

P M A
ARCHITECTURE

Attachment 5

November 18, 2022

Jerry Amacker
Procurement Officer, Town of Vienna
127 Center Street S
Vienna, VA 22180

Re: Vienna Town Hall Interior Study

Dear Jerry,

We are pleased to present a fee proposal for standard Architectural, Interior Design and Mechanical Engineering services for the Vienna Town Hall Interior Study. We understand that the project is to be study to include laser scanning for base architectural base drawings to scale, furniture inventory, department interviews, space needs, spatial floorplans with cost evaluations, comprehensive report and presentation to Council. Further, our fee includes an evaluation of the existing mechanical system to be evaluate the age and viability. We understand the Town hall building to be approximately 20,813 sf over three floors with 47 employees.

Each task and deliverables are outlined below. A more detailed task list is also enclosed with this letter

Project Task and Deliverables

Task One Preliminary Services

Deliverables:

PMA will field verify/ laser scan existing building.
Document existing layout and produce Architectural Floorplan
Interview Department Directors
Written Furniture Inventory of Existing Furniture (photo, measure)
Design Direction with Interior Finishes and Materials Options, Light Fixtures
Schematic Millwork/ Casework Elevations
Rough Order of Magnitude Construction Budget

Task Two Documentation

Deliverables:

Space Needs Analysis and Spreadsheet with 10 yr forecast
Furniture Inventory Spreadsheet
Furniture Floorplan indicating new vs. reused
Building Analysis Floorplans – security, acoustics
Spatial Use Floorplans Options
Meeting with Town to review Space Needs Spreadsheet
Meeting with Town to review Spatial Use Floorplans

Task Three Report and Presentation

Deliverables:

Comprehensive Report to include;
 Furniture Floorplans
 Building Analysis Floorplans
 Spatial Use Floorplans Options
 Cost Evaluation for each Spatial Use Options
Meeting with Town to review Comprehensive Report
Presentation to Council

Mechanical Engineering Assessment

Onsite Field Investigation
HVAC Assessment

We will provide the above services for **\$84,900.**

Revisions to the design will be performed on an hourly basis as an additional service. PMA or our consultants are not responsible for existing and unforeseen conditions in the building or onsite. Also not included are Civil Engineering including site planning and survey, testing and removal of asbestos and hazardous materials.

We look forward to working with you and the Town of Vienna.

Sincerely,



Katie Stodghill, AIA, NCARB
Principal

2022 Billing Rates

Role

Principal/ Architect
Senior Project Mgr/ Architect
Interior Designer
Architect
Intern Architect II
Intern Architect I
Designer
Graphics/ Communications Specialist
Laser Scanner Field Work
Laser Tech Processing

Hourly Rate

Authorization to proceed with the work outlined above and agreement to terms of compensation.

Jerry Amacker, Procurement Officer Town of Vienna

Date

1. The Owner/ tenant may inform the architect in writing at any time of their desire to stop work and suspend the activity of the architect. The architect is entitled to be compensated for work and expenses accrued to date at the standard billing rates in the event that the Owner/ tenant stops work. If the project is suspended for more than 60 days, the architect is entitled to renegotiate the terms of this agreement.
2. Additional Services will be provided after a written amendment to this contract has been signed. Additional Services will be provided on a time and materials basis, based on the billing rates in effect at the time services are rendered.
3. The Owner/ Tenant agrees to reference and abide by the AIA 201 General Conditions of the Contract in any construction contract awarded as a result of this design contract.
4. The Owner/Tenant agrees to limit the Architect's liability to a maximum dollar amount equal to the Architect's fee for breach of contract, acts of negligence and/or errors & omissions related to the services provided. Further, the Owner/ Tenant acknowledges that the architect makes no warranty, implied or explicit, related to the project.
5. Reimbursable expenses (e.g. mileage, prints, postage, couriers, photographs) will be billed at 1.1 times our cost.