

Attachment A- Tasks

TASK 1 - PRE-DESIGN / PROGRAMMING / CONCEPT DESIGN

DESCRIPTION	Trip(s)	PIC and Project Executive	Project Architect	Project Manager	QA/QC Manager	BIM Techs	Admin / Clerical	TOTAL
1 Kickoff Meeting (Commerce City, User Groups and Admin, Design Team, Etc.), Agenda and Minutes	1	4	4	4			2	14
2 Existing Space Needs/Program Review and Scrub			2	4		4		10
3 Preliminary Space Needs/Program Creation			4	8		8		20
4 Program / Space Need Validation and User Interview Meetings	2		8	8		8	4	28
5 Program Refinement			4	4		8		16
6 Concept Site Schemes (Up to 3)			8	12		24		44
7 Meeting with Commerce City and Commerce City Planning - Review Standards, Requirements, etc.	1		2	4		4	2	14
8 AHJ Coordination			2	2				4
9 Review Design Standards, Space Standards and Site Setbacks, Dimensions, etc.			2	2		4		8
10 Tour other Facilities and other facilities (2 day period)								0
11 Concept Building (Substation) Creation - 2-3 Schemes			24	24		40		88
12 Concept Workshop/Charrette with Users	1		8	8		8		24
13 Concept Refinement into a single preferred site and building scheme			16	16		24		56
14 Concept Floor plan with Conceptual Furniture Layouts			8	8		16		32
15 Design Team Coordination								0
16 Subject Matter Expert			2	2		2		6
17 Landscape			2	2		2		6
18 Civil			2	4		4		10
19 Structural			2	2		2		6
20 MEP			2	2		2		6
21 Community Engagement			4	4		4		12
22 Owner Hired Consultants / Owner In House Partners (IT, Facilities, etc.)			2	2		4		8
23 Internal QA/QC Coordination			2	4	8	16		30
24 Community Engagement Meetings/"Town Halls"	2	16	16	16		16	4	68
25 City Council Meeting	1	8	8	8		8	2	34
26 Weekly Calls/Virtual Meetings + Meeting Minutes			8	8		8		24
27 Project Management			2	8				10
28 Design Schedule (Creation, Maintenance, Updating, etc.)				2				2
29 Initial Budget Coordination and Formation			2	2				4
30 Program and Plan Deliverables			4	8		16		28
31 Design Document Management (Uploading, Downloading, etc.)					2	2		4
	8							
Total Hours		28	148	178	10	234	14	
Hourly Rate		\$175.00	\$155.00	\$145.00	\$145.00	\$108.00	\$85.00	\$135.50
Total Labor Cost		\$4,900.00	\$22,940.00	\$25,810.00	\$1,450.00	\$25,272.00	\$1,190.00	\$81,562.00

Footnote:

- All Drawings in Revit/AutoCad, D2C Architects standards
- Scope is predicated on a 25,000-30,000 ground up police substation on roughly 3-acre parcel of land.
- Project location is at the NE Corner of 104th Avenue and Potomac Street in Commerce City, CO
- Scope excludes Municipal Courts and Dispatch.
- Assumes no rezoning is necessary. No scope for rezoning is accounted for in this proposal.
- Assumes any/all Environmental Efforts, if required will be hired and provided directly by Owner (Commerce City)
- Excludes auxiliary lane plans, road widening, curb cuts, acceleration/deceleration lane design requirements, cross sections or profiles
- Excludes environmentally sensitive areas reports, wetland delineation, surveying, restoration, etc.
- No off site utility improvements or associated design/engineering is accounted for
- No off site roadway improvements or associated design/engineering is accounted for
- Fire Sprinkler/standpipe and alarm systems will be designed via performance specification. CM/GC will delegate design and bid to a licensed Fire protection contractor.
- Excludes life cycle cost analysis
- Design team will coordinate with Commerce City for Site Development Approval and Building Permits
- Assumes the City will provide fire flow analysis and/or flow testing as required.
- Excludes commissioning during design and/or construction
- Excludes formal sustainable efforts (templates, record keeping, etc.) as well as formal program efforts (grants, rebates, etc.)
- SUE efforts, if required, are an additional service listed at the end of this proposal.
- Accounts for shallow foundation with slab on grade design. Does not include structural slab design or deep foundation systems.
- Per RFP, Feasibility study, commissioning (Cx) is to be hired by owner ("Owner Costs") and therefore is not included in the base services. This service however, can be provided if desired.
- Scope does not account for CLOMRL/OMR or other FEMA associated provisions
- Scope excludes wetland determination, identification, recording or other efforts.
- Excludes offsite drainage analysis
- Assumes that a gravity outfall is available for adequate capacity for drainage.
- Scope excludes underdrain, perimeter drain and other foundation systems
- Excludes multiple bid packages and/or multiple phases
- Cost Estimates do not include reconciliation to third-parties, CM/GC contractors or General Contractors.
- Per Q&A, question 18 - the City shall provide the ALTA survey.
- Geotech includes 8 building borings, 4 site borings and 1 for detention pond area.
- Further clarifications can be seen in each consultants proposal. Proposals not included based on page count limits in RFP but can/will be provided upon request.

TASK 1 Subtotal	\$81,562.00
Landscape & Irrigation	\$3,500.00
Civil	\$4,000.00
Structural	\$2,700.00
MEPP	\$9,000.00
Food + Laundry Service	Not Anticipated
Environmental / Hazardous	By Commerce City
Cost Estimator	\$7,642.00
Survey	By Commerce City
Geotech	\$11,545.00
Sustainability Consultant	Not Included
Cx (Commissioning)	By Commerce City
Total	\$119,949.00

Attachment A- Tasks

TASK 2 - SCHEMATIC DESIGN (30%)

DESCRIPTION	Trip(s)	PIC and Project Executive	Project Architect	Project Manager	QA/QC Manager	BIM Techs	Admin / Clerical	TOTAL
1 Prepare Base Sheets for Engineering Team				1	2			5
2 Deliverables								0
3 Preliminary Code Analysis			8	4		4		16
4 Preliminary Code Plan			4	4		4		12
5 Architectural Site Plan			4	4		8		16
6 Demo Plan			2	4		4		10
7 Architectural Floor Plans			16	16	4	40		76
8 Enlarged Floor Plans								0
9 Architectural Reflected Ceiling Plans			4	4	2	16		26
10 Architectural Elevations (Exterior Only at this Phase)			16	8	4	24		52
11 Architectural Building Sections			2	2	2	4		10
12 Architectural Wall Sections								0
13 Roof Plan			2	2		4		8
14 Opening Schedule								0
15 Finish Schedule and plan								0
16 Preliminary Architectural Details								0
17 Preliminary Equipment Plans								0
18 Equipment Schedule								0
19 Value Engineering / ABI or OLI Documentation and Coordination		4	4	4	4	8		24
20 Specifications - Table of Contents Only at SD			4	2				6
21 Design Document Management (Uploading, Downloading, etc.)						8		8
22 RFP or RFQ Creation / Invitation for CM/GC - By Commerce City or Owners Rep								0
23 CM/GC Pre-Proposal Meeting and Meeting Minutes - By Commerce City or Owners Rep								0
24 CM/GC Proposal Support (Addenda, RFIs, etc.)			8	8				16
25 CM/GC Selection Review and Interview			8	8				16
26 Project Kick-off with CM/GC	1		6	6		6	2	20
27 Design Team Coordination								0
28 Subject Matter Expert			2	4		2		8
29 Landscape			2	2		2		6
30 Civil			2	4		4		10
31 Structural			2	4		4		10
32 MEP			2	4		4		10
33 Owner Hired Consultants / Owner In House Partners (IT, Facilities, etc.)			2	4		4		10
34 CM/GC			4	8		8		20
35 Internal QA/QC Coordination					16	24		40
36 Schematic Design Presentation	1		8	8		8	2	26
37 Weekly Calls/Virtual Meetings + Meeting Minutes			8	8		8		24
38 Team Meetings + Meeting Minutes			2	4		4		10
39 City Council Meeting	1	8	8	8		8	2	34
40 Project Management				16				16
41 Design Schedule (for design items only)				2		2		4
42 Overall Project Schedule (Review and Comment - Created + Maintained by CM/GC)		2	2	2				6
43 Pre-Application Conference / Meeting (Planning)	1		4	4			2	10
44 Coordination with AHJs and Utility Providers				2		2		4
45 Respond to Owner / Contractor Comments	4		2	2		8		12
Total Hours			14	138	162	32	220	8
Hourly Rate			\$175.00	\$155.00	\$145.00	\$145.00	\$108.00	\$85.00
Total Labor Cost			\$2,450.00	\$21,390.00	\$23,490.00	\$4,640.00	\$23,760.00	\$680.00

Footnote:

- All Previous Footnotes apply to each task/phase
- Owner to conduct in-house design review and provide design team with comments
- Per the RFP - A CM/GC will be on-board during the 30% design level.
- Per the RFP - Community Engagement is only anticipated in the Concept and earlier phases. Therefore, no scope from SD on has been accounted for.
- Includes 2 way area of rescue assistance communication system design
- Sub-Slab and/or perimeter foundation drainage systems are not accounted for in this proposal.
- Telecom raceway design limited to incoming service conduits only. Design of low voltage system specific raceway is not accounted for. Optional services present alternatives if this scope is desired.
- If required, an energy model can be provided for energy code compliance; however, that work is subject to an additional service fee. It is tentatively expected that the project will participate in the Xcel Energy Design Assistance program which will guide energy compliance and produce the associated performance path energy model for permit submission.
- MEP deliverable at this the SD phase is a narrative
- We do not anticipate and therefore have not accounted for efforts associated with external energy systems, such as geothermal fields, photovoltaic systems, sewage heat extraction systems, etc.
- Excludes solar studies including daylighting evaluation, glare studies, calculations, modeling or simulations.
- Humidification systems are not anticipated or accounted for.
- Excludes analysis associated with local utility demand side management, thermal storage and/or other rebate program feasibility.
- Excludes retaining wall design
- Cost Estimates at SD, DD and CDs to be provided by City of Commerce City highered CM/GC. Cost Estimating and be included as an optional service.

TASK 2 Subtotal	\$76,410.00
Landscape & Irrigation	\$5,250.00
Civil	\$7,500.00
Structural	\$8,100.00
MEPP	\$18,000.00
Food + Laundry Service	Not Anticipated
Cost Estimator	By CM/GC
Sustainability Consultant	Not Included
Cx (Commissioning)	By Commerce City
Total	\$115,260.00

Attachment A- Tasks

TASK 3 - DESIGN DEVELOPMENT (60%)

DESCRIPTION	TASK 3 - DESIGN DEVELOPMENT (60%)							TOTAL
	Trip(s)	PIC and Project Executive	Project Architect	Project Manager	QA/QC Manager	BIM Techs	Admin / Clerical	
1 Deliverables								
2 Code Analysis			4	2		2		8
3 Code Plan			2	2		2		6
4 Architectural Site Plan			4	4		4		12
5 Demo Plan			4	8		8		16
6 Architectural Floor Plans			8	8	2	24		42
7 Enlarged Floor Plans			2	2	4	16		24
8 Architectural Reflected Ceiling Plans			2	4	2	8		16
9 Architectural Elevations (Interior and Exterior)			8	8	2	16		34
10 Architectural Building Sections			2	2		8		12
11 Architectural Wall Sections			4	8	2	24		38
12 Roof Plan			4	4		8		16
13 Opening Schedule			4	4		8		16
14 Finish Schedule and plan			4	4	2	8		18
15 Preliminary Architectural Details			4	8	4	24		40
16 Equipment Plans			4	8		16		28
17 Equipment Schedule			4	8		16		28
18 Monument Sign and Code Mandated Internal Signage			4	4		8		16
19 Value Engineering / ABI or OLI Documentation and Coordination		4	4	4	4	8		24
20 Specifications			24	24				48
21 Finishes Meeting / Color Schemes Presentation	1		16	16		24	2	58
22 Furniture Plans (Preliminary)			24	24	2	60		110
23 Design Document Management (Uploading, Downloading, etc.)					2	4		6
24 Design Team Coordination								0
25 Subject Matter Expert			4	4		4		12
26 Landscape			2	2		4		8
27 Civil			2	2		4		8
28 Structural			2	2		4		8
29 MEP			2	2		4		8
30 Community Engagement								0
31 Owner Hired Consultants / Owner In House Partners (IT, Facilities, etc.)			4	4		4		12
32 CM/GC			4	8		8		20
33 Internal QA/QC Coordination			2	8	24	24		58
34 Design Development Presentation	1		8	8		8	2	26
35 Weekly Calls/Virtual Meetings + Meeting Minutes			8	8		8		24
36 Team Meetings + Meeting Minutes			2	4		4		10
37 City Council Meeting	1	8	8	8		8	2	34
38 Project Management				24				24
39 Design Schedule (for design items only)				2				2
40 Overall Project Schedule (Review and Comment - Created + Maintained by CM/GC)		2	2	2				6
41 Coordination with AHJs and Utility Providers			2	4		4		10
42 Site Development Permit / Planning	1		4	8		16	2	30
43 Respond to Owner / Contractor Comments			2	4		16		22
	4							
Total Hours		14	194	256	50	416	8	
Hourly Rate		\$175.00	\$155.00	\$145.00	\$145.00	\$108.00	\$85.00	\$135.50
Total Labor Cost		\$2,450.00	\$30,070.00	\$37,120.00	\$7,250.00	\$44,928.00	\$680.00	\$122,498.00

Footnote:

- 1 All Previous Footnotes apply to each task/phase
- 2 Furniture efforts at DO's is test fitting.
- 3 Signage scope accounts for code mandated signage only.
- 4 OLC has not carried costs for Taxes, LEED, AHJ Review Costs, Site Review Application Fees, Building Permit Applications, Submittal Fees or any other type of fee
- 5 Assumes Site Plan Review fees will be paid directly by Commerce City
- 6 Value Engineering after SD but up to DD is limited to non-scope impacting cost opportunities. Excludes redesigning or overhauling systems and/or impacting more than 5% of the projects budget, critical and/or key aspects of the scope.
- 7 City of Commerce City to provide technology system efforts for Computer Equipment and Apps, Servers, Printers, Copiers, Electrified Door Hardware, Security Threat and Risk Assessment, etc.

TASK 3 Subtotal	\$122,498.00
Landscape & Irrigation	\$10,525.00
Civil	\$25,000.00
Structural	\$18,900.00
MEPF	\$36,000.00
Food + Laundry Service	Not Anticipated
Cost Estimator	By CM/GC
Sustainability Consultant	Not Included
Cx (Commissioning)	By Commerce City
Total	\$212,923.00

Attachment A- Tasks

TASK 4 - CONSTRUCTION DOCUMENTS									
DESCRIPTION	Trip(s)	PIC and Project Executive	Project Architect	Project Manager	QA/QC Manager	BIM Techs	Admin / Clerical	TOTAL	
1 Deliverables									
2 Code Analysis			2	2		4		8	
3 Code Plan			2	2		4		8	
4 Architectural Site Plan			2	2		4		8	
5 Demo Plan			2	2		4		8	
6 Architectural Floor Plans			4	4		8		16	
7 Enlarged Floor Plans			4	4	4	8		20	
8 Architectural Reflected Ceiling Plans			4	4	2	8		18	
9 Architectural Elevations (Interior and Exterior)			4	4	4	8		20	
10 Architectural Building Sections			2	2		2		6	
11 Architectural Wall Sections			4	8	4	16		32	
12 Roof Plan			2	2		4		8	
13 Opening Schedule			2	4		8		14	
14 Finish Schedule and plan			4	4	2	8		18	
15 Architectural Details			4	8	8	24		44	
16 Equipment Plans			16	16		40		72	
17 Equipment Schedule			4	8		16		28	
18 Monument Sign and Code Mandated Internal Signage			4	4		8		16	
19 Value Engineering / ABI or OLI Documentation and Coordination								0	
20 Specifications			24	16				40	
21 Final Finishes Coordination	1		16	16		24	2	58	
22 Furniture Plans			16	16		40		72	
23 Design Document Management (Uploading, Downloading, etc.)					2	4		6	
24 Design Team Coordination								0	
25 Subject Matter Expert			4	4		4		12	
26 Landscape			2	2		4		8	
27 Civil			2	2		2		6	
28 Structural			2	2		4		8	
29 MEP			2	2		4		8	
30 Community Engagement								0	
31 Owner Hired Consultants / Owner In House Partners (IT, Facilities, etc.)			4	4		4		12	
32 CM/GC			4	8		8		20	
33 Internal QA/QC Coordination			4	4	16	24		48	
34 CD Package Presentation	1		8	8		8	2	26	
35 Weekly Calls/Virtual Meetings + Meeting Minutes			8	8		8		24	
36 Team Meetings + Meeting Minutes			2	4		4		10	
37 City Council Meeting	1	8	8	8		8	2	34	
38 Project Management				24				24	
39 Design Schedule (for design items only)				1				1	
40 Overall Project Schedule (Review and Comment - Created + Maintained by CM/GC)		2	2	2				6	
41 Coordination with AHJs and Utility Providers			4	4		8		16	
42 Respond to Owner / Contractor Comments			2	2		4		8	
	3								
		Total Hours	10	180	217	42	336	6	
		Hourly Rate	\$175.00	\$155.00	\$145.00	\$145.00	\$108.00	\$85.00	\$135.50
		Total Labor Cost	\$1,750.00	\$27,900.00	\$31,465.00	\$6,090.00	\$36,288.00	\$510.00	\$104,003.00

TASK 4 Subtotal	\$104,003.00
Landscape & Irrigation	\$7,765.00
Civil	\$16,000.00
Structural	\$14,000.00
MEPF	\$72,000.00
Food + Laundry Service	Not Anticipated
Cost Estimator	By CM/GC
Sustainability Consultant	Not Included
Cx (Commissioning)	By Commerce City
Total	\$213,768.00

Footnote:

- 1 All Previous Footnotes apply to each task/phase
- 2 Excludes Value Engineering after the Design Development Phase / at the CD phase.

Attachment A- Tasks

TASK 5 - BIDDING AND NEGOTIATION								
DESCRIPTION	Trip(s)	PIC and Project Executive	Project Architect	Project Manager	QA/QC Manager	BIM Techs	Admin / Clerical	TOTAL
1 Pre-Bid Meetings Preparation (sign-in sheet, etc.)			2	2				4
2 Pre-Bid Meeting	1		4	4			2	10
3 Pre-Bid Meeting Minutes			1	2				3
4 Respond to Bidder RFI's + Substitution Requests			4	4		8		16
5 Prepare and Issue Addenda			2	4		8		14
6 Assist with the Shortlisting of Contractors			2	4				6
7 Building Permit Submittal	1		2	2		4	2	10
8 Building Permit Responses (Accounts for 1 round of comments and 1 round of response)			8	8		24		40
9 Review bids, Analyze Responses and Cost Comparison Matrix			8	8				16
10 CM/GC Interviews and Recommendations	1		4	4			2	10
	3							
Total Hours		0	37	42	0	44	6	
Hourly Rate		\$175.00	\$155.00	\$145.00	\$145.00	\$108.00	\$85.00	\$135.50
Total Labor Cost		\$0.00	\$5,735.00	\$6,090.00	\$0.00	\$4,752.00	\$510.00	\$17,087.00

Footnote:	1 All footnotes from previous tasks apply	TASK 5 Subtotal	\$17,087.00
	2 Assumes all bid documents to CM/GC and Sub-Contractors are electronic only (PDF)	Landscape & Irrigation	\$1,200.00
	3 Per the RFP, Commerce City to pay for permit and City review fees.	Civil	\$2,500.00
	4 Excludes value engineering efforts at the bidding stage	Structural	\$500.00
		MEPF	\$9,000.00
		Food + Laundry Service	Not Anticipated
		Cost Estimator	Not Anticipated
		Sustainability Consultant	TBD
		Cx (Commissioning)	By Commerce City
		Total	\$30,287.00

TASK 6 - CONSTRUCTION OBSERVATION								
DESCRIPTION	Trip(s)	PIC and Project Executive	Project Architect	Project Manager	QA/QC Manager	BIM Techs	Admin / Clerical	TOTAL
1 Pre-Bid Meeting / Job Walk								0
2 Prepare and Issue Addenda / ASI			4	4		8		16
5 Participate in Construction Meetings - Virtual or Calls			24	40		40		104
6 Participate in Construction Meetings - (14 Total) - On Site	14		56	56		56	28	196
7 Site Observation Reports (12 Reports)			6	6		12		24
8 Submittal / Shop Drawing Review			40	24		80		144
9 Construction Schedule Review			4	8				12
10 GC Change Order Review and Comment		4	8	8		8		28
11 Payment Application Review (Monthly)				18				18
12 RFI Review and Response		2	16	24		80		122
13 Pre-Final Walk Through / Substantial Completion (Initial Punch List)	1		8	8		8	2	26
14 Follow Up / Final Completion Walk Through (Punch List Review)	2		8	8		8	4	28
15 Project Closeout Assistance - Substantial Completion		2	4	8		16		30
15 Closeout Meeting with the City	1			8		8	2	18
16 Record Drawings (created from As-Builts provided by GC) (CAD and PDF)			8	24		80		92
	17							
Total Hours		8	186	244	0	384	36	
Hourly Rate		\$175.00	\$155.00	\$145.00	\$145.00	\$108.00	\$85.00	\$135.50
Total Labor Cost		\$1,400.00	\$28,830.00	\$35,380.00	\$0.00	\$41,472.00	\$3,060.00	\$110,142.00

Footnote:	1 All Previous Footnotes apply to each task/phase	TASK 6 Subtotal	\$110,142.00
	2 Assumes all meeting minutes are generated by CM/GC during Construction	Landscape & Irrigation	\$4,255.00
	3 Assumes a web based submittal, RFI and ASI process (Procore, Submittal Exchange, etc.)	Civil	\$9,000.00
	4 Assumes all subcontractors will print their own construction sets (from digital documents) at their own expense.	Structural	\$10,800.00
	5 As-builts are to be provided by CM/GC	MEPF	\$36,000.00
	6 Construction Testing and Inspection is to be hired/provided by Owner	Food + Laundry Service	Not Anticipated
	7 Scope is predicated on a 14 month permitting and construction schedule	Cost Estimator	Not Anticipated
	8 Landscape has included 5 site visits during this phase	Sustainability Consultant	TBD
	9 Civil has included 4 site visits during this phase	Cx (Commissioning)	By Commerce City
	10 Structural has included 4 site visits during this phase	Total	\$170,197.00
	11 MEP has included 4 site visits during this phase and one punch list visit		