

EXHIBIT “A”- SCOPE OF WORK

Environmental Learning Center
Lake Havasu City, Arizona
LHC Project No. FA1040
2.15.2018

1. Project Services

Consultant agrees to perform professional services for a project known and described as the Lake Havasu Environmental Learning Center (ELC or Project). The Services are described in the following subtasks:

1.1 Initial Information

The following Project description is repeated from the original RFQ with the caveat of the range of 10,000 to 15,000 square feet for the building being added:

i. Lake Havasu City, Arizona, intends to pursue a new regional Environmental Learning Center of approximately 10,000 to 15,000 square feet on approximately ten acres. The site is located directly west of SR-95 approximately 6 miles from town within the Havasu Riviera Development - A public-private partnership between the City, a private developer and Arizona State Parks. Envisioned is a “green” facility that will offer a public gathering space with the primary purpose being the collection and dissemination of data and knowledge relating to water in the desert. The facility will serve multiple disciplines, including the multitude of government agencies, water authorities, special districts, schools, universities and Lake Havasu City. The City intends to relocate its state certified water quality laboratory to this new facility and incorporate its presence into the teaching and data gathering functions. The lab will provide limited research capability, as well as study space for agency representatives and students on assignment. The building will provide free broadband WiFi, library, gift shop and possibly a coffee / lunch bar in an open, public setting suitable for public and private affairs. A separate meeting room will serve multiple purposes, including classroom and or lecture uses. A possible concept includes a small-scale wastewater treatment plant incorporated into the grounds of the facility for demonstration/ educational purposes and production of recycled effluent for use on the adjacent botanical gardens. This Project is a major component of the City's Vision 20/20 plan.

The Project will be approached in two phases. The first phase of Project Services will include:

- Pre-Design
- Kick-off/ Visioning Session
- Economic Analysis
- Facility Uses/ Programming

If the Project proves to be economically viable based on the conclusions of the Economic Analysis, the Consultant will be retained to continue with Phase 2 of the Project. These services will include:

- Master Planning/ Conceptual Design
- Permitting Requests
- Program Schedule
- Marketing Tools Package

The final size of the ELC and site development will be based on the Programming/ Master Planning and Conceptual Design phases of work.

1.2 Pre-Design

A. Introduction

- i. Includes in-office Project management, setup of project files / procedures, preparation of prime agreement and consultant contracts.
- ii. Protocols will include weekly calls or Go To Meetings with the City to provide status of Project progress. The Consultant will keep minutes of each meeting and issue to City and Team within five business days.

1.3 Kick-off/ Visioning Session

A. Kickoff/ Visioning Session Preparation

Prior to the Kickoff/ Visioning Session, the Consultant's design team will:

- i. Plan appropriate structure and process for the meeting.
- ii. Analyze and incorporate any information gathered considered pertinent to the Project.
- iii. Produce graphic supporting materials for the meeting.

B. Led by the Consultant, and hosted by the City at a location TBD, the core design team (Architect, Economist and Master Planner) will attend and hold a one day-long Kick-off/ Visioning Session with the City staff and stakeholders to identify, discuss, and prioritize values and goals that will impact the ELC, including institutional purposes, growth objectives, and cultural, technological, temporal, aesthetic, symbolic, economic, safety, sustainability, and other relevant criteria. Include in discussion, key issues, challenges, strategies and marketing tools for the Project work plan.

- i. Identify key project team members, roles and accountabilities.
- ii. Establish decision-making and communications protocols.
- iii. Clearly define the Project scope.

- iv. Establish budget, schedule and phasing strategies.
- v. Agree how monitoring and adjustment will occur, including milestone dates and deliverables.
- vi. The City will provide to the Consultant data and information necessary to complete its Services including all information that pertains to the site under consideration for development within the scope of this Agreement as well as access to the property. In addition, the City will make the City's personnel available to the Consultant, in a timely manner, to provide information and to facilitate decision-making in accordance with the Project schedule.

C. Deliverables

- i. Prepare Project Directory of all key team members and stakeholders.
- ii. Prepare a narrative summary of information gathered during the Kick-off meeting delivered in digital format to the City.

1.4 Economic Analysis

A. Public Needs Assessment and Benefits Analysis (combined)

- i. The Public Needs Assessment and Benefits Analysis will be completed concurrently. This is because the list of *potential users* are also the *providers* of the funding that will be required for Project success. In some cases the ELC will simply need a volume of "customers" for the Project to be viable. Select strategies related to entertainment uses tied to the community's strong tourism base will be required. In other instances, there will be opportunities to provide educational opportunities to both youth and professionals. Carefully crafted and marketed, the ELC can be yet another business development amenity for use in economic development planning. Detailed tourism reports and data will be reviewed, separated into the various seasonality types of visitors, and discussed in the context of economics AND project design.

B. Potential Users and Partners

- i. Led by the Consultant economist, a minimum of two trips will be planned specifically to gather information from various governmental agencies, local and/ or chain businesses, academic institutions, endowments and non-profit organizations and other interested members/ stakeholders in the community. This will be important to any public relations issues that could arise who may be interested in being a partner in the effort related to joint marketing, and to gain "buy in." A set of questions will be developed for the ELC stakeholders and discussed with the full team. Summaries of the meetings will be completed. Jim Rounds will attend meetings with the Consultant design team as needed (three additional meetings at the Consultant's office are anticipated).

C. Cost, Revenue and Funding Opportunities

i. The Cost, Revenue and Funding Analysis will be built on the aforementioned analyses in Sections 1.4.A and B, above. However, this process will be based on coordination and a *unique* economic impact model will be constructed. *This will be the first of its kind in the state* and will allow stakeholder participants to adjust inputs related to visitor spending and volume (as well as other sources of potential revenue) and will provide immediate results related to financial viability. City and Community leaders can then discuss levels of confidence that will be desired in the effort and how changes in inputs might affect the viability of the ELC. The economic impact model will be expanded to also capture the additional multiplier effects from related spending throughout the community that is not typically analyzed but is a real impact.

D. Deliverables

i. An Economic Analysis Summary Report of Sections 1.4.A, B and C, above will be provided in an 8 ½ x 11 format. However, it is the Consultant's intent that this is truly intended to be an interactive process with the City. The economics team will provide information to the design team and vice versa as the effort progresses. Advanced economic models will be utilized and summaries of the effort will be provided.

1.5 Facility Uses/ Programming

A. Administration of Programming Services

i. The Consultant will coordinate with the City, research applicable facility uses criteria, attend Project meetings, communicate with members of the Project team and issue progress reports and a final program document. The Consultant will coordinate the services provided by the Consultant and its sub-consultants with those services provided by the City and its consultants.

ii. The Consultant will make a presentation to the City to explain the Programming Services to be utilized in developing the ELC. ·

iii. The Consultant will submit programming documents to the City for evaluation and approval at intervals appropriate to the process. The Consultant will be entitled to rely on approvals received from the City to complete the Programming Services and in the further development of the ELC.

iv. The Consultant will make three visits to the City to conduct the Programming Phase.

B. Identification of Programming Participants

i. Based on the scale of the ELC, and the level of specialized functions that will be required, the Consultant, in conjunction with the City, will identify the persons to participate in the programming process, including the Consultant, subconsultants, the City, the City's consultants, and users of the ELC, as well as other stakeholders, in the community.

C. Information Gathering

i. The Consultant will compile and review existing ELC related documentation, including the following:

1. Available information and site visit to existing water quality lab, site surveys, and other City documents, including existing program material, if any
2. Relevant government documents such as applicable codes and ordinances
3. Applicable non-governmental building and planning standards

ii. The Consultant will prepare for and conduct interviews of City designated individuals by:

1. identifying key individuals to be interviewed
2. establishing a work plan and schedule for the interviews
3. determining the types of data that could impact the design of the ELC and
4. determining how interviewing will relate to other information-gathering techniques, such as observation and surveys.

iii. The Consultant will prepare a work plan and schedule for questionnaires and will develop, prepare and distribute questionnaires and collate the results. The Consultant will prepare questions based on a systematic process for gathering specific program information such as furniture and equipment needs and special space criteria for the ELC.

iv. Establish sustainability objectives, discuss potential sustainability measures to be targeted, examine strategies for implementing the sustainability measures, and discuss the potential impact of the sustainability measures on the Project Schedule and budget.

v. The Consultant will conduct a meeting with the City's Project team for the purpose of reviewing information obtained from interviews, observations and questionnaire; considering and discussing design and planning issues, including future growth and expansion projections; and endeavoring to achieve consensus as to which values, goals, facts, needs and ideas should influence the design of the ELC.

D. Development of Project Requirements for Building Program

i. The Consultant will determine specific space requirements for the ELC by:

1. identifying required spaces
2. establishing sizes and relationships

ii. The Consultant will establish general space quality standards for the ELC related to such elements as lighting levels, equipment performance, acoustical requirements, security and aesthetics.

iii. The Consultant will prepare the program document detailing all items identified in Sections D.i and D.ii incorporating written and graphic materials that may include:

1. an executive summary
 2. documentation of the methodology used to develop the program
 3. value and goal statements
 4. relevant facts upon which the program was based
 5. conclusions derived from data analysis
 6. bubble diagrams
 7. space listings by function and size
 8. space adjacencies (both internal and external)
 9. prepare 8 ½ x 11 Room Data sheets including a floor plan with the standard requirements and special HVAC, plumbing, power, electric lighting, natural daylight, communications, AV, acoustical, furnishings, equipment, millwork or security needs.
 10. Prepare Mechanical, Plumbing, Fire Protection, Electrical and Structural narratives.
 11. Prepare sustainability narrative.
- iv. The Consultant will provide a preliminary opinion of probable construction cost of the program with respect to the budget objectives for the ELC.

E. Deliverable of Initial and Final Programming Document

- i. The Consultant will prepare an initial report of its findings and analysis for the City and meet with the City to agree on the form of presentation appropriate to the needs of the City's organization and the ELC. The City will review and provide the Consultant with comments on the room data sheets, adjacencies, sketches, etc. One hard copy and a digital copy of the initial report will be distributed.
- ii. The Consultant will incorporate City's comments into the initial programming document and present its final report at the City or as otherwise directed by the City. Three hard copies and a digital copy of the final building program will be distributed.

3. Services Not Included

- i. Architectural/ Engineering services beyond those noted in Section 1.
- ii. Any detailed engineering assessments including, but not limited to mechanical, electrical, plumbing engineering/ utility and infrastructure data and evaluation, soil or other material testing.
- iii. Civil engineering.
- iv. Preparation of topographical and boundary surveys and legal descriptions.
- v. Eco-machine design (packaged wastewater treatment plant).
- vi. Design specification of water feature equipment, waterproofing materials, systems engineering and their protection.
- vii. Signage and wayfinding.
- viii. Vibration design for labs.
- ix. Furniture, Fixtures and Equipment design.
- x. Telecom/ security design.
- xi. LEED and/or Living Building Challenge.
- xii. Video/ animations.
- xiii. Schematic Design, Design Development, Construction Documents, Bidding Phases of Work and Construction Administration.
- xiv. Native plant inventory.
 - xv. Endangered or threatened plant species search.
 - xvi. Environmental assessment studies and reports.
 - xvii. Energy studies.
 - xviii. Solar/ Green roof technology exploration.
 - xix. Traffic, water and sewer impact analysis.
 - xx. Off-site improvements.
 - xxi. Hazardous material identification.
 - xxii. Physical model.
- xxiii. Conceptual Master Plan/ Conceptual Building designs beyond the two outlined in Section 1.6.C..
- xxiv. Revisions and/or redesign to work which has already been completed and approved by the City (in any phase).
- xxv. Revisions to the design documents after their approval by the City when such revisions arise out of a decision by the City to modify the Project program or budget and when such revisions are not the result of actions by the Consultant or could not have reasonably been foreseen by the Consultant. These extra services will be discussed with the City and a fee associated with the revisions. These changes will be made as extra services and compensated at our hourly rates shown on Exhibit 'B' – Fee Schedule.
- xxvi. Additional meetings or presentations outside of the firm's main office area other than outlined in this proposal.

End of Exhibit 'A'

EXHIBIT "B"- FEE SCHEDULE
Lake Havasu Environmental Learning Center
 Lake Havasu City, Arizona
 LHC Project No. FA1040

Phase 1

A/E Services (incl. all consultants)

1 Pre-Design Phase	\$ 36,000.00
2 Public Needs Assessment	\$ 14,740.00
3 Benefits Analysis	\$ 18,340.00
4 Potential Partners/ Users ID	\$ 9,750.00
5 Cost, Revenue, & Funding Opp	\$ 27,750.00
6 Facility Uses/ Programming	\$ 79,200.00

TOTAL	\$ 185,780.00
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TRAVEL AND PER DIEM BACKUP INFORMATION

1 Reimbursable Expenses Allowance **\$20,900.00**

Reimbursable expenses are in addition to fees for professional services billed at cost (no markups) and shall be billed against a \$15,900 allowance, as established by this contract and described below. Consultant may bill against this amount on a monthly basis, with City retaining any unused balance at the close of the agreement. Consultant will provide backup documentation/receipts with each month's progress invoice.

- 01 Travel time: from Phoenix to LHC -- Seven (7) hours round trip multiplied by billing rate and is included in the Fee Calculation Spreadsheet, attached.
- 02 Mileage: from Phoenix to LHC -- 406 miles round trip total multiplied by \$0.525/mile = \$213.15/trip.
- 03 Mileage: from LA to LHC = 596 miles round trip total multiplied by \$0.525/mile = \$312.90/trip.
- 04 Travel Expenses for design team are per GSA FY 2018 per diem rates for Arizona and include hotel, meals and incidentals, rental car, gas, and mileage. \$7,900.00
- 05 Hotel: \$93/night low season; \$189/night high season in LHC; \$200/night in PHX.
- 06 Rental car @ \$70/day (incl. tax).
- 07 Airfare: LA to PHX: (allowance) \$2,000.00
- 08 Hotel in LHC during high season, 3.9.18 to 3.31.18: (allowance) \$3,000.00
- 09 Meals per GSA FY 2018 per diem rates for Arizona.
- 10 Copies or reproductions including plots, booklets, reports, and estimates furnished or prepared in connection with this agreement.
- 11 Postage, shipping and messenger expenses other than first class mail. \$8,000 est.
- 12 Teleconference charges.
- 13 Presentation quality perspective renderings.

END OF FEE SUMMARY