



# AIA<sup>®</sup> Document G801<sup>™</sup> – 2007

## ***Notification of Amendment to the Professional Services Agreement***

**TO:** City of Gillette  
201 E. 5<sup>th</sup> Street  
P.O. Box 3003  
Gillette, Wyoming 82717  
*(Owner or Owner's representative)*

Notification Number: 001

In accordance with the Agreement dated: April 4, 2015

**BETWEEN** the Owner:  
*(Name and address)*  
City of Gillette  
201 E. 5th Street  
P.O. Box 3003  
Gillette, Wyoming 82717

and the Architect:  
*(Name and address)*  
MOA Wyoming Inc. dba MOA ARCHITECTURE  
302 South David Street, Suite 210  
Casper, Wyoming 82601

for the Project:  
*(Name and address)*  
Gillette College Student Housing - Phase II  
Early Bid Package - Construction Administration Services & A/V IT Design

---

Notification is made of the need to proceed with Additional Services as follows:  
Early Bid Package - Construction Administration Services & A/V IT Design per the attached Exhibit 'A' letter dated September 2, 2015 outlining the Scope of Work and compensation.


The following adjustments shall be made to compensation and time.  
*(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)*

Compensation:  
Compensation is outlined in Exhibit 'A'.

Time:  
The schedule outlined in Exhibit 'A' is for a time period of September 15, 2015 through October 30, 2015

Prompt written notice to the Architect from the Owner is required to discontinue the described service.

**SUBMITTED BY:**

  
\_\_\_\_\_  
(Signature)

Robert Outland, AIA, AICAE, LEED AP  
Principal, Vice President  
\_\_\_\_\_

(Printed name and title)

September 2, 2015  
\_\_\_\_\_

(Date)



## MOA ARCHITECTURE

September 2, 2015

Dustin Hamilton, P.E.  
Development Services Director  
City of Gillette  
201 E. 5<sup>th</sup> Street  
Gillette, Wyoming 82717

RE: **Proposal for Gillette Student Housing – Phase II  
Early Bid Package - Construction Administration Services & A/V IT Design**

Dear Dustin,

MOA ARCHITECTURE (MOA) is pleased to provide this Proposal for Architectural and Engineering Services for the Gillette Student Housing Phase II Early Bid Package Construction Administration Services. Our understanding of the proposed project, services required, and fees by task are outlined below.

### PROJECT DESCRIPTION

The project will consist of the construction observation phase of one, approximate 43,300 gsf three story building providing living quarters for approximately 148 students, a kitchen and dining hall, laundry facilities, office space for employees, classroom/study room, custodial and storage areas, associated site work, and landscaping. The building construction documents shall be completed on October 7, 2015.

### PROJECT SCHEDULE

This proposal is based on the following schedule durations:

Design Development Documents were completed – August 10, 2015

Early site and foundation drawings for permit were completed – August 10, 2015

Complete Construction Documents – October 7, 2015

Begin construction on early foundation package – anticipated week of September 15, 2015

Construction Period – early bid & foundation September 15, 2015 to October 30, 2015

Remaining construction period - November 2, 2015 through August 31, 2016

Project close out – September 30, 2016

### ARCHITECT'S SCOPE OF WORK – BASIC SERVICES

The scope of work as follows:

#### A/V IT Design

Spectrum Engineering shall review DD documents for IT locations and consistency with the program and document and specify A/V equipment where required. Assist with A/V bidding and bid review.

#### Civil Engineering CA

CEI, Inc. work includes shop drawing reviews, site observations of key civil elements, site observation reports and responses to RFI's and CMAR questions.

ARCHITECTURE · PLANNING · INTERIOR DESIGN

Dustin Hamilton, P.E.

**Gillette College Student Housing – Phase II**

**Early Bid Package - Construction Administration Services**

September 2, 2015

Page 2

Architectural & Structural CA      Early foundation bid scope of work includes construction administration work together with every-other-week (semi-monthly) on-site field observations for architectural representatives, RFI responses, shop drawing and submittal reviews. This proposal assumes an approximate six week construction duration for the early bid and foundation work.

Note: See the Attachment 'B' – Clarifications and Exclusions for more detailed Scope of Work for each discipline.

**COMPENSATION**

**Architectural, Structural, A/V IT and Civil Engineering**

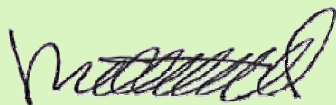
Construction Administration and A/V Design	\$ 42,800.00 (Fourty two thousand eight hundred dollars)
--	--

**REIMBURSABLE EXPENSES**

In addition to the fees noted above, reimbursable expenses such as printing, plotting, scans, delivery, mileage, and similar expenses will be invoiced at cost plus 10 percent. Funds advanced by MOA ARCHITECTURE or its consultants for project permit fees, jurisdictional applications, and similar items will be reimbursed to MOA ARCHITECTURE at cost plus 10 percent. The mileage reimbursable rate is based on IRS guidelines, which do change periodically. Reimbursable expenses for this project are estimated to be \$4,600.00.

Thank you for the opportunity to submit this Proposal. This proposal shall be made an amendment to the original agreement with the City of Gillette for the Gillette College Student Housing – Phase II.

Sincerely,  
MOA Inc. dba MOA ARCHITECTURE



Robert Outland, AIA, AICAE, LEED AP  
Principal, Vice President

Attachments:      "Attachment A" – Standard Hourly Billable Rates  
                         "Attachment B" – Clarifications and Exclusions

Dustin Hamilton, P.E.

**Gillette College Student Housing – Phase II**

**Early Bid Package - Construction Administration Services**

September 2, 2015

Page 3

**“ATTACHMENT A”**

**STANDARD HOURLY BILLABLE RATES**

---

**MOA ARCHITECTURE**

Senior Principal / Senior Managing Director	\$215.00
Principal / Managing Director	185.00
Principal / Project Director	160.00
Senior Designer	145.00
Designer II	125.00
Designer I	100.00
Senior Project Manager / Project Director	150.00
Senior Project Manager	145.00
Architect III / Project Manager	130.00
Architect II / Project Manager	115.00
Architect I	105.00
Architectural Intern III	95.00
Architectural Intern II	85.00
Architectural Intern I	75.00
BIM / IT Manager	130.00
Business Manager	130.00
Admin – Manager	85.00
Admin Asst II	75.00
Admin Asst I	55.00

**Other consultant hourly rates will be provided as requested**

Note: The rates set forth herein are applicable for all services provided through December 31, 2015, at which time the Architect's and Consultant's rates under this agreement shall automatically adjust to those rates the Architect and Consultants have established for new services and contracts for the following year(s).

END OF “ATTACHMENT A”

**Gillette College Student Housing – Phase II**

**Early Bid Package - Construction Administration Services**

September 2, 2015

Page 4

**“ATTACHMENT B”**

**SCOPE CLARIFICATIONS AND EXCLUSIONS**

---

1. The services of this Proposal are for Architectural, Structural Engineering and Civil Engineering Early Bid/ Foundation Construction Phase Services and A/V IT Design Services. The design consultant disciplines and firm names included in this Proposal for this project are as follows:

Architectural services	MOA ARCHITECTURE
Structural Engineer	KL&A, Inc.
Civil Engineer	CEI, Inc.
AV/IT Design Services	Spectrum Engineers
2. The architectural on-site observations shall begin the week of Sept. 15<sup>th</sup> and be every two weeks thereafter until October 30, 2015. This proposal assumes a total of three (3) on site observations during this time period. The remainder of the site observations and construction phase services shall be covered under a separate agreement and are not a part of this proposal.
3. The AV/IT Design Scope of Work shall include:
  - a. The review of the DD documents for IT locations and consistency with the program and appropriate documentation.
  - b. The specifying of the A/V equipment where required and to assist with the A/V bidding and review of the bids.
  - c. Voice and data systems design for the dormitory, community space and food services area.
  - d. Provide wireless 802.11 network cable design.
  - e. Provide outside plant fiber design for connecting to campus network.
4. The Civil Engineering Scope of Work shall include:
  - a. Review the CMAR's shop drawings for the site work portion of the "Foundation CD's" early bid package for general conformance with the design concept.
  - b. Supply the CMAR with an AutoCAD file of the site layout and a "dxt" file of the final surface for the use in construction staking.
  - c. Attend pre-construction conference with the CMAR, Architect and Owner's representative.
  - d. Provide three quarter-time site observation for the "Water Line Relocation" portion of the foundation work. It is anticipated that this portion of the project will have a seven (7) day duration. In the event that more days are required, an adjustment in fees will be requested.
  - e. Provide two (2) site observations for the "Rough Grading" portion of the foundation work. It is anticipated that this portion of the project will have a six (6) day duration. In the event that more days are required, an adjustment in fees will be requested.
  - f. Electronic reports of the site observations will be prepared and submitted to the city, college, CMAR and architect.
  - g. Provide clarification to questions from the CMAR related to the foundation bid packages of the overall site work. This includes questions via telephone and on-site.

Dustin Hamilton, P.E.

**Gillette College Student Housing – Phase II**

**Early Bid Package - Construction Administration Services**

September 2, 2015

Page 5

h. Attend construction progress meetings as requested by the city, college, architect or CMAR. This proposal assumes total of no more than three (3) such meetings. These meetings may be in conjunction with the site visits.

i. CEI shall contract with PCA Engineering, Inc. to provide horizontal and vertical control points and a "Foundation Location Certificate" for the foundation.

j. This proposal does not include any other construction phase civil engineering work other than that which is outlined here. All other construction phase work shall be covered under a separate contract.

5. The Structural Engineering Scope of Work shall include:

a. Review of the rammed aggregate calculations and associated testing reports.

b. Review of concrete reinforcement shop drawings

c. On-site observations shall be limited to two (2) observations trips. One for rammed aggregate piers and one for footing/grade beam observation. In the event that more days are required, an adjustment in fees will be requested.

d. This proposal does not include any other construction phase structural engineering work other than that which is outlined here. All other construction phase work shall be covered under a separate contract.

END OF "ATTACHMENT B"