

MICHAEL SCHUSTER ASSOCIATES

24 March 2000

Richard Fair
City of Mason
202 W. Main St.
Mason, Ohio 45040

**Re: City of Mason
Revised Summary of A & E services
MSA Ref. #99135.00**

Dear Richard:

As a follow-up to our conversation today our office has prepared the following project summary for your review. Please note that fees for all services as outlined below will be performed on an hourly rate not to exceed the limits as shown. We have attached a billable rate schedule for PSA/MSA that will be used for this project.

Section #1

Base Fee -Our team proposes a lump sum fee based on a new municipal building size of approximately 83,024 s.f. (Reference space needs report dated 2/7/00). These services will be prepared on an hourly rate not to exceed this amount

Phase I Schematic Building Design

- This Phase will focus on the preliminary design components of the project.

111,000

Phase II - Design Development

- This Phase will refine the design components as established during the preceding design Phase. Please refer to alternate #1 for interior design services.

228,000

Architecture
Planning
Interior Design
Environmental Graphics

**Professional Services Agreement
Attachment A
Scope of Services**

316 W. Fourth Street
Cincinnati, OH 45202
513 241 5666
fax 241 0978

Phase III - Construction Documents

- This Phase will develop the necessary technical drawings and support documents that will be required to construct the project. **348,400**

Phase IV - Bidding and Negotiation

- This Phase will focus on reviewing construction bids with the construction manager and owner. **14,800**

Phase V - Project Close Out

- This Phase will focus on the substantial completion and start-up of the building. **37,800**

Total Fee Section #1 **740,000**

Section #2

Design Services for a basement consisting of 37,000 s.f. **132,000**

Total Fee for Sections #1 and #2 **872,000**

Alternate Number One - Interior design services lump sum fee based on a furnishings budget of \$ 400,000. Services will be performed on an hourly basis not to exceed this amount. **30,000**

MSA
Standard Hourly Rate Schedule
City of Mason 2000 - 2001
MSA/PSA Ref. #99135.00

MSA

Principal	110.00
Project Manager	90.00
Project Architect	75.00
Architect Designer	65.00
Architecture/Interior Intern	55.00
Interior Designer	65.00
Administration	45.00

PSA

Principal	140.00
Project Manager	120.00
Project Architect	100.00
Architect Designer	80.00
Architect/Interior Intern	70.00
Interior Designer	65.00
Administration	45.00

Reimbursable Expenses for Sections #1 & #2

• Overall project printing and reproduction costs.	\$ 9,000
• Photography/Mileage miscellaneous expenses.	\$ 2,500
• Drawing review documents	\$ 9,000
• Permit and project bidding documents (allowance)	\$ 10,000
• Construction documents during construction (addendum)	\$ 8,000
• Schematic design work sessions (2-3 days)/travel expenses, 6 meetings.	Included in Base Fees
• Design development work sessions (2-3 days), travel expenses, 6 meetings.	Included in Base Fees
• Project web site.	\$ 1,000
• Presentation model/color.	Included in Base Fees
• Presentation materials/renderings.	\$ 3,500
Total reimbursable expenses for Sections #1 and #2	\$ 43,000

Alternative #1 Reimbursable Expenses

• Interior Design Expenses (Includes presentation boards & drawings)	\$ 2,500
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Richard Fair
21 March 2000
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Alternative #2 Reimbursable Expenses

- Contract Administration Expenses
(traveling, printing, etc.) \$ 2,000
- Contract Administration Tracking Software \$ 4,000

Alternative #3 Reimbursable Expenses

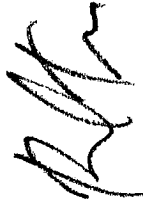
- Contract Bidding Documents/Presentation
Materials \$ 2,500

Total Reimbursable Expenses for Alternates #1 - #3 \$ 11,000

Richard, please note that all requests for additional services will be presented to the building steering committee prior to execution of any work. These services will also be performed on an hourly rate with a not to exceed estimate. All reimbursable expenses will be billed as described. Additional reimbursable expenses will be presented to the Steering Committee prior to execution.

Thank you for considering our team in working with the City of Mason on this project. Please let me know if we can be of any further assistance with this proposal.

Sincerely,



Rick Tripp, AIA
Associate

c: Greg Nicholls, City of Mason
Ron Ferrell, City of Mason
Contract file
Dean Roberts, PSA

MICHAEL SCHUSTER ASSOCIATES

14 April 2000

Chief Ron Ferrell
City of Mason
202 W Main St.
Mason, Oh 45040

Professional Service Agreement
Attachment B
Compensation

**Re: Billing Process - MSA/PSA Project #00112.00
New Mason Municipal Building**

316 W. Fourth Street
Cincinnati, OH 45202
513 241 5666
fax 241 0978

Dear Ron:

Below is an itemized list of the phases of work that our design team will execute for this project. As you can see, each section will be identified with a specific project title, budget and reference number.

**Mason Municipal Building Schematic Design through Contract Documents
MSA/PSA Ref. # 00112.00**

Base Fee	872,000
Reimbursable Expenses	43,000
Total	915,000

**Mason Municipal Building Interior Design Service
MSA/PSA Ref. # 00112.10**

Base Fee	30,000
Reimbursable Expenses	2,500
Total	32,500

**Mason Municipal Building Contract Administration
MSA/PSA Ref. # 00112.20**

Base fee	35,000
Reimbursable Expenses	6,000
Total	41,000

Architecture
Planning
Interior Design
Environmental Graphics

Chief Ron Ferrell
14 April 2000
Page Two

Mason Municipal Building Audio Visual/Telecommunications
MSA/PSA Ref. #00112.30

Base fee	58,000
Reimbursable Expenses	2,500
Total	60,500

Ron, all invoices will be sent to your attention for review and approval. Please let me know if you have any questions with this process. As we move forward in this process, any questions regarding invoicing procedures may be directed to our Office Manager, Sharon Voegeli.

Sincerely,



Richard A. Tripp, AIA
Associate

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Request for Proposals

**DESIGN SERVICES FOR A NEW MUNICIPAL BUILDING
for the
CITY OF MASON**

The City of Mason, Ohio, seeks proposals from qualified architects interested in providing all professional services necessary as a Consultant to design a municipal building for the City of Mason.

I Introduction

Mason, Ohio, is a fast-growing Cincinnati suburb located in Southwest Warren County. Situated between Interstate 71 and Interstate 75, it is home to approximately 20,000 citizens. Population has increased approximately 10% in each of the last five years. The City of Mason encompasses approximately 18 square miles which includes Paramount's Kings Island. The City staff is comprised of approximately 200 full-time and part-time employees.

The present Municipal Building at 202 W. Main Street was built in 1939 and houses the following departments: Administration, Human Resources, Finance, Parks and Recreation Offices, Police, and Utility billing. The City also has satellite locations within the City which house Engineering and Building, Fire Administration, Public Works and Utility Department. The Public Works Department located in the city's northeastern section on St. Rt. 741 was built in 1975 and has approximately 6,000 square feet. In addition, the city also rents commercial space for storage.

The Mason Municipal Court is also located within the present City Building facilities. The Court serves Mason and Deerfield Township. There are 11 full time court employees. The court is in session two days weekly with special sessions as needed.

The new Mason Municipal facility will be constructed on approximately 75 acres recently purchased by the City on Mason-Montgomery Road, directly east of the Rose Hill Cemetery. Building size and office adjacencies based on the attached space needs assessment developed by MSA/PSA for the City.

II Purpose

The City views the Facility Programming and Needs Assessment as an important planning tool to

assist the City in making informed decisions regarding present and future space requirements (10-15 years) for all City Departments. The City desires that the study include consideration of the following:

- The mission of each organization (Including the Municipal Court);
- Demographics, including residential and business populations and trends for the City and the jurisdiction of the Municipal Court;
- Present space allocation and utilization;
- (with the input of department heads), an assessment of present and future space needs.
- Efficiency measures for different configurations.
- Recommended building programs with estimated cost/benefit analysis for each.
- Incorporating technology advances.
- Distance relationships - service areas and satellite locations, i.e., fire department
- Traffic patterns/disruptions at new site.
- Parking needs.
- Storage.
- Public Restrooms.
- Post-occupancy evaluation of existing municipal buildings.

III Schedule of Work

The City requires that the study be completed *within 60 calendar days of selection* of the Consultant by the City Council. The **final report to the City shall be submitted within 90 calendar days** of selection of the Consultant.

IV Final Product

The Consultant shall submit to the City fifteen (15) copies of the final report in an 8½" x 11" format.

A. The final report shall include, at minimum:

1. A review of the present work environment with particular regard to circulation, work flow, internal operation and current size.
2. ***Proposed and future facilities*** with particular regard to the **circulation, work flow, internal operations, building code issues, accessibility for disabled persons and security issues**. This report shall include a summary of projected space needs (in square footage) by function for the facilities in whole.

3. **Research to determine projected growth of the City** and any corresponding increase in staffing and space needs for the next **10-15 years**, and consider such when programming.
 4. A **needs/programming assessment report** which documents each programmed space, **both graphically and with written text**, as well as a summary of required spaces and projected overall building area. Include schematic building master planning and design development options.
 5. The maximum utilization of all community resources should be considered in the alternatives recommended. **The City stresses consultant's innovation, uniqueness and ingenuity in proposing facilities programming.** Recommended changes to the program will be considered and concerns regarding budget and time frames should also be identified.
 6. Evaluate potential uses including disposal of existing municipal facilities.
 7. Four presentations as required by the City of Mason (i.e., committee, council, public, staff). The consultant is expected to meet at least regularly with the City's Team to discuss project development and scheduling.
- A. Minimum final report content:
1. Existing facility survey
 2. Population projections
 3. Needs assessment and facility programming
 4. Schematic building master planning
 5. Schematic design development options with preliminary cost/benefit analysis
 6. Post occupancy evaluation of existing facilities
 7. Recommendations and final comments

V RFP Submission Requirements

All interested Consultants shall include in their proposal the following information:

1. Company history, resumes of key personnel who would be involved in the work along with a description of their experience with similar projects and the percent of

their time devoted to such project.

8. *Demonstration of expertise and knowledge* in municipal facility design, to include Police Department holding facility standards. A list of similar projects under design and completed along with references shall be provided with telephone numbers and contact person.
- 3 How the firm would approach the planning, organizing and management of a project of this nature. Include the projected workload over the next 90 calendar days (in hours) and the total number of staff in the project office. In the Proposal, the Consultant should provide a detailed time schedule to complete the design.
- 4 An outline explaining the scope of the project with the Consultant responsibilities, and a *description* of the final report, to include any additional information beyond the minimum identified in IV above.
- 5 Furnish at least one sample of a completed facility needs assessment which the firm has conducted as a part of another community's municipal facility building process.
- 6 Cost of services, including the fee and definition or description of reimbursable expenses, if any, are to be proposed, as well as method of payment. The consultant shall submit a lump sum not to exceed fee based on the scope of services as stated above. This fee shall be substantiated by detailing the hours anticipated for each task along with the personnel classification(s) to complete the task.

VI Selection of Consultant

The criteria the Team will use in evaluating the proposals will include, but not be limited to the following:

- Qualifications of key personnel, identification of the contact person, and the team assigned to the project.
- Current workload and ability to meet the time schedule.
- Current working relationship with the City.
- Supply a list of specific references for who you did facility programming work and who can answer how costs were controlled, quality of work, responsiveness to the client, meeting

deadlines, presentation skills, and other similar factors.

- A statement demonstrating a thorough understanding of the project and how you plan on meeting the goals and objectives of the City of Mason.
- Cost of Services

VII Interviews with Prospective Consultants

A City of Mason Construction Process Team comprised of seven employees to include the City Manager, City Engineer, and the Chief Building Official will evaluate presentations by the selected finalists, and reserves the right to interview Consultants as necessary. The presentations will be conducted the week of September 7-17, 1999. Confirmation of the presentation schedule and additional information will be provided to final consultants (by phone) at a later date.

VIII Miscellaneous

As a condition for selection, the Consultant is required to agree to the following, inasmuch as many of the items listed herein are important to the City in terms of selection and/or will be an integral part of an agreement between the Consultant and the City.

1. The City reserves the right to accept or reject any or all proposals.
2. By submission of a proposal, the Consultant agrees that the proposal shall not be withdrawn nor altered without the written permission of the City for ninety (90) days after submission.

Furthermore, the Consultant, if selected will enter into an agreement within thirty days after being selected under the terms, conditions, etc. consistent with the submitted proposal or said terms and conditions as mutually agreeable between the City and Consultant.
3. The Consultant selected must carry insurance policies which hold the City, its elected and appointed officials, and employees harmless from claims, suits, etc. of the Consultant's employees or equipment used for the project on those items listed in the Scope of Work. In additions, liability insurance coverage must be provided to protect itself from claims under worker's compensation acts; claims for damages because of

bodily injury including personal injury, sickness or disease, or death of any of its employees or of any person other than its employees; and from destruction of tangible property including loss of use resulting therefrom; and from claims rising out of the performance of professional services caused by any errors, omissions or negligent acts for which he is legally liable.

4. There will be no reimbursement for costs incurred by the Consultant prior to selection by the City staff.
5. The consulting firm must provide all necessary labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing.
6. The consulting firm must assure the City of Mason that it is an equal opportunity employer and that it does not and will not discriminate in any fashion in regard to race, sex, national origin, political affiliation, disability (handicap), and age where protected by law, or any other non-merit or non-occupational related factors.
7. **Access to the proposed building site must be approved by the City Engineer prior to any entry upon the property.**

IX Deadline for Submission of Proposals

Seven copies of the proposals shall be submitted to the office of the City Engineer, Richard Fair, by 4:30 p.m. on August 26, 1999.

X Inquiries and Additional Information

Additional information may be obtained by calling Terry Schulte at 513-573-7171.