross square feet to relocate the various leased functions into one Pima County owned building. It is anticipated that in addition to reusing the existing structure for these departments, a new building addition will be required for Adult Probation. In addition, there may be a separate health clinic built as shown on the plan below that will be built as part of a future phase of the Project. The overall plan for this multi-agency service center will be constructed over multiple phases, however, the scope of work for this Project will include conceptual planning for the adaptive reuse of the existing building, development of an overall masterplan for the complete build-out of the site along with a phasing plan and conceptual cost estimates. The COUNTY remains open to continuing with the selected CONSULTANT for the subsequent phases.

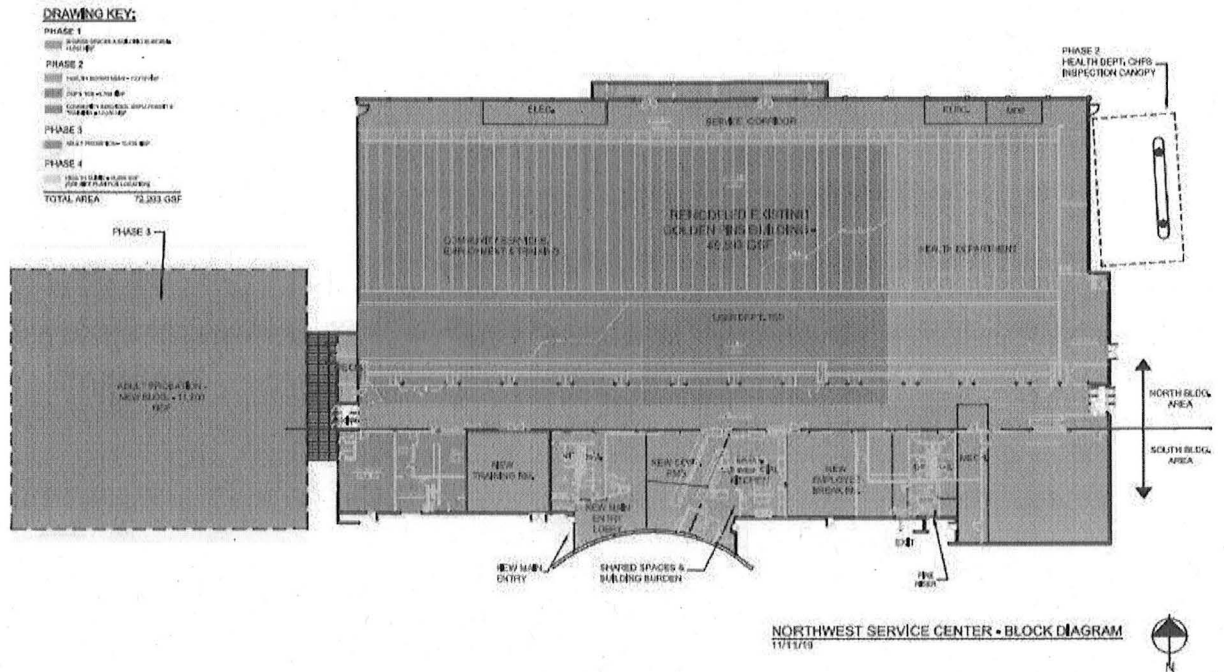


### a. Existing Building Conceptual Planning Objectives:

The scope of this Project includes conceptual planning, conceptual cost estimates broken out by phases, and a phasing plan for the adaptive reuse of the existing building to provide flexible and efficient work space for COUNTY offices. This will include planning for the complete rehabilitation or replacement of the existing bowling alley base building systems such as mechanical, plumbing, electrical, fire protection as well as core and shell improvements, interior conceptual floor plan layouts for the interdepartmental support spaces, and offices for the following departments:

- Health Department – Dental Health, Adolescent Health, HIV Prevention, CHFS and Vital Registrar from various locations.
- Health Department Flowing Wells Office (Women, Infants and Children Clinic) from 4500 N Old Romero Road
- Community Services, Employment and Training from 320 Commerce Park Loop
- Community Services, Employment and Training from 340 Commerce Park Loop

## Scope of Professional Services - A/E



There are architectural challenges within the existing North section of the main building for reuse of this area as office space. The floor level at the main entry from Miracle Mile terraces down several feet under the bowling lanes, towards the rear of the building. In addition, the roof structure is quite low. Together, these two characteristics make it difficult to adapt the North portion for office use. The terraced floor levels will require a planning solution that addresses ADA accessibility and the roof design limits efficient distribution of mechanical ductwork above a ceiling space. For that reason, the CONSULTANT shall provide 3 conceptual solutions for reconfiguring this area of the building to adapt or replace it for the office uses.

The space needs analysis for the above listed departments will be provided by the COUNTY. The CONSULTANT will validate the space needs and determine the other programmatic requirements for these departments. In addition, new systems will need to be planned for the base building improvements for security, acoustical control, telecommunications and audio-visual. The concept planning will also include replacement of underground utility connections for telecommunications, electricity, water, sewer and gas services to the main building.

The Golden Pin building has been designated a Contributor to the Miracle Mile Historic District and officially listed as such on the National Register of Historic Places in December of 2017. According to the guidelines for this district, modifications for adaptive reuse of this building would allow substantial interior modifications however, the front façade should be preserved as much as possible. There is more flexibility at the east, west and north elevations for improvements to be added such as windows or storefront systems. These revisions need to be in keeping with the mid-century modern style and compatible with the architecture of this building. A historic consultant will be hired directly by the COUNTY to guide the design team through any proposed changes and to review those with the Tucson/Pima County Historical Commission.

Within the spirit of these historic design guidelines substantial interior demolition, building modifications and remodeling, including new exterior entrances for some of the COUNTY functions, will be necessary to make the facility adaptable to the various public uses that will be included. Options for bringing natural light into the building, including through the roof, are to be evaluated with a solution included in the conceptual design. In addition, opportunities for installing multiple pre-packaged HVAC units on the roof should be explored, including at the North section of the building. Recent building improvements will be salvaged to the maximum extent possible including the commercial kitchen for use by the Health Department. Both public restrooms will need to be renovated and expanded to meet COUNTY standards and for ADA compliance. Shared support

spaces such as a main entry lobby, a new employee training room, conference rooms, employee break room, mechanical and storage rooms will be added as part of the conceptual design.

**b. Site Master Planning Objectives:**

As previously described, this Project also includes development of an overall conceptual master plan solution for the site along with a phasing plan and conceptual cost estimates. This includes a new addition to the existing building for the Probation Department and a new health clinic. Space needs requirements for these uses will be provided by the COUNTY and validated by the CONSULTANT. The CONSULTANT will not be required to provide detailed programmatic requirements for these departments as part of this Project.

The site master plan will also indicate the required parking for all the proposed uses, an exterior vehicle inspection bay for the Health Department, covered dedicated parking for the Health Department mobile health vehicles, future solar panel locations and infrastructure, designated landscape areas, walkways, and underground utilities as required for the new structures. These utilities include gas, domestic water, sewer, fire suppression system water, telecommunications, and electrical power. The concept plans should include replacement of existing utilities and providing new services where required as well as storm water management systems.

The CONSULTANT shall assist the COUNTY with presentations of the Project to the elected officials and other Pima County Departments as required. At these presentations the CONSULTANT will provide exhibits such as drawings, photos or other materials to illustrate the design.

The COUNTY's Project Team will consist of representatives from Pima County Facilities Management and other stakeholders that the COUNTY has identified above. All required design review presentations shall be made to Pima County Facilities Management.

**3. Existing Facility:**

**Golden Pin Lanes  
Aerial Map**



The Project is located at 1010 W. Miracle Mile near the intersection with Fairview Avenue. This is COUNTY owned land within the Tucson city limits.

The site consists of 2 parcels and comprises **4.67 acres** with one structure, the bowling alley. The building is a single story structure with **49,593 GSF** originally constructed in 1960-61 with 32 bowling lanes. In 1976 an additional 16,166 GSF were added including 16 more bowling lanes. The framing system includes pre-tensioned concrete "T" roof panels supported on concrete columns and concrete pilasters with exterior reinforced CMU walls.

The COUNTY will provide AutoCAD 2017 base building drawings of the existing building for use by all team members.

#### **4. Architectural and Engineering Services**

Design services for this Project shall consist of pre-design, conceptual design services including conceptual construction cost estimates, phasing plan development and coordination with the CMAR as described further in the Design Services Detail section below.

Professional services for this Project are to consist of the following and as described below:

##### **Pre-Design:**

- Site Survey including Site Utilities
- Existing Building Structural System Review
- Existing Base Building MPE, Fire Suppression and Alarm Systems Review and Analysis Describing Equipment Status.
- Programming and Space Needs Validation for the Health Department and Community Services and Employment Training divisions listed in Section 2 a
- Space Needs Validation for the Probation Department and Health Clinic Building

##### **Conceptual Design Services:**

- Conceptual Building Drawings for the existing building including 3 options for reworking the North section
- Overall Conceptual Site Improvement Plans
- Conceptual Construction Cost Estimates broken out by phase
- Phasing Plans and Project Schedule
- CMAR Coordination / CMAR Conceptual Cost Reconciliation
- Final Conceptual Planning Report

The CONSULTANT shall also provide any and all presentation materials, which may include the following: presentation boards, conceptual renderings or models, Power Point presentations etc. as necessary to communicate the design to Pima County and its stakeholders. Provide a separate line item in the fee proposal for presentation renderings and/or models for use upon request by Pima County.

This Project shall require services from the following professional disciplines, to the extent required for the Conceptual Design, including but not limited to:

- Architecture
- Civil Engineering
- Surveying
- Structural Engineering
- Mechanical Engineering
- Plumbing Engineering
- Automatic Wet Pipe Fire Sprinkler System Engineering
- Fire Alarm Engineering
- Electrical Engineering
- Telecommunications Engineering
- Security Systems Engineering



- Commercial Kitchen Design (Provide an allowance as an additional service only – this will not be part of the base services.)
- Cost Estimating

The Project shall be designed to implement LEED elements sufficient to obtain 50 or more points per LEED v4 edition. The CONSULTANT shall provide a score card and supporting documentation for each point anticipated as progress toward this goal. Pima County may or may not elect to pursue LEED certification.

The CONSULTANT team shall comply with all laws, codes and regulations as applies to their respective work. The CONSULTANT team shall respond in the design of their respective work to requirements imposed by governmental authorities having jurisdiction over the Project.

Architectural, mechanical, plumbing, and electrical equipment and accessory selections shall be by CONSULTANT using Pima County Facility Management Design Standards. Pima County Facilities Management architects, engineers, and operations staff have final approval.

#### **5. Construction Budget and Cost Control**

The total Construction Budget for this Project will be determined by the DP, CMAR and COUNTY as a result of this Conceptual Phase. This work will be constructed in phases under multiple GMP contracts, the construction delivery method for this Project will be Construction Manager at Risk (CMAR). The CONSULTANT shall assist the COUNTY with cost reconciliations with the CMAR.

The cost estimator needs to be well aware of construction costs within the southern Arizona market. A professional estimator, who is not an employee of the CONSULTANT's firm, and is independent from the CONSULTANT's other sub-consultants, shall prepare the conceptual construction cost estimates. If necessary the CONSULTANT and their cost estimator shall recommend value-engineering items, scope changes, and alternates for COUNTY review and approval.

At each submittal during the Conceptual Design phase, the COUNTY and the CONSULTANT will review the cost estimate for approval.

#### **6. Project Schedule: (The following time frames include COUNTY review cycles.)**

- a. Pre-design – Six Weeks
- b. 50% Conceptual Building and Site Development Planning – Four Weeks
- c. 90% Conceptual Building and Site Development Planning – Three Weeks
- d. Final Report – Two Weeks

#### **7. Pre-Design Services Detail:**

##### **a. Project Initiation:**

Upon award of this Agreement and authorization to proceed from the COUNTY, the CONSULTANT shall organize and lead a "kick-off" meeting with Pima County's Project Manager to include all identified participants in the Project. This meeting is intended to open lines of communication between all participants and to verify needs, schedules and goals of the work to take place. The CONSULTANT shall confirm all targets, meetings, reviews and deliverables on the baseline Project Schedule. This will be an opportunity to establish a Project understanding among all team members regarding direction and responsibilities.

##### **b. Site Survey:**

The CONSULTANT shall provide a site survey, through a registered surveyor, with sufficient detail to design the Project. At a minimum, it shall include the following as appropriate: property lines (providing lengths and bearings of each); setting iron pins at property corners; legal description, including any existing and proposed easements on site; identification of all onsite structures and features including, but

not limited to, existing buildings, hardscape, landscape, fencing, lighting and utilities; topographic contours at one foot intervals and spot elevations at 25 foot centers, and at all breaks in curbs and sidewalks; horizontal locations for all above and below ground utilities; location of all existing trees of 3 inch caliper and greater as well as any special features subject to demolition and/or relocation. The CONSULTANT shall visit the Project site to field verify and photograph existing conditions as necessary to inform the design and construction documents.

All drawings prepared by the CONSULTANT shall be in AutoCAD (2017, or newer, format) using the National CAD Standards Layering Convention (version 4 or later).

**c. Existing Building Structural, MPE and Fire Suppression Systems Review:**

The CONSULTANT team shall review the existing base building systems and provide a report on the status of the existing systems and equipment including the load capacities of the existing electrical transformer and structural systems. The report should also make recommendations for reuse or removal of the existing MPE and fire suppression systems and make recommendations for required upgrades with respect to the proposed reuse of this building.

**d. Space Needs Analysis Validation and Programming:**

The CONSULTANT shall meet with the project stakeholders to validate the space needs analysis and determine detailed programmatic requirements as previously described. A previously developed space needs analysis will be given to the CONSULTANT at the time of award outlining the current Project requirements. CONSULTANT shall submit the revised space needs analysis and program to the COUNTY for approval.

**8. Conceptual Design Services Detail:**

**a. Conceptual Building and Overall Conceptual Site Improvement Plans (50% and 90% Completion):**

Based upon written approval of the Pre-Design phase Report, Program and Space Needs Analysis by the COUNTY, the CONSULTANT team shall prepare conceptual building improvement drawings and/or outline specifications for the existing building including but not limited to core and shell, interior conceptual floor plans, structural, MPE, fire suppression and alarm systems. In addition, the concept building plans and/or outline specifications for the existing building shall indicate base building systems improvements for security, acoustical control (where required), telecommunications, audio-visual and signage. The CONSULTANT team shall also provide 3 conceptual solutions for reconfiguring the North section of this building as described in Section 2 a. This scope includes conceptual drawings describing the schemes and a listing of advantages and disadvantages associated with each solution.

The CONSULTANT team shall also prepare overall conceptual site improvement plans and/or outline specifications including an updated site plan showing the locations of all the planned improvements including but not limited to all buildings and structures, parking, circulation, site lighting, paving, fencing, landscape areas, site drainage systems, all site utilities to serve existing and new buildings or addition and development phasing. Site utility planning will include coordination with local utility providers and require planning from point of connection (off site) to point of service delivery (on site).

The CONSULTANT shall provide the LEED score card with supporting documentation with goals set forth for the entire Project.

The CONSULTANT shall conduct an in-house quality review session with the design team prior to submission to the COUNTY. Document review sessions will be held with the COUNTY, CMAR, Project Team and the CONSULTANT's team at each submission. The COUNTY will provide comments or corrections at each submission. The submittals shall consist of PDF and AutoCAD formats. The CONSULTANT shall prepare and submit a written response to each of the COUNTY's review comments from the previous submittal at this time.

At the time of each submission of the Conceptual Design Documents, the CONSULTANT shall submit to the COUNTY, a phasing plan, Project Schedule and a conceptual construction cost estimate broken out

by phase. Provide a copy in electronic PDF format to the COUNTY, with itemized costs for materials and labor for each portion of the Project. The CONSULTANT must receive from the COUNTY written approval of the Conceptual Design Documents before proceeding to the Final Conceptual Planning Report phase.

**b. Final Conceptual Planning Report:**

Based upon written approval of the Conceptual Design Documents by the COUNTY, the CONSULTANT shall prepare the final Conceptual Planning Report. The report shall include:

- An executive summary with conclusions and recommendations
- Phasing plans with a proposed Project Schedule
- Conceptual construction cost estimate summaries broken out by phase
- Conceptual building and overall site drawings
- Outline specifications
- Programmatic and space needs analysis summaries with back-up detail
- Conceptual construction cost detail

The CONSULTANT shall conduct an in-house quality review session with the design team prior to submission to the COUNTY. A final document review session will be held with the COUNTY, CMAR, Project Team and the CONSULTANT's team. The COUNTY will provide comments or corrections for the CONSULTANT team to address before receiving final approval from the COUNTY's Project Manager.

**B. *SCOPE OF SERVICES TO BE PROVIDED BY PIMA COUNTY***

COUNTY shall provide the following items and services in support of the CONSULTANT'S work:

1. Cost of reproductions for all documents as listed in the Contract, which are used for meetings with COUNTY representatives, and as requested by the COUNTY's Project Manager. Reproduction costs which are used for coordination purposes between the CONSULTANT's team members will not be paid for by the COUNTY.
2. Cost of reproductions for all documents required for bidding and construction, shall be with vendors having a purchase order with the COUNTY.
3. Cost of geotechnical investigations, materials testing and special inspections (as needed) based on Project requirements defined by CONSULTANT.
4. A Project Manager and Interior Designer from Facilities Management assigned to work with the CONSULTANT.
5. Any Design Standards, building Materials and Finishes Standards desired by the COUNTY; furniture design and selection.
6. Any information available regarding utilities and services, or any other project specific information as required. COUNTY will provide copies of previously permitted building and site drawings in Adobe Acrobat format for reference. This does not limit or negate the requirement of the CONSULTANT to verify the field conditions.
7. Any reports and/or mitigation regarding the presence of hazardous materials on the property. In the event that hazardous materials are encountered, the COUNTY will contract directly with Abatement Consultants and Contractors for remediation, should that be necessary.
8. Apply for and pay Pima County Development Services building permit fees to include Wastewater fees and Arizona State Fire Marshal construction permit application and fees.
9. Consultation with Pima County officials as required.
10. COUNTY will contract directly with a Historical Consultant as required for compliance with the Historic Miracle Mile District guidelines
11. COUNTY will contract directly for commissioning services as needed based upon project requirements.



12. Cultural Resources review and monitoring.

**C. SERVICE CRITERIA**

1. The CONSULTANT shall be required, during the course of this Contract, to follow the normal work procedures and criteria listed below:
  - a. Meet with the COUNTY's Project Manager and others concerned with the Project to refine the Scope of Work.
  - b. The CONSULTANT shall be responsible for the completeness and accuracy of all services rendered under this Agreement.

END EXHIBIT "A"

## **EXHIBIT "B" - COMPENSATION SCHEDULE (110 pages)**

### **1. *COST PLUS FIXED FEE SCHEDULE OF PAYMENTS***

(Detailed by Major Milestone, Not to Exceed Cost by Task (Direct Labor, Indirect, and Other Direct Costs), and Fixed Fee)

### **2. *COMPENSATION DETAILS***

#### **A. Cost Allocation and Ceilings**

The compensation schedule will contain the negotiated cost allocations for each individual task. The compensation schedule will be used to monitor cost expenditures and sets the fixed price that can be charged for work pursuant to the specified task.

#### **B. Cost Adjustments**

If, for valid reason(s), CONSULTANT notifies the Project Manager that the requisite work cannot be performed within the task's compensation allocation, and the Project Manager (PM) concurs, PCRWRD will consider modifying cost allocations. The total compensation may be increased only by formal amendment to this agreement.

#### **C. Progress Payments**

It is anticipated certain elements of the Project may take longer than one (1) month to complete. These elements may be at considerable cost to CONSULTANT prior to their full completion and acceptance by COUNTY. In such cases, at the sole discretion of COUNTY, COUNTY may authorize interim progress payments to CONSULTANT. The invoice from CONSULTANT will be proportionate to the actual percentage of work completed through the period covered by the invoice, as accepted by the PM.

#### **D. The Fixed Fee for each assignment will be negotiated on a case-by-case basis. The fee will be a percent of CONSULTANT or co-consultants level of effort cost estimate agreed to by the County excluding sub-consultants and other direct cost estimates. The fee will be fixed for the scope of work detailed in the contract. The fixed fee percentage will be based upon historical departmental percentages for similar assignments, published industry guidelines and magnitude and duration of the assignment. Fixed Fee for engineering sub-consultants will generally follow the same guidelines established for the prime consultants but can also be negotiated on a case-by-case basis as appropriate.**

#### **E. COST ITEMS**

##### **1. Hourly Billing**

##### **a. Hourly Billing Rates**

- Actual Payroll Rates within published industry standards
- Actual payroll rates for each person anticipated to be performing services on the assignment will be provided in advance of execution of the contract. Said listing will be updated on an annual basis during the term of the contract
- Hourly fee schedules for various position titles are not allowed

##### **b. Annual Salaried Professionals**

- Annual Salary individuals working a normal forty (40) hour week will be divided by two thousand eighty (2,080) hours to arrive at hourly billing rates
- Annual Salary individuals working a normal thirty-seven and one-half (37.5) hour week will be divided by one thousand nine hundred fifty (1,950) to arrive at hourly billing rates

- c. Allowable Annual Increases
    - Reasonable annual salary increases within published industry standards will be allowed and approved in advance
    - Unusually high proposed increases and increases above published industry standards will be agreed to on a case by case basis.
  - d. Sub consultants
    - Specific billing arrangements will be negotiated with specialty sub-consultants such as the following:
      - Attorneys
      - Financial Advisors
      - Surveyors
      - Subsurface Consultants
      - Specialty Consultants
  - e. Vacation/Holidays
    - Included in firm's audited multiplier
  - f. Sick Time
    - Included in firm's audited multiplier
  - g. Billing for non-productive idle time
    - No billing for vehicle driving time (commuting time)
    - Allow billing during air travel to Pima County for actual time worked on Pima County projects
    - Short-term assignments are negotiable
2. Multipliers
- a. Only audited multipliers following Generally Accepted Accounting Principles (GAAP) or Federal Single Audit principles are allowed
  - b. Corporate, Regional or Local Audited Multipliers of firms will be negotiated for each contract
  - c. Job Site multipliers will be negotiated in the event the County provides office space or job site trailers for CONSULTANT
  - d. County will consider annual audited multipliers or fixed multipliers for the contract period
3. Travel Time
- a. Air Travel
    - Allow only for time spent on aircraft working on Pima County projects
  - b. Land Travel
    - Not allowed from Phoenix Metro Area to Pima County (both ways)
    - Not allowed to and from airports
  - c. Local Travel between meetings and job sites
    - Allowed

#### 4. Expenses

- a. Mileage (Between Phoenix Metro Area and Pima County)
  - Approve at the established County mileage rate
  - Included in firm's audited multiplier or as other direct cost
  - Mileage for commuting not allowed
- b. Mileage – local
  - Approve at the established County mileage rate
  - Included in firm's audited multiplier or as other direct cost
  - Mileage for commuting to and from work place not allowed
- c. Car Rental/Lease/Corporate Vehicles
  - Included in firm's audited multiplier or as other direct cost
- d. Hotel/Meals
  - Allow only for infrequent call-in of an out of state consultant for a limited period of time
  - Establish daily limits in accordance with Federal Guidelines and negotiable for unusual circumstances
  - Allowed charges to be identified as other direct costs
- e. IT/ Phone/Internal Delivery Charges/Normal Postage/ Miscellaneous/Other Administrative Charges
  - Include in firm's audited multiplier
- f. Relocation, second domicile or subsistence expenses
  - Negotiable on a case by case basis
- g. Reproduction Costs
  - Bill as other direct costs if not in audited multiplier
- h. All other direct costs will be detailed in the contract billing

#### 5. Unallowable Costs

- a. Bonus
  - Not allowed as a direct charge or in the multiplier
- b. Entertainment Costs
- c. Marketing Costs
  - Only as allowed in audited multipliers
- d. Non-identifiable Costs
- e. Donations
  - Only as allowed in audited multipliers
- f. Mark-up on sub-consultants
- g. Travel time from Phoenix Metro Area to Pima County (both ways)
- h. Air travel for commuting purposes
- i. Interest Expense

- j. Political and Charitable Contributions
- k. Lobbying Costs
- l. Fines & Penalties
- m. Alcohol
- n. Contingencies
- o. Bad Debt Expense
- p. Profit Distribution
- q. Public Relations and Related Advertising
- r. Accelerated Depreciation
- s. Losses on Other Contracts
- t. Organization / Reorganization
- u. Patents
- v. Goodwill
- w. Labor Relations
- x. Legal Expenses Caused by Negligence or Mistakes
- y. Personal Use of Company Assets (Vehicles, e.g.)
- z. Related Party Expenses that Exceed the Costs of Ownership
- aa. Unreasonably High Executive Compensation
- bb. Unreasonably High Indirect Labor
- cc. Unreasonably High Rent

### 3. **INVOICING**

CONSULTANT will submit invoices monthly, at the Monthly Progress Meeting, to the Project Manager, with appropriate supporting data and documentation and in a format as prescribed by the Project Manager. (Acceptance of the invoice at this meeting is not mandatory. The Project Manager may delay approval for up to five (5) work days to review the Progress Report and invoice.). The invoice will tabulate the costs associated with each individual task. All Task (deliverables) and Subcontracted Service costs will be appropriately documented. The Project Manager will review and check the invoice to determine if it is complete and acceptable. If the Project Manager determines the invoice to be complete and acceptable, the Project Manager will approve the invoice and forward it for processing the payment.

# **Pima County Northwest County Service Center Fee Proposal**

Solicitation No. SFQ-PO-1900018

Line and Space

August 20, 2019

Revision 1 9/9/19

Revision 2 12/4/19 (based on revised Scope of Professional Services Dated 11/18/19 - Revision 1)

Revision 3 1/8/20 (based on revised Scope of Professional Services Dated 11/18/19 - Revision 1)

Revision 4 1/13/20 (based on revised Scope of Professional Services Dated 11/18/19 - Revision 1)

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4. Programming and Space Needs
5. Space Needs Validation

### **Section 2**

Conceptual Design Services Fees

6. Conceptual Building Drawings
7. Overall Conceptual Site Improvement Plans
8. Conceptual Cost Estimates
9. Phasing Plans and Project Schedule
10. CMAR Coordination and CMAR Cost Reconciliation
11. Final Planning Report

### **Section 3**

Supporting Documents from Consultants





Line and Space, LLC  
627 East Speedway  
Tucson, Arizona 85705  
520.623.1313  
520.623.1303 fax  
[henryt@lineandspace.com](mailto:henryt@lineandspace.com)

January 13, 2020

Scott Loomis, Procurement Officer  
Pima County Procurement Department  
Design and Construction Division  
130 West Congress Street  
Tucson, Arizona 85701

RE: Fee Proposal Pima County Northwest County Service Center  
Revision 4 – Revised Scope Dated 11/18/19

Dear Mr. Loomis:

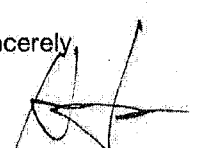
Enclosed is our revised fee proposal for the Pima County Northwest County Service Center. Our fee is based on our understanding of the Scope of Professional Services Required dated November 18, 2019.

Please note the following regarding our Fee:

- The fee is based on the scope with no construction budget listed
- Project delivery method is CMAR
- Environmental reports are not included
- No LEED submittal or certification is required
- Pima County will provide printing for their own use, PDF submittals provided
- Geotechnical Engineering Services are not provided
- See cover page for each section for additional notes

The following pages outline our fee for each required task.

Sincerely,



Henry Tom, FAIA, NCARB  
Principal

**Pima County Northwest County Service Center**

Executive Summary of Fees - Overall

Fee Proposal - PC Scope Revision 1 11/18/19

Line and Space, LLC

Line and Space, LLC

1/13/2020

	Basic Services	Supplemental Services	Reimbursable Expenses	Total Fee Subtotal	Design Contingency 5%	Design Contingency 10%	Grand Total
<b>Section 1 - Pre-Design Services</b>							
1. Site Survey and Site Utilities	\$0.00	\$20,530.43	\$100.00	<b>\$20,630.43</b>	\$0.00	\$2,063.04	<b>\$22,693.47</b>
2. Existing Building Structural Systems Review	\$0.00	\$4,473.27	\$150.00	<b>\$4,623.27</b>	\$0.00	\$462.33	<b>\$5,085.60</b>
3. Existing Building MPE, Fire Suppression and Alarm Systems Review	\$0.00	\$12,406.28	\$150.00	<b>\$12,556.28</b>	\$0.00	\$1,255.63	<b>\$13,811.91</b>
4. Programming and Space Needs Validation	\$0.00	\$45,558.42	\$750.00	<b>\$46,308.42</b>	\$0.00	\$4,630.84	<b>\$50,939.26</b>
5. Space Needs Validation	\$0.00	\$8,386.72	\$100.00	<b>\$8,486.72</b>	\$0.00	\$848.67	<b>\$9,335.39</b>
<b>TOTAL - Section 1</b>	<b>\$0.00</b>	<b>\$91,355.12</b>	<b>\$1,250.00</b>	<b>\$92,605.12</b>	<b>\$0.00</b>	<b>\$9,260.51</b>	<b>\$101,865.63</b>
<b>Section 2 - Conceptual Design Services</b>							
6. Conceptual Building Drawings	\$97,106.98	\$0.00	\$500.00	<b>\$97,606.98</b>	\$0.00	\$9,760.70	<b>\$107,367.68</b>
7. Overall Conceptual Site Improvement Plans	\$53,992.81	\$10,800.00	\$200.00	<b>\$64,992.81</b>	\$0.00	\$6,499.28	<b>\$71,492.09</b>
8. Conceptual Cost Estimates	\$0.00	\$32,303.95	\$100.00	<b>\$32,403.95</b>	\$0.00	\$3,240.40	<b>\$35,644.35</b>
9. Phasing Plans and Project Schedule	\$0.00	\$6,148.16	\$100.00	<b>\$6,248.16</b>	\$0.00	\$624.82	<b>\$6,872.98</b>
10. CMAR Coordination and CMAR Cost Reconciliation	\$0.00	\$10,987.50	\$200.00	<b>\$11,187.50</b>	\$0.00	\$1,118.75	<b>\$12,306.25</b>
11. Final Conceptual Planning Report	\$0.00	\$7,269.43	\$500.00	<b>\$7,769.43</b>	\$0.00	\$776.94	<b>\$8,546.37</b>
<b>TOTAL - Section 2</b>	<b>\$151,099.79</b>	<b>\$67,509.04</b>	<b>\$1,600.00</b>	<b>\$220,208.83</b>	<b>\$0.00</b>	<b>\$22,020.88</b>	<b>\$242,229.71</b>
<b>TOTAL - Both Section 1 and Section 2</b>	<b>\$151,099.79</b>	<b>\$158,864.16</b>	<b>\$2,850.00</b>	<b>\$312,813.95</b>	<b>\$0.00</b>	<b>\$31,281.40</b>	<b>\$344,095.35</b>

**Pima County Northwest County Service Center**

Executive Summary of Fees by Discipline

Fee Proposal - PC Scope Revision 1 11/18/19

1/13/2020

Line and Space, LLC

	Line and Space Architecture	Presidio Civil	McGann Landscape	Turner Structural	KWA Mechanical	M3 Electrical	MCH AV	SR Med Advisor	RLB Cost Estimating	Allowance Kitchen Consult
<b>Section 1 - Pre-Design Services</b>										
1. Site Survey and Site Utilities	\$1,507.23	\$19,123.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Existing Building Structural Systems Review	\$2,448.27	\$0.00	\$0.00	\$2,175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Existing Building MPE, Fire Suppression and Alarm Systems Review	\$3,814.47	\$0.00	\$0.00	\$0.00	\$5,001.81	\$3,740.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Programming and Space Needs Validation	\$46,308.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Space Needs Validation	\$8,486.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$62,565.11	\$19,123.20	\$0.00	\$2,175.00	\$5,001.81	\$3,740.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Section 2 - Conceptual Design Services</b>										
6. Conceptual Building Drawings	\$50,237.82	\$0.00	\$0.00	\$4,500.00	\$16,304.16	\$19,865.00	\$6,700.00	\$0.00	\$0.00	\$0.00
7. Overall Conceptual Site Improvement Plans	\$6,489.95	\$53,472.17	\$0.00	\$0.00	\$5,030.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Conceptual Cost Estimates	\$3,638.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,765.00	\$0.00
9. Phasing Plans and Project Schedule	\$6,248.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10. CMAR Coordination and CMAR Cost Reconciliation	\$11,187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11. Final Conceptual Planning Report	\$7,769.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$85,571.81	\$53,472.17	\$0.00	\$4,500.00	\$21,334.85	\$19,865.00	\$6,700.00	\$0.00	\$28,765.00	\$0.00
<b>Grand Total - Section 1 and Section 2</b>	<b>\$148,136.92</b>	<b>\$72,595.37</b>	<b>\$0.00</b>	<b>\$6,675.00</b>	<b>\$26,336.66</b>	<b>\$23,605.00</b>	<b>\$6,700.00</b>	<b>\$0.00</b>	<b>\$28,765.00</b>	<b>\$0.00</b>

**Pima County NWCSC**

Hourly Rate Schedule 2019

Line and Space, LLC

1/8/2020

**Personnel Classification**

2019 Hourly Rate

**Architectural - Line and Space, LLC**

Principal III - Designer	\$161.16
Principal II - Senior Associate	\$155.79
Principal I - Project Manager	\$139.68
Project Architect III	\$134.33
Project Architect II	\$128.93
Project Architect I	\$123.31
Staff Architect III	\$114.50
Staff Architect II	\$105.69
Staff Architect I	\$101.49
Staff III	\$79.27
Staff II	\$70.47
Staff I	\$61.65
Specification Writer	\$123.31
Student Intern II	\$44.04

**Civil Engineers - Presidio Engineering**

Principal	\$157.87
Project Manager	\$131.39
Sr. Civil Designer	\$104.90
Civil Designer I	\$94.21
Sr. CADD Operator	\$89.63
Administrator II	\$102.36
Admin Asst.	\$63.15

**Landscape Architect - McGann and Associates**

Principal/Reg. Landscape Architect	\$135.00
Project Manager/Reg. Landscape Architect	\$100.00
Landscape Designer	\$80.00
CAD Technician	\$60.00
Clerical	\$55.00

**Structural - Turner Structural**

Principal	\$150.00
Senior Structural Engineer	\$125.00
Senior CAD Tech	\$85.00
CAD Designer	\$65.00

**Mechanical Engineering (HVAC, Plumbing and Fire Protection) - Kelly Wright & Associates**

Principal	\$98.78
Project Manager	\$85.62
AE	\$77.42
Designer	\$69.87
Clerical	\$46.46

<b>Personnel Classification</b>	<b>2018 Hourly Rate</b>
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<b>Electrical Engineers - M3</b>	
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Electrical Project Manager	\$130.00
Electrical Senior Designer I	\$110.00
Electrical Designer II	\$70.00
Clerical	\$60.00

<b>AV - MCH</b>	
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Senior Consultant/PM	\$165.00
Consultant	\$110.00

<b>Medical Consultant - Smittipong and Rosamond</b>	
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Principal	\$198.00
Project Manager	\$118.00
Project Architect	\$118.00
Staff Architect	\$106.00
Specifications Writer	\$87.00
Modeler	\$71.00
Admin Support	\$51.00

<b>Cost Estimating - Rider Levett Bucknall</b>	
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Senior Cost Manager	\$155.00
Cost Manager	\$130.00

## 1. Site Survey and Site Utilities

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Pima County Northwest County Service Center Fee Proposal





## **Pima County Northwest County Service Center Fee Proposal**

1/13/20

PC Scope Revision 1 11/18/19

### **1. Pre-Design Site Survey**

**Fee: \$20,630.43**

Please note the following regarding our Fee:

- The scope of this work is to establish a site survey per PC requirement
- No destructive investigation will be part of this work, visual observation of areas accessible will provide information to establish the site survey
- Coordination/Call to Blue Stake will be by civil engineer, this will be completed prior to Surveyor going onto site.
- Utility Pot holing will be provided by others through Pima County
- Title Reports and updates cost will be billed to PC as a reimbursable expense

# Pima County Northwest County Service Center

Fee Summary - Site Survey  
PC Scope Revision 1 11/18/19  
Line and Space, LLC

Line and Space, LLC

1/13/2020

## Cost Summary

Supplemental Services	Total Fee for Phase	L and S Total	L and S Profit/Fee @ 6.5%	Consultant Profit/Fee @ 0%	L and S Architects	Subtotal Consultants	Presidio Civil	McGann Landscape	Turner Structural	KW Mechanical	M3 Electrical	MCH AV	SR Med Advisor	RLB Cost Est.			
Site Survey	\$20,530.43	\$1,407.23	\$85.89	\$0.00	\$1,321.34	\$19,123.20	\$19,123.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fee for Supplemental Services	\$20,530.43	\$1,407.23	\$85.89	\$0.00	\$1,321.34	\$19,123.20	\$19,123.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenses	Total Expenses for Phase	L and S Total	L and S Profit/Fee @ 0%	Consultant Profit/Fee @ 0%	L and S Architects	Subtotal Consultants	Presidio Civil	McGann Landscape	Turner Structural	KW Mechanical	M3 Electrical	MCH AV	SR Med Advisor	RLB Cost Est.			
Site Survey	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Services and Expenses Each Discipline \$1,507.23 \$85.89 \$0.00 \$1,421.34 \$19,123.20 \$19,123.20 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

Total Fee Services and Expenses \$20,630.43

Design Contingency \$0.00

TOTAL \$20,630.43

Henry Tom, FAIA, Principal Line and Space, LLC

Date

1/13/2020

## Line and Space

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Pima County Northwest County Service Center Fee Proposal  
Pre-Design Site Survey