



Michael Taylor Architects, Inc.

March 13, 2017

John Cox, Airport Manager  
Prescott Municipal Airport  
Ernest A. Love Field  
6546 Crystal Lane  
Prescott, Arizona 86301

RE: Letter of proposal  
FAA Tech Ops HVAC replacement  
Additional Construction Administration Services

Mr. Cox,

Thank you for the opportunity to present this letter of proposal for continued architectural services. Taylor Architects is fully staffed to provide high-level services on this project in a timely manner and we look forward to working with you. Below you will find a brief description of the project as we understand it, a description of the services we will provide and a fee structure for those services.

### **LETTER OF PROPOSAL FOR ARCHITECTURAL SERVICES**

#### **PROJECT:**

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This project includes a complete HVAC replacement for the City of Prescott's FAA Tech Ops building at Ernest A. Love Field in Prescott, Arizona.

The project will include the removal of all roof top equipment (to the extent possible), patching of rooftop openings and capping rooftop utilities, removal of the existing boiler system, removal of all existing ductwork, installation of an entirely new HVAC system and patching of existing finishes disturbed during the project.

The City will provide demo of dropped ceilings and lighting and will be responsible for the reinstallation of dropped ceilings, lighting and flooring.

The project budget is currently \$200,000 and includes design, construction and construction administration.

## ***SERVICES:***

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Services for this Project will include the following:

### ***Additional Construction Phase Services-***

In addition to the CA services listed in our original Letter of Proposal, the Architect will provide the following services:

The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201-2007, General Conditions of the Contract for Construction.

The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work.

The Architect shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

The Architect shall have the authority to reject Work that does not conform to the Contract Documents.

The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such request shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

The Architect will act as Initial Decision Maker to render initial decisions on Claims between the Owner and Contractor.

The Architect shall review the Contractor's submittals including Shop Drawings, Product Data and Samples for the limited purposes of checking for conformance with the information given and the design concept expressed in the Contract Documents.

The Architect shall review and respond to requests for information (RFI's) about the

Contract Documents. Responses shall be in writing with supplemental Drawings and Specifications as may be necessary to properly convey the response.

The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect shall prepare Change Orders for review by the Owner for changes in the Work that involve an adjustment to the Contract Sum and/or an extension of the Contract Time.

Services not included as a part of this proposal include the following:

1. Any services not specifically listed above  
Additional services may be added at your discretion.

***FEES:***

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For the above listed services we propose a fixed fee of: **\$6,300.00**

Expenses such as printing, plotting and mailings would be billed additionally at cost plus twenty percent (20%). There would be no expense billing for travel. Billings will be monthly for the work completed during the previous month and invoices unpaid after thirty (30) days will bear interest at two percent (2%) per month. A retainer is not requested prior to commencing the work. This proposal assumes the architect's liability is limited as stated below.

***LIMIT OF LIABILITY STATEMENT:*** In recognition of the relative risks and benefits of the project to both the client and the architect, the risks have been allocated such that the client agrees, to the fullest extent permitted by law, to limit the liability of the architect to the client 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 the that total aggregate liability of the architect to the client shall not exceed the architect's total fee for services rendered on this project. It is intended that this limitations apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

If the terms of this agreement are acceptable please sign below as indication of acceptance. We look forward to the opportunity to continue our relationship with you and appreciate your confidence in Taylor Architects. If you have any additional questions about the project or this proposal, please feel free to contact me.

Respectfully submitted,



3.19.17

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Michael Taylor, AIA  
Michael Taylor Architects, Inc

Date

Agreed,

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For the City of Prescott

Date