

**BOARD OF EDUCATION
MOUNT VERNON CITY SCHOOL DISTRICT
165 NORTH COLUMBUS AVENUE
MOUNT VERNON, NEW YORK 10553**

**REQUEST FOR PROPOSAL
FOR ARCHITECTURAL/ENGINEERING CONTRACT
FOR THE
MOUNT VERNON CITY SCHOOL DISTRICT**

I. INTRODUCTION & GENERAL INFORMATION

The Board of Education of the Mount Vernon City School District is issuing this Request for Proposals (RFP) for the selection of an architectural/engineering firm to provide architectural/engineering services in connection with various capital improvements to be undertaken in the School District's facilities including but not limited to roof replacement work, masonry and/or cast stone repairs, security, health and safety upgrades including fire alarm upgrades and/or replacement, mechanical, electrical, and plumbing infrastructure repairs and/or renovations, structural repairs and/or renovations, elevator repair and/or replacement, repair and remediation of basement flood damage, sitework including sidewalks, ADA ramps and stormwater repairs, building envelope repairs including fireproofing, kitchen repairs at Benjamin Turner Elementary School, carbon monoxide ventilation system replacement in garage at Grimes Elementary School, basement remediation and/or renovations at the Graham Elementary School, renovations to the art room at Cecil Parker Elementary School, pool canopy replacement at Mount Vernon High School, and any other improvements that the School District may undertake pursuant to a proposed bond referendum. The School District anticipates that this bond will focus on capital improvements necessary to address needed repairs to the District's buildings and grounds.

The School District is seeking one or more qualified individuals/firms to provide architectural/engineering services in connection with the various capital improvement projects that the School District may undertake pursuant to a bond referendum.

You are invited to submit proposals in accordance with this RFP.

The Board of Education reserves the right to award one or more contracts as a result of this RFP.

Specifically, the individual/firm selected as a result of this Request for Proposals will be expected to perform his/her/its services in accordance with any or all of the terms of the agreement annexed hereto as Exhibit "A". As part of the RFP, Proposers should identify in detail the manner in which the services to be required will be accomplished by him/her/it.

Any capital improvement project is subject to the availability of School District funds and the approval of the voters of the School District.

Description of the School District:

The Mount Vernon City School District is located in Westchester County. The School District is comprised of the following schools housing students enrolled in K-12, and staff as follows:

- Denzel Washington High School
- Mount Vernon High School
- Mount Vernon STEAM High School
- Benjamin Turner Elementary School
- Cecil H. Parker Elementary School
- Columbus Elementary School
- Edward Williams Elementary School
- Grimes Elementary School
- Graham Elementary School
- Hamilton Elementary School
- Holmes Elementary School
- Lincoln Elementary School
- Pennington Elementary School
- Rebecca Turner Elementary School
- Traphagen Elementary School

The Education Center and the Maintenance Garage are also among the District’s facilities.

Based upon the information available to the School District, early estimates of the work needed to address the capital improvements and/or repairs necessary to address health and safety, electrical mechanical, and plumbing infrastructure upgrades, roofing, sitework and other repairs/renovations amount to approximately \$50 million dollars. This estimate is provided to Proposers for information purposes only. No volume or dollar value of work is guaranteed by the School District or this RFP.

II. SCOPE OF SERVICES

The School District has identified certain health and safety, security, and repair/renovation work items to be addressed throughout the District and seeks professional architectural/engineering services in connection with a proposed bond referendum to be submitted to the District’s voters.

1. The Proposer shall provide the following services to assist the School District in establishing the School District’s capital improvement program, the financial and time requirements and limitations in connection with the proposed bond referendum:

a. Project Administration services consisting of the following administrative functions including, but not limited to: project related research; conferences; visit to sites to obtain information on building services and equipment; agency consultations; research of critical applicable regulations; preparation of written and graphic explanatory materials; verification of proposed locations of power requirements for each room; verification of the accuracy of drawings or other information supplied by the School District including visual observations of site conditions and other visual observations which may impact the services being rendered hereunder; detailed quantity surveys or inventories of material, equipment or labor; an analysis of ownership and operating costs.

b. Programming services required to establish the following detailed requirements for the project(s) including, but not limited to: design objectives, limitations and criteria; and flexibility and expandability.

c. Space Schematics/Flow Diagrams consisting of diagrammatic studies and pertinent descriptive text for: internal functions; human, vehicular and material flow patterns; general space allocations; special facilities and equipment; materials handling; flexibility and expandability.

d. Presentations concerning the proposed capital improvement projects and recommendations by the Proposer to the School District and such other entities as the School District may require.

e. The Proposer shall review the state of facilities presently in use by the School District, including but not limited to site work, landscaping, playing fields/playgrounds, sidewalks and curbs, roadway/parking, fencing, draining, other site amenities, masonry products, metal fabrications, cabinetry, architectural woodwork, roofing, insulation, insulated panels, roof draining, flashing and sheet metal, caulking and sealants, doors and frames, overhead doors, windows, finish hardware, glazing, interior walls and finishes, flooring, acoustical treatment, marker boards and blackboards, toilet partitions and accessories, signage, lockers, folding partitions, food service equipment, science equipment, library casework, furniture, theater seating, conveying systems, fuel oil storage, pipe insulation, plumbing, fixtures, pneumatic controls, boilers and burners, domestic water, unit ventilators, air handling equipment, ventilation and exhaust systems, electrical service, lighting fixtures, fire alarms and communications for purposes of capital improvement/bond project development and the provision of architectural/engineering services in connection with any proposed capital improvement/bond project.

2. The Proposer, in consultation with central administration, building level administrators and other persons or entities designated by the Board of Education, shall develop a written plan for the capital improvement/bond project(s) to ascertain the Board of Education's needs and to establish the requirements for the project(s).

3. Upon request, the Proposer shall prepare a cost estimate of any proposed capital improvement work to be performed outlining the amount of appropriation necessary for the capital improvement/bond project(s), including all costs associated with the capital improvement/bond project(s).

4. Proposer shall include a preliminary schedule of the critical items to accomplish the work of the project(s). Said schedule shall reflect timetables commencing from the Design Development Phase through final closeout of all contracts within the capital improvement/bond program ultimately developed by the School District.

5. The Proposer shall review with the School District alternative approaches to design and construction of the project(s).

6. To the extent that the following consultants are, in the Proposer's professional judgment, required, such consultants shall be retained by the Proposer: acoustics, audio-visual, civil engineering, computer networking, electrical engineering, fire protection/health and safety, kitchen/food service, landscape architecture, lighting, mechanical engineering, equipment, roofing, specifications, structural engineering, vertical transportation, athletic/stadium/arena, theater/performing arts, educational facilities, library and cost estimating.

7. The Proposer shall be responsible for submission of all required reports to the New York State Education Department in connection with any project(s).

8. In addition to the above-described services, Proposer shall provide all services for project budgeting and construction administration from inception to closeout including but not limited to the following services in connection with proposed or identified capital improvement/bond projects within the School District:

a. Obtain and provide estimated and actual construction and associated soft costs on an ongoing basis throughout the project(s) based upon the categories of expenditure required by the New York State Education Department or as otherwise requested by the School District;

b. Provide complete and accurate architectural and engineering services as required for approval of the project(s), issuance of Building Permit(s), and Certificate(s) of Occupancy by New York State Education Department;

c. Prepare plans and specifications along with all other documents required for submission to and approval by New York State Education Department;

d. Prepare plans and specifications in accordance with applicable law, rules, regulations, codes and ordinances including but not limited to section 155 et.

seq. of the Regulations of the Commissioner of Education for all purposes including public bidding;

e. Project schedule and budget administration within the time deadlines and budget parameters set by the School District;

f. Prepare and submit final documents to the New York State Education Department as necessary for final closeout;

g. Make formal presentations to the Board of Education and various other groups, individuals or entities, as requested by the School District;

h. Provide assistance and consultation to the School District in connection with the administration and submission requirements of the project(s).

III. THE SELECTION PROCESS

A. Timetable

The School District is expected to undertake the selection process according to the following schedule:

Deadline for submission of proposals:	February 13, 2024 at 11:00 a.m.
Interview with finalists:	The School District reserves the right to interview any or all of the proposers, in its sole discretion. Dates for interviews, if any, will be determined after submission of proposals. Interviews will be conducted with the Board of Education and/or the School District Administration, in the School District's sole discretion.
Selection of architect/engineer:	Upon Board of Education approval
Contract execution:	Following selection of architect/engineer by the Board of Education

B. Site Visits and Review of Project Plans and Specifications:

An informational meeting/site visit will be held on February 5, 2024 at 10:00 a.m. Potential respondents are asked to gather at the Education Center, at which time they will be escorted to the sites of possible future renovation and repair work, as determined by the School

District. It is highly recommended that all potential respondents attend. Failure to attend this meeting does not absolve the respondent from compliance with all terms and conditions of the RFP or any resultant agreement. Respondents may also visit the buildings by making prior arrangements with the Acting Superintendent of Schools, or her designee. **No one may visit the buildings or sites without an appointment.** Questions will not be answered orally at this informational meeting. All questions or requests for clarification will be responded to in writing in the form of an addendum to this RFP.

C. **Proposal Evaluation Criteria**

Proposals will be evaluated on the basis of the following criteria:

1. **Experience and Qualifications of the Proposer:** Consideration will be given to Proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include, but not be limited to:
 - a. At least five (5) years of experience in the provision of architectural/engineering services on projects involving school district renovations, alterations and/or additions;
 - b. At least five (5) years of experience or the equivalent in the provision of engineering consulting services on projects involving school district renovations, alterations and/or additions.
 - c. At least five (5) projects of school district renovations and upgrades.
 - d. At least five (5) projects of similar size and scope.
 - e. Experience and/or familiarity with the School District and its surrounding areas.

The individual/ firm and all assigned key professional staff must be properly licensed to practice architecture and/or engineering in the State of New York. Proof of such licensure shall be provided as part of the proposal.

2. **Ability to Implement Project(s) Promptly:** Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal in a prompt and efficient manner. The capability of the architectural firm to progress and complete the work will be evaluated taking into consideration size of work force, current workload, in house staff capabilities, CAD capability and the like. Proposals must detail how

Proposer(s) will undertake the services as described herein and address the points and needs outlined in this RFP.

3. Level of client satisfaction determined from supplied references.
4. Logistics and familiarity with the geographic area.
5. Experience and qualifications of the professional staff to be assigned to this project.
6. Proposed methodology and demonstrated understanding of the project requirements and School District needs, including the need for a team effort with the School District and other construction professionals.
7. **Demonstrated knowledge of:**
 - a. New York State Education Department Project Application and Approval Process
 - b. New York State Education Department Office of Facilities & Management Services Forms
 - c. Application and Certificate for Payment (Form AIA Document G702CMA)
 - d. Green Building Design and New York State Education Department CHPS knowledge and experience.
 - e. New York State Education Department Change Order Process.
8. Fee for services to be provided in a separate sealed envelope marked "Fee Proposal."
9. **Insurance:** Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Architect hereby agrees to effectuate the naming of the School District as an unrestricted additional insured on the successful Proposer's insurance policies, with the exception of workers' compensation and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract

The policy naming the School District as an additional insured shall:

- Be purchased from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
- State that the organization's coverage shall be primary coverage and non-contributory coverage for the School District, its Board, employees and volunteers with a waiver of subrogation in favor of the School District for all coverages including Workers' Compensation.

- Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the School District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the School District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
- The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.
- The Architect will provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the Architect will provide a copy of the policy endorsements and forms.

The Architect agrees to indemnify the School District for any applicable deductibles and self-insured retentions.

Minimum Required Policy Limits:

- **Commercial General Liability Insurance**
 \$2,000,000 per occurrence/ \$4,000,000 aggregate.
 \$2,000,000 Products and Completed Operations
 \$1,000,000 Personal and Advertising Injury
 \$100,000 Fire Damage
 \$10,000 Medical Expense
- **Automobile Liability**
 \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
- **Workers' Compensation and N.Y.S. Disability**
 Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
- **Architects & Engineers' Professional Errors and Omissions Insurance**
 \$2,000,000 per occurrence/ \$4,000,000 aggregate for the professional acts of the architect performed under the contract for School District. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work. If the architect or engineer is providing environmental services, the errors & omissions policy must be endorsement to include coverage for these services.
- **Excess Insurance**
 On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and \$5,000,000 aggregate.

The Architect acknowledges that failure to obtain such insurance on behalf of the School District constitutes a material breach of contract. The Architect is to provide the School District with a certificate of insurance, evidencing the above requirements have been met prior to the commencement of work or use of facilities. The failure of the School District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the School District. The Architect shall submit a letter from its insurance carrier with its proposal. Such letter shall state that the above-outlined insurance requirements will be met.

10. **Pending Litigation and Insurance Claims:** Provide a list of all pending litigation against Proposer. Also provide a list of any pending insurance claims filed with Proposer's current or previous insurance carrier and the nature of such claims.

IV. RFP PROCEDURES

A. Information and Documents

Questions concerning the RFP and the procedures for responding should be directed in writing to Hillary Thompson, Purchasing Agent at hthompson@mtvernoncsd.org. Responses to questions posed will be answered in writing and distributed to all prospective Proposers.

B. Submission of Proposals

Respondents should submit an original and one (1) copy of their proposals. Proposals must be received no later than 11:00 a.m. on February 13, 2024 by the District's Purchasing Agent at 165 North Columbus Avenue, Mount Vernon, New York 10553. To prevent opening by unauthorized individuals, your proposal should be clearly identified on the envelope wrapper as follows: **"RFP #2022-23-18 FOR MOUNT VERNON CITY SCHOOL DISTRICT-ARCHITECTURAL/ENGINEERING PROPOSAL- 2024 BOND PROJECT-Do Not Open until February 13, 2024."**

C. Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the Proposer, provided that such request is received by the Purchasing Agent at the above address prior to the date and time set for receipt of proposals.

D. Right to Reject Proposals

This RFP does not commit the School District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The School District intends to award a contract(s) on the basis of the best interest and advantage to the School District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified Proposers, or to cancel this RFP in part or in its entirety, if it is in the best

interest of the School District to do so. The School District may select as the successful Proposer, the proposal(s) which, in the School District's sole discretion and with whatever modifications the School District and the Proposer may mutually agree upon, best meets the School District's requirements whether or not that proposal(s) is the lowest priced. No Proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the School District, in its sole discretion, shall enter into a contract with the Proposer that it selects as the successful Proposer.

V. PROPOSAL FORMAT AND CONTENTS

Proposals must be submitted in the format outlined in this section. Each of the described parts and sections must be completed in full (except those sections described as optional). Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The School District reserves the right to eliminate from further consideration any proposal deemed to be non-responsive to the requests for information contained herein. Each of the parts and sections described below should begin on a separate page, and each page should state the name of the Proposer in the upper right-hand corner.

A. Proposer Background and Qualifications

Section A of the proposal must contain the following information about the Proposer and any independent contractor with which the Proposer intends to work on the projects.

FORM I: Form I should describe the overall make-up of the project team, and a detailed statement as to how the Proposer intends to meet the needs of the School District. Proposers should include a chart depicting the management structure envisioned for the projects. Include the size of the firm and the location of the office from which the work of this contract is to be performed. Provide a listing of all in-house services provided (i.e. architectural, engineering, site planning, surveying, environmental, etc.).

FORM II: Form II should provide information about the Proposer and each independent contractor/consultant to be used by the successful Proposer to provide the services to the School District, if applicable (Addresses, telephone/fax numbers, names of contact person and lead person, qualifications licenses and statement of insurance coverage.) Any independent contractor/consultant listed must be accompanied by a brief description of the services that it will provide to the School District as part of this proposed bond project(s). Individual résumé for each of the individuals on the project team must be included in this section.

FORM III: Describe the prior relevant experience of the Proposer and members of the project team, and independent contractors, if any. For each include the information listed below:

1. Customer's name.
2. Total project capital cost.
3. Type of contract.
4. Name & telephone number of reference for the project.
5. Brief description of the project's scope of services and status (including type of facility at which project was implemented, whether the project was timely completed and whether significant problems occurred that affected project performance.) The right to call the reference and/or visit the project sites provided by the Proposer will be presumed by the School District.
6. Photographs and/or video of any projects in school districts of similar size and scope. School buildings, roofing, MEP upgrades, site work and security/health and safety projects should be represented in the body of work submitted in response to this RFP.
7. In addition to the photographs and/or video of any school district projects of similar size and scope to be included in the proposal, provide a portfolio of notable school, municipal or other projects.

FORM IV: (optional) include any additional information about the project team, its personnel, financial condition, or qualifications regarded as being pertinent.

B. Financial Background Information

Section B of the RFP must contain detailed information concerning the financial background of the Proposer and any independent contractors to be engaged by the Proposer, including but not limited to financial statements, annual reports and the like covering the last two (2) fiscal years for the Proposer and for any independent contractor/consultant.

C. Form of Proposal

Proposals submitted pursuant to this RFP shall include the Proposer's cost to perform the services set forth herein. Proposer shall provide the cost for various capital improvement/bond projects. Proposers are requested to avoid the use of sliding scale percentage proposals and are encouraged to supply a proposal based upon a single percentage fee of project cost or fixed fee for services. The fee proposal should indicate the cost for pre-referendum/pre-bond services. Additionally, the Fee Proposal shall include hourly rates for any additional related architectural/engineering services requested by the School District that does not fall within the scope of work identified in this RFP.

Certification: Provide certification that the person signing the Fee Proposal is entitled to represent the individual/firm, is empowered to submit the Fee Proposal, and authorized to sign a contract with the School District.

Reimbursement Statement: Provide a statement that the interested individual/firm will not seek reimbursement for travel, lodging, subsistence, or other out-of-pocket costs incurred in connection with this contract with the exception of the reimbursable expenses defined herein.

Reimbursable Expenses: Provide a listing of all reimbursable expenses and their costs which are not included in the Fee Proposal submitted (i.e.: specialized testing, services requiring in-depth investigation, detailed analysis and corrective action as outlined in Section 155.4 (b)(2) (iv) of the Commissioner's Regulations) and report reproduction costs (for both hard paper copies and electronic CD/DVD format copies). Compensation for reimbursable expenses shall be made for the actual amount of the expenses with no markup for overhead and/or profit. Supporting invoices from the original provider must accompany the individual's/firm's invoices in order to receive compensation.

The Fee Proposal shall contain all pricing information relative to performing the contract as described in this Request for Proposal.

D. Form of Agreement

The School District does not intend to use an AIA Standard Form contract in connection with the services to be provided herein. The terms of said agreement are annexed to this RFP. **The School District reserves the right to amend the terms of the attached agreement.** The School District reserves the right to renew any resultant agreement on an annual basis at the same rates for up to three (3) years.

AGREEMENT

This Agreement made this ____ day of _____, 2024 between the MOUNT VERNON CITY SCHOOL DISTRICT (hereinafter referred to as "Owner" or "School District"), with offices for the Transaction of Business located at 165 North Columbus Avenue, Mount Vernon, New York 10553 and _____ (hereinafter referred to as the "Architect") with offices for the transaction of business located at _____.

ARTICLE 1

SCOPE OF ARCHITECT'S SERVICES

- A. The Architect shall provide all architectural and engineering services, including but not limited to structural, mechanical and electrical engineering services, required to complete the following services on behalf of the Owner. To the extent that the following consultants are, in the Architect's professional judgment, required for proper performance of the Architect's services, such consultants shall be retained by the Architect at no additional cost to the Owner: acoustics, audio-visual, civil engineering, computer networking, electrical engineering, fire protection/life safety, kitchen/food service, landscape architecture, vertical transportation, athletic/stadium/arena, theater/performing arts, library, exterior wall systems. Any consultant to be used shall be subject to the approval of the Owner.
- B. The Architect/Engineer is engaged for architectural/engineering services for the following Project:
1. Proposed 2024 Bond Project
- C. The Architect shall designate an individual as the Project Architect in charge of the Project.

ARTICLE 2

PRE-DESIGN SERVICES

- A. The Architect shall provide the following services prior to the commencement of design work:
1. The Architect shall meet with the Superintendent of Schools and/or his/her representatives to discuss the Owner's needs and to review in general, the types of the projects contemplated to be performed by the Owner in connection with the work to be performed as outlined in Article 1, paragraph B.

2. The Architect shall visit the Project site for the for the purpose of reviewing:
 - a. Information on building services and equipment, including an analysis of the electrical and mechanical systems of the buildings to determine if they will require upgrading or duplication to support any proposed additions and/or alterations;
 - b. Review of existing planning documents for each of said facilities;
 - c. Investigation of existing conditions and to accurately and adequately assess the need for proposed projects.
 - d. Review proposed site use and improvements, selection of materials, building systems and equipment.
 - e. Review input from building staff on the educational and facilities needs of their respective instructional programs.
3. Upon its review of the information set forth in paragraphs (A)(1) through (A)(2), the Architect shall meet with central office administrators and as directed, other staff members at the School District facilities for the purpose of discussing their respective concerns relative to the school facility or department for which they are responsible.
4. The Architect shall consult with the New York State Education Department, Office of Facilities Planning to ascertain its requirements concerning proposed projects and to ascertain whether any new rules/regulations have been implemented concerning same.
5. The Architect shall research critical applicable federal and state statutes, rules and regulations, including but not limited to the regulations of the New York State Commissioner of Education, as they relate to the design of projects contemplated by the Owner in its program and designed by the Architect.
6. The Architect, in conjunction with the Board of Education and Superintendent of Schools shall review the manner in which the proposed projects will be designed.
7. The Architect's analysis hereunder shall include:
 - a. Developing in conjunction with the Owner's Construction Manager preliminary design responses, in floor plan only, schematic design, and site plans as necessary for each alternate

course of action;

- b. Analyzing the electrical and mechanical systems of the buildings to determine the effect of any proposed additions and/or alterations may have on these systems;
 - c. In conjunction with the Owner's Construction Manager, developing preliminary estimates, including construction costs, professional fees and costs for land acquisition (if applicable) for each alternate course of action proposed by the Architect. Said estimates shall also include an analysis of the estimated state aid reimbursement for each alternate selected;
 - d. In conjunction with the Owner's Construction Manager, developing preliminary time lines for the design, construction and completion of all work necessary for use and occupancy by the Owner for each of the alternate approaches proposed hereunder.
8. The Architect will work with the Construction Manager to prepare an analysis of the preliminary estimate of the cost for labor and materials necessary to perform the proposed projects.
 9. In coordination and cooperation with the Construction Manager, the Architect shall review alternate approaches to design and construction of the Project and the costs associated with such alternative approaches.
 10. The Architect will work with the Construction Manager to provide the Owner with a preliminary schedule of the critical items to accomplish the work of the Project. Said schedule shall reflect time tables commencing from the Design Development Phase through final closeout of all prime construction contracts in connection with the program developed by the Architect and the Owner. In coordination and cooperation with the Construction Manager, the Architect shall review the preliminary schedule of the Project prepared by the Construction Manager.
 11. The Architect, in conjunction with the Owner's Central Administration, shall prioritize the projects to be performed pursuant hereto, taking into account both the educational needs of the Owner, as well as the protection and safety of the School District facilities and the occupants thereof, as expressed to the Architect by the Owner.

12. The Architect shall assist the Owner in meetings with its staff, students, parents, and community members to apprise them of the projects to be performed in connection with the Project.

ARTICLE 3

SCHEMATIC DESIGN AND DESIGN DEVELOPMENT

- A. Upon approval by the Owner of the Architect's pre-design approach to design, the Architect shall prepare Schematic Design Documents based on mutually agreed upon program schedule and budgetary requirements for the Project as set forth in the bond referendum for approval by the Owner. Said documents shall include the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, and outline specifications which identify materials and/or systems to be used. At intervals agreeable to the Architect and the Owner, the Architect shall provide design studies and updates/refinements thereto.
- B. Upon written approval of the Schematic Design Documents by the Owner, the Architect shall prepare Design Development Documents for the Owner's approval. Said documents shall include floor plans, elevations, details, section, and equipment layout. At intervals agreeable to the Architect and the Owner, the Architect shall provide design studies and updates/refinements thereto. The Architect shall review the Design Development Documents with the Owner and shall report in writing to the Owner the nature and magnitude of any deviations between the Design Development Documents and the Owner approved Schematic Design Documents. If the Owner does not approve such deviations, the Architect shall promptly revise its Design Development Documents to comply with the Owner's requirements, unless the Owner's requirements violate federal, state and/or local laws governing the project, and/or the standard of professional care used in the industry governing the project.
- C. The Architect shall coordinate the information contained on the Drawings. Specifications will be completed in the Construction Document Phase.
- D. The Owner shall approve in writing the Design Development Documents prior to the Architect proceeding to the Construction Documents Phase.
- E. A fixed limit of Construction Cost in the amount set forth in the Bond Referendum for the construction work of this Project has been established for the Project. The fixed limit of Construction Cost includes: contingencies for design, contingencies for construction

and allowances for bidding, price escalation and for the Owner's indirect costs, including soft costs and professional fees. The Architect will determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents, and shall make reasonable adjustments in the scope of the project to include in the Contract Documents, if necessary, alternate bids so that the Construction Cost complies with the fixed limit of Construction Cost.

- F. The Architect shall prepare an estimate of the anticipated cost of construction at specific stages of the design of the project. The Architect will perform an estimate upon the conclusion of each the Schematic Design Phase, at the conclusion of the Design Development Phase, and at the conclusion of the Construction Documents Phase. Each of these estimates shall be compared to the separate estimates to be prepared by the Construction Manager and/or the Owner's estimator at the conclusion of each such phase. The Architect, Construction Manager and/or the Owner's estimator shall attempt to reach consensus with respect to their respective estimates and prepare a joint reconciled estimate for each such phase of the design. The joint reconciled estimates shall be compared to the fixed limit of Construction Cost to determine the necessity and extent of adjustments to Project scope and quality, and alternates. The Owner shall cooperate with the Architect in revising the Project quality, and authorizing the use of alternates.
- G. The Architect will work with the Owner to prepare a preliminary schedule of the critical items to accomplish the work of the Project. Said schedule shall reflect timetables commencing from the Schematic Design Phase through final closeout of all prime construction contracts in connection with the program developed by the Architect and the Owner.

ARTICLE 4

CONSTRUCTION DOCUMENT PHASE

- A. Based on the approved Design Development Documents, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project. At intervals agreeable to all parties, the Architect shall provide drawings and specifications to the Owner with updates and refinements thereto.
- B. The Architect shall assist the Owner in preparing and submitting all documents, applications, and other submittals as the same may be required by the New York State Education Department and any other governmental agency, State or Federal, having jurisdiction over the project(s).

- C. The Architect shall compile and bind the Project Manual for the Project, which shall include technical specifications for the project, bidding documents, Owner- prepared Contract and General Conditions, prevailing wage rate schedules, forms of bonds and such other material necessary to provide a complete manual for bidding and construction purposes.
- D. The Architect shall include in the bidding documents, information, plans and/or specifications, a requirement that all contractors provide operation manuals and adequate training for the Owner in the operation of mechanical, electrical, heating, ventilating and other systems, and the site logistic documents.
- E. Upon completion of a preliminary project manual, and at least three (3) weeks' prior to letting competitive bids, the Architect shall forward to the Owner's attorney said project manual for review and revisions as to legal issues. The Architect shall incorporate into the project manual any and all revisions made by the Owner's attorney prior to letting bids for the proposed work. Upon completion of the final project manual, with the attorneys' revisions, the Architect shall provide the Owner's attorney with a copy of said manual for his/her use.

ARTICLE 5

BIDDING SERVICES

- A. The Architect, in cooperation and consultation with the Owner, following the Owner's approval of the Construction Documents and of the estimate of Construction Cost completed at the construction document phase, shall assist the Owner in obtaining bids for the work contemplated by the project, including the following services:
 - 1. Field any questions during bid process.
 - 2. Attend pre-bid walk through.
 - 3. Prepare any addenda required for clarification purposes.
 - 4. Investigate into the bidder's qualifications to perform the Work of this Project. Said investigation shall include, but not be limited to, a documented check of the bidder's listed references and inquiry to the bidder as to references not listed. Further, when the responsibility of a bidder is in question, the Architect shall assist in the investigation of the existence of other references not listed by the bidder. In the event the Architect has concerns about a bidder's ability to perform the Work of the Project based upon its investigation, it shall immediately document such concerns to the Owner.

5. Conduct pre-award conferences with successful bidders.
 6. Recommend the bidder(s) who are lowest responsible and responsive bidders for award of contracts.
 7. Assist the Owner in preparing Construction Contracts and advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Contractors.
 8. Evaluate substitutions proposed by the Contractor and make subsequent revisions to Drawings, Specifications and other documentation resulting therefrom.
- B. In the event that the bids exceed the fixed limit of Construction Cost, the Architect, at the direction of the Owner, shall (a) rebid the Project within a reasonable time, or (b) provide such modifications in the contract documents as is necessary to bring the cost of the project within the fixed limit of Construction Cost. The Architect shall not be entitled to additional compensation for rebid of the project and/or modification to the contract documents.

ARTICLE 6

ARCHITECT'S CONSTRUCTION ADMINISTRATION SERVICES

- A. 1. The Architect shall provide administration of the Contract for Construction as set forth below and in the General Conditions of the Contract for Construction dated as of October 2023 as may be modified by the Owner only to the extent that the Architect's responsibilities and obligations assigned to it in such General Conditions of the Contract for Construction are not enlarged or otherwise increased by such modifications. The Architect shall comply with and be responsible for those responsibilities assigned to it in the general conditions of the contract for construction between the Owner and the Contractor(s). Said services are incorporated herein by reference.
2. The Architect's responsibility to provide services for the construction phase of this Agreement commences with the award of the initial contracts for construction and terminates upon issuance to the Owner of the final certificates for payment from all contractors or sixty (60) days from substantial completion of the Work, whichever is earlier.
- B. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement and the General Conditions of the Contract for Construction, unless the Owner consents to such authority, and/or unless otherwise modified by written instrument.
- C. The Architect shall visit the site once every week while work is in progress, and as often as required to resolve critical design issues in the field, to observe the site and work, to familiarize itself with the general progress and quality of the work, and to determine for the Owner's benefit and protection if the work is proceeding in accordance with the intent of the contract documents.

- D. On the basis of its on-site observations as an architect, the Architect shall keep the Owner informed of the progress and quality of the work and it shall use reasonable care in guarding the Owner against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the intent of the construction documents.
- E. The Architect shall be present at bi-weekly project meetings with the Contractors and the Owner's representatives to discuss issues relative to design, progress of the work, quality of the work and timely completion of the work. Agenda for said meetings shall be developed by the Architect, and shall include design issues raised by the Architect. The Architect shall provide copies of the meeting agenda to the Superintendent of Schools or his/her designee.
- F. The Architect shall review and approve, reject or take other appropriate action upon the Contractor's submittals (including Shop Drawings, Product Data and Samples, etc.) as necessary to ascertain their conformance with the design's requirements as indicated in the Contract Documents. The Architect's review shall not be conducted for the purposes of confirming dimensions or quantities except to the extent that the Contractor has requested in writing the assistance of the Architect to determine certain dimensions because those indicated in the Contract Documents conflict with existing field conditions or because the dimensions in the Contract Documents contain erroneous, inconsistent, or incomplete dimensions for which clarification is needed and can best be supplied by the Architect.
- G. The Architect shall maintain a record of each submittal received from the Contractor. The record shall include, at a minimum, the subject matter of the submittal, the related specification section number, the provider or supplier of the subject item, material or system, the date received, the action taken, and the date returned to the Contractor.
- H. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, the Architect shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria by the Contract Documents.
- I. The Architect shall prepare drawings, specifications and other documentation and supporting data in connection with Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents. The Architect may authorize minor changes in the Work not involving an adjustment in the Contract Sum and/or extension of the Contract Time which are consistent with the intent of the Contract Documents.
- J. The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, procedures, scheduling or for safety precautions and programs in connection with the Work. The Architect may, with

the assistance of the Owner's Attorney, include in its specifications and designs, requirements governing the construction means, methods, techniques, sequences, or safety precautions in the Contract Documents. The Architect shall not have control over, charge of, or responsibility for acts or omissions of the Owner, Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work. However, as set forth in subparagraph L hereof, the Architect shall report to the Owner known material deviations from the Contract Documents as to quality and scope of work, as well as timeliness of the Contractor's performance as ascertained from the most recent construction schedule submitted by the Contractor.

- K. The Architect shall advise the Owner of work which does not conform to the Contract Documents as to quality of the work, scope of the work, or progress of the work. If the Architect observes or is aware of work which does not conform to the contract documents, he shall immediately advise the Owner.
- L. Whenever the Architect considers it necessary or advisable for implementation of the intent of the Contract Documents, the Architect will have the authority to require additional inspection or testing or of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. Additionally, when the Architect receives a recommendation that such additional testing or inspection is required, the Architect shall require such additional inspection or testing. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.
- M. Based upon the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect shall review and certify the amounts due the Contractor. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluations of the work and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to minor deviations from the Contract Documents correctable prior to completion to specific qualifications expressed by the Architect. The issuance of a Certificate for Payment shall further constitute a representation, to the best knowledge of the Architect, that the Contractor is entitled to payment in the amount certified.
- N. The Architect shall maintain a record of each Contractor's application for payment, copies of which Applications shall be sent to the Owner with certification of each such application by the Architect. Further, the Architect shall not certify said application for payment if it is not accompanied by the following documentation:
 - 1. A current Sworn Statement from the Contractor setting forth all subcontractors and material suppliers with whom the Contractor has subcontracted, the amount of such

subcontract, the amount requested for any subcontractor or material suppliers in the application for payment and the amount to be paid to the Contractor from such progress payment, together with a current, duly executed waiver of mechanics' and material supplier's liens from the Contractor establishing receipt of payment or satisfaction of the payment requested by the Contractor in the current Application for Payment;

2. Commencing with the second (2nd) Application for Payment submitted by the Contractor, duly executed "after the fact" waivers of mechanics' and material supplier's liens from all subcontractors, material suppliers and, when appropriate, from lower tier subcontractors, establishing receipt of payment or satisfaction of payment of all amounts requested on behalf of such entities and disbursed prior to submittal by the Contractor of the current application for payment, plus sworn statements from all subcontractors, material suppliers and, where appropriate, from lower tier subcontractors, covering all amounts;

3. Certified payroll for employees and employees of subcontractors performing work on the Project;

4. Copies of invoices submitted to the Contractor by its subcontractors and/or material suppliers.

The Architect shall be responsible for ascertaining that the documentation listed in subparagraphs 1 through 4 hereof are annexed to the Contractor's application for payment. The Architect shall not be required to review said documentation for completeness or accuracy.

ARTICLE 7

ARCHITECT'S POST CONSTRUCTION SERVICES

- A. The Architect shall provide the following services upon completion of the work:
1. Preparation of punch lists for completion of the Work by Contractors.
 2. Review of final close out paperwork submitted by the Contractors, reviewed and collected, and execute such documents which require the Architect's signature.
 3. The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of Final Completion, shall receive and review, approve or disapprove as appropriate, and forward to the Owner, and the Owner's attorneys at the Owner's request, for the Owner's review and records written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment upon compliance with the requirements of the Contract Documents.
- B. The Architect's responsibility to provide services for the post construction phase terminates

upon issuance to the Owner of the final certificates for payment from all contractors or sixty (60) days from the date of substantial completion of all of the Work, whichever is earlier.

ARTICLE 8

ADDITIONAL SERVICES

- A. The services described in this Article 8 are not included in the services set forth in Articles 2 through 7 of this Agreement. The services described hereunder shall only be provided if authorized or confirmed in writing by the Owner and following the Architect's recommendation and advice as to the need for these additional services. If services described in this Article are required due to circumstances beyond the Architect's control, the Architect shall notify the Owner prior to commencing such services. If the Owner deems that such additional services are not required, the Owner shall give prompt written notice to the Architect. If the Owner indicates in writing that all or part of such Additional Services is not required, the Architect shall have no obligation to provide those services.
- B. The Architect's compensation for the services listed in this Article 8, if provided by the Architect, shall be invoiced by the Architect pursuant to the hourly rate schedule annexed hereto as Appendix A, together with services performed by its consultants in connection with the services listed in this Article 8.
- C. The following services shall be compensated to the Architect as additional services:
1. Making revisions in Drawings, Specifications or other documents when such revisions are required by the enactment or revision of codes, laws or regulations subsequent to the completion by the Architect of the construction documents.
 2. Providing services required because of significant changes in the Project which are at variance with the project as designed and approved by the Owner in accordance with Article 2 of this agreement, including, but not limited to, size, quality, and complexity. However, the Architect shall not be entitled to additional fees for services related to the modifications of documents as set forth in Article 5, paragraph B. Furthermore, if the changes in the project will result in an increase in the cost of construction and hence an increase in the basic service fees of the Architect, the same shall not be compensable as an additional cost to the Owner.
 3. Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work as long as this damage was not the fault of the Architect.
 4. Providing services made necessary by the default of the Contractor.
 5. Providing services in connection with an arbitration proceeding or legal proceeding commenced against the Owner by an entity/individual other than the Architect, or as a witness thereto unless (1) subpoenaed by a party other than the Owner or (2) the

Architect is party to said proceedings. In the event the Architect is subpoenaed by a party other than the Owner, the Architect shall not be entitled to compensation as an additional service for the first twenty (20) hours of testimony, but shall be entitled to said compensation for testimony beyond the first twenty (20) hours.

6. Providing surveys, environmental studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.

7. Providing services relative to future facilities, systems and equipment.

8. All civil engineering services for improvement off of the Project site, such as off-site sanitary sewers, storm water containment and drainage system improvements and other such off-site civil engineering services, and all land improvements and topographical services.

9. Coordination with the New York State Department of Transportation, City of Mount Vernon, Westchester County, Westchester County Health Department, Westchester County Department of Public Works, Con Edison, NYSEG or National Grid, Mount Vernon Water Supply, Westchester County Waterworks, and/or other agencies or departments as may be required for all improvements off the Project site.

10. Providing art media or computer imaging renderings or building and/or site models.

11. Providing land surveying and topographical services.

12. Providing surveys, environmental studies, and submissions required for approvals of governmental authorities or others having jurisdiction.

13. Preparing a set of reproducible record drawings or drafting analysis showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect in the event the Contractor fails to furnish such drawings to the Owner as required by the Contract Documents.

14. Providing educational planning and preparation of educational specifications.

15. Providing environmental consulting services for SEQRA determination.

16. Providing services relating to DEC SPDES permitting for storm water discharge (SWPPP).

17. Participation in observation of the project or parts thereof near the end of the one year or other warranty period applicable thereto under the Contract for Construction. The Architect shall follow-up as appropriate with respect to inadequate performance of materials, systems, and equipment under warranty. However, this paragraph shall not obligate the Architect to participate in such observation beyond the warranty period

set forth in the Contract Documents, and in no event shall the Architect's services be required beyond twelve (12) months from substantial completion of the Project by contractors.

18. Providing services beyond the periods set forth in Article 6, paragraph (A)(2) and Article 7 paragraph B.

19. Structural engineering analysis required to be performed as a result of existing conditions not shown on existing drawings and not apparent from a visual inspection of the site.

ARTICLE 9

STANDARD OF ARCHITECT'S SERVICES

- A. The Architect agrees to provide professional services that reflect the standard of professional care that is customary for architects in Suffolk County. The Architect shall not deviate to a lesser standard of care.
- B. All drawings, specifications and other documents prepared by the Architect shall comply with all applicable laws, statutes, ordinances, codes, orders, rules and regulations in effect at the time said drawings, specifications and other documents are prepared. The Architect, however, shall not be responsible for additional construction costs incurred due to a change in such laws, statutes, ordinances, codes, orders, rule and/or regulations after the completion by the Architect of the construction documents.
- C. Any errors or omissions on drawings, specifications or other documents furnished by the Architect shall be promptly corrected by the Architect at no cost to the Owner. Nothing contained herein shall preclude a claim against the Architect by the Owner for damages arising from errors or omissions in the drawings or specifications furnished by the Architect. Change orders and/or construction change directives resulting from the Architect's error or omissions shall not be subject to any additional Architect's fees. The Owner's approval, acceptance, use of or payment for all or any part of the Architect's services or of the project shall not in any way alter the Architect's obligations or the Owner's rights hereunder.
- D. Evaluations of the Owner's Project budget, preliminary estimates of Construction Cost and detailed estimates of Construction Cost, if any, prepared by the Construction Manager in conjunction with the Architect, represent the Architect's best judgment as a design professional familiar with the construction industry.
- E. With regard to the work of this contract the Architect shall (a) to the best of his abilities, identify asbestos containing material which it encounters, (b) to the best of his abilities, notify the Owner of potential impacts of those asbestos containing materials on the project, the site, and its occupants; and (c) consult with the Owner and the Owner's designated consultant or contractor regarding coordination of the project with asbestos abatement. The provisions of this paragraph shall not be construed to create an obligation on the part

of the Architect to provide any services concerning hazardous materials other than those materials which contain asbestos and other than the services set forth in this paragraph.

- F. The Architect shall design the Projects to be undertaken by the Owner so as to maximize the Owner's receipt of State aid from New York State.

ARTICLE 10

OWNER'S RESPONSIBILITIES

- A. The Owner shall furnish the following documentation, if it possesses same, to the Architect to assist it in the performance of its obligations under this agreement:

1. Surveys describing physical characteristics, legal limitation and utility locations for the site or the Project, and a written legal description of the site. The survey and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a project benchmark.
2. Long Range Planning Studies prepared on behalf of the School District.
3. AHERA Reports on file with the Mount Vernon City School District.

The Architect shall be entitled to rely on the accuracy of the information provided to it by the Owner.

- B. With the Architect's assistance and upon the Architect's advice that such services are necessary, the Owner shall engage appropriate entities for structural, mechanical, chemical, air and water pollution tests, test for hazardous materials, and other laboratory and environmental tests, inspections and reports required by law or the Contract Documents. The Architect shall request of the Owner such soil, foundation, hazardous material, and other tests, inspections, surveys and reports (collectively 'test' in this subparagraph) as may, in the Architect's professional judgment, be appropriate in the circumstances. To the extent qualified to do so as an Architect, and as necessary, the Architect shall cooperate in the formulation of such test. The Architect shall take into account the results of such tests in performing the Architect's services.
- C. The Owner shall furnish all legal and insurance services as may be necessary at any time for the Project, except where such services are necessitated due to a claim or suit brought against the Architect.
- D. When the Architect determines such services are necessary as a result of existing site conditions, the Owner shall engage the services of a geotechnical engineer. Such services may include but are not limited to test borings, test pits, determinations of soil bearing

values, percolation tests, evaluations of hazardous materials, ground corrosion and resistance tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate professional recommendations.

- E. Upon payment of all sums due the Architect under this Agreement, and upon performance of all of the Owner's obligations under this Agreement, the Owner shall have the right to use the latest original drawings and specifications and the latest electronic data prepared by the Architect for the Project in accordance with its regular course of business in maintaining and using its facilities. All drawings, specifications, and all electronic data and electronic versions of such documents, are the property of the Architect and its consultants, and they shall retain all rights thereto, including copyrights. The Architect shall not be deprived of the right to retain electronic data or other reproducible copies of the drawings and specifications or the right to reuse information contained in them in the normal course of the Architect's professional activities. The Architect shall be deemed the author of such electronic data or documents, shall retain all rights not specifically conveyed, and shall be given appropriate credit in any public display of such drawings and specifications. There shall be no use by the Owner of the Architect's drawings, specifications and electronic data retained by the Owner in connection with future projects, unless such use either (a) is required by law, (b) required by Court Order, or (c) authorized by the Architect. As used in this Agreement, the word "documents" includes computer disks or other methods of storing electronic data. Any unauthorized use of the drawings and specifications, or any use of them for any further additions to the Project shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 11

PAYMENTS TO THE ARCHITECT

- A. The Architect's compensation for the services outlined in Article 2 through 7, shall be compensated as follows:
1. For the work described in Article 2, the Architect shall be paid \$_____.
 2. In the event the bond referendum submitted to the voters of the Mount Vernon City School District is approved, the Architect's compensation for the services outlined in Articles 2 through 7 shall be _____. The fees paid to the Architect pursuant to Article 11, paragraph A shall be credited to the fees charged by the Architect pursuant to this Paragraph B.
- B. The term Construction Cost is defined as follows:
1. Construction Cost shall include the cost at current market rates of labor and materials as evidenced by the actual bids submitted to the Owner and awarded in connection with the Project. In the event bids are not awarded, "Construction Cost" shall be defined as the cost at current market rates of labor and materials to be furnished to the Owner

and all elements designed by the Architect, plus a reasonable allowance for the Contractor's overhead and profit.

2. Construction Cost does not include the compensation of the Architect and Architect's consultants, construction management fees, clerk of the works fees, the costs of the land, rights-of-way, financing, or other costs which are the responsibility of the Owner.

C. Progress payments for the work of the Architect as set forth in Article 2 through Article 7 shall be based upon work performed as approved by the Owner during each phase of the Architect's basic services, as follows:

Schematic Design Services:	15%
Design Development Services:	15%
Pre-Construction Design Services: (Construction Documents)	35%
Bidding Services:	10%
Construction Administration Services:	22%
Post Construction Phase:	3 %

D. All invoices submitted pursuant to this Article 11 shall contain a detailed articulation of the services provided including the date thereof, who performed the service, the nature of the service and the time expended in hourly amounts.

E. Services performed by consultants other than those listed in Article 1 of this Agreement, or for the additional services of such consultants as set forth in Article 8 of this Agreement, on behalf of the Architect shall be compensated to the Architect based upon the actual fee charged to the Architect by the Consultant. The Architect shall not be entitled to any fees in excess of the fee set forth in this Article 11 (B) associated with the consultants listed in Article 1, except for such consultant's services performed as part of the Architect's additional services outlined in Article 8.

F. The Architect shall be entitled to be reimbursed for the following expenses:

1. Expense of reproductions including reproductions of bid packages and plots.
2. Fees paid for securing the approval of authorities having jurisdiction over the project.
3. Costs for third party testing services and exploratory work.
4. Overnight mail or messenger costs.

Reimbursement for such expenses shall be made for the actual expense incurred by the Architect except the expense of reproductions set forth in sub-paragraph 1 of this paragraph G, which expenses shall be reimbursed based upon the actual expense incurred.

The Architect shall not be entitled to any differential for overhead and/or profit associated with an expense reimbursed pursuant hereto. Together with its invoices for payment, the Architect shall annex all invoices associated with reimbursable expenses. Records of Reimbursable Expenses and expenses pertaining to services performed by the Architect pursuant to this agreement shall be available for inspection and copying to the Owner or the Owner's authorized representative at mutually convenience times.

- G. Payments to the Architect shall be made on a monthly basis. The Architect shall present to the Owner its statement of services rendered or expenses incurred. Upon receipt of the Architect's invoice, the Owner shall make payment to the Architect within forty-five (45) days.
- H. When compensation is based on percentage of Construction Cost and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Article 11, paragraph D, based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent preliminary estimate of Construction Cost or detailed estimate of Construction Cost for such portions of the Project. In addition, the Architect will be compensated in the same manner in the event the Architect prepares add or deduct alternates which require the Architect to develop alternate design drawings and said add/deduct alternates are not accepted by the Owner at either the time of award or anytime thereafter.

ARTICLE 12

TERMINATION, SUSPENSION OR ABANDONMENT

- A. The Owner may terminate this agreement for any reason upon thirty (30) days' notice to the Architect.
- B. This Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. The breaching party shall have fourteen (14) days from the notice of its breach to cure said breach.
- C. In the event this Agreement is terminated pursuant to any of the provisions of Article 12, the Architect shall be compensated for work performed to the date of such termination in accordance with this Agreement. If such termination occurs during any such phase of work listed, the percentage to be paid to the Architect shall be paid on a pro-rated basis to the extent of work performed pursuant to such phase.

ARTICLE 13

MISCELLANEOUS PROVISIONS

- A. Unless otherwise provided, this Agreement shall be governed by the law of the principal place of business of the Owner.
- B. The Architect shall not assign this Agreement without the written consent of the Owner, which consent shall not be unreasonable withheld.
- C. This Agreement represents the entire integrated agreement between the Owner and Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.
- D. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or the Architect.
- E. The Architect shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Architect's promotional and professional materials. The Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit to the Architect on the construction sign and in the promotional materials for the Project.
- F. The Architect shall provide Worker's Compensation, automobile, comprehensive general liability and professional liability (Errors and Omission) insurance in amounts set forth herein. All policies shall be in a form, with a deductible, and with a carrier reasonably acceptable to the Owner. Promptly upon signing the agreement, and thereafter as necessary or requested, the Architect shall provide the Owner with proof of the required insurance coverages. Simultaneously with the execution of this Agreement, Architect shall deliver insurance policies and certificates to Owner which will provide at least a 30-day notice of cancellation or amendment.
- G. The Architect shall maintain professional liability insurance in an amount no less than \$2,000,000 per occurrence, \$4,000,000 aggregate, worker's compensation in amounts required by law, and general liability insurance (including owner, non-owned, and hired motor vehicles) in a single limit amount of no less than \$2,000,000 per occurrence /\$4,000,000 aggregate and excess Insurance on a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and \$5,000,000 aggregate.
- H. The Owner shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Owner, its property and the Project site from all risks, hazards and liabilities in the minimum amount of the initial Construction Cost plus the value of subsequent modifications and the cost of furniture, fixtures, equipment supplied or installed, whether as part of the Work or pursuant to any other agreement, comprising total value for the entire Project at the site, on a replacement cost basis. The insurance shall cover portions of the Work stored off site and all portions of the Work in transit. The insurance shall include as named insured the Owner, the Architect and its consultants, and

shall insure against loss from fire, including extended coverage, malicious mischief, collapse, flood, earthquake, testing and damage resulting from defective design or materials.

- I. The Owner agrees to deliver Certificate(s) of Insurance evidencing the insurance coverages required in this Agreement to the Architect prior to the commencement of construction activities. The insurance coverages shall contain a provision that they shall not be cancelled or not renewed except upon a thirty (30) day prior notice.
- J. To the fullest extent permitted by law, the Architect shall indemnify and hold harmless the Owner, its consultants, and agents and employees of any of them from and against all claims, damages, losses and expenses including, but not limited to, attorneys' fees to the extent arising out of or resulting from any negligent act or omission of Architect, or any subcontractor of Architect, excluding any claims, damages, losses and expenses arising from and limited to the extent of the Owner's own negligence.
- K. This Agreement has been arrived at mutually and is not to be construed against any party hereto as being the drafter hereof or causing the same to be drafted.

ARTICLE 14

TERM OF AGREEMENT

The term of the within agreement shall be for the period of _____ and shall continue until completion of the work by the Contractors engaged by the Owner.

OWNER:

ARCHITECT:

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

SAMPLE

APPENDIX A

HOURLY WAGE RATE SCHEDULE