



OUTLINE & ASSOCIATES  
DESIGN & PLANNING CONSULTANTS

Outline & Associates / PO Box 98 / 110 North 5<sup>th</sup> Street / Moberly, Missouri 65270  
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**Proposal No.:** OA24147

**Date:** September 20<sup>th</sup>, 2024

**Client:**

City of Moberly  
Attn: Mr. Michael Bugalski  
101 West Reed Street  
Moberly, Missouri 65270  
660.269.8705 phone  
[mbugalski@cityofmoberly.com](mailto:mbugalski@cityofmoberly.com)

**Project and Location:**

Moberly Dispatch Center Project  
200 North Clark Street  
Moberly, Randolph County, Missouri

## **ARTICLE 1 - Team Relationship**

The Client and Outline & Associates agree to proceed on the basis of trust, good faith, and fair dealing, and shall take all actions reasonably necessary to perform these services in an economical and timely manner.

## **ARTICLE 2 - Outline's Responsibilities**

Outline & Associates shall exercise reasonable skill and judgment in the performance of all services. Architectural and Engineering services shall be procured from licensed design professionals. The person or entity providing architectural and/or engineering services shall be referred to as the Architect/Engineer.

### **Project Scope:**

Design & Planning / Design Drafting Services for a Proposed Renovations to a portion of an Existing +/-6,000 square foot Single Story Building currently with a B-Business Use Occupancy. Project is located in within the City Limits of Moberly, Randolph County, Missouri and subject to all Local & State Design Requirements within.

Outline & Associates is responsible for the following Services:

- **Client Representative Services**

- Outline to act as a Representative for the Client during the Design Process of this project.
- Outline to assist in all Correspondence between the Client and Design Professionals; Equipment Representatives/Suppliers; Contractors/Subcontractors; and the Local/State Government or Authority Having Jurisdiction as necessary and/or requested by the Client.

- **Phase I - Conceptual Design Services**

- Conceptual Design is to be used as a guide to Project Evaluation & Preliminary Planning. Services shall include the following:
  - Client Representation Services
  - Client Design Meetings
  - Preliminary Design Professional Consultations
  - Project Feasibility and Preliminary Code Review & Evaluations
  - Existing Conditions Mapping & Survey
    - Outline to generate current Existing Floor Plan(s) based off field measurements and any available documents of record.
    - Survey will consist of recording and photographing relevant areas, features, equipment, etc. as well as any visual items of concern. Outline to provide a Mapping Report identifying items of concern along with possible solutions to address such item.
    - Outline may recommend a Structural and/or MEP Engineering Evaluation to identify any Items of concern and provide possible solutions to address such item. Evaluations shall be presented under separate agreement as necessary.
  - Conceptual Design Drawings. Drawings to consist of Conceptual Building Floor Plan(s) as a basic service.

*continued...*

- **Phase II - BPC Documents “Bid-Permit-Construction”**

- Phase II Services to be under separate agreement once entire Project Scope and Bid/Permit Requirements are established and to commence only on Direction to Proceed from Client.
- Services shall include Design Management, Coordination, & Production Services in the design and preparation of necessary Documents required for Bidding/Permitting/Construction.
- All documents shall be delivered to the Client in digital PDF format.
- Outline may provide Design Drafting & Production Services for the Architect and/or Engineer(s) of Record as necessary.
- This Project may require Architectural and Engineering Services, the Design Professionals recommended for the Project Design Team shall consist of:

- Design & Planning Consultant      Devin W. Snodgrass  
Outline & Associates  
Moberly, Missouri
- Architect      Jay D. Berendzen, AIA  
Jon D. Berendzen, AIA  
Porter, Berendzen & Associates, P.C.  
Ashland, Missouri
- Structural Engineering      Greg Linneman, PE & Jared Verslues, PE  
Crockett Engineering Consultants  
Columbia, Missouri
- Mech-Electrical-Plumbing Eng      JP Watson, PE & Jeremy Patrick  
J-Squared Engineering  
Columbia, Missouri

### **ARTICLE 3 - Ownership of Documents**

Design Information & Documents provided under this proposal are to remain confidential to the Design Team throughout the entire Design Process and shall become property of the Client once Outline & Associates has been compensated in full for services as described under this proposal. Any documents created during this project shall not be shared and/or used without the written consent of the Client.

### **ARTICLE 4 - Client's Responsibilities**

The Client shall provide to Outline & Associates all relevant information to the Project, including the Client's program, which is an initial description of the Client's objectives, including budgetary and time criteria, space requirements and relationships, flexibility and expandability requirements, special equipment, and systems, site requirements, and any drawings, sketches, or documents relative to this project.

The Client retains the right to terminate any/all services of Outline & Associates at any time during the design and planning process. If the Client elects not to proceed with the Project prior to completion of Services as Described under this proposal, the Client is obligated to pay Outline & Associates for services and reimbursements rendered up to and including the date that the notice is given Outline & Associates not to proceed.

### **ARTICLE 5 - Time Schedule**

Services as described under this Proposal shall be coordinated, scheduled, and approved with the Client and Design Team. Project status shall be communicated throughout the entire Design Process.

Services shall commence upon receipt of signed proposal and Phase I Conceptual Design shall be scheduled to be complete within Six (6) to Eight (8) Weeks of such notice to proceed.

## ARTICLE 6 - Compensation

An initial Payment of **Zero Dollars** (\$ 0.00) shall be made upon the signing of this proposal and credited to the Client's account at final payment. The Client shall compensate Outline & Associates monthly for Services described under this proposal, payments are expected within 30 days of invoice date. Compensation for remaining Design Professionals shall be per Architect/Engineer Individual Agreements.

The fee breakdown for services under this proposal are as follows:

**Client Representative Services:** Hourly at a rate of **Seventy-Five Dollars (\$75.00)** /hour on an as-needed basis

### **Phase I Conceptual Design Services:**

Outline & Associates estimates to spend **between 24 and 40 hours** on Phase I Services as described under this proposal. The cost to perform these services shall be billed **hourly** at a rate of...

**Seventy-Five Dollars (\$75.00)** per hour for **actual time expended** with a maximum fee not to exceed...

**Three Thousand Dollars (\$3,000.00)**, plus any reimbursable expenses.

Reimbursable Expenses are direct expenses incurred by Outline & Associates during the performance of services related to this project such as printing, postage, taxes, permit fees, and other miscellaneous expenses will be charged to the Client. Reimbursement cost to the Client shall be actual costs plus **0%**. If required, the Client shall reimburse Outline & Associates for mileage at **\$0.00** per mile to and from Moberly, MO.

Any additional services, and/or changes required by the Client after the initial approval of drawings are complete, or for any other reason not provided for shall be charged to the Client, plus any additional reimbursable expenses. The hourly rate for said changes that require additional consulting time to be billed at **\$75.00** per hour. Any additional Architectural/Engineering fees or changes in the delivery time schedule shall be documented and agreed to by both the Client and Outline & Associates prior to completing any additional services.

The above description of services and terms are acceptable. Please consider this as authorization to proceed with the above described work.

### **Client**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### **Outline & Associates**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: Devin W. Snodgrass