

**RESOLUTION R-18-10**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH ARCHITECT LAURA BAUERS IN THE AMOUNT OF \$65,000.00 FOR THE ARCHITECTURAL DESIGN AND PLANNING OF THE RENOVATION OF RETAIL SPACE LOCATED WITHIN THE HEIGHTS AT LINDEN SQUARE, 602 NORTHEAST 70<sup>TH</sup> STREET GLADSTONE, MISSOURI, 64118.**

**WHEREAS**, the accomplishment of the work and services described in this Agreement are necessary and essential to complete the renovation of the retail space located in The Heights at Linden Square, 602 Northeast 70<sup>th</sup> Street Gladstone, Missouri 64118; and

**WHEREAS**, the City is the sub-lessor of the retail space and authorized to make such improvements to the property; and

**WHEREAS**, the City desires to engage the Architect to render professional Architecture services for the project described in this Agreement, and the Architect is willing to perform such services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLADSTONE, MISSOURI AS FOLLOWS:**


**THAT**, the City Manager of the City of Gladstone, Missouri, is hereby authorized to enter into a contract with Architect Laura Bauers for work outlined in the contract for a total amount not to exceed \$65,000.00 to develop an architectural plan for the renovation of the retail space located in The Heights at Linden Square at 602 Northeast 70<sup>th</sup> Street Gladstone, Missouri, 64118.

**FURTHER**, funds for such purpose are authorized from the General Fund.

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 22<sup>ND</sup> DAY OF JANUARY 2018.**

  
R.D. Mallams, Mayor

ATTEST:

  
Ruth E. Bocchino, City Clerk



## *Request for Council Action*

RES  # R-18-10

BILL  # City Clerk Only

ORD # City Clerk Only

Date: 1/12/2018

Department: General Administration

Meeting Date Requested: 1/22/2018

Public Hearing: Yes  Date: [Click here to enter a date.](#)

Subject: Professional Services Agreement with Architect Laura Bauers

Background: The retail space located in The Heights at Linden Square and leased by the City of Gladstone requires significant construction to suit the needs of a prospective tenant, Summit Grill. The attached Resolution, if approved by the City Council, allows the City Manager to enter into an agreement with Architect Laura Bauers, in an amount not to exceed \$65,000, for the design and development of an architectural plan for the aforementioned retail space located at 604 NE 70th Street Gladstone, Missouri, 64118.

Budget Discussion: Funds are budgeted in the amount of \$ \$65,000 from the GENERAL fund. Ongoing costs are estimated to be \$ 0 annually. Previous years' funding was \$0

Public/Board/Staff Input: N/A

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Bob Baer  
Department Director

City Attorney

City Manager

**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT, made and entered into this 23<sup>rd</sup> day of January, 2018, by and between the City of Gladstone, a Missouri municipal corporation, hereinafter referred to as the "City" and Laura Bauers, Architect, 7327 Summit Street Kansas City, MO 64114 having a principal being a registered Architect of the State of Missouri holding certificate number A-2013006925, hereinafter referred to as the "Consultant".

*WITNESSETH:*

WHEREAS, the accomplishment of the work and services described in this Agreement is necessary and essential to the public works improvement program of the City; and

WHEREAS, the City desires to engage the Consultant to render professional consulting services for the project described in this Agreement, and the Consultant is willing to perform such services.

NOW, THEREFORE, in consideration of the premises and covenant hereinafter contained, the parties hereto hereby agree as follows:

**ARTICLE I**

**DESCRIPTION OF PROJECT**

Convert approximately 10,000 square feet of unfinished retail space within The Heights at Linden Square mixed-use development into restaurant space.

1. The described "project" shall be designed at a probable construction cost of One Million Five Hundred Thousand Dollars (\$1,500,000) and shall contain a probable construction schedule for construction of the designed improvements. The probable construction cost shall exclude fees or other costs for engineering, and costs for other legal and administrative procedures. It is understood that probable construction cost does not guarantee that proposals, bids, or actual Project costs will not vary from Consultant's cost estimates or that actual schedules will not vary from Consultant's projected schedules. Consultant's opinion of probable costs and of Project schedules shall be made on the basis of experience and qualifications as a professional Consultant.

## ARTICLE II

### CONSULTANT'S SCOPE OF SERVICES

1. The Consultant shall perform professional consulting services relevant to the Project in accordance with the terms and conditions set forth herein, and as provided in Exhibit I, which is attached hereto and incorporated by reference herein.
2. The Consultant hereby agrees that, immediately upon execution of this Agreement and upon receipt of a "Notice to Proceed" from the City, it will enter upon the duties herein prescribed, proceed with the work continuously, and make the various submittals on or before the schedule specified in the Consultant's Scope of Services. The City is not liable and will not pay the Consultant for any services rendered before the Consultant receives written authorization.
3. If any delay is caused to the Consultant by order of the City to change the design or plans; or by failure of the City to designate easements, right-of-way, or to supply or cause to be supplied any data not otherwise available to the Consultant which is required in performing the work described; or by other delays due to causes entirely beyond the control of the Consultant; then, in that event, the time schedules will be adjusted equitably, in writing, as mutually agreed between the City and the Consultant at the time a cause for delay occurs.
4. Since the work of the Consultant must be coordinated with the activities of the City (including firms employed by and governmental agencies and subdivisions working with the City), the Consultant shall advise the City in advance, of all meetings, and conferences between the Consultant and any governmental agency, political subdivision, or third party which is necessary to the performance of the work of the Consultant.

## ARTICLE III

### CHANGES IN SCOPE

If changes occur either in the Consultant's Scope of Services or the Description of the Project, a supplemental agreement may be negotiated at the request of either party.

## ARTICLE IV

### CONSULTANT'S FEE

#### 1. **Basic Fee.**

- a. As compensation for Basic Services as described in Exhibit A of this Agreement, and for services required in the fulfillment of the terms and conditions of this Agreement, the Consultant shall be paid a "Basic Fee", which shall constitute full and complete payment for said services and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement. The Basic Fee shall be the lump sum amount of Sixty-Five Thousand Dollars (\$65,000).
- b. **Payment Schedule for Compensation.** The Compensation shall be paid in monthly installments based upon an estimate of the percentage of work completed by the Consultant. The Consultant shall provide City with a monthly statement stating the work performed by Consultant since the last invoice together with an estimate of the percentage of work performed to date. The City shall pay undisputed invoices within thirty (30) days of receipt of such invoice.
- c. **Payment for Special Services** - The City shall negotiate a written supplemental agreement with the Consultant should the need be determined to employ the special services of the Consultant on this project.

2. **Certified Cost Records** - The Consultant shall furnish certified cost records for all billings pertaining to the special services performed under Article IV, Section C of this Agreement. For such purposes, the books of account of the Consultant shall be subject to audit by the City. The Consultant shall complete work and cost records for all billings on such forms and in such manner as will be satisfactory to the City.

3. **Gross Receipts Tax** - To the fees and other payments payable hereunder, the Consultant may add any applicable gross receipts tax.

## **ARTICLE V**

### **OWNERSHIP OF PLANS AND DOCUMENTS: RECORDS**

1. The field notes, design notes, and original drawings of the construction plans are and shall remain the property of the Consultant; however, the City shall be furnished, at no additional cost, a CD containing all drawings and associated documents of the work.
2. The City shall make copies, for the use of the Consultant, of all of its maps, records, laboratory tests, or other data pertinent to the work to be performed by the Consultant pursuant to this Agreement, and also make available any other maps, records, or other materials available to the City from any other public agency or body. The Consultant shall have no liability for defects in the services attributable to the Consultant's reliance upon or use of data, design criteria, as-built drawings, or other information furnished by the City or third parties retained by the City.
3. The Consultant shall furnish to the City, copies of all maps, records, and field notes which were developed in the course of work for the City and for which compensation has been received by the Consultant.

## **ARTICLE VI**

### **TERMINATION**

1. This Agreement may be terminated by either party upon fifteen (15) days prior written notice to the other party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party and the failure by the breaching party to cure or commence proceedings in good faith to remedy such breach within fifteen (15) days after receipt of such written notice.
2. This Agreement may be terminated by the City, for its convenience, upon fifteen (15) days prior written notice to the Consultant.
3. In the event of termination, as provided in this Article, the Consultant shall be paid as compensation in full for services performed to the date of such termination, an amount calculated in accordance with Article IV of this Agreement. Such amount shall be paid by the City upon the Consultant's delivering or otherwise making available to the City, all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing the services included in this Agreement, whether completed or in progress.

## **ARTICLE VII**

### **ASSIGNMENT**

This Agreement shall not be assignable except at the written consent of the parties hereto, and if so assigned, shall extend to and be binding upon the successors and assigns of the parties hereto., except that it may be assigned without such consent to the successor of either party, or to a related entity, an affiliate or wholly owned subsidiary of either party, but such assignment shall not relieve the assigned party of any of its obligations under this Agreement.

## **ARTICLE VIII**

### **DISCLOSURE**

The Consultant hereby affirms that it has not made or agreed to make any valuable gift whether in the form of service, loan, thing, or promise to any person or any of the person's immediate family, having the duty to recommend, the right to vote upon, or any other direct influence on the selection of consultants to provide professional design services to the City within the two years preceding the execution of this Agreement.

## **ARTICLE IX**

### **INDEMNITY**

The Consultant agrees to indemnify, and hold harmless the City and its officers, agents, and employees from and against all suits, actions, attorney fees, costs, expenses or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any negligent act, error, or omission of the Consultant or its agents or employees. The Consultant is not required hereunder to defend the City, its officers, agents or employees, or any of them from assertions that they were negligent, or indemnify and save them harmless from liability based on the City, its officers, agents or employees' negligence. The indemnity required hereunder shall not be limited by reason of the specification of any particular insurance coverage in this Agreement.

## ARTICLE X

### INSURANCE

The Consultant agrees to procure and maintain at its expense until final payment by the City for services covered by this Agreement, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of Missouri, covering all operations under this Agreement, whether performed by it or its agents. Before commencing the work, the Consultant shall furnish to the City a certificate or certificates in form satisfactory to the City, showing that it has complied with this paragraph. All certificates shall provide that the policy shall not be changed or canceled until at least ten (10) days prior written notice shall have been given to the City. Kinds and amounts of insurance required are as follows:

**Liability Insurance.** Professional Liability insurance in an amount not less than \$1,000,000 per claim and \$2,000,000 per aggregate and an amount of not less than \$1,000,000 for Property Damage to protect the Consultant and its agents from claims which may arise from services rendered under this Agreement, whether such services are rendered by the Consultant or by any of its agents or by anyone employed by either.

## ARTICLE XI

### DISCRIMINATION PROHIBITED

In performing the services required hereunder, the Consultant shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age, or physical handicap.

## ARTICLE XII

### WARRANTIES

Consultant warrants that it will perform the Services in accordance with the standards of care and diligence normally practiced by recognized architectural firms in performing services of a similar nature in existence at the time of performance of the Services. If, during the one-year period following completion of the Services under a particular Request for Service, it is shown there as an error in the Services provided under such Request for Services caused solely by the Consultant's failure to meet such standards and the City has notified the Consultant in writing of any such error within that period, the Consultant shall re-perform, at no additional cost to the City, such Services within the original scope of Services as may be necessary to remedy such error.



## **ARTICLE XIII**

### **PRE-EXISTING CONDITIONS**

Anything herein to the contrary notwithstanding, title to, ownership of, and legal responsibility and liability for any and all pre-existing contamination shall not be assumed by the Consultant. "Pre-existing contamination" is any hazardous or toxic substance, material, or condition present at the site or sites concerned which was not brought onto such site or sites by the Consultant for the exclusive benefit of the Consultant to the extent the City is responsible for such contamination.

## **ARTICLE XIV**

### **FORCE MAJEURE**

Consultant shall not be in default under this Agreement for delays in performance caused by circumstances beyond its reasonable control. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; lockouts, work slowdowns, and other labor disturbances; riots; sabotage; judicial restraint; and, inability to procure permits, licenses or authorizations from governmental agencies for any of the supplies, materials, access or services required to be provided under this Agreement.

Should such circumstances occur, the Consultant shall give the City written notice of such event within a reasonable time and the parties shall mutually agree on a reasonable extension of the project schedule and adjustment to the Consultant's compensation.

ARTICLE XII

ADMINISTRATION OF AGREEMENT

The City Manager, or his authorized representative, shall administer this Agreement for the City.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

City of Gladstone, Missouri

Consultant: *Sam Bon*

By: \_\_\_\_\_

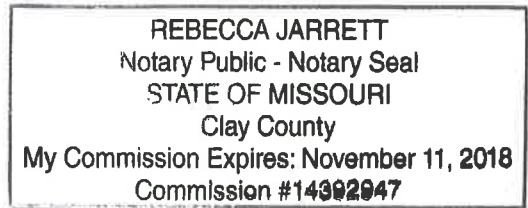
Attest: *Donna J. Stoway*  
*January 17, 2018*



City of Gladstone

By: *Scott Wingerson*  
Scott Wingerson, City Manager

Attest: *Rebecca Jarrett*  
*1-23-18*



*Ruth E Bocchino*  
City Clerk

\_\_\_\_\_  
Secretary

January 17, 2018

# Letter of Agreement for Summit Grill, Gladstone

Attention: Bob Baer  
City of Gladstone  
7010 N Holmes  
Gladstone, MO 64119

Prepared by Laura Bauers  
7327 Summit St.  
Kansas City, MO 64114

Dear Bob,

I, Laura Bauers, am pleased to provide the following Letter of Agreement for Architectural and Construction services for the Tenant Improvement of Summit Grill in Gladstone, MO. I am excited to work with you again to expand a thriving concept.

Outlined below is the project scope and understanding, proposed fee, retainer, estimated construction cost, and other terms and conditions. Please allow this document to serve as an interim agreement (the "Agreement") between Laura Bauers and Lakeside Restaurant Associates with the expectation that we will enter into a formal agreement based upon the AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect at a later time.

## Project Scope and Understanding

This is a tenant improvement project at The Heights at Linden Square located at 601 NE 70th St, Gladstone, MO 64118. The space allocated for restaurant use is 9,860 gsf with an approximate budget of \$1.5 million. Currently the space is finished to a white box level. Design services will include Schematic Design, Design Development, Construction Documents, Bidding and Permitting, and Construction Administration. The architect will aid in FFE to a programming level. The design of the restaurant will be in keeping with the company's other Summit Grill location in Waldo, Kansas City, MO. The architect will contract MEP engineering services as well as structural engineering services if necessary. The architect will work the kitchen equipment supplier to develop the design of the kitchen.

The proposed start date for design is January 8, 2018. The projected completion date estimated to be September 24, 2018.

## Proposed Fee

**Lump Sum Basis:** The Architect proposes to be compensated based on a Lump Sum Fee of \$50,000. Any deviation from the Project Scope and Understanding above may increase the Lump Sum Fee. The Fee shall not be exceeded without the written approval of the Client. This lump sum does not include consultants.

PHASE (SEE 'PROJECT PHASE DESCRIPTIONS' FOR FURTHER INFORMATION)	FIRM	ESTIMATED FEE
Schematic Design (Architecture and Interiors)	Laura Bauers	\$8,400
Design Development (Architecture and Interiors)	Laura Bauers	\$9,600
Construction Documents (Architecture and Interiors)	Laura Bauers	\$12,000
Bidding/Permit	Laura Bauers	\$800
Construction Administration	Laura Bauers	\$19,200
Furniture, Fixtures, & Equipment (FF&E)	Laura Bauers	Not in Contract
CONSULTANT FEES	FIRM	ESTIMATED FEE
Mechanical, Electrical, and Plumbing Engineer (MEP)	Not in Contract	\$15,000
Structural Engineer	Not in Contract	Not in Contract
Civil Engineer	Not in Contract	Not in Contract

Landscape Architect	Not in Contract	Not in Contract
Branding, Wayfinding, Graphic Design	Not in Contract	Not in Contract
Lighting Designer	Not in Contract	Not in Contract
Acoustical Consultant	Not in Contract	Not in Contract
Envelope Consultant	Not in Contract	Not in Contract
Code Consultant	Not in Contract	Not in Contract

## Retainer

To secure a spot in the schedule a \$5,000 retainer will be required prior to beginning schematic design. This retainer is non-refundable, however the total amount will be credited toward the hourly services provided during the Schematic Design phase. This credit will apply to the final Schematic Design Invoice.

I sincerely appreciate the opportunity to team with you on this next Summit Grill venture. Please let me know if I can answer any questions you may have regarding this proposed scope and fee.

Please see Exhibit 'B' Miscellaneous Terms and Conditions for this Agreement, attached hereto, for other terms and conditions that are to be incorporated into this Letter Agreement.

If this proposal meets with your approval, please sign below and return one copy to our office with the retainer outlined above.

Sincerely,



Laura Bauers

Approved:

\_\_\_\_\_

Name

\_\_\_\_\_

Date

# Fee Details

## Additional Services

Services not included in the Architect's scope, above, will be invoiced at the Architect's hourly rates per Exhibit 'A' Hourly Rate Schedule, as attached hereto, or at the rate charged by the professional involved. Those services might include, but are not necessarily limited to: entitlement such as zoning variances, community meetings, and/or city or design commission meetings, photorealistic renderings, signage/wayfinding, graphics/branding, detailed specifications, subsurface investigation, estimating, landscape design, civil engineering, surveying, mechanical and electrical engineering, lighting design, furniture specification and/or procurement, and custom fabrication mock ups and samples. The Architect will ask the Client to authorize any additional services in writing prior to the commencement of such additional services.

Hourly Rate: \$100/hr

\*Rates are subject to change and adjusted annually.

## Invoice and Payment Method

Payment for services shall be made monthly in proportion to the services performed. Invoices will be sent via email at the beginning of each month. All payments should be made to The Architect Projects and sent to the address below. Payments are due and payable within thirty (30) days of receipt of The Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at one and one-half percent (1.5%) per month (18% annual percentage rate) on the balance owed.

Any project with an outstanding balance more than 60 days will result in the project being suspended until the project is brought into current status and may result in a delay in schedule. This would include payment of finance charges incurred in addition to invoiced amounts. Client agrees to pay all expenses incurred in connection with the collection of amounts owed, including, but not limited to, collection fees and expenses.

MAIL

Laura Bauers  
7327 Summit Street  
Kansas City, MO 64114

# Terms & Conditions

## I. Ownership of Documents

The Architect and its consultants shall be deemed the authors and owners of their respective instruments of service, including but not limited to drawings and specifications ("Instruments of Service"), and shall retain all common law, statutory and other reserved rights, including copyrights. In the event Instruments of Service are used without retaining the author of the Instruments of Service to complete its services, Client releases The Architect and its consultants from all claims and causes of action arising from such uses. Client agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless The Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the use of the Instruments of Service without the direct professional involvement of The Architect and its consultants.

## II. Transfer of Documents

It is understood that from time to time Client may request The Architect to transfer its Instruments of Service to third parties for use in cost estimating purposes. The transfer or distribution of Instruments of Service to third parties is not to be construed as a publication in derogation of the reserved rights of The Architect and its consultants consistent with the terms described above. Payment in full for all amounts due and owing The Architect is an express condition precedent to any transfer of Instruments of Service. The use of The Architect's Instruments of Service shall be at Client's sole risk and without any liability, risk or legal exposure to The Architect. Client agrees to indemnify, defend, waive and release all claims or potential claims against The Architect, its consultants, its sub-consultants, and their respective officers, directors, employees, agents and servants relating to, or arising out of, the use of the Instruments of Service and the information contained in it, by any act or omission of the user of the Instruments of Service, under any legal theories whatsoever, specifically including the negligence of any released party.

## III. Limitation of Liability

To the fullest extent permitted by law, Client agrees to limit the total liability, in the aggregate, of The Architect and its officers, directors, employees, agents and independent professional associates and consultants, and any of them, to Client, anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to The Architect's services, the Project or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of The Architect or The Architect's officers, directors, employees, agents or independent professional associates or consultants, or any of them. Such liability shall not exceed the total compensation actually received by The Architect under this agreement.

## IV. Design Contingency

The Architect makes no warranty, express or implied, that its design is or will be free of errors. Client and The Architect agree that certain increased costs and changes may be required and are anticipated due to omissions, errors or inconsistencies in drawings and specifications prepared by The Architect and its consultants. Client therefore agrees to set aside a reserve in the amount of ten percent (10%) of the estimated cost of the work as a contingency to be used, as needed, to pay for any such increased costs and changes. Client agrees to make no claim against The Architect or its consultants with respect to any increased cost within this contingency amount. If costs due to changes resulting from design errors, omissions or inconsistencies exceed the contingency, then The Architect shall be responsible for costs incurred by Client above that sum but only to the extent caused by The Architect's negligent acts, errors or omissions. Cost increases as a result of Client requests made after construction documents are issued for permit, changes in governmental agency requirements after previous approval, or unforeseen conditions are not costs due to errors, omissions or inconsistencies. In no event shall The Architect be responsible for direct costs that Client would have incurred in the construction contract but for The Architect's error or omission.

## V. Miscellaneous Provisions

- A. The law of the State of Missouri shall govern this Agreement.
- B. The Architect shall exercise reasonable skill, care and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted professional architectural practices (as appropriate) in The Architect's community. No warranty, expressed or implied, is included in this Agreement or in any drawing, specification, report or opinion produced pursuant to this Agreement.
- C. In no event will The Architect be liable for any special, indirect or consequential damages including, without limitation, damages or losses in the nature of increased project costs, loss of revenue or profit, loss in production, extended overhead or equipment costs, claims by purchasers or customers of Client, or governmental fines or penalties.
- D. Client may terminate The Architect's services in writing at any time upon seven (7) day's written notice and pay only for the hours worked and expenses incurred to the date The Architect receives Client's termination letter. Services may also be terminated by The Architect upon seven (7) days' written notice in the event of a material breach by Client of the terms hereof including, but not limited to, non-payment of The Architect's invoice. If so terminated, Client shall pay The Architect all amounts due for services rendered and expenses incurred to the date of termination, plus reasonable costs incurred by The Architect in terminating the services and any outstanding invoices and interest.
- E. In the event a dispute shall arise between the parties to this contract in excess of \$5,000, then as a condition precedent to any legal action brought by either party, the parties agree to participate in at least one session of mediation in an effort to resolve the dispute. The parties agree to split the mediation fees equally. The mediation shall be administered by a mutually agreeable mediator, jointly selected, and shall be held in Kansas City, Missouri or such other location as is mutually agreeable.
- F. Client hereby irrevocably submits to the jurisdiction of any state or federal court sitting in Jackson County, Missouri, in any action or proceeding arising out of or related to this Agreement and Client further agrees that Client shall not bring any such action or proceeding in any other court, or seek to remove such action or proceeding to any other court. Client agrees and consents that service of process by registered or certified mails shall be sufficient to obtain jurisdiction.
- G. These Terms and Conditions contain the entire agreement between The Architect and Client relative to the Scope of Services herein. All previous or contemporaneous agreements, representations, promises and conditions relating to The Architect's services described herein are superseded.



# Project Phase Descriptions

## Schematic Design (SD)

Schematic Design translates the general scope of the program and design concepts into spatial adjacencies and relationships. During this phase critical programmatic requirements are identified and incorporated into major design concepts. The primary objective is to have major options evaluated, tested and selected for further development. The secondary objective is to provide a reasonable basis for analyzing the design schedule and probable cost of the project.

## Design Development (DD)

During Design Development the decisions made in the previous schematic design phase are refined, coordinated and worked out at a scale that should eliminate the possibility of major modifications or restudy during the construction documents phase. Thus, the primary purpose of design development is to further define and describe all key aspects of the project so that at the start of construction document phase only documentation remains. During this phase, all of the key decisions that shape the project should be made.

Design Development concludes the WHAT is to be built phase of the project and jump starts the HOW it will be built phase.

## Construction Documents (CD)

The Construction Document Phase shifts the effort from WHAT is being designed to documenting HOW the project will be implemented. Additional design issues may still emerge as the design team works out the final material and system selections however these issues should not affect major architectural elements. The construction documents include three basic types of information: 1.) legal and contractual information, 2.) procedural and administrative information and 3.) architectural and construction information. The documents communicate, in detail to the owner what the project involves through drawings, specifications, bidding requirements, contract forms and supplementary conditions.

## Bidding / Permitting (BP)

The services provided by the architect are very important during the bidding. They play an essential part in attracting the best possible builders to the project, obtaining reasonable prices, and starting the construction process off on the best possible foot. Preparation for bidding starts at the very beginning of the project – in selecting the project delivery approach and in deciding how construction contracts will be structured, awarded and paid.

## Construction Administration (CA)

As construction contract administrators, architects interpret the documents, track the progress of the work, and reconcile the sometimes-competing interests of the owner and those constructing the project. The construction phase brings all the concept design, detailed design, construction document, and bidding to realization.

# Proposed Project Calendar

2018

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
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March						
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25	26	27	28	29	30	31

April						
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29	30					

May						
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27	28	29	30	31		

June						
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July						
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29	30	31				

August						
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26	27	28	29	30	31	

September						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 1/22/2018      Begin Schematic Design - 2 weeks
- 2/5/2018      Begin Design Development - 3 weeks
- 2/26/2018     Begin Construction Documents - 4 weeks
- 3/26/2018     Submit for Permit and Bidding - 2 weeks
- 4/9/2018      Begin Construction - 24 weeks
- 9/24/2018     Complete Construction