

**Client:**

Green Valley Recreation Inc.  
 attn: David Jund & Melanie Stephenson (via email)  
 333 W. Paseo del Prado  
 Green Valley, AZ 85622

**Project:**

Green Valley Recreation Inc  
**Canoa Hills Clubhouse expansion and tenant improvements**  
 3295 S. Camino del Sol  
 Green Valley, AZ 85622

Hi Melanie and David,

As requested, I assembled a list of tasks and fees to provide preliminary design and construction document services for expansion and tenant improvements at the existing two story Canoa Hills Clubhouse Building at 3295 S. Camino del Sol. The estimated square footage of the upper and lower floors, including porch infill and elevator addition is estimated to be about 11,500 s.f. based upon preliminary plan diagrams that you provided to us. It is our understanding that background as-built plans will be available for our use in proceeding with work. Also, based upon review of the preliminary plan diagrams that you shared with us, various planning issues related to access, egress, and elevator accommodation will need to be resolved to arrive at a code compliant solution. There may also be structural issues related to infill of the porches that we will need to have our structural engineer confirm.

Because there is building expansion space as part of the project, and because there is a change in function, it is likely that Pima County will require an updated development plan or possibly a new development plan a parking analysis. The preparation of a Development Plan, if needed, is also complicated by the fact that a segment of the site likely to be dedicated to parking is under a separate GVR ownership arrangement from the clubhouse general site configuration. We will need to take time to review preliminary plans with Pima County in order to have a more definitive answer to these questions, and in order to determine a more accurate task and fee summary for that portion of the design work. In the meantime, I included an allowance for review time with the Pima County Site Group Department as part of our design confirmation phase work.

In collaboration with my consultants, I assembled the following task & fee summary for your consideration:

Task & phase description	Base Fee (\$)	Optional or Additional Fee (as needed)
<b><u>A. As-Built documentation and design confirmation phase</u></b>		
1) Prepare as-built reference site plan and floor plan in ACAD format, based upon owner furnished as-built drawings. Inspect and document existing building systems.		
2) Meet with users, and prepare a preliminary floor plan (and options as appropriate) for proposed improvements in order to confirm an approved concept plan for renovations as the basis for construction documents. Prepare preliminary site plan.		
3) Make preliminary permit and development plan inquiries with Pima County.		
Architect	4840	
Assistant Architect/ drafting	2200	
Mechanical Engineer	3300	
Electrical Engineer	2750	
Structural Engineer	500	
Cost Estimator		1875
<b>Subtotal fees for design confirmation phase A</b>	<b>13,590</b>	
4) Additional site visits as required for additional input or site investigation.		
Architect or engineer (\$550 per each additional site visit)		(TBD)

continued ...

**Task & phase description**

**Base Fee (\$)**      **Optional or Additional Fee (if needed)**

**B. Construction Documents**

- 1) Prepare construction documents as required to secure a building permit for expansions and tenant improvement work, and to facilitate construction.  
 Estimated list of drawings to include:

Cover sheet/ reference site plan/ code review summary  
 Comprehensive site plan if required for expanded parking - TBD  
 Demolition floor plan and ceiling plan  
 Reference floor plan and dimension plan  
 Roof plan  
 Reflected ceiling plan  
 Exterior elevations and building section/s as needed at infill and expansion  
 Typical wall sections  
 Large scale plans for toilet rooms and interior elevations for toilet rooms  
 Door & window schedule notes and details  
 Room finish schedule notes  
 Structural & architectural drawings for elevator addition and porch infill as needed  
 Mechanical & plumbing drawings with schedules and riser diagrams  
 Electrical drawings with circuiting, panel schedules & riser diagrams

Architect	10,400	
Assistant Architect/ drafting	6700	
Structural Engineer		
Review of new rooftop HVAC equipment weights	500	
Elevator addition	2500	
Porch infill structural revisions		(TBD)
Mechanical Engineer	8200	
(mechanical and plumbing design, to include sewer ejection system design for lower floor)		
Electrical Engineer	4500	
Outdoor lighting code compliance documentation	350	
Site and/or parking lighting upgrades/ replacement		1000
Cost Estimator (90% CD estimate)		2500

**Subtotal fees for construction documents phase B** **33,150**

- 2) Site visits or meetings as required for additional input or site investigation.  
 Architect or Engineer (\$550 per each additional site visit) (TBD)
- 3) Development Plan submittal to Pima County (if required)  
 Architect (TBD)
- 4) Special investigation or drainage modifications for water damage at lower level west wall  
 Architect (TBD)

**C. Bidding & Permit Phase**

- 1) Manage the building permit process with Pima County on the owner's behalf.  
 2) Assist owner with contractor bidding and/or negotiation  
 Architect

**800**

**D. Construction Phase**

- 1) Answer contractor questions and review submittals as required (hourly).

Architect	800
Mechanical Engineer	800
Electrical Engineer	600
Structural Engineer	<u>500</u>

**Subtotal fees for construction phase D, questions and submittals** **2700**

- 2) Field visits and observation during construction as requested.  
 Architect or engineer (\$550 per each site visit) (TBD)

continued ...

**Task & phase description**

**Base  
Fee (\$)**

**Fee Summary Phases A + B + C + D**  
(Base fee, not including "additional fees"  
as may be needed or requested)

Architect	25,740
Structural engineer	4000
Mechanical Engineer	12,300
Electrical Engineer	8200
Cost Estimator	<u>TBD</u>
<b>Total base fee</b>	<b>50,240</b>

**ALLOWANCE FOR REIMBURSABLE EXPENSES**

Including printing, plotting, postage, long distance telephone, delivery, mileage, parking, etc. - to be billed at cost, and only for expenses that are incurred. (Not including printing of bid sets or submittals as required).

Design confirmation phase	300
Construction document phase (not including permit or bid printing)	200
Bid & Permit phase	100
Construction phase	TBD

**UNDERLYING ASSUMPTIONS TO THE TASK & FEE SUMMARY**

- 1) Work is understood to include tenant improvements and porch infill at the existing two story clubhouse building, adding up to about 11,500 s.f.
- 2) Site plan, floor plan and elevations will be drawn (in AutoCAD) based upon as-built drawings from GVR, to include one site visit by architect and engineers to field verify existing conditions.
- 3) Work does not include evaluation or certification of the existing building other than conditions that are readily observable as part of the proposed tenant improvement work.
- 4) It is likely that new electrical service is required.
- 5) Cost estimating is not included as part of the base fee services. Cost estimating is noted as an additional service. GVR will be responsible for identifying a tentative budget available for this project and determining that adequate funding is available to implement the current improvement project.
- 6) It is assumed that no certified survey information is required for site plan submittals and that the site plan for the tenant improvement process will be considered as a reference site plan only.
- 7) Preliminary review with Pima County regarding possible Development Plan compliance is included in the base fee, but if Development Plan submittals are required, additional fees will be identified to cover the design and submittal process made to Pima County on behalf of GVR.
- 8) It is assumed that existing utilities to the building are adequate, and no site utility work is associated with this project other than possible new electric service. Changes in water service, gas piping, fire sprinkler supply, or sewer, for example, will require additional services.
- 9) No materials testing, investigative demolition or special inspections for design purposes or construction purposes is included as part of the base fee services. It is assumed that any need for materials testing or investigative demolition that may arise will be an owner responsibility.
- 10) It is assumed no landscape work will be included in the construction document/ permit set.
- 11) If the project is suspended or abandoned for more than 30 days, the Architect shall be compensated for all services performed prior to confirmation from the owner of project suspension or termination.
- 12) This agreement may be terminated by either party upon written notice should the other party fail to substantially perform in accordance with its terms through no fault of the other party. All services performed by the Architect prior to receipt of written notice of termination of agreement shall be compensated based on percentage of services completed, plus any reimbursable expenses accrued. Hourly rates for additional services, or where applicable, include \$110/ hr architect, \$50/ hr assistant architect, \$150/ hr consulting engineers, \$120/ hr project engineers.
- 13) In recognition of the relative risks and benefits of the Project, to both the Owner and the Design Professional, the risks are allocated such that the client agrees to the fullest extent permitted by law, to limit the liability of the Design Professional for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of the Design Professional shall not exceed \$750,000. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. Neither the Client nor the Design Professional shall be obligated to indemnify the other party in any manner for the other party's own negligence.
- 14) It is assumed that a standard owner/ architect agreement (similar to a standard AIA agreement format) will be prepared as part of the final agreement for design services, suitable to GVR's normal procurement procedures.
- 15) The fee summary as described herein shall remain valid for six months.

continued ...

On behalf of my design team, thank you for soliciting a proposal from us for this project.

Let me know if you have questions or suggestions for changes in the proposed scope of our work, or questions about the variables we have identified in regard to Pima County review and approval. We are ready to proceed immediately with work on your project, upon your authorization to proceed.

Yours Truly,

A handwritten signature in black ink that reads "Scott Rumel". The signature is written in a cursive, flowing style.

Scott Rumel, AIA  
Architect