

19 November 2021, revised 2 December 2021

Ms. Jeanne Carroza, CPPB, Senior Purchasing Agent  
Town of East Hampton  
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212-324-4183, JCarroza@EHamptonNY.Gov  
R2 Project #G2178

re: EH2021-103 Architectural & Engineering Services - New Senior Center

Dear Ms. Carroza:

As requested in your letter of 9 November 2021 and email on 1 December 2021, the following is a breakdown of each project phase and tasks and our cost proposal with assumptions on construction costs. We will review and revise our understanding once engaged to align with the Town of East Hampton's needs and direction. This cost proposal is based on our experiences with other similar projects and the following specifics for the design of a new 16,000sf senior center with a 1,500sf food pantry on a seven-acre site at 403 Abraham's Path, Amagansett, NY.

### **Scope of Work**

The East Hampton Senior Center has been and will continue to be a valuable community asset providing significant benefits to older adults and their families. Programs held at the Senior Center (prior to the pandemic) included the lunch/nutrition program, adult day care, limited daily exercise and social programs. However, the current Senior Center located at 128 Springs Fireplace Road is inadequate for the types of programs and services that are needed to meet the current and future needs of the growing older adult community. At present there are two main buildings with a combined total of 7,600sf. The parking lot consists of 61 parking spaces.

The new, larger Senior Center needs more space to:

- Accommodate the current and future needs of the Senior Nutrition Program – kitchen and lunchroom
- Accommodate the current and future needs of the Adult Day Care Program – including separate bathroom and shower
- Provide properly sized spaces for offices, conference room and lunchroom
- Provide ample parking for seniors, staff and the town's transportation buses and vans
- Provide a permanent home for the East Hampton Food Pantry
- Provide space for wellness programs such as yoga, dance, tai chi, meditation and health screenings
- Provide space for more enrichment programs such as healthy living lectures
- Provide comfortable spaces to hold book clubs, card games, art classes, and more
- Provide space for movie screenings
- Provide a welcoming lobby area where seniors can gather and socialize
- Allow for multiple activities to take place simultaneously
- Provide safe entrance and exit with drop-off lane
- Provide easy access to kitchen for oversize delivery vehicles
- Provide inclusive and universal design
- Provide a Net Zero Energy facility

Architect Services include:

- Approximately 18 meetings, both virtual and in-person, with the Client up to two hours each during Schematic Design, Design Development and Construction Document Phases.
- One, two-hour site meeting as required, but no less than bi-weekly, with the Contractor and Client during Construction Administration, plus travel (approximately 50 in-person site visits).
- One submission and one revision to the Building Department.

**Budget**

It is our understanding that East Hampton currently has \$10 Million to construct a new Senior Center and there may be additional funds needed to be raised. We will work with you to determine the maximum benefit for your budget. In this way, you are assured top-quality design and quality construction.

**Schedule**

We will work carefully with you to create and develop your project within the budget and schedule to be determined by you with our help. We will have meetings, prepare sketches and renderings, prepare technical drawings and visit the site, among other things. The fee is related to time and manpower and any extension or compression of the proposed schedule and Scope of Work may require fee adjustments for that specific phase. Based on a 1 January 2022 start date, the preliminary estimated schedule we proposed is:

	Start	End
Info Gathering / Community Outreach / Programming	01/01/2022	02/14/2022
30% Schematic Design	02/15/2022	03/28/2022
60% Design Development	03/29/2022	05/23/2022
100% Construction Documents	05/24/2022	08/16/2022
Bid /Negotiation	08/17/2022	09/14/2022
Construction Administration	09/15/2022	03/14/2024
Post Occupancy Services	03/15/2024	05/10/2024
Net Zero Evaluation	Annually for three years	

The following are the major tasks to be performed in each phase of the project:

**Basic Services (as defined in the AIA Contract including Architect, MEP Engineer, Structural Engineer and Cost Estimator)**

*Schematic Design – 6 Weeks*

1. Review Client program and Community Outreach Report.
2. Coordinate Surveying Services, Geotechnical Testing and Traffic Studies per project requirements.
3. Visit the site, prepare field survey and photo-document existing conditions.
4. Assist Client with program development and financial performance per project requirements.
5. Prepare preliminary layouts and freehand sketches for review and approval.
6. Provide wire diagram 3d visualization of building massing in rendering program.
7. Work with Client to establish budget and schedule.
8. Finalize required consultants.
9. Kick-off meeting and review design direction.

10. Provide SD Cost Estimate.
11. Approximately four meetings.
12. Present SD deliverable to community and stakeholders.
13. Deliverables: Architectural Design Drawings; SD Cost Estimate

#### *Design Development – 8 Weeks*

1. After approval of Schematic Design, develop key elements.
2. Develop scaled plans and elevations for review by Client and stake holders.
3. Assist Client or Client's representatives with preparation of submittals for required entitlements including assembling of graphics and narrative.
4. Provide Client with background materials for marketing.
5. Present project to public or private entities as determined by the project requirements.
6. Finalize design.
7. Coordinate consultants work with architectural design.
8. Review and adjust budget and schedule.
9. Provide DD Cost Estimating Services as determined by project requirements.
10. Approximately six meetings.
11. Present DD deliverable to community and stakeholders.
12. Deliverables: 60% Design Drawings & Specifications, including Subconsultants Drawings; DD Cost Estimate

#### *Construction Documents – 10 Weeks*

1. Prepare working drawings suitable for permitting and competitive bidding.
2. Direct and coordinate the design and documentation of subconsultants.
3. Assist Client in identifying any Client-supplied items, such as: security, AV/IT and appliances.
4. Coordinate consultants work with architectural design.
5. Complete documents for filing with the Building Department.
6. Approximately eight meetings.
7. Deliverables: 100% Construction Documents; CD Cost Estimate

#### *Bid Negotiation – 4 Weeks*

1. Assist Client with bid solicitation from qualified general contractors.
2. Respond to questions raised or interpretation required by contractors during the bidding period.
3. One site walkthrough or meeting with bidding contractors and one meeting with selected contractor.
4. Assist Client to analyze bids and make recommendations in awarding contracts.
5. Facilitate construction contract for Client's review and signature.
6. Deliverables: Bid leveling matrix; Select contractor

#### *Construction Administration Phase – Estimated at 18 months*

1. Forward instructions to contractors, vendors and/or suppliers.
2. Site observation averaging one two-hour visit as needed, but no less than bi-weekly, to determine if work is proceeding in accordance with Contract Documents.
3. Review, approve and take appropriate action on contractor's submittals such as shop drawings, product data and samples.
4. Respond to contractor's Request for Information (RFI).
5. Determine amounts owed and approve Client payments to contractors and suppliers.

6. Review final placement of all items and inspect for damage, quality, assembly and function.
7. Prepare a detailed punch list of items to be corrected and completed prior to authorization of final payment to contractor.
8. Deliverables: Minutes of meetings and site visits; responses to Contractors and Clients request for information; punch list; completed Senior Center & Food Pantry

**Services Beyond Basic Services (Additional Specialty Consultants, Assistance and Services Required or Desired for the Project)**

*Information Gathering / Community Outreach / Programming – 6 Weeks*

We envision a holistic initial effort that combines information gathering, community outreach, and programming. The intent of this effort is to establish the goals, parameters, and technical requirements that will guide the subsequent design phases, and to obtain community consensus for the project.

1. Conduct a kickoff meeting with the town and Senior Center staff to establish lines of communication, review the project schedule, and to define the goals (aspirational, aesthetic, functional, and sustainability goals) for the project.
2. Set up an initial meeting with the community. This would ideally be in-person, but we can structure an online event as necessary to respond to the sensitivity of the stakeholder group to having face-to-face meetings during the pandemic. The intent is for this meeting to be informal and inclusive, and to allow community members to have a sense of ownership in the design of the new Senior Center by expressing their goals and aspirations for the project.
3. Help the Client build a coalition / steering committee of seniors, community members and Human Services staff that will be champions for the project.
4. Obtain community input through a combination of online or in-person workshops and meetings, mailers, polls and surveys (digital and analog) to further define the project goals, aspirations, and desired programmatic elements.
5. Synthesize Client and community input and present the data collected to date. This information, which will include a preliminary program, will ideally be presented in a public, town-hall meeting to help build consensus on key goals, project needs, and clarify the nature of the design opportunities.
6. Interview staff of the Senior Center to further define space needs and technical requirements
7. Prepare a tabular program, room data sheets, and adjacency and stacking diagrams to define the size, relationship, and technical requirements for each space.
8. Deliverable: Community Outreach and Programming Report

*Landscape Design - Simultaneous with Other Phases*

1. Overall site planning, including building siting, locations of parking and drive aisles, and on-site stormwater management areas (final detailed drawings of parking, drive aisles and stormwater management areas by Civil).
2. Conceptual site grading (final grading by Civil).
3. Detailed plans for pedestrian hardscape surfaces (plazas/patios, etc.).
4. Site furnishing plans and details.
5. Planting plans, schedule, and details.
6. Deliverable: Landscape Plan

*Graphic Design & Wayfinding - Simultaneous with Other Phases*

1. Provide wayfinding signage for building directory, department/area identification, lobby & reception area, directional signage throughout building, wayfinding of outdoor spaces (entrance signs, drive directions, parking & landscaped paths).
2. Provide identification signage (public and non-public areas): exterior building identification signs, room and room number identification signs, flexible system for office name plaques, information and regulatory signage.
3. Provide code signage, including all ADA signage (public and non-public areas): Place of Assembly signage, restroom identification, parking, emergency evacuation plans, tactile/Braille egress signs.
4. Provide Donor signage, including system for signage to add donors. Provide strategy for room naming and exterior signage naming opportunities.
5. Deliverables: Building signage, standards, guidelines and specifications

*Furniture, Fixtures & Equipment (FF&E) - Simultaneous with Other Phases*

1. Provide layout for FF&E.
2. Provide specifications and solicit proposals for FF&E.
3. Create schedule of deliverables and coordinate delivery with construction.
4. Provide Client with proposals for all purchases, including full designer's discount.
5. Prepare Manual for Client including specifications, contact names/numbers for all items selected at end of the Project.
6. Assist with delivery and placement of furniture in facility.
7. Deliverables: Purchase Orders, Manual

*Commissioning – Provided During Construction Administration and Post-Occupancy*

1. Assistance in development of the Owner's Project Requirements and review of the Basis of Design.
2. Development of Commissioning Plan, Specifications and Prefunctional Checklists.
3. Commissioned equipment submittal reviews, concurrent with Design Team reviews.
4. Site visits for witnessing equipment startups, hydrostatic and duct leakage testing, and verification of Testing and Balancing.
5. Functional performance testing of all HVAC, Lighting, Service Hot Water and Renewable Energy Systems.
6. Review of owner training plan and verification of contractor implementation.
7. Deliverable: Ongoing verification of systems performance via remote monitoring of BMS

*Net Zero Energy Facility - Simultaneous with Other Phases*

1. Design for total carbon reduction.
2. Avoid fossil fuels for normal building operations.
3. Create schedule of deliverables and coordinate with construction.
4. Design a healthy building.
5. Design a resilient building.
6. Post Occupancy performance evaluation.
7. Deliverables: Net Zero Energy Facility

*Audiovisual (AV) - Simultaneous with Other Phases*

1. Audio Visual Infrastructure design
2. Deliverables: Audio Visual Systems design and equipment specification including the following sample spaces and systems:
  - Computer Labs
  - Flexible Classroom
  - Shared Collaboration Spaces
  - Digital Signage
  - Room Scheduling displays for Conference Rooms and other spaces.

*Information Technology (IT) - Simultaneous with Other Phases*

1. IT Structured Cabling System for data, voice, and video cabling, including backbone and horizontal cabling, cable pathways, and telecommunications grounding in accordance with applicable ANSI/TIA standards and as required by the Architectural program and coordinated with the campus standards.
2. Telecommunications Rooms (TRs) where required based on the Architectural program and cable distance limitations.
3. Equipment part plan layouts and rack elevation drawings.
4. Pathways designed to 5'-0" outside the building for interconnection to Communications Service Provider facilities or campus infrastructure.
5. Cable Television (CATV) distribution.
6. Deliverables: IT Distribution

*Security - Simultaneous with Other Phases*

1. Access Control System.
2. Video Surveillance (CCTV).
3. Intrusion Detection.
4. Intercom system.
5. Deliverable: Security System

*Energy Analysis – Schematic Design*

1. Develop a block-load exploratory whole-building energy model or a detailed model of select zones to evaluate up to ten options for architectural, HVAC system and central plant options and energy systems including on-site renewables to target project energy performance goals of net-zero energy and greenhouse gas emissions goals.
2. Develop an ASHRAE 90.1 baseline model.
3. Coordinate life-cycle cost analysis for up to five (5) EEMs. Capital cost, maintenance cost, discount rate, inflation, and utility rates to be provided by others.
4. Recommend an energy budget for building end uses that correspond to net zero energy with the PV array.
5. Deliverable: Energy Analysis memo

*Energy Analysis – Design Development Phase*

1. During the first half of design development phase, develop two detailed building energy models: the Baseline ASHRAE 90.1–compliant whole-building model and the Proposed design whole-building model.
2. Coordinate with the design team to confirm appropriate building occupancy schedules and other assumptions.
3. Evaluate up to ten individual or cumulative energy efficiency measures (EEMs) to improve building performance and align project design with the net zero energy goal.
4. Deliverable: Energy Analysis report with detailed appendix of modeling assumptions

*Energy Analysis – Construction Documents & Construction Administration Phases*

1. Update the Baseline and Proposed design building energy models once during construction documentation to assess net-zero energy goal.
2. Provide final revision to the Baseline and Proposed design building energy models. Revisions to be based on 100% construction documents or bid documents, to be determined by Atelier Ten.
3. Deliverable: Final Energy Analysis report

*Site/Civil/Survey/Transportation – Simultaneous with Other Phases*

1. Survey site.
2. Design parking lot geometry.
3. Design drainage and grading.
4. Prepare Stormwater Pollution Plan (SWPPP).
5. Analyze vehicular turning movements.
6. Recommend traffic control systems.
7. Prepare any associated traffic studies.
8. Deliverables: Detailed drawings of parking, drive aisles and stormwater management areas; final grading plan; Final site plan and traffic control systems

*Food Service - Simultaneous with Other Phases*

1. Interview kitchen staff and food pantry personnel to understand their culture and needs to define the objectives for food service.
2. Prepare floor plan and equipment plan.
3. Design strategic placement of equipment to achieve labor efficiency.
4. Include flexibility in design, as trends evolve frequently.
5. Deliverables: Kitchen and Food Pantry

**Basic Services Fee**

Our fee is determined by the Scope of Work, budget and time frame. For your project we estimate our fee for various tasks to be broken down as per the following:

We estimate our fee for the services typically included in the American Institute of Architects (AIA) Contract (architect, MEP engineer, structural engineer and cost estimator) for a construction cost estimated at \$800 - \$1,000/sf, our fee for basic services would be between 5-6% of the construction cost, including all items specified.

Following is a breakdown of estimated fees by stage for R2 Architecture, Kohler Ronan - MEP engineering, Silman - structural engineering and Project Cost Associates - cost estimator:

Basic Services Fees	% of	
	Fee	Fee
Schematic Design	15%	\$131,250
Design Development	20%	\$175,000
Construction Documents	34%	\$297,500
Bidding	04%	\$ 35,000
Construction Administration	25%	\$218,750
Post Occupancy	02%	\$ 17,500
<b>TOTAL</b>	<b>100%</b>	<b>\$875,000</b>

### Services Beyond Basic Fee

Services beyond basic that are requested or required could be another 5% of the cost of construction. The total fee would be estimated at 10%.

### Additional Consultant Fees Beyond Basic Services

Programming	\$ 47,500
R2 Community Outreach	\$ 35,000
R2 Landscape Design	\$125,000 Allowance
R2 Signage/Wayfinding	\$ 70,000 Allowance
R2 FF&E	\$100,000 Allowance
Kohler Ronan Commissioning	\$ 30,000
Kohler Ronan Energy Model for Net Zero	\$ 57,000
Kohler Ronan AV/IT/Security	\$ 55,000
Atelier 10 Energy Analysis	\$ 71,000
Hirani Site/Civil/Survey/Transportation	\$104,000
Romano Gatland Food Service	\$ 23,500
<b>Total</b>	<b>\$718,000</b>

### Additional Services

All work approved by the Client but extending beyond the Scope of Work defined in the initial contract as well as design revisions made after the conclusion of the Bidding phase (which are not the fault of the Architect) will be billed as Additional Services. Additional Services will be billed as a negotiated fee or on an hourly basis.

Additional Services may include, but are not limited to:

1. Preparation, filing of documents and any related work for approval by government authorities other than the Planning Boards and the Building Department.
2. Making revisions to drawings, specifications, and other documents when such revisions are inconsistent with approvals or instructions previously given and are due to causes beyond the control of the Architect.
3. Making revisions to the drawings after drawings have been approved and issued for bidding.
4. Preparing support data and other services in connection with contractors' Change Orders or substitutions.

5. Site observation in excess of 50 on-site meetings for the duration of the Contractor's initial contracted construction period including consultants included in this proposal.
6. Telephone, entertainment, computer systems design, specialized lighting.
7. LEED design and certification.
8. Renderings.

### **Reimbursable Expenses**

In addition to our Basic Services Fee compensation and additional consultant fees identified in this proposal, expenditures made by us or by our consultants, specifically for the project are to be reimbursed at direct cost plus 15%.

Standard expenses include reproductions, messengers, postage, express delivery, local and long-distance travel, long distance telephone, facsimile, photography, supplies, materials and any expenditures made in the direct interest of your project.

Other Client authorized expenses may include renderings, scale models, mock-ups and samples, off-hour expenses, and fees of Special Consultants. Special Consultants shall be those required for the project but not included in the proposal. Any required consultant and engineering services may be contracted separately and directly by the Client without markups.

### **Client Responsibilities**

1. Review material submitted by the Architect and respond expeditiously.
2. Provide available documents describing existing site conditions, including site survey.

Fees alone should not be the determining factor when selecting an Architect. We have calculated the fee based on the scope of the project and the time frame you are working with. We understand that we will be awarded based on a combination of our qualifications, fee and your budget. If our proposal has been reviewed positively, we are open to discussing the fee and schedule for your project.

Fees are payable as indicated above, plus expenses, within 20 working days of receipt of invoice and will be invoiced every 4-5 weeks. Payments not received within thirty days of the date of the invoice may impact the schedule.

If this project is terminated or significantly delayed, we shall be compensated for all services performed based on the percentage of completion up to the date we receive written notice of the change in project status.

If work on this project extends, through no fault of architect, beyond 24 months, the balance of the fee shall be due and continued services shall be considered Additional Services to be provided on an hourly basis at rates in effect at that time.

The project will progress in a linear and sequential manner, directions, and authorization by Client to proceed from one step or phase to the next will be interpreted to mean the preceding task or phase has been completed to the Client's satisfaction. If protracted duration of a phase or task in the project, or inordinate labor is spent trying to reach closure on design and cost issues due to circumstances beyond R2 Architecture's control, or unrealistic design expectation influence the project budget, then to the extent affected, the schedule and estimated compensation will be equitably adjusted.

**Other Conditions:**

1. The Architect shall have the right to photograph the Project at reasonable times and with reasonable notice for purposes of publicity and self-promotion. Such photographs remain the property of the Architect.
2. Drawings, as instruments of service, are the property of the Architect. The Client acknowledges that due to wide variations common to the construction bid process and changes in the Scope of Work that the Architect is not responsible for variations between expectations, estimates and the final cost of the work.

Thank you for the opportunity to submit a proposal for your exciting project. If you have any questions, please do not hesitate to give us a call. We look forward to the opportunity of working with you.

Please indicate your acceptance of this agreement by signing below and returning one copy to us. Upon your acceptance we will prepare an AIA Owner/Architect Abbreviated Agreement based on the terms indicated above that will serve as our agreement going forward.

Respectfully submitted by,



Carol Ross Barney, FAIA, Hon. ASLA



Ronnette Riley, FAIA, LEED AP

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East Hampton Community Center

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Date