



**NORTHEAST
COLLABORATIVE
ARCHITECTS**

2 Marlborough Street
Newport, RI 02840
www.ncarchitects.com
tel: 401.846.9583

June 1, 2018

Mr. Peter Friedrichs
Director, Planning and Economic Development
Director, Redevelopment Agency
580 Broad Street
Central Falls, RI 02863
O. 401.616.2425
pfriedrichs@centralfallsri.us

RE: Central Falls City Hall: Elevator Room Ventilation

Dear Mr. Friedrichs:

Thank you for requesting our proposal for Architectural & Engineering Design services for the City of Central Falls, City Hall, Elevator Room Ventilation. This project seeks to achieve the optimal solution to balance heating and ventilating the room, while recognizing the historic nature of the exterior of the building. The following is our understanding of the scope of work and our proposed fees.

PROJECT UNDERSTANDING

- We understand the winter months have an adverse effect on the operation of the elevator due to the rapid loss of heat in the room through required room ventilation.
- Heating is currently achieved in the building through a mix of hydronic gas-fired baseboard, electric baseboard (current system in the elevator room), and gas-fired hot air furnace. The City is exploring a ground source heat pump as a future long-term HVAC solution to the building
- The elevator room is currently ventilated through two undampened ducts that lead to louvers in the ground floor façade of the building.
- The City expects the HVAC demands of the elevator room to be calculated by a RI-registered MEP engineer.
- Central Falls City Hall is on the National Register of Historic Places. Any exterior modifications to the building will need to be coordinated with the Rhode Island Historic Preservation and Heritage Commission.

ARCHITECT'S RESPONSIBILITIES

- We will coordinate with and adhere to the requirements for any exterior building modification with the Rhode Island Historic Preservation and Heritage Commission. We will evaluate preliminary solutions based on our extensive experience with historical buildings and the Commission.
- The overall intention for the project is to renovate systems without triggering comprehensive interior and environmental code compliance issues.
- We will develop an understanding of how heating and ventilation are currently accomplished. The crawl space will be explored to map out existing conditions. This discovery phase will then provide the information to allow a better understanding on how systems tying the boiler room and the elevator room together can either function optimally, or if a different solution is needed.



**NORTHEAST
COLLABORATIVE
ARCHITECTS**

- On-demand ventilation will be explored as one possible solution.
- The existing exhaust vents on the exterior of the building will be examined and brought into approval with historical regulations.
- We will use any existing drawings provided by you to generate the floor plan for our use.
- We will visit the building at the outset of the project to review the conditions of the room and the nature of the heating and ventilation systems.
- We will provide a Preliminary Design in the form of a floor plan and narrative to illustrate ways to accomplish the goals of the project.
- We will meet with you and your representatives to review the preliminary design and confirm the design direction.
- We will revise the plan and develop bidding documents including drawings and narratives.
- We will assist with the contractor bidding process and provide construction administration services including one site visit.

CONSULTANTS

- We will work with the following consultants:
 - Engineering Design Services (EDS) Inc. for mechanical / electrical / plumbing and fire-protection engineering

EXCLUSIONS

- Site environmental analysis and/or remediation,
- Hazardous materials analysis and/or remediation
- Detailed documentation of existing engineering conditions
- Construction cost estimating
- Controls system design: we will coordinate our work with the work of your vendors or consultants
- Commissioning services: if required, the design team shall support your contracted Commissioning Authority and their efforts on the project.
- Energy modeling
- The project is not expecting to pursue any USGBC LEED, CHPS, Green Globes or any other third-party environmental and energy certification process. Utility rebate programs will be considered and supporting documentation provided.

YOUR RESPONSIBILITIES

- You will provide us access to the building as necessary and provide timely responses to our questions and when your input is sought.
- You will provide us any existing conditions drawings (paper and/or electronic file) of the existing building for our use.

BASE FEES

We propose to provide basic architectural services including mechanical / electrical / plumbing and fire-protection engineering services indicated above for a Lump Sum Fee of Seven Thousand Five Hundred (\$7,500) Dollars.



Our proposed fee will be apportioned per phase as follows:

Preliminary Design:	20%	\$1,500
Construction Documents:	50%	\$3,750
Bidding Assistance:	10%	\$750
Construction Administration:	20%	\$1,500

This Letter of Agreement has been developed for you at your request. We would be pleased to provide additional services, as amendments to this Agreement, at additional cost. Our Terms and Conditions are attached and are part of this Agreement.

Please let us know if you have any questions about this proposal. Please sign two copies of this Letter of Agreement and return one copy of to our office, as authorization for us to proceed.

Thank you for selecting our firm and we look forward to working with you on this project.

Sincerely,

Andrea T. Baranyk, AIA, LEED Green Assoc.
Principal

Accepted by:

Client Name
Date:

Approved as to form and correctness:

Irina U. Gorman 2/11/19
Acting Finance Director



**NORTHEAST
COLLABORATIVE ARCHITECTS** **TERMS AND CONDITIONS**

Instruments of Service

Drawings, specifications and other documents, including those in electronic form, prepared by NCA and NCA's consultants are Instruments of Service for use solely with respect to this Project. NCA and NCA's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

Additional Services

Additional Services of NCA, including services required of NCA's consultants, beyond the scope of the letter of agreement may be provided as amendments to this agreement at additional cost. Examples of additional services include:

1. Change in the instructions or approvals given by the Owner that necessitate revisions;
2. Enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Instruments of Service;
3. Decisions of the Owner not rendered in a timely manner;
4. Changes in the Project scope, including, but not limited to, size, quality, complexity, the Owner's schedule or budget, or procurement method;
5. Preparation for and attendance at a public hearings or presentations;

Additional services will be billed at the following hourly rates:

Principal	\$175
Project Manager/Job Captain	\$160
Staff Architect	\$150
Technical Staff	\$125
General Staff	\$110

For a change in services of NCA's consultants, compensation shall be computed as a multiple of 1.15 times the amounts billed to NCA for such services.

Risk Allocation:

The Owner and the Architect have considered their risks, rewards and benefits of the project

and the Architect's total fee for services. We hereby agree to allocate those risks such that the Owner agrees that to the fullest extent permitted by law, the Architect's total liability to the Owner for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out to the Agreement from any cause or causes shall not exceed the total amount our total fee. Such causes include but are not limited to the Architect's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Verification of Existing Conditions:

Inasmuch as the design / renovation of an existing building requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money, or destroying otherwise adequate or serviceable portions of the building, the Owner agrees that the Architect may rely upon the accuracy and completeness of the information and documentation supplied by the Owner. In the event concealed or unknown conditions result in extra costs, the Owner agrees to bear all these expenses, including Additional Design Services.

Payments For Services

Payments on account for services rendered and for Reimbursable Expenses incurred shall be made monthly upon presentation of NCA's statement of services.

Payments are due and payable Fifteen (15) days from the date of NCA's invoice.

Reimbursable Expenses are in addition to the compensation for NCA's services and include expenses incurred by NCA and NCA's employees and consultants directly related to the Project.

Compensation for reimbursable expenses, the compensation shall be computed as a multiple of 1.10 times the expenses incurred by NCA, NCA's employees and consultants.