

# CONTRACT SUMMARY DOCUMENT

**Contract #:** 222865

**Contract Title:** On Call Architect Services

**TO ALL CITY DEPARTMENTS** – pursuant to City of Tucson Administrative Directive, Design, Construction and Renovation of City Buildings, Number 1.07-4, **City of Tucson Departments shall contact A/E prior to the start of any design phase involving the construction of a new City facility or modification of an existing City Facility.** The AD can be viewed at the following link -

[https://oneteam.tucsonaz.gov/our\\_resources/policies\\_and\\_directives/administrative\\_directives~2/capital\\_programs/1\\_07\\_4pdf](https://oneteam.tucsonaz.gov/our_resources/policies_and_directives/administrative_directives~2/capital_programs/1_07_4pdf)

City of Tucson – on behalf of the **Environmental General Services Department (EGSD) Architecture and Engineering (A/E) Division**, Procurement has awarded eight (8) contracts for Professional Architectural Services for Miscellaneous Projects. Federal Transit Administration (FTA), Regional Transportation Authority (RTA) and Housing and Urban Development (HUD) are included in the awarded contracts.

Consultants are as follows:

Contract	Consultant	Supplier Contract Number	Consultant Contact	Consultant Address
01	BWS Architects – (OMNIA Partners Administration Agreement)	SCON-001701	Robin Shambach, Principal <a href="mailto:rshambach@bwsarchitects.com">rshambach@bwsarchitects.com</a> Phone: 520.795.2705	BWS Architects 261 N. Court Ave Tucson AZ 85701 <a href="http://www.bwsarchitects.com">www.bwsarchitects.com</a>
02	DFDG Architecture	*To be assigned	Chad Billings, AIA, LEED-AP BD+C, WELL AP, Principal <a href="mailto:cbillings@dfdg.com">cbillings@dfdg.com</a> D. 602.761.5123 O. 602.954.9060	DFDG Architecture 4545 E. McKinley St Phoenix AZ 85008 <a href="http://www.dfdg.com">www.dfdg.com</a>
03	GLHN Architects and Engineers	SCON-001702	Dan Maher, AIA Director of Architecture <a href="mailto:dmaher@glhn.com">dmaher@glhn.com</a> Phone: 520.881.4546	GLHN Architects and Engineers 2939 E Broadway Blvd Tucson AZ 85716 <a href="http://www.glhn.com">www.glhn.com</a>
04	Line and Space	SCON-001703	Henry Tom, FAIA, NCARB, Principal <a href="mailto:henryt@lineandspace.com">henryt@lineandspace.com</a> Phone: 520.623.1313 Mobile: 520.400.6171	Line and Space, LLC 627 E Speedway Blvd Tucson AZ 85705 <a href="http://www.lineandspace.com">www.lineandspace.com</a>
05	Lizard Rock Designs	SCON-001704	Tom McQuillen, Principal <a href="mailto:tmquillen@lrd-az.com">tmquillen@lrd-az.com</a> Phone: 520.882.4484	Lizard Rock Designs 1640 E. River Road #206 Tucson AZ 85718 <a href="http://www.lrd-az.com">www.lrd-az.com</a>
06	PMM	SCON-001705	Corky Poster, Architect/Planner/Sec. Treasury <a href="mailto:cposter@pmm.design">cposter@pmm.design</a> Phone 520.882.6310	PMM – Poster Mirto McDonald 317 N Court Ave Tucson AZ 85701 <a href="http://www.pmm.design">www.pmm.design</a>
07	Swaim Associates	SCON-001706	Phil Swaim, President <a href="mailto:pswaim@swaimaia.com">pswaim@swaimaia.com</a> phone: 520.326.3700	Swaim Associates 7350 E Speedway Blvd, Suite 210 Tucson AZ 85710 <a href="http://www.swaimaia.com">www.swaimaia.com</a>
08	WSM, a Division of Shive-Hattery	SCON-001707	Paul Mickelberg, Principal <a href="mailto:pmickelberg@wsMarch.com">pmickelberg@wsMarch.com</a> phone: 520.408.1044	WSM, a Division of Shive-Hattery 4330 N Campbell Ave. Suite 268 Tucson AZ 85718 <a href="http://www.wsmarch.com">www.wsmarch.com</a>

Date: February 28, 2023

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How To use this contract	
<b>Summary Description</b>	<p>Consultants will provide on-call architectural services on an “as-needed” basis. This is to establish nonexclusive “services-on-demand” retainer type professional service contracts.</p> <p>The contracts will be based on a negotiated hourly billing rate.</p> <p>A scope of work and a total not-to-exceed fee amount will be negotiated as each project arises. These contracts will reduce the administrative burden associated with multiple short form professional service contracts, provide adjunct consultant service to accelerate the design process, and furnish auxiliary construction administration for small projects.</p>
<b>Services</b>	<p>The full Scope of Work detailing services can be found in the <u>Executed Contract</u> available on the City of Tucson’s public contract portal, <a href="https://procurement.opengov.com/">https://procurement.opengov.com/</a> (Search Contracts by entering “222865” and the awarded contracts will be available. Select an awarded firm, scroll down to Contract Documents and select <b><u>Executed Contract</u></b>):</p> <ul style="list-style-type: none"><li>• 222865-01</li><li>• 222865-02</li><li>• 222865-03</li><li>• 222865-04</li><li>• 222865-05</li><li>• 222865-06</li><li>• 222865-07</li><li>• 222865-08</li></ul>
<b>Negotiated Rates</b>	<p>Negotiated Rates can be found in the <u>Price Page</u> file available on our public contract portal, <a href="https://procurement.opengov.com/">https://procurement.opengov.com/</a> Search Contracts by entering “222865” and the awarded contracts will be available. Select an awarded firm, scroll down to Contract Documents and select <b><u>Price Page</u></b>):</p> <ul style="list-style-type: none"><li>• 222865-01</li><li>• 222865-02</li><li>• 222865-03</li><li>• 222865-04</li><li>• 222865-05</li><li>• 222865-06</li><li>• 222865-07</li><li>• 222865-08</li></ul>
<b>Contract Term</b>	<p>Initial two-year term, <b>February 28, 2023 through February 27, 2025</b> with one, two-year renewal and one, one-year renewal.</p>

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<b>Payment for Services</b>	<p>Pay request may be submitted monthly and will be certified for payment for services performed and approved by the Project Manager, consistent with City or Participating Public Agency procedures. Each project will have its own invoice.</p> <p>For the City's <b>Environmental General Services Division/Architecture and Engineering Division</b> – pay request shall be submitted to the A/E Project Manager.</p>
<b>Rate Adjustment</b>	<p>The City will review fully documented requests for rate adjustment after any contract has been in effect for one (1) year. Any rate adjustment will only be made at the time of contract extension and will be a factor in the extension review process. The City will determine whether the requested rate adjustment or an alternate option, is in the best interest of the City. Any rate adjustment will be effective upon the effective date of the contract extension.</p>
<b>Process to Add Sub Consultants to contract 222865</b>	<p>Prime Consultant is required to submit a written request to add a Sub Consultant to their contract by using the City's Fee Estimate Summary and Discipline Categories – Attachment A and Attachment B. The City shall conduct a Calculation Verification and may negotiate the proposed Billing Rate.</p> <p>Sub Consultant will be added via Contract Addendum.</p>
<b>Invoicing</b>	<p>The City will pay the Contractor following the submission of an itemized invoice(s) on the prescribed form as provided by the City. Each itemized invoice must bear a written certification by an authorized City representative confirming the services for which payment is requested. The invoice shall be submitted based upon work completed and direct costs incurred. Upon completion of the project to the satisfaction of the City and acceptance of the work, final payment shall be made. The City shall make every effort to process payment for the purchase of materials or services within twenty-one (21) calendar days after receipt of materials or services and a correct invoice.</p>

For questions regarding this contract, please contact Cynthia Thompson, NIGP-CPP, CPPB, Principal Contract Officer via email [Cynthia.Thompson@tucsonaz.gov](mailto:Cynthia.Thompson@tucsonaz.gov) or by phone (520) 837-4134.

Date: February 28, 2023

# ATTACHMENT A

## FEE ESTIMATE SUMMARY

DATE: \_\_\_\_\_

PROJECT: **On-Call Architect Services**

PREPARED BY: \_\_\_\_\_ CONTRACT NUMBER **222865**

EFFECTIVE DATE \_\_\_\_\_ PRIME CONTRACTOR \_\_\_\_\_

CONTRACT TIME \_\_\_\_\_ CONTRACT TYPE \_\_\_\_\_

ITEM NO.	FIRM	Discipline	A Direct Labor Rate	B Overhead _____%	C Profit _____%	D Billing Rate
1						
2						
3						
4						

## Formulas

(A) Direct Labor Rate

(B) Overhead @ \_\_\_\_\_ % X (A)

(C) Profit @ \_\_\_\_\_ % X (A + B)

(D) Billing Rate (A+B+C)

**RFQ 222865 - On Call Architect Services**

Use only the discipline categories listed here when completing the fee summaries for prime and sub-consultants.

<b>Discipline Category</b>	
<b>Principal</b>	Principal Architect, Principal Engineer, President, Vice President, Managing Principal, Principal In Charge, Specialized Consultant
<b>Project Manager</b>	Project Principal, Principal Project Manager, Project Manager, Senior Project Manager, Project Director, Sr. Project Director, Project Administrator, Account Manager, Office Manager
<b>Senior A/E</b>	Project Architect, Project Engineer, Sr. Project Engineer/Architect, Sr. Engineer/Architect, Project Landscape Architect
<b>A/E</b>	Architect, Engineer, Engineering Consultant, Staff Engineer, Registered Land Surveyor, Landscape Architect, Field Engineer
<b>Designer</b>	Senior Designer, Engineering Designer, Design Engineer, Landscape Designer, Design Tech
<b>CADD</b>	CADD Designer, CADD Technician, CAD Operator, AutoCAD, Drafter, Senior Drafter, Junior Drafter, Draftsperson, Drafting Technician
<b>Prof Level IV</b>	Principal Scientist (Hydrologist, Chemist, Biologist, Geologist, Environmental Scientist), Principal Planner, Principal Scientist
<b>Prof Level III</b>	Senior Scientist (Hydrologist, Chemist, Biologist, Geologist, Environmental Scientist), Survey Manager, Survey Chief, Environmental Specialist, Estimator, Senior Planner, Accountant II
<b>Prof Level II</b>	Scientist I (Hydrologist, Chemist, Biologist, Geologist, Environmental Scientist), Planner, Survey Supervisor, Field Supervisor, Inspector, GPS, GIS, Engineering Aide, Accountant I, Project Coordinator
<b>Prof Level I</b>	Field Tech, Field Staff, Lab Tech, Intern, Project Assistant
<b>Clerical/Admin</b>	Clerical Staff, Word Processor, Administrator, Administrative Assistant, Support Staff
<b>Survey Crew- 3 Man</b>	
<b>Survey Crew- 2 Man</b>	