

**TANNERY PERFORMANCE AND DANCE BUILDING
REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES**

ARCHITECT FEE PROPOSAL submitted by: _____

Item/Task	Fee	Projected Date of Completion <i>(from date of Notice to Proceed to Architect. Assume NTP Date as Feb. 8, 2023)</i>
<p>1. Design Development Drawings</p> <ol style="list-style-type: none"> 1. After reviewing design drawings previously prepared and submitted to the City of Santa Cruz Planning and Community Development Department (City Planning), provide all necessary drawings, details, and information (Design Development Drawings) necessary to reflect the changes to the initial design and required to obtain a City-required Historic Alteration Permit and a Minor Modification to zoning permit 04-261. 2. Submittal of the Design Development Drawings to the City's Planning and Community Development Department as a supplement to application CP21-0080. 3. Provide response to comments received from City departments received during the design permit review process and provide and submit revisions to the Design Development Drawings as necessary. 4. Attend all meetings in support of the application for the Historic Alteration Permit and Minor Modification including but not limited to meetings with the tenant and to presenting the Design Development Drawings to the Historical Preservation Committee. <p style="text-align: right;">Design Development Drawings Total:</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">\$ _____</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>

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<p>2. Construction Drawings</p> <ol style="list-style-type: none"> 1. Meet with City and the prospective tenant of the Project as many times as necessary to identify, discuss, finalize and include all tenant-desired improvements to the Project in the Construction Drawings and Project Specifications. 2. Prepare all Construction Drawings required to obtain a City of Santa Cruz building permit. 3. Make application for a building permit and submit the Construction Drawings to the Planning and Community Development Building and Safety Division for a building permit. 4. Provide revisions to Construction Drawings in response to comments/requirements received from City departments during the building permit review process. <p style="text-align: right;">Design Development Drawings Total:</p>	<p style="text-align: center;">\$ _____</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>
<p>3. Project Specifications</p> <ol style="list-style-type: none"> 1. Prepare and submit to City for approval prescriptive Project Specifications for use by City in a public solicitation for competitive bids for the Project. <p style="text-align: right;">Project Specifications Total:</p>	<p style="text-align: center;">\$ _____</p>	<p style="text-align: center;">_____</p>

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<p>4. As-Built Drawings and Annotated Project Specifications</p> <p>1. Prepare and submit a set of final, reproducible, As-Built Drawings and Annotated Project Specifications to City.</p> <p>As-Built Drawings and Annotated Project Specifications Total:</p>	<p>\$ _____</p>	<p>_____</p>
<p>5. Bid Documents</p> <p>1. Provide the following documents to City for use in soliciting competitive bids for the Project.</p> <p>a. Permitted set of Construction Drawings;</p> <p>b. Project Specifications;</p> <p>c. Bid Sheet based on CSI format;</p> <p>d. Architect's General Conditions; and</p> <p>e. Other documents reasonably determined by City as necessary to provide a complete bid package.</p> <p>Bid Documents Total:</p>	<p>\$ _____</p>	<p>_____</p>

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<p>6. Construction Support and Project Administration/Management</p> <ol style="list-style-type: none"> 1. Compliance with EDA architect requirements; 2. Bidding Services; 3. Project Supervision/Inspection; 4. Post-Construction Services; <i>(insert Architect's hourly rate here \$_____ for Architect's compensation to assist City to determine the cause of and to determine the best remedy for errors, defects, omissions, or faults in design not found to be due to the fault of the Architect or any of its consultants).</i> 5. Construction Cost Estimate; 6. Meetings. <p>Construction Support and Project Administration/Management Total:</p>	<p>\$ _____</p>	<p>_____</p>
<p>Reimbursables</p> <ol style="list-style-type: none"> 1. Reimbursable costs not to exceed. <p>Reimbursable Costs Not to Exceed Total:</p>	<p>\$ _____</p>	
<p>Fee Proposal Total:</p>	<p>\$ _____</p>	

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The undersigned Architect presents this Fee Proposal upon having read the Requests for Proposal (RFP) dated November 16, 2022 and affirms that:

1. Architect has familiarized him/herself with all conditions and requirements associated with the Project.
2. This Fee Proposal provides costs for all of the work items identified in the Architect Scope of Work as set forth in the RFP and provides a schedule for completion of those items.
3. This Fee Proposal is valid for a period of ninety (90) days from the date set forth below.

Signature of Architect

Date

Printed Name of Architect

Legal Name of Architect's Business Entity