

Council Member _____ introduced the following Resolution, which was seconded by Council Member _____.



RESOLUTION 042423-D

AUTHORIZING PROFESSIONAL AGREEMENT WITH POOLE & CO ARCHITECTS FOR WWTP BUILDING RENOVATION DESIGN SERVICES

WHEREAS, the Mayor and City Council of the City of Alabaster, Alabama, have determined that it is both wise and expedient to enter into said professional agreement with Poole & Co Architects, PC for architectural design services for programming and planning for renovations and additions to offices and shops located at the existing City of Alabaster Waste Water Treatment Plant in Alabaster, AL; and

WHEREAS, said agreement is part of the ongoing renovation and expansion of the treatment plant facilities for the Environmental Services Department within the City of Alabaster; and

WHEREAS, the amount of this service agreement (see attached Exhibit "A") will not exceed **\$32,000.00** which includes:

Phase 1: Develop programming and planning for approval by the Owner. The Architect will provide and present two preliminary planning options for review and critique by the Owner. The Architect will utilize the Owner's critique to finalize a single plan for approval. In addition to the preliminary meeting already attended, we propose two additional meetings, one to present the two preliminary options and one to present the final option.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Alabaster, does hereby authorize Scott Brakefield, Mayor of the City of Alabaster and J. Mark Frey, City Clerk, to sign, attest and file all documentation necessary to enter into said contract.

	Y / N		Y / N
Sophie Martin	_____	Jamie Cole	_____
Rick Ellis	_____	Zach Zahariadis	_____
Stacy Rakestraw	_____	Kerri Pate	_____
Greg Farrell	_____		

ADOPTED AND APPROVED THIS 24TH DAY OF APRIL 2023.

ATTEST:

CITY OF ALABASTER

J. Mark Frey, City Clerk

Sophie Martin, Council President

APPROVED

Scott Brakefield, Mayor

We are pleased to submit this proposal for architectural design services for programming and planning for renovations and additions to your offices and shops located at the existing City of Alabaster Sewer Plant in Alabaster, AL. The renovations and additions will occur in or to two existing metal buildings located on the site.



Scope of Project

Our understanding of the project scope is to first program and plan the additions and renovations necessary to meet your existing and expanding departmental needs.

Scope of Services

Per our previous conversations the recommended design services are as follows:

- 1. Phase 1: Develop programming and planning for approval by the Owner. The Architect will provide and present two preliminary planning options for review and critique by the Owner. The Architect will utilize the Owner's critique to finalize a single plan for approval. In addition to the preliminary meeting already attended, we propose two additional meetings, one to present the two preliminary options and one to present the final option.

Additional Design Team

Owners Consultant: InSite Engineering. The Architect will coordinate with the Owner's consultant during development of the programming and planning.

Engineers: Presently, we do not anticipate engineering will be required. If we determine along with the Owner agree engineering input is required, we will solicit input from Owner approved engineers. Payment for the engineer's input would be provided based on the selected engineer's hourly rates.

Deliverables

A written space program and plans necessary to communicate the preliminary options.

Fee: Phase 1

Hourly, Not to Exceed \$32,000.00

To help you control our level of engagement and your cost, we propose providing the architectural services on an hourly basis per our standard rates (see attached 2023 Billing Rate Schedule). We will provide you with regular updates of hours expended. If services beyond those outlined in this proposal are required, the Architect can either provide hourly, or propose a separate additional fee. Invoicing will be monthly. Payment is net 30 days from receipt of invoice.

Production Schedule

As you know we have already engaged in the design work with you and will continue as necessary to complete the Phase 1 Scope of Services as quickly as possible. After approval of this proposal, we will discuss with the Owner a more detailed schedule for completion of the Scope of Services and the Deliverables.

If you find the terms of this proposal acceptable, please sign and return signed copy to my email. We look forward to working with you on this project.

Sincerely,
Poole & Company Architects, PC

A handwritten signature in black ink, appearing to read 'K. D'Agostino', enclosed within a hand-drawn oval.

Kyle M. D'Agostino, RA
Principal & Owner

Accepted By: _____ Date: _____

Its: _____