

AIA[®] Document B105[™] – 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the Twenty Seventh day of March in the year Two Thousand Nineteen

(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

City of Gillette
201 E. 5th Street
Gillette, WY 82716
Telephone Number: 307-686-5265

and the Architect:

(Name, legal status, address and other information)

Schutz Foss Architects, Professional Corporation
107 East First Street
Gillette, WY 82716
Telephone Number: 307-685-0209
Fax Number: 307-685-0212

for the following Project:

(Name, location and detailed description)

1910 - City of Gillette - City Hall 3rd Floor Remodel
201 East 5th Street
Gillette, WY 82716

Scope of Services

1. Review the Owner's needs, goals and requirements.
2. Collaborate with City personnel in the preparation of a construction schedule for the project. Identify potential construction phasing strategies and schedules to minimize impacts to City employees during construction. Identify planned milestones and major events as necessary.
3. Assist in defining project costs and major cost variables. Prepare and maintain a detailed project construction budget during the design phases.
4. Provide cost comparisons of alternate construction systems and materials.
5. Provide recommendations to the design team for value engineering options and economics where appropriate. Analyze proposed materials and building systems with respect to quality, availability and price.
6. Prepare a detailed, measured quantity, cost estimate from the in-progress construction documents. Estimate to include all building construction and sitework improvements where applicable.
7. Identify, recommend and expedite the procurement of materials and/or equipment that requires long lead times to ensure delivery to maintain the construction schedule.
8. Review the construction documents during preparation to minimize conflicts, overlaps and omissions between proposed disciplines.
9. Prepare bid forms and documents for solicitation of competitive General Contractor or Construction Manager bids. Review with the project team and

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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User Notes:

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advise accordingly. Conduct scope review with low bidders and make recommendations to the project team for contract award. Prepare construction contracts for each trade or category of work.

10. Provide contract administration services for the project to include but not be limited to: Per Article 1 of this agreement.
11. Meet with City staff throughout the design process as needed. Anticipate weekly meetings with City staff to provide updates. Anticipate two (2) public meetings with the City Council. Anticipate 50%, 90%, and Final Design submittals including review and approval by City staff.

Spaces and systems to be addressed include, but are not limited to:

12. Relocation of administrative conference room and includes A/V connectivity to GPA-TV in the basement.
13. Remodel of administrative suite.
14. All existing baseboard heat in all areas of third floor will be removed. HVAC will be updated for the entire third floor.
15. All existing lighting on the third floor will be replaced with LED lighting.
16. Existing bathrooms on the third floor are to be included in the design phase of the remodel, and will likely be included as a bid alternate for the construction phase.

The Owner and Architect agree as follows.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

Architecture/Electrical/Mechanical Engineering

Bidding Assistance

Contract Administration

All services as detailed in the City's RFQ for Professional Services dated February 12, 2019 and Addendum No. One dated February 28, 2019.

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A101-2017 or select a different form of agreement, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, as may be required. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with

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the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A101-2017, Standard Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

Fees: Sixty Three Thousand Dollars (\$63,000)

Note: The proposed fee is based upon the initial scope of work presented by the City of Gillette and a project construction budget not to exceed \$900,000. Should the final approved scope of work and Architect's cost estimate exceed this Owner's budget, the Architect shall be entitled to additional compensation commensurate with the actual scope of work as agreed by both parties.

Reimbursables not to exceed: Ten Thousand Dollars (\$10,000)

The Owner shall pay the Architect an initial payment of zero (\$ 0.00) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus ten percent (10 %). Including printing, postage, mileage, hotel, per diem, rental car.

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid Forty (40) days after the invoice date shall bear interest from the date payment is due at the rate of zero percent (0 %) , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond Nine (9) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

ARCHITECT (Signature)

(Printed name and title)

(Printed name, title, and license number, if required)

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Additions and Deletions Report for

AIA® Document B105™ – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 18:29:46 ET on 03/25/2019.

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Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 18:29:46 ET on 03/25/2019 under Order No. 7297064088 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B105™ – 2017, Standard Short Form of Agreement Between Owner and Architect, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)