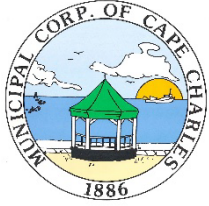


TOWN COUNCIL
Special Meeting
July 12, 2022
Cape Charles Civic Center
Immediately Following Joint Work Session

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Moment of Silence and Pledge of Allegiance
3. Public Comments on Agenda Item Only (3 minutes per speaker)
4. Order of Business:
 - *A. Town Facilities Design and Engineering
5. Town Manager Comments
6. Mayor & Council Comments (5 minutes per speaker)
7. Adjournment

 TOWN OF CAPE CHARLES	AGENDA TITLE: Town Facilities Design & Engineering		AGENDA DATE July 12, 2022
	SUBJECT/PROPOSAL/REQUEST: Approve contract change order for design and engineering phase.		ITEM NUMBER: 4A
	ATTACHMENTS: 1. Responses to comments. 2. Proposed HBA contract change order.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Project Manager	REVIEWED BY: John Hozey, Town Manager	

BACKGROUND:

With the assistance of HBA, we have completed an analysis of alternatives to address the many deficiencies of the current Town facilities housing the administrative, police, library, and council chamber functions. Council selected Option 5 to advance to the design and engineering phase. This option would construct a new building for all functions except the library. The library would remain at the current location and be renovated. The Municipal and Civic Center buildings and third floor of the Library building would be sold. Additionally, Council has directed that planning be initiated to construct a public restroom in the downtown business district. Council reviewed the proposed change order to the HBA contract for design and engineering of the new municipal building, library renovation and public restroom at the June 16, 2022 regular meeting, and requested that several comments be addressed before moving forward.

DISCUSSION:

Staff has worked with HBA to address the comments; see attachment 1. The significant concerns relate to having only a 90% cost estimate, the number of Principal Architect hours, and the design schedule as compared to the nominal construction duration referenced in Tasks 9 & 10 (which are not funded in this change order). The scope and fee proposal has been revised to:

1. Add a 60% cost estimate. This increased the cost estimator fee by \$8.6K. A breakdown of this effort is included to explain the hours for the three projects.
2. Reduce Principal Architect hours to compensate for the increase above. Total fee remains the same. The attachment explains that the hours are related to integrating the three projects into one acquisition to achieve efficiencies.
3. Reduce design schedule from 315 to 240 days. This assumes timely review and approval of products by the Town. Acceleration of the downtown restroom schedule is accommodated by specifying a 90-day construction schedule in the bidding documents.

The revised scope and fee proposal is included in attachment 2. The fee of \$509,950.10 would take the project through construction bidding. HBA has also provided a preliminary estimate of \$118,000 for construction administration. This is not included in the proposed contract change order and will be contracted for after a construction decision is made. The estimated total of \$627,950 compares favorably with the \$823,650 for design, engineering, construction administration and contingency included in the Option 5 estimate, which did not include the public restroom.

The proposed FY 2023 budget includes \$584,000 for design and engineering of the new municipal building and library renovation, as well as \$110,000 for the downtown restroom. The proposed fee of \$509,950.10 is well within these amounts.

HBA is preparing an additional proposal for design and engineering of the beach restroom renovation on the same schedule as the downtown restroom. If acceptable, this would be added to the contract via a subsequent change order.

The Town Manager has approval authority for professional services contracts up to \$30,000. Contracts above that amount require approval of Council.

RECOMMENDATION:

Staff recommends that Council authorize the Town Manager to execute the attached change order.

June 24, 2022

Responses to Councilman Bennett's Comments

- Overall, the fee is not out of line - 10 or 11% of construction cost is high, but not unusual
- Architectural hours seem high for this effort - Principal hours should only be 8 - 12. Architect fee could be \$50K less. I said \$100 last night, but have relooked it.

We have refined the Principal hours downward as you will see in the revised proposal, and we feel that they are appropriate for the project given that this is actually three projects in one. This factor adds to the required management effort to ensure that everything is coordinated properly and delivered on time. This is particularly important to complete the Restroom Building on the accelerated schedule desired by the Town, but still in a cost-efficient manner. One of the key values that we provide to our Clients at HBA is Principal involvement in every project. This is critical to providing quality documents which can then be confidently put out for bid knowing that the bids will be as complete and accurate as possible.

- Is PACE doing the Communications design?

PACE will provide a layout of typical IT/AV/security equipment (phones, data drops, TVs, WAPs, access control card readers, etc.) and indicate for boxes and conduit to be supplied to each location. An IT room and above ceiling cable tray system connecting to it (if desired) will also be identified in the Municipal Building. The Town's IT and security system vendors will be responsible for any minor design related to relocating or enhancing those systems.

- It seems a mistake to only get a cost estimate at 90% - should have estimate at 60 and 90 so if over budget we can look for savings or options before we get the final product

A 60% level cost estimate has been added to the proposal with a corresponding fee increase of \$8.6K for this task, however the total fee remains the same

- Design schedule is very long - same duration as construction schedule. They should reduce this

The design schedule has been reduced and a proposed timeline added in the Scope document which demonstrates completing the documents in time to have the contractor on board and the Restroom Building construction completed by June 1, 2023. We feel that this is not only more efficient from the design side but will certainly save money to bid all three buildings as one project, rather than splitting out the Restroom Building as a separate bid. The Town will also benefit from attracting more qualified bidders for the Restroom Building by keeping it in the bid package with the Municipal Building and Library.

- Paragraph 9.0 has "Twenty (10) site visits - should be one or the other - appears 20 is correct

This has been corrected. A paragraph was also added to clarify that Tasks 9 and 10 were included in the Scope document to provide an outline of the typical services which HBA provides during the Construction Phase. The construction duration shown is a placeholder until we have a contractor on board to help determine the actual construction duration. It could be longer than

10 months, particularly for the Municipal Building, and will be specified as only 3 months in the bidding documents for the Restroom Building.

- Fee for cost estimator seem high for a single estimate - looks to be around 300 hours at typical estimator rates. Who is providing "soft costs and FF&E?

We feel that the fee for the cost estimator is appropriate, again considering that he is working on three separate buildings. Estimator rates are about \$126/hour. The breakdown by building is attached. Soft costs other than the design fees in this proposal (moving, electric and internet connection fees, etc.) and FF&E costs are by the Town. The plan is to move existing FF&E from the current Municipal Building and Civic Center to the new building. This will be accomplished principally by Public Works and the Town's IT and security system vendors (Inversa Minds and Absolute Security Group). New cabling and some equipment modification will be necessary.

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES OFFICE SPACE EXPANSION PHASE 2 SCOPE DOCUMENT, REV 1

June 22, 2022

PURPOSE:

Based upon the results of the Phase 1 Study previously performed by HBA, the Town of Cape Charles wishes to satisfy the needs indicated in the study by constructing a new Municipal Building, new Public Restroom Building, and by completing renovations to the portions of the existing Library Building which the Library currently utilizes.

The Municipal Building will be a 2 story, approximately 15,000sf building to be located on Town owned property on Cassatt Parkway. The project will consist of the building and associated site work. The Town will extend public water and sewer to the site.

The Public Restroom Building will be a 1 story, approximately 700sf building located on Town leased property just south of the 200 Block of Mason Avenue. The project will consist of the building and limited site work. Public water and sewer are currently available.

Renovations to the Library Building will consist of:

- Modifying the existing entrance ramp to achieve ADA compliance;
- Reconfiguring the two existing restrooms near the main entrance to achieve ADA compliance;
- Replacement of the electrical and HVAC systems in the Library occupied spaces of the building only; it is understood that future work in the remainder of the building will require separate electrical and HVAC systems.
- Repair to finishes in the Library mezzanine space.

PROPOSED CONSULTANTS:

Civil Engineering:	MSA
Structural Engineering:	Speight, Marshall Francis, PC
PME Engineering:	PACE Collaborative
Geotechnical Engineering:	GET
Cost Estimating:	Osmundson & Associates

SCOPE:

1.0 SCOPING AND PROJECT MANAGEMENT

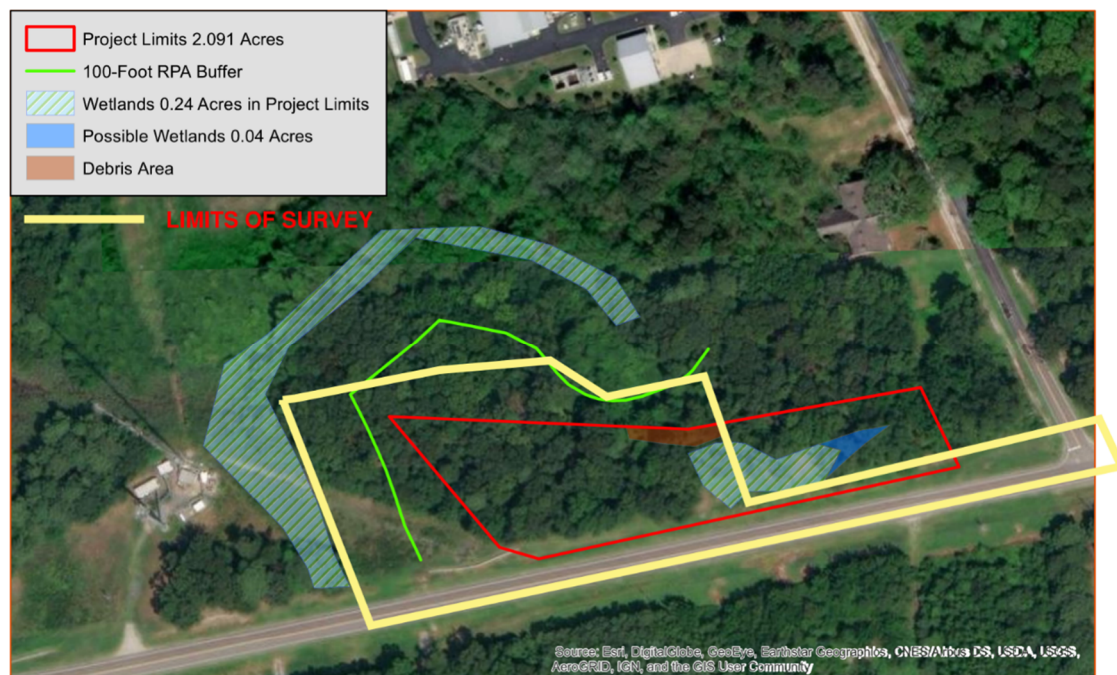
2.0 FIELD VERIFICATION / SCHEMATIC DESIGN

- The ARCHITECT will investigate the site and existing conditions for coordination of the design requirements.
- The ARCHITECT will prepare Schematic Design site plans and floor plans for all three buildings, and exterior building elevations for the Municipal Building and Public Restroom Building, for approval by the OWNER.
- The ARCHITECT will meet with the OWNER to review the Schematic Design documents, gather input and feedback, revise the document. Two revisions to the Schematic Design documents are included.
- The ARCHITECT will prepare final schematic design documents for OWNER approval.

3.0 SURVEY

- The ARCHITECT (and/or his consultant) will prepare a topographic survey of the portion of the subject properties generally shown below:

Municipal Building:



Restroom Building:



4.0 GEOTECHNICAL EXPLORATION

- The ARCHITECT (and/or his consultant) will perform geotechnical exploration within the new building footprint for the Municipal Building and the Public Restroom Building to provide recommendations for foundation design.
- The ARCHITECT (and/or his consultant) will perform geotechnical exploration within the parking areas for the Municipal Building to provide recommendations for pavement design.
- The ARCHITECT (and/or his consultant) will perform geotechnical exploration within the BMP footprints for the Municipal Building and the Public Restroom Building to provide recommendations for BMP design.

5.0 DESIGN DEVELOPMENT DOCUMENTS (60%)

- Preparation of Design Development drawings and specifications for approval by the OWNER. Design Development documents will be based on the approved Schematic Design Documents described herein.
- The Design Development documents consist of drawings and specifications to fix and describe the size and character of the project, including architectural, civil (site) structural, plumbing, mechanical, and electrical systems, materials and other such elements as appropriate.

6.0 CONSTRUCTION DOCUMENTS (100%)

- Preparation of architectural, civil (site), structural, plumbing, mechanical, and electrical construction drawings and specifications (on drawings) for bidding and construction based on the OWNER approved Design Development documents.
- The site plans will be submitted to DSC for their review and comment. Upon the completion of the City's review, the ARCHITECT (and/or his consultant) will address their comments and resubmit the site plans. No more than three (3) submittals to DSC are included.
- The Final Design Documents consist of drawings, specifications setting forth in detail the requirements for bidding and construction of the project.

7.0 COST ESTIMATION

- The ARCHITECT (and/or his consultant) will submit to the OWNER two estimates of the Cost of the Work based on the Construction Documents at 60% and 90% completion for the Municipal Building, Public Restroom Building, and Library Renovations.
- The Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the ARCHITECT (and/or his consultant(s)) and shall include contractors' general conditions costs, overhead and profit. Evaluations of the Owner's budget for the Cost of the Work, the estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect (or his consultant), represent the Architect's (or his consultant's) judgment as a design professional. It is recognized, however, that neither the Architect (nor his consultant) nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect (or his consultant) cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect (or his consultant). We will include the costs of all Hard Construction Costs. Soft Cost and FF&E cost to be provided by others. We exclude any HAZMAT abatement cost analysis. We exclude Value Engineering however would be happy to provide an estimate for the service if required.

8.0 Bidding Phase

- During the bidding phase, the ARCHITECT will assist the OWNER in obtaining bids and awarding the contract for construction.
- Bidding assistance consists of attendance at a pre-bid conference, response to questions from bidders and clarification by addendum if necessary.

PROPOSED COMPLETION SCHEDULE

- | | |
|--------------------------------|---|
| • Schematic Design Phase | 45 Days After Notice to Proceed |
| • OWNER Review | 15 Days Estimated for OWNER Review |
| • Design Development Phase | 45 Days After Receipt of OWNER Comments |
| • OWNER Review | 15 Days Estimated for OWNER Review |
| • Construction Documents Phase | 75 Days After Receipt of OWNER Comments |
| • OWNER Review | 15 Days Estimated for OWNER Review |
| • Bidding Phase | 30 Days After Receipt of OWNER Comments |

Total Estimated Work Order Proposed Completion is 240 Days from Notice to Proceed

Assuming a proposed start date of July 1, 2022 for the design phase this would put start of construction on March 1, 2023. To accommodate the OWNER's desire to have the Public Restroom Building open for the Summer 2023 tourist season, the bid form will stipulate that this portion of the project is to be completed in 90 days which would be June 1, 2023, with the remainder of the project at the Library and Municipal Building following after.

CONSTRUCTION PHASE SERVICES

Tasks 9 and 10 below are intended to provide an outline of CA services to be provided by HBA in Phase 3 of the project. The construction duration indicated in Task 9 is a placeholder and will be finalized with the successful bidder for the construction contract.

9.0 Construction Administration Phase

- During the Construction Administration phase, the ARCHITECT will provide to the OWNER the services necessary for administration of the construction contract as set forth in the General Conditions of the contract.
- Construction Administration services will include
 - Processing and review of submittals.
 - Review and certification of the Contractor's monthly application for payment.
 - One (1) visit to the site to facilitate a preconstruction conference with the Contractor.
 - Twenty (20) visits to the site to observe construction to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents. This is based on an assumed construction duration of 10 months and two progress meetings per month.
 - One (1) visit to the site for substantial completion and preparation of a punch list.
 - One (1) visit to the site for final completion review.
 - Preparing related reports and communications.
 - Coordination and review of closeout documents from the Contractor.

10.0 SPECIAL INSPECTIONS

- Agent One and Two services will be performed, as required by the statement of special inspections for jurisdictions having authority.

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES
OFFICE SPACE EXPANSION
PHASE 2 FEE PROPOSAL, REV 1
June 22, 2022

Task 1 - Scoping and Project Management						TOTAL	\$19,800.00	
<u>Architectural</u>					Fee	Total	Markup	TOTAL
PIC	40	hours @	\$255	=	\$10,200.00	\$10,200.00		
Senior Project Architect	0	hours @	\$225	=	\$0.00	\$0.00		
Project Architect	40	hours @	\$195	=	\$7,800.00	\$7,800.00		
Senior Architect	0	hours @	\$175	=	\$0.00	\$0.00		
Senior Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Senior Architectural Staff	0	hours @	\$145	=	\$0.00	\$0.00		
Architect Level 3	0	hours @	\$140	=	\$0.00	\$0.00		
Architect Level 2	0	hours @	\$125	=	\$0.00	\$0.00		
Architect Level 1	0	hours @	\$100	=	\$0.00	\$0.00		
Interior Designer	0	hours @	\$100	=	\$0.00	\$0.00		
Architectural Staff Level 3	0	hours @	\$125	=	\$0.00	\$0.00		
Architectural Staff Level 2	0	hours @	\$95	=	\$0.00	\$0.00		
Architectural Staff Level 1	0	hours @	\$80	=	\$0.00	\$0.00		
Interior Design Staff	0	hours @	\$80	=	\$0.00	\$0.00		
Architectural Intern	0	hours @	\$60	=	\$0.00	\$0.00		
Administration	40	hours @	\$45	=	\$1,800.00	\$1,800.00		
					\$19,800.00	\$19,800.00	\$0.00	\$19,800.00

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES OFFICE SPACE EXPANSION PHASE 2 FEE PROPOSAL, REV 1 June 22, 2022

Task 2 - Field Verification / Schematic Design TOTAL \$76,566.50

<u>Architectural</u>					Fee	Total	Markup	TOTAL
PIC	8	hours @	\$255	=	\$2,040.00	\$2,040.00		
Senior Project Architect	0	hours @	\$225	=	\$0.00	\$0.00		
Project Architect	104	hours @	\$195	=	\$20,280.00	\$20,280.00		
Senior Architect	0	hours @	\$175	=	\$0.00	\$0.00		
Senior Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Senior Architectural Staff	0	hours @	\$145	=	\$0.00	\$0.00		
Architect Level 3	0	hours @	\$140	=	\$0.00	\$0.00		
Architect Level 2	0	hours @	\$125	=	\$0.00	\$0.00		
Architect Level 1	0	hours @	\$100	=	\$0.00	\$0.00		
Interior Designer	0	hours @	\$100	=	\$0.00	\$0.00		
Architectural Staff Level 3	0	hours @	\$125	=	\$0.00	\$0.00		
Architectural Staff Level 2	266	hours @	\$95	=	\$25,270.00	\$25,270.00		
Architectural Staff Level 1	0	hours @	\$80	=	\$0.00	\$0.00		
Interior Design Staff	0	hours @	\$80	=	\$0.00	\$0.00		
Architectural Intern	0	hours @	\$60	=	\$0.00	\$0.00		
Administration	8	hours @	\$45	=	\$360.00	\$360.00		
					\$47,950.00	\$47,950.00	\$0.00	\$47,950.00

<u>Structural</u>					Fee			
Principal Eng	4	hours @	\$175	=	\$700.00	\$700.00		
Staff Eng	19	hours @	\$135	=	\$2,565.00	\$2,565.00		
Prof Construction Admin		hours @	\$125	=	\$0.00	\$0.00		
Special Inspector	0	hours @	\$110	=	\$0.00	\$0.00		
CADD Tech	26	hours @	\$110	=	\$2,860.00	\$2,860.00		
Specification Writer	2	hours @	\$100	=	\$200.00	\$200.00		
Clerical	4	hours @	\$60	=	\$240.00	\$240.00		
					\$6,565.00	\$6,565.00	\$656.50	\$7,221.50

<u>Civil</u>					Fee			
Project Manager	10	hours @	\$160	=	\$1,600.00	\$1,600.00		
Civil Engineer	40	hours @	\$130	=	\$5,200.00	\$5,200.00		
Civil Draftsperson	10	hours @	\$110	=	\$1,100.00	\$1,100.00		
Landscape Arch	0	hours @	\$120	=	\$0.00	\$0.00		
Environmental Scientist	0	hours @	\$120	=	\$0.00	\$0.00		
Survey Project Manager	0	hours @	\$130	=	\$0.00	\$0.00		
Survey Crew	0	hours @	\$130	=	\$0.00	\$0.00		
Survey Tech	0	hours @	\$90	=	\$0.00	\$0.00		
					\$7,900.00	\$7,900.00	\$790.00	\$8,690.00

<u>PME</u>					Fee			
Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Mech Engineer	18	hours @	\$125	=	\$2,250.00	\$2,250.00		
Electrical Engineer	18	hours @	\$125	=	\$2,250.00	\$2,250.00		
Plumb Design	14	hours @	\$125	=	\$1,750.00	\$1,750.00		
Design Tech	0	hours @	\$100	=	\$0.00	\$0.00		
Modeling Tech	56	hours @	\$90	=	\$5,040.00	\$5,040.00		
Drafting Tech	0	hours @	\$80	=	\$0.00	\$0.00		
Clerical	4	hours @	\$65	=	\$260.00	\$260.00		
					\$11,550.00	\$11,550.00	\$1,155.00	\$12,705.00

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES
OFFICE SPACE EXPANSION
PHASE 2 FEE PROPOSAL, REV 1
June 22, 2022

Task 3 - Survey						TOTAL	\$11,110.00
<u>Architectural</u>						Fee	Total
						Markup	TOTAL
PIC	0	hours @	\$255	=	\$0.00		\$0.00
Senior Project Architect	0	hours @	\$225	=	\$0.00		\$0.00
Project Architect	0	hours @	\$195	=	\$0.00		\$0.00
Senior Architect	0	hours @	\$175	=	\$0.00		\$0.00
Senior Project Manager	0	hours @	\$180	=	\$0.00		\$0.00
Senior Architectural Staff	0	hours @	\$145	=	\$0.00		\$0.00
Architect Level 3	0	hours @	\$140	=	\$0.00		\$0.00
Architect Level 2	0	hours @	\$125	=	\$0.00		\$0.00
Architect Level 1	0	hours @	\$100	=	\$0.00		\$0.00
Interior Designer	0	hours @	\$100	=	\$0.00		\$0.00
Architectural Staff Level 3	0	hours @	\$125	=	\$0.00		\$0.00
Architectural Staff Level 2	0	hours @	\$95	=	\$0.00		\$0.00
Architectural Staff Level 1	0	hours @	\$80	=	\$0.00		\$0.00
Interior Design Staff	0	hours @	\$80	=	\$0.00		\$0.00
Architectural Intern	0	hours @	\$60	=	\$0.00		\$0.00
Administration	0	hours @	\$45	=	\$0.00		\$0.00
					\$0.00	\$0.00	\$0.00
<u>Civil</u>						Fee	
Project Manager	0	hours @	\$160	=	\$0.00		\$0.00
Civil Engineer	0	hours @	\$130	=	\$0.00		\$0.00
Civil Draftsperson	0	hours @	\$110	=	\$0.00		\$0.00
Landscape Arch	0	hours @	\$120	=	\$0.00		\$0.00
Environmental Scientist	0	hours @	\$120	=	\$0.00		\$0.00
Survey Project Manager	2	hours @	\$130	=	\$260.00		\$260.00
Survey Crew	48	hours @	\$130	=	\$6,240.00		\$6,240.00
Survey Tech	40	hours @	\$90	=	\$3,600.00		\$3,600.00
					\$10,100.00	\$10,100.00	\$1,010.00
							\$11,110.00

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES OFFICE SPACE EXPANSION PHASE 2 FEE PROPOSAL, REV 1 June 22, 2022

Task 4 - Geotechnical Exploration TOTAL \$11,797.50

<u>Architectural</u>					Fee	Total	Markup	TOTAL
PIC	0	hours @	\$255	=	\$0.00	\$0.00		
Senior Project Architect	0	hours @	\$225	=	\$0.00	\$0.00		
Project Architect	0	hours @	\$195	=	\$0.00	\$0.00		
Senior Architect	0	hours @	\$175	=	\$0.00	\$0.00		
Senior Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Senior Architectural Staff	0	hours @	\$145	=	\$0.00	\$0.00		
Architect Level 3	0	hours @	\$140	=	\$0.00	\$0.00		
Architect Level 2	0	hours @	\$125	=	\$0.00	\$0.00		
Architect Level 1	0	hours @	\$100	=	\$0.00	\$0.00		
Interior Designer	0	hours @	\$100	=	\$0.00	\$0.00		
Architectural Staff Level 3	0	hours @	\$125	=	\$0.00	\$0.00		
Architectural Staff Level 2	0	hours @	\$95	=	\$0.00	\$0.00		
Architectural Staff Level 1	0	hours @	\$80	=	\$0.00	\$0.00		
Interior Design Staff	0	hours @	\$80	=	\$0.00	\$0.00		
Architectural Intern	0	hours @	\$60	=	\$0.00	\$0.00		
Administration	0	hours @	\$45	=	\$0.00	\$0.00		
					\$0.00	\$0.00	\$0.00	\$0.00

Geotechnical Consultant

Lump Sum \$10,725.00

\$0.00 \$10,725.00 \$1,072.50 **\$11,797.50**

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES OFFICE SPACE EXPANSION PHASE 2 FEE PROPOSAL, REV 1 June 22, 2022

Task 5 - Design Development Documents (60%) TOTAL \$115,542.50

<u>Architectural</u>					Fee	Total	Markup	TOTAL
PIC	8	hours @	\$255	=	\$2,040.00	\$2,040.00		
Senior Project Architect	0	hours @	\$225	=	\$0.00	\$0.00		
Project Architect	94	hours @	\$195	=	\$18,330.00	\$18,330.00		
Senior Architect	0	hours @	\$175	=	\$0.00	\$0.00		
Senior Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Senior Architectural Staff	32	hours @	\$145	=	\$4,640.00	\$4,640.00		
Architect Level 3	0	hours @	\$140	=	\$0.00	\$0.00		
Architect Level 2	0	hours @	\$125	=	\$0.00	\$0.00		
Architect Level 1	0	hours @	\$100	=	\$0.00	\$0.00		
Interior Designer	40	hours @	\$100	=	\$4,000.00	\$4,000.00		
Architectural Staff Level 3	0	hours @	\$125	=	\$0.00	\$0.00		
Architectural Staff Level 2	348	hours @	\$95	=	\$33,060.00	\$33,060.00		
Architectural Staff Level 1	0	hours @	\$80	=	\$0.00	\$0.00		
Interior Design Staff	40	hours @	\$80	=	\$3,200.00	\$3,200.00		
Architectural Intern	0	hours @	\$60	=	\$0.00	\$0.00		
Administration	8	hours @	\$45	=	\$360.00	\$360.00		
					\$65,630.00	\$65,630.00	\$0.00	\$65,630.00

<u>Structural</u>					Fee			
Principal Eng	5	hours @	\$175	=	\$875.00	\$875.00		
Staff Eng	26	hours @	\$135	=	\$3,510.00	\$3,510.00		
Prof Construction Admin	0	hours @	\$125	=	\$0.00	\$0.00		
Special Inspector	0	hours @	\$110	=	\$0.00	\$0.00		
CADD Tech	36	hours @	\$110	=	\$3,960.00	\$3,960.00		
Specification Writer	4	hours @	\$100	=	\$400.00	\$400.00		
Clerical	4	hours @	\$60	=	\$240.00	\$240.00		
					\$8,985.00	\$8,985.00	\$898.50	\$9,883.50

<u>Civil</u>					Fee			
Project Manager	10	hours @	\$160	=	\$1,600.00	\$1,600.00		
Civil Engineer	40	hours @	\$130	=	\$5,200.00	\$5,200.00		
Civil Draftsperson	30	hours @	\$110	=	\$3,300.00	\$3,300.00		
Landscape Arch	0	hours @	\$120	=	\$0.00	\$0.00		
Environmental Scientist	0	hours @	\$120	=	\$0.00	\$0.00		
Survey Project Manager	0	hours @	\$130	=	\$0.00	\$0.00		
Survey Crew	0	hours @	\$130	=	\$0.00	\$0.00		
Survey Tech	0	hours @	\$90	=	\$0.00	\$0.00		
					\$10,100.00	\$10,100.00	\$1,010.00	\$11,110.00

<u>PME</u>					Fee			
Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Mech Engineer	36	hours @	\$125	=	\$4,500.00	\$4,500.00		
Electrical Engineer	36	hours @	\$125	=	\$4,500.00	\$4,500.00		
Plumb Design	18	hours @	\$125	=	\$2,250.00	\$2,250.00		
Design Tech	0	hours @	\$100	=	\$0.00	\$0.00		
Modeling Tech	140	hours @	\$90	=	\$12,600.00	\$12,600.00		
Drafting Tech	24	hours @	\$80	=	\$1,920.00	\$1,920.00		
Clerical	8	hours @	\$65	=	\$520.00	\$520.00		
					\$26,290.00	\$26,290.00	\$2,629.00	\$28,919.00

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES OFFICE SPACE EXPANSION PHASE 2 FEE PROPOSAL, REV 1 June 22, 2022

Task 6 - Construction Documents (100%) TOTAL \$212,351.00

<u>Architectural</u>					Fee	Total	Markup	TOTAL
PIC	32	hours @	\$255	=	\$8,160.00	\$8,160.00		
Senior Project Architect	0	hours @	\$225	=	\$0.00	\$0.00		
Project Architect	134	hours @	\$195	=	\$26,130.00	\$26,130.00		
Senior Architect	0	hours @	\$175	=	\$0.00	\$0.00		
Senior Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Senior Architectural Staff	157	hours @	\$145	=	\$22,765.00	\$22,765.00		
Architect Level 3	0	hours @	\$140	=	\$0.00	\$0.00		
Architect Level 2	0	hours @	\$125	=	\$0.00	\$0.00		
Architect Level 1	0	hours @	\$100	=	\$0.00	\$0.00		
Interior Designer	40	hours @	\$100	=	\$4,000.00	\$4,000.00		
Architectural Staff Level 3	0	hours @	\$125	=	\$0.00	\$0.00		
Architectural Staff Level 2	532	hours @	\$95	=	\$50,540.00	\$50,540.00		
Architectural Staff Level 1	0	hours @	\$80	=	\$0.00	\$0.00		
Interior Design Staff	40	hours @	\$80	=	\$3,200.00	\$3,200.00		
Architectural Intern	0	hours @	\$60	=	\$0.00	\$0.00		
Administration	8	hours @	\$45	=	\$360.00	\$360.00		
					\$115,155.00	\$115,155.00	\$0.00	\$115,155.00

<u>Structural</u>					Fee			
Principal Eng	6	hours @	\$175	=	\$1,050.00	\$1,050.00		
Staff Eng	33	hours @	\$135	=	\$4,455.00	\$4,455.00		
Prof Construction Admin	0	hours @	\$125	=	\$0.00	\$0.00		
Special Inspector	0	hours @	\$110	=	\$0.00	\$0.00		
CADD Tech	42	hours @	\$110	=	\$4,620.00	\$4,620.00		
Specification Writer	4	hours @	\$100	=	\$400.00	\$400.00		
Clerical	6	hours @	\$60	=	\$360.00	\$360.00		
					\$10,885.00	\$10,885.00	\$1,088.50	\$11,973.50

<u>Civil</u>					Fee			
Project Manager	69	hours @	\$160	=	\$11,040.00	\$11,040.00		
Civil Engineer	104	hours @	\$130	=	\$13,520.00	\$13,520.00		
Civil Draftsperson	104	hours @	\$110	=	\$11,440.00	\$11,440.00		
Landscape Arch	30	hours @	\$120	=	\$3,600.00	\$3,600.00		
Environmental Scientist	20	hours @	\$120	=	\$2,400.00	\$2,400.00		
Survey Project Manager	0	hours @	\$130	=	\$0.00	\$0.00		
Survey Crew	0	hours @	\$130	=	\$0.00	\$0.00		
Survey Tech	0	hours @	\$90	=	\$0.00	\$0.00		
					\$42,000.00	\$42,000.00	\$4,200.00	\$46,200.00

<u>PME</u>					Fee			
Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Mech Engineer	54	hours @	\$125	=	\$6,750.00	\$6,750.00		
Electrical Engineer	54	hours @	\$125	=	\$6,750.00	\$6,750.00		
Plumb Design	27	hours @	\$125	=	\$3,375.00	\$3,375.00		
Design Tech	0	hours @	\$100	=	\$0.00	\$0.00		
Modeling Tech	80	hours @	\$90	=	\$7,200.00	\$7,200.00		
Drafting Tech	136	hours @	\$80	=	\$10,880.00	\$10,880.00		
Clerical	8	hours @	\$65	=	\$520.00	\$520.00		
					\$35,475.00	\$35,475.00	\$3,547.50	\$39,022.50

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES OFFICE SPACE EXPANSION PHASE 2 FEE PROPOSAL, REV 1 June 22, 2022

Task 7- Cost Estimation						TOTAL	\$49,953.80
<u>Architectural</u>						Fee	Total
PIC	0	hours @	\$255	=	\$0.00	\$0.00	Markup
Senior Project Architect	0	hours @	\$225	=	\$0.00	\$0.00	
Project Architect	24	hours @	\$195	=	\$4,680.00	\$4,680.00	
Senior Architect	0	hours @	\$175	=	\$0.00	\$0.00	
Senior Project Manager	0	hours @	\$180	=	\$0.00	\$0.00	
Senior Architectural Staff	0	hours @	\$145	=	\$0.00	\$0.00	
Architect Level 3	0	hours @	\$140	=	\$0.00	\$0.00	
Architect Level 2	0	hours @	\$125	=	\$0.00	\$0.00	
Architect Level 1	0	hours @	\$100	=	\$0.00	\$0.00	
Interior Designer	0	hours @	\$100	=	\$0.00	\$0.00	
Architectural Staff Level 3	0	hours @	\$125	=	\$0.00	\$0.00	
Architectural Staff Level 2	0	hours @	\$95	=	\$0.00	\$0.00	
Architectural Staff Level 1	0	hours @	\$80	=	\$0.00	\$0.00	
Interior Design Staff	0	hours @	\$80	=	\$0.00	\$0.00	
Architectural Intern	0	hours @	\$60	=	\$0.00	\$0.00	
Administration	0	hours @	\$45	=	\$0.00	\$0.00	
						\$4,680.00	\$4,680.00
						\$0.00	\$0.00
							\$4,680.00
<u>Cost Estimating Consultant</u>							
Lump Sum						\$41,158.00	
						\$0.00	\$0.00
						\$41,158.00	\$4,115.80
							\$45,273.80

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES OFFICE SPACE EXPANSION PHASE 2 FEE PROPOSAL, REV 1 June 22, 2022

Task 8 - Bidding Phase TOTAL \$9,995.00

<u>Architectural</u>					Fee	Total	Markup	TOTAL
PIC	0	hours @	\$255	=	\$0.00	\$0.00		
Senior Project Architect	0	hours @	\$225	=	\$0.00	\$0.00		
Project Architect	24	hours @	\$195	=	\$4,680.00	\$4,680.00		
Senior Architect	0	hours @	\$175	=	\$0.00	\$0.00		
Senior Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Senior Architectural Staff	0	hours @	\$145	=	\$0.00	\$0.00		
Architect Level 3	0	hours @	\$140	=	\$0.00	\$0.00		
Architect Level 2	0	hours @	\$125	=	\$0.00	\$0.00		
Architect Level 1	0	hours @	\$100	=	\$0.00	\$0.00		
Interior Designer	0	hours @	\$100	=	\$0.00	\$0.00		
Architectural Staff Level 3	0	hours @	\$125	=	\$0.00	\$0.00		
Architectural Staff Level 2	32	hours @	\$95	=	\$3,040.00	\$3,040.00		
Architectural Staff Level 1	0	hours @	\$80	=	\$0.00	\$0.00		
Interior Design Staff	4	hours @	\$80	=	\$320.00	\$320.00		
Architectural Intern	0	hours @	\$60	=	\$0.00	\$0.00		
Administration	8	hours @	\$45	=	\$360.00	\$360.00		
					\$8,400.00	\$8,400.00	\$0.00	\$8,400.00

<u>PME</u>					Fee			
Project Manager	0	hours @	\$180	=	\$0.00	\$0.00		
Mech Engineer	3	hours @	\$125	=	\$375.00	\$375.00		
Electrical Engineer	3	hours @	\$125	=	\$375.00	\$375.00		
Plumb Design	2	hours @	\$125	=	\$250.00	\$250.00		
Design Tech	0	hours @	\$100	=	\$0.00	\$0.00		
Modeling Tech	0	hours @	\$90	=	\$0.00	\$0.00		
Drafting Tech	4	hours @	\$80	=	\$320.00	\$320.00		
Clerical	2	hours @	\$65	=	\$130.00	\$130.00		
					\$1,450.00	\$1,450.00	\$145.00	\$1,595.00

Totals	HBA	\$261,615.00
	Structural	\$29,078.50
	Civil	\$77,110.00
	PME	\$82,241.50
	Cost Estimating Consultant	\$45,273.80
	Geotechnical Consultant	\$11,797.50
		\$507,116.30

Reimbursable Expenses TOTAL \$2,834.00

Fees						\$2,000.00
Estimated Building Permit Fee	1	EA @	\$500.00	x	1.00 =	\$500.00
Estimated Site Plan Review fee	1	EA @	\$1,500.00	x	1.00 =	\$1,500.00
Printing and Reproduction						\$750.00
Estimated printing of drawings (if required for review submissions, 10 sets of drawings at \$75 per set)	10	EA @	\$75.00	x	10.00 =	\$750.00
Local Travel Mileage						\$84.00
Approx. 150 miles at \$0.56/mile	150	@	\$0.56	x	150.00 =	\$84.00
(2 trips to Cape Charles @ 75 miles round trip)						

Note: All reimbursable expenses to be invoiced at actual cost, with no markup, in accordance with the agreement..

TOTAL FEE \$509,950.30

FEE PROPOSAL				June 22, 2022				SCOPE OF SERVICES THIS SHEET:										
Cost Consulting Firm Name:				CONSULTANT TEAM FIRM NAMES				Scope of Services is to provide two cost estimates for the proposed Cape Charles library renovation. Fee proposal based on project scope provided by HBA Architects.										
OSMUNDSON & ASSOCIATES COST CONSULANTS, INC.				ARCH:	0													
				CIVIL:	0													
PROJECT TITLE:																		
VA BEACH ANIMAL CENTER				STRUCT:	0			EST. BUDGET:		\$500,000		SPECIAL NOTES:						
LOCATION:				PME:	0			AVE T.O. HR/DWG		#DIV/0!								
VA BEACH, VA				HTW:	0			FEE AS % OF ECC		2.37%								
					TOWN LIBRARY RENO 60% DESIGN COST ESTIMATE		TOWN LIBRARY RENO 90% PRE-FINAL DESIGN COST ESTIMATE								TOTAL			
		TASK	# Dwg	HOUR RATE	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST		
		MEETINGS																
		Principal		-	\$59.00	-	-	-	-	-	-	-	-	-	-	-		
		Other		-	\$47.25	-	-	-	-	-	-	-	-	-	-	-		
		DRAWING TAKEOFF:																
		Principal			\$59.00	2.00	118.00	2.00	118.00	-	-	-	-	-	-	4.00	236.00	
		Civil		-	\$47.25	-	-	-	-	-	-	-	-	-	-	-	-	
		Architectural		-	\$47.25	16.00	756.00	8.00	378.00	-	-	-	-	-	-	24.00	1,134.00	
		Structural		-	\$47.25	4.00	189.00	2.00	94.50	-	-	-	-	-	-	-	-	
		Plumb		-	\$47.25	-	-	-	-	-	-	-	-	-	-	-	-	
		Mech		-	\$47.25	12.00	567.00	8.00	378.00	-	-	-	-	-	-	20.00	945.00	
		Electrical		-	\$47.25	12.00	567.00	8.00	378.00	-	-	-	-	-	-	20.00	945.00	
		Other		-	\$47.25	-	-	-	-	-	-	-	-	-	-	-	-	
		TOTAL DRAWING TAKEOFF		-		46.00	2,197.00	28.00	1,346.50	-	-	-	-	-	-	68.00	3,260.00	
		ESTIMATE & PRICING:																
		Principal			\$59.00	2.00	118.00	2.00	118.00		-		-	-	-	4.00	236.00	
		Civil			\$47.25	-	-	-	-		-		-	-	-	-	-	
		Architectural			\$47.25	4.00	189.00	4.00	189.00	-	-	-	-	-	-	8.00	378.00	
		Structural			\$47.25	2.00	94.50	1.00	47.25	-	-	-	-	-	-	-	-	
		Plumb			\$47.25	-	-	-	-	-	-	-	-	-	-	-	-	
		Mech			\$47.25	4.00	189.00	4.00	189.00	-	-	-	-	-	-	8.00	378.00	
		Electrical			\$47.25	4.00	189.00	4.00	189.00	-	-	-	-	-	-	8.00	378.00	
		Other			\$47.25	-	-	-	-	-	-	-	-	-	-	-	-	
		TOTAL ESTIMATE & PRICING				16.00	779.50	15.00	732.25	-	-	-	-	-	-	28.00	1,370.00	
		TOTAL HOURS/DIRECT LABOR				62.00	2,976.50	43.00	2,078.75	-	-	-	-	-	-	96.00	4,630.00	
		TOTAL EST DIRECT LABOR COST						2,976.50		2,078.75		-		-		-		4,630.00
		OVERHEAD RATE X TOT DIRECT LABOR (FY-2021)					133.10%	3,961.72		2,766.82		-		-		-		6,162.53
		SUBTOTAL						6,938.22		4,845.57		-		-		-		10,792.53
		PROFIT X SUBTOTAL					10.00%	693.82		484.56		-		-		-		1,079.25
		TOTAL BURDENED COST OF LABOR						7,632.04		5,330.12		-		-		-		11,871.78
		POV Travel - Milage X Rate			\$0.565	-	-	-	-	-	-	-	-	-	-	-	-	-
		Rental Car (Dailey Rate Incl Gas)			\$50.000	-	-	-	-	-	-	-	-	-	-	-	-	-
		Lodging & Incidentals (Rate X #Days)			\$108.000	-	-	-	-	-	-	-	-	-	-	-	-	-
		Meals (Rate X # Days)			\$64.000	-	-	-	-	-	-	-	-	-	-	-	-	-
		Airfare & Parking Fee			\$500.000	-	-	-	-	-	-	-	-	-	-	-	-	-
		TOTAL EXPENSES						-		-		-		-		-		-
		TOTAL PROJECT:						7,632.00		5,330.00		-		-		-		12,962.00

FEE PROPOSAL				June 22, 2022				SCOPE OF SERVICES THIS SHEET:													
Cost Consulting Firm Name:				CONSULTANT' TEAM FIRM NAMES				Scope of Services is to provide two cost estimates for the proposed Cape Charles municipal building. Fee proposal based on project scope provided by HBA Architects.													
OSMUNDSON & ASSOCIATES COST CONSULANTS, INC.				ARCH:	0																
				CIVIL:	0																
PROJECT TITLE:																					
VA BEACH ANIMAL CENTER				STRUCT:	0			EST. BUDGET:		\$30,000,000		SPECIAL NOTES:									
LOCATION:				PME:	0			AVE T.O. HR/DWG		#DIV/0!											
VA BEACH, VA				HTW:	0			FEE AS % OF ECC		0.08%											
				TASK	# Dwg	HOUR RATE	MUNICIPAL BLDG 60% DESIGN COST ESTIMATE		MUNICIPAL BLDG 90% PRE-FINAL DESIGN COST ESTIMATE								TOTAL				
							HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST			
				MEETINGS																	
				Principal				-	\$59.00		-	-	-	-	-	-	-	-	-	-	
				Senior Estimator				-	\$47.25	-	-	-	-	-	-	-	-	-	-	-	
				DRAWING TAKEOFF:																	
				Principal					\$59.00	2.00	118.00	2.00	118.00	-	-	-	-	-	-	4.00	236.00
				Civil				-	\$47.25	12.00	567.00	12.00	567.00	-	-	-	-	-	-	24.00	1,134.00
				Architectural				-	\$47.25	16.00	756.00	12.00	567.00	-	-	-	-	-	-	28.00	1,323.00
				Structural				-	\$47.25	4.00	189.00	4.00	189.00	-	-	-	-	-	-	8.00	378.00
				Plumb				-	\$47.25	4.00	189.00	8.00	378.00	-	-	-	-	-	-	12.00	567.00
				Mech				-	\$47.25	16.00	756.00	16.00	756.00	-	-	-	-	-	-	32.00	1,512.00
				Electrical				-	\$47.25	16.00	756.00	16.00	756.00	-	-	-	-	-	-	32.00	1,512.00
				Other				-	\$47.25	-	-	-	-	-	-	-	-	-	-	-	-
				TOTAL DRAWING TAKEOFF				-		70.00	3,331.00	70.00	3,331.00	-	-	-	-	-	-	140.00	6,662.00
				ESTIMATE & PRICING:																	
				Principal					\$59.00	2.00	118.00	2.00	118.00	-	-	-	-	-	-	4.00	236.00
				Civil					\$47.25	4.00	189.00	4.00	189.00	-	-	-	-	-	-	8.00	378.00
				Architectural					\$47.25	4.00	189.00	4.00	189.00	-	-	-	-	-	-	8.00	378.00
				Structural					\$47.25	2.00	94.50	2.00	94.50	-	-	-	-	-	-	4.00	189.00
				Plumb					\$47.25	2.00	94.50	4.00	189.00	-	-	-	-	-	-	6.00	283.50
				Mech					\$47.25	2.00	94.50	8.00	378.00	-	-	-	-	-	-	10.00	472.50
				Electrical					\$47.25	2.00	94.50	8.00	378.00	-	-	-	-	-	-	10.00	472.50
				Other					\$47.25	-	-	-	-	-	-	-	-	-	-	-	-
				TOTAL ESTIMATE & PRICING						18.00	874.00	32.00	1,535.50	-	-	-	-	-	-	50.00	2,409.50
				TOTAL HOURS/DIRECT LABOR						88.00	4,205.00	102.00	4,866.50	-	-	-	-	-	-	190.00	9,071.50
				TOTAL EST DIRECT LABOR COST							4,205.00		4,866.50		-		-		-		9,071.50
OVERHEAD RATE X TOT DIRECT LABOR (FY-2021)					133.10%	5,596.86	6,477.31	-	-	12,074.17											
SUBTOTAL						9,801.86	11,343.81	-	-	21,145.67											
PROFIT X SUBTOTAL					10.00%	980.19	1,134.38	-	-	2,114.57											
TOTAL BURDENED COST OF LABOR							10,782.04		12,478.19		-		-		-		23,260.23				
POV Travel - Milage X Rate					\$0.565	-	-	-	-	-	-	-	-	-	-	-	-				
Rental Car (Dailey Rate Incl Gas)					\$50.000	-	-	-	-	-	-	-	-	-	-	-	-				
Lodging & Incidentals (Rate X #Days)					\$108.000	-	-	-	-	-	-	-	-	-	-	-	-				
Meals (Rate X # Days)					\$64.000	-	-	-	-	-	-	-	-	-	-	-	-				
Airfare & Parking Fee					\$500.000	-	-	-	-	-	-	-	-	-	-	-	-				
TOTAL EXPENSES							-		-		-		-		-		-				
TOTAL PROJECT:							10,782.00		12,478.00		-		-		-		23,260.00				

FEE PROPOSAL				June 22, 2022				SCOPE OF SERVICES THIS SHEET:									
Cost Consulting Firm Name:				CONSULTANT TEAM FIRM NAMES				Scope of Services is to provide two cost estimates for the proposed Cape Charles restroom building. Fee proposal based on project scope provided by HBA Architects.									
OSMUNDSON & ASSOCIATES COST CONSULANTS, INC.				ARCH:	HBA ARCHITECTS												
				CIVIL:													
PROJECT TITLE:																	
CAPE CHARLES PROJECTS				STRUCT:	0			EST. BUDGET:		\$10,000,000		SPECIAL NOTES:					
LOCATION:				PME:	0			AVE T.O. HR/DWG		#DIV/0!							
CAPE CHARLES, VA				HTW:	0			FEE AS % OF ECC		0.05%							
					RESTROOM BLDG 60% DESIGN COST ESTIMATE		RESTROOM BLDG 90% PRE-FINAL DESIGN COST ESTIMATE								TOTAL		
		TASK	# Dwg	2022 HOUR RATE	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	
		MEETINGS															
		Principal	-	\$59.00	-	-	-	-	-	-	-	-	-	-	-	-	
		Other	-	\$47.25	-	-	-	-	-	-	-	-	-	-	-	-	
		DRAWING TAKEOFF:															
		Principal		\$59.00	2.00	118.00	1.00	59.00	-	-	-	-	-	-	3.00	177.00	
		Civil	-	\$47.25	2.00	94.50	2.00	94.50	-	-	-	-	-	-	4.00	189.00	
		Architectural	-	\$47.25	2.00	94.50	2.00	94.50	-	-	-	-	-	-	4.00	189.00	
		Structural	-	\$47.25	2.00	94.50	1.00	47.25	-	-	-	-	-	-	3.00	141.75	
		Plumb	-	\$47.25	2.00	94.50	1.00	47.25	-	-	-	-	-	-	3.00	141.75	
		Mech	-	\$47.25	2.00	94.50	1.00	47.25	-	-	-	-	-	-	3.00	141.75	
		Electrical	-	\$47.25	2.00	94.50	1.00	47.25	-	-	-	-	-	-	3.00	141.75	
		Other	-	\$47.25	-	-	-	-	-	-	-	-	-	-	-	-	
		TOTAL DRAWING TAKEOFF		-		14.00	685.00	9.00	437.00	-	-	-	-	-	-	23.00	1,122.00
		ESTIMATE & PRICING:															
		Principal		\$59.00	2.00	118.00	2.00	118.00	-	-	-	-	-	-	-	4.00	236.00
		Civil		\$47.25	1.00	47.25	1.00	47.25	-	-	-	-	-	-	-	2.00	94.50
		Architectural		\$47.25	1.00	47.25	1.00	47.25	-	-	-	-	-	-	-	2.00	94.50
		Structural		\$47.25	1.00	47.25	1.00	47.25	-	-	-	-	-	-	-	2.00	94.50
		Plumb		\$47.25	1.00	47.25	1.00	47.25	-	-	-	-	-	-	-	2.00	94.50
		Mech		\$47.25	1.00	47.25	1.00	47.25	-	-	-	-	-	-	-	2.00	94.50
		Electrical		\$47.25	1.00	47.25	1.00	47.25	-	-	-	-	-	-	-	2.00	94.50
		Other		\$47.25	-	-	-	-	-	-	-	-	-	-	-	-	-
		TOTAL ESTIMATE & PRICING				8.00	401.50	8.00	401.50	-	-	-	-	-	-	16.00	803.00
		TOTAL HOURS/DIRECT LABOR				22.00	1,086.50	17.00	838.50	-	-	-	-	-	-	39.00	1,925.00
		TOTAL EST DIRECT LABOR COST					1,086.50		838.50		-		-		-		1,925.00
		OVERHEAD RATE X TOT DIRECT LABOR (FY-2021)				133.10%	1,446.13		1,116.04		-		-		2,562.18		
		SUBTOTAL					2,532.63		1,954.54		-		-		4,487.18		
		PROFIT X SUBTOTAL				10.00%	253.26		195.45		-		-		448.72		
TOTAL BURDENED COST OF LABOR					2,785.89		2,150.00		-		-		-		4,935.89		
POV Travel - Milage X Rate			\$0.565	-	-	-	-	-	-	-	-	-	-	-	-		
Rental Car (Dailey Rate Incl Gas)			\$50.000	-	-	-	-	-	-	-	-	-	-	-	-		
Lodging & Incidentals (Rate X #Days)			\$108.000	-	-	-	-	-	-	-	-	-	-	-	-		
Meals (Rate X # Days)			\$64.000	-	-	-	-	-	-	-	-	-	-	-	-		
Airfare & Parking Fee			\$500.000	-	-	-	-	-	-	-	-	-	-	-	-		
TOTAL EXPENSES					-		-		-		-		-		-		
TOTAL PROJECT:					2,786.00		2,150.00		-		-		-		4,936.00		

Change Order No.1

This is **Change Order No. 1** to the **Agreement** dated September 17, 2021 between the **Town of Cape Charles** (Owner) and **HBA** (contractor) for **Architectural Services**.

Scope of Work: Revised per HBA Scope Document for Phase 2, REV 1 dated June 22, 2022, attached.

Price. The lump sum price for the work is increased by **\$509,950.10**.

All other provisions of the Agreement and contract documents remain unchanged.

Owner

Contractor

Date

Date



TOWN COUNCIL
Executive Session
July 12, 2022
Cape Charles Civic Center
Immediately Following the Special Meeting

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Motion to go into Closed Session

Code of Virginia § 2.2-3711-A, Paragraph 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Specifically: Negotiation Strategy for Potential Utility System Sale &
Options for Possible Purchase of a Portion of Railroad Property

3. Return to Open Session
4. Certification to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote.
5. Adjournment



TOWN COUNCIL & PLANNING COMMISSION

Joint Work Session

July 12, 2022

Cape Charles Civic Center

6:30 PM

1. Call to Order – Town Council
 - A. Roll Call
 - B. Establish quorum

2. Call to Order – Planning Commission
 - A. Roll Call
 - B. Establish quorum

3. Discussion Item: Comprehensive Plan Update
 - Existing Conditions Report
 - Draft Goals, Objectives and Strategies

4. Planning Commission Adjournment

5. Town Council Adjournment