

TASK ORDER FOR
SPOTSYLVANIA COUNTY CONTRACT AGREEMENT
FOR PROFESSIONAL SERVICES
Contract #20-07-TV-01

In accordance with the Spotsylvania County Contract Agreement For Professional Services, Task Order and Proposal for Architectural and Engineering Design Services for Courthouse Phase II and Phase III Interiors Projects is made as of _____, 2021 by and between Spotsylvania County, a political subdivision of the Commonwealth of Virginia, ("COUNTY"); and SAMAHA ASSOCIATES, P.C. a Virginia professional corporation licensed to do business in the Commonwealth of Virginia ("CONSULTANT").

WITNESSETH:

WHEREAS the COUNTY and the CONSULTANT entered into an Agreement made as of September 23, 2020 to provide professional architectural and engineering services for Spotsylvania County (hereinafter the "AGREEMENT"), and

NOW, THEREFORE, the COUNTY and the CONTRACTOR, pursuant to the Agreement, and in consideration of the mutual promises herein contained, and intending to be legally bound, do hereby agree to accept this Task Order and the Proposal, dated November 2, 2020 and prepared by CONTRACTOR attached hereto, and made a part hereof. This Task Order and Proposal for Courthouse Phase II and Phase III Interiors Projects shall not exceed ONE HUNDRED EIGHTY- TWO THOUSAND EIGHT HUNDRED FORTY DOLLARS (\$182,840.00).

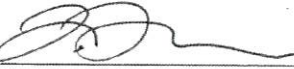
Except as provided herein, the AGREEMENT remains unchanged and in full force and effect. Any conflict which may exist between the terms of this Task Order and the underlying Agreement shall be resolved in favor of the terms in the AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order and Proposal for Courthouse Phase II and Phase III Interiors Projects to be duly executed by their duly authorized officials as of the date first written above.

SPOTSYLVANIA COUNTY, VIRGINIA

SAMAHA ASSOCIATES, P.C.

By: _____
Edward Petrovitch Dated
County Administrator

By:  1/13/2021
F. Thomas Lee Dated
President

Approved as to form:

 1-14-21

COUNTY ATTORNEY Dated



SAMAHA

service | design | success

November 2, 2020

Spotsylvania County Public Works
8960 Courthouse Rd.
Spotsylvania, VA 22553
Attn: Joshua Knight, Director
JKnight@spotsylvania.va.us

Re: Courthouse Phase II and Phase III Interiors Projects

Dear Mr. Knight:

We are pleased to submit the following proposal for architectural and engineering services to support the programming, design, permitting, and construction administration for interior office fit outs of the Courthouse. A summary of the projects is as follows:

Phase I - Courthouse Additions and Renovations are currently under construction and being completed under a separate contract.

Phase IIA - Courthouse Interiors - General District Court

Further develop the plan layout completed by Spotsylvania Public works into documents to be utilized for permit and bidding purposes. A majority of the hard walls are existing and existing spaces will be repurposed into new offices, break room, conference room types of spaces. The large open area will be utilized by open office work stations. An existing high density file storage system will remain in place and be utilized by this office staff. A public service counter area will be required to be designed. We will review and re-design the existing toilet to meet ADA requirements. Finishes and furniture and millwork storage systems are included as part of the scope. See attachments for further breakdown on fee.

Proposed Base Fee

Architectural	\$ 35,590.00
MEP & FP	\$ 18,500.00
Consultant OH&P @ 10%	\$ 1,850.00
Total Proposed Base Fee	\$ 55,940.00

Samaha Associates, PC
Architects

10521 Rosehaven Street, Suite 200
Fairfax, VA 22030
T | 703.691.3311
F | 703.691.3316

www.samaha-arch.com

Phase IIB - Courthouse Interiors - Commonwealth Attorney's Office

The space vacated by the General District Court will be reconfigured and incorporated into the Commonwealth Attorney's Offices. Samaha will further develop the layout completed by Spotsylvania Public Works into documents to be utilized for permit and bidding purposes. Spaces will be reconfigured into a corridor to access the additional space, individual offices, a new conference room. Finishes and furniture will be coordinated with the existing finishes in the existing Commonwealth Attorney's suite. Limited millwork for coffee counter will be incorporated.

<u>Proposed Base Fee</u>	
Architectural	\$ 36,180.00
MEP & FP	\$ 11,200.00
Consultant OH&P @ 10%	\$ 1,120.00
Total Proposed Base Fee	\$ 48,500.00

Phase IIC - Courthouse Interiors - Juvenile & Domestic Relations Offices

The space is currently being constructed as a 'warm-dark shell' as part of the Phase I work. The scope for these spaces will be programming with the user group, design, permitting and bidding documents. The spaces will primarily be offices, a conference room, and a public service area. Finishes and furniture will be coordinated with adjacent finished offices. Limited millwork for coffee/break room and /or storage will be incorporated.

<u>Proposed Base Fee</u>	
Architectural	\$ 47,200.00
MEP & FP	\$ 27,000.00
Consultant OH&P @ 10%	\$ 2,700.00
Total Proposed Base Fee	\$ 76,900.00

Reimbursable Allowance for Phase IIA, Phase IIB, and Phase IIC \$ 1,500.00

Total Proposed Fee \$182,840.00

Samaha Associates, PC
Architects

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Please see the attached summary of fees.

Thank You. We appreciate the opportunity to work together on this important new facility. If you have any questions or require any further information please do not hesitate to contact us.

Sincerely,
Samaha Associates, PC



F. Thomas Lee, AIA, LEED AP
Principal

S. Josh Knight
Joshua Knight, Director SCPW

12/10/2020
Date

GP1308

Samaha Associates, PC
Architects

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\$260.00 \$175.00 \$110.00 \$135.00 \$90.00 \$75.00

7.0 Construction Administration							
7.1 Construction Administration	0	24	0	0	0	0	\$ 4,200.00
Attend up to (2) Meetings with SCPW to review progress of construction and document and deficiencies.		12					
Respond to Contractors RFI's, PCO's, submittals, pay requisitions		8					
Punchlist inspection		4					
7.0 Construction Administration							\$ 4,200.00

Total

\$ 35,590.00



5228 Valleypointe Parkway, Suite 4, Roanoke, Virginia 24019
T: 540.265.4444
www.ascenteg.com

November 4, 2020

Mr. Thomas Lee, AIA, LEED AP
Principal
Samaha Associates
10521 Rosehaven Street, Suite 200
Fairfax, VA 22030

Re: Spotsylvania County Courthouse Interiors – Phase IIA General District Court
Ascent Engineering Group Proposal

Dear Tom:

We are thankful for the opportunity to submit our proposal for providing Professional Engineering Services for the Courthouse Interiors – Phase IIA General District Court renovation project in Spotsylvania County, Virginia. In this proposal, we outline our understanding of the services desired and what is included with these services.

The scope of our work for this project as we understand it is to renovate an existing area of approximately 6,600 square feet to include a break room, renovated toilet, offices, conference room, storage, open office area, and other support spaces as indicated on the preliminary layout provided via email on 10.21.2020. It is our understanding that all major infrastructure already exists in this area of the building, so major systems' extension or new HVAC systems will not be required. Existing systems will be reconfigured as needed to accommodate the renovated space. The VAV boxes and lighting in the area of renovation have been recently replaced, so those items will be reconfigured to the extent possible (unless replacement is required to properly serve the space). The existing building systems will be extended as necessary to accommodate the renovation. This includes HVAC, power distribution, plumbing, fire protection, and low-voltage systems. This proposal does not include any major system upgrades, rooftop unit replacement or adding a unit, major sprinkler system modifications, or major electrical distribution upgrades (adding panelboards, transformers, etc.). It is also our understanding the Owner has a low-voltage vendor for communications systems. As such, our design will include pathways only for the communications systems to allow the Owner's vendor to install wiring, outlets, and other infrastructure as needed.

Building Information Modeling software (Revit) will be utilized to complete the design of this facility. However, this model will not be utilized by the Contractor for coordination drawings and construction use, such as prefabrication of piping and ductwork. At this time, clash detection software is not anticipated for this project.

Our scope of work is for full Mechanical and Electrical Engineering Services and will include the following:

- Progress Documents, which indicate the general design approach and locations of Mechanical and Electrical equipment and components. This phase indicates locations of our equipment and appurtenances, and requires coordination with architectural and structural components. Major equipment from each proposed system will be indicated on the plans and in the BIM model.



Mechanical • Electrical • Plumbing • Fire Protection • Information Technology • Construction Administration • Commissioning

- Construction Documents based on the approved Progress Documents. This includes Contract Drawings and Specifications describing the equipment, materials and workmanship required for the Mechanical and Electrical systems.
- Bid Assistance.
- Shop Drawing review for Mechanical and Electrical equipment and components proposed for installation by the Contractor to insure general compliance with the Contract Documents.
- Construction Administration Services including intermittent site visits to observe the construction progress, interpretations of the Contract Drawings and Specifications as requested by the Contractor, and assistance to the Architect in reviewing and approving Contractor's monthly request for payment. This proposal is based on the successful contractor completing the building construction within the time frame determined by the Architect's schedule. If construction is extended beyond the contractual date of completion, the continuation of our services for construction administration at that point will be considered additional services.

We propose to perform these Professional Engineering Services for a lump sum fee of \$18,500 (eighteen thousand, five hundred dollars) broken down per the below:

Progress Documents	\$ 6,475
Construction Documents	\$ 6,475
Permitting/Bidding	\$ 925
<u>Construction Administration</u>	<u>\$ 4,625</u>
Total Fee	\$18,500

The above fee is broken down per hourly rates as follows:

Position	Rate	Hours	Total
Principal	220	2	\$ 440
Project Manager	185	16	\$ 2,960
Professional Engineer	170	45	\$ 7,650
Senior Engineer	150	26	\$ 3,900
Construction Administrator	95	36	\$ 3,420
Administrative	70	2	\$ 140
Rounding credit			\$ (10)
Total Fee			\$18,500

Thank you for selecting Ascent Engineering Group as your Engineering Consultants on this project. We look forward to providing Professional Services for this project to Samaha Associates and Spotsylvania County.

Respectfully submitted,



Benjamin C. Linkous, PE
President

\$260.00 \$175.00 \$110.00 \$135.00 \$90.00 \$75.00

7.0 Construction Administration							
7.1 Construction Administration	0	28	0	0	0	1	\$ 4,975.00
Attend up to (2) Meetings with SCPW to review progress of construction and document and deficiencies.		12				1	
Respond to Contractors RFI's, PCO's, submittals, pay requisitions		12					
Punchlist Inspection		4					
7.0 Construction Administration							\$ 4,975.00

Total

\$ 36,180.00



5228 Valleypointe Parkway, Suite 4, Roanoke, Virginia 24019
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October 26, 2020

Mr. Thomas Lee, AIA, LEED AP
Principal
Samaha Associates
10521 Rosehaven Street, Suite 200
Fairfax, VA 22030

Re: Spotsylvania County Courthouse Interiors – Phase IIB Commonwealth Attorney’s Office
Ascent Engineering Group Proposal

Dear Tom:

We are thankful for the opportunity to submit our proposal for providing Professional Engineering Services for the Courthouse Interiors – Phase IIB Commonwealth Attorney’s Office renovation project in Spotsylvania County, Virginia. In this proposal, we outline our understanding of the services desired and what is included with these services.

The scope of our work for this project as we understand it is to renovate an existing area currently housing the General District Court, with revised spaces and other modifications as indicated on the preliminary layout provided via email on 10.21.2020. It is our understanding that all major infrastructure already exists in this area of the building, so major systems’ extension or new HVAC systems will not be required. Existing systems will be reconfigured as needed to accommodate the renovated space. It is likely, based on review of the scope document, that ductwork will need to be reconfigured and terminal boxes added in areas where new spaces are being created or existing areas are being reconfigured. Additionally, other building system infrastructure, such as sprinkler, electrical, lighting, fire alarm, etc. will need to be reconfigured in these spaces. The existing building systems will be extended as necessary to accommodate the renovation. This includes HVAC, power distribution, plumbing, fire protection, and low-voltage systems. It is also our understanding that this area will not be completely renovated, and that no changes will occur in areas not being reconfigured. This proposal does not include any major system upgrades, rooftop unit replacement or adding a unit, major sprinkler system modifications, or major electrical distribution upgrades (adding panelboards, transformers, etc.). It is also our understanding the Owner has a low-voltage vendor for communications systems. As such, our design will include pathways only for the communications systems to allow the Owner’s vendor to install wiring, outlets, and other infrastructure as needed.

Building Information Modeling software (Revit) will be utilized to complete the design of this facility. However, this model will not be utilized by the Contractor for coordination drawings and construction use, such as prefabrication of piping and ductwork. At this time, clash detection software is not anticipated for this project.

Our scope of work is for full Mechanical and Electrical Engineering Services and will include the following:

- Progress Documents, which indicate the general design approach and locations of Mechanical and Electrical equipment and components. This phase indicates locations of our equipment and

appurtenances, and requires coordination with architectural and structural components. Major equipment from each proposed system will be indicated on the plans and in the BIM model.

- Construction Documents based on the approved Progress Documents. This includes Contract Drawings and Specifications describing the equipment, materials and workmanship required for the Mechanical and Electrical systems.
- Bid Assistance.
- Shop Drawing review for Mechanical and Electrical equipment and components proposed for installation by the Contractor to insure general compliance with the Contract Documents.
- Construction Administration Services including intermittent site visits to observe the construction progress, interpretations of the Contract Drawings and Specifications as requested by the Contractor, and assistance to the Architect in reviewing and approving Contractor's monthly request for payment. This proposal is based on the successful contractor completing the building construction within the time frame determined by the Architect's schedule. If construction is extended beyond the contractual date of completion, the continuation of our services for construction administration at that point will be considered additional services.

We propose to perform these Professional Engineering Services for a lump sum fee of \$11,200 (eleven thousand, two hundred dollars) broken down per the below:

Progress Documents	\$ 3,920
Construction Documents	\$ 3,920
Permitting/Bidding	\$ 560
<u>Construction Administration</u>	<u>\$ 2,800</u>
Total Fee	\$11,200

The above fee is broken down per hourly rates as follows:

Position	Rate	Hours	Total
Principal	220	1	\$ 220
Project Manager	185	8	\$ 1,480
Professional Engineer	170	28	\$ 4,760
Senior Engineer	150	16	\$ 2,400
Construction Administrator	95	24	\$ 2,280
Administrative	70	1	\$ 70
Rounding credit			\$ (10)
Total Fee			\$ 11,200

Thank you for selecting Ascent Engineering Group as your Engineering Consultants on this project. We look forward to providing Professional Services for this project to Samaha Associates and Spotsylvania County.

Respectfully submitted,



Benjamin C. Linkous, PE
 President

\$260.00 \$175.00 \$110.00 \$135.00 \$90.00 \$75.00

7.0 Construction Administration						
7.1 Construction Administration	0	24	0	0	0	\$ 4,200.00
Attend up to (2) Meetings with SCPW to review progress of construction and document and deficiencies.		12				
Respond to Contractors RFI's, PCO's. submittals, pay requisitions		8				
Punchlist inspection		4				
7.0 Construction Administration						\$ 4,200.00

Total \$ 47,200.00



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October 26, 2020

Mr. Thomas Lee, AIA, LEED AP
Principal
Samaha Associates
10521 Rosehaven Street, Suite 200
Fairfax, VA 22030

Re: Spotsylvania County Courthouse Interiors – Phase IIC Juvenile & Domestic Relations
Ascent Engineering Group Proposal

Dear Tom:

We are thankful for the opportunity to submit our proposal for providing Professional Engineering Services for the Courthouse Interiors – Phase IIC Juvenile & Domestic Relations infill project in Spotsylvania County, Virginia. In this proposal, we outline our understanding of the services desired and what is included with these services.

The scope of our work for this project as we understand it is to renovate an existing shell space area of approximately 5,500 square feet with revised spaces and other modifications as indicated on the preliminary layout provided via email on 10.21.2020. Because this area is a shell space, it is anticipated that all major building systems will need to be designed and extended to provide for the space being renovated. As such, it is likely an HVAC system will need to be installed to serve the space. Additionally, lighting, power distribution, plumbing, sprinkler, and other building systems will need to be designed for this area. The sprinkler design will be based on a performance based specification with individual sprinkler head locations and branch line layouts not being indicated on our drawings. The fire alarm system will also be design and expanded in this area for proper coverage per code. It is also our understanding the Owner has a low-voltage vendor for communications systems. As such, our design will include pathways only for the communications systems to allow the Owner's vendor to install wiring, outlets, and other infrastructure as needed.

Building Information Modeling software (Revit) will be utilized to complete the design of this facility. However, this model will not be utilized by the Contractor for coordination drawings and construction use, such as prefabrication of piping and ductwork. At this time, clash detection software is not anticipated for this project.

Our scope of work is for full Mechanical and Electrical Engineering Services and will include the following:

- Progress Documents, which indicate the general design approach and locations of Mechanical and Electrical equipment and components. This phase indicates locations of our equipment and appurtenances, and requires coordination with architectural and structural components. Major equipment from each proposed system will be indicated on the plans and in the BIM model.

- Construction Documents based on the approved Progress Documents. This includes Contract Drawings and Specifications describing the equipment, materials and workmanship required for the Mechanical and Electrical systems.
- Bid Assistance.
- Shop Drawing review for Mechanical and Electrical equipment and components proposed for installation by the Contractor to insure general compliance with the Contract Documents.
- Construction Administration Services including intermittent site visits to observe the construction progress, interpretations of the Contract Drawings and Specifications as requested by the Contractor, and assistance to the Architect in reviewing and approving Contractor's monthly request for payment. This proposal is based on the successful contractor completing the building construction within the time frame determined by the Architect's schedule. If construction is extended beyond the contractual date of completion, the continuation of our services for construction administration at that point will be considered additional services.

We propose to perform these Professional Engineering Services for a lump sum fee of \$27,000 (twenty seven thousand dollars) broken down per the below:

Progress Documents	\$ 9,450
Construction Documents	\$ 9,450
Permitting/Bidding	\$ 1,350
Construction Administration	\$ 6,750
Total Fee	\$27,000

The above fee is broken down per hourly rates as follows:

Position	Rate	Hours	Total
Principal	220	2	\$ 440
Project Manager	185	21	\$ 3,885
Professional Engineer	170	66	\$ 11,220
Senior Engineer	150	40	\$ 6,000
Construction Administrator	95	56	\$ 5,320
Administrative	70	2	\$ 140
Rounding credit			\$ (5)
Total Fee			\$ 27,000

Thank you for selecting Ascent Engineering Group as your Engineering Consultants on this project. We look forward to providing Professional Services for this project to Samaha Associates and Spotsylvania County.

Respectfully submitted,



Benjamin C. Linkous, PE
President