

DRAFT AIA® Document B101™ – 2007

Exhibit A

Initial Information

for the following PROJECT:

(Name and location or address)

«Accessibility Improvements at Valley Springs Park and West Point on the Eno Park»
«Valley Springs Park-3805 Valley Springs Road, Durham, NC 27712
West Point on the Eno Park-5101 N Roxboro St., Durham, NC 27704»

THE OWNER:

(Name, legal status and address)

«City of Durham»«, City of Durham»
«101 City Hall Plaza
Durham, NC 27701»

THE ARCHITECT:

(Name, legal status and address)

«Kimley-Horn and Associates, Inc.»«, Kimley Horn and Associates, Inc.»
«421 Fayetteville Street
Suite 600
Raleigh, NC 27601»

This Agreement is based on the following information.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

ARTICLE A.1 PROJECT INFORMATION

§ A.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

A. « VALLEY SPRINGS PARK SCOPE OF SERVICES »

Overview

Consultant will provide full design and construction document development for all improvements including bid period and construction period services as specified within. Anticipated improvements include the following:

1. Full design scope for the Department of Justice (DOJ) items (Sept. 2005 – attached)
2. Modifications to existing restroom facilities to meet accessibility standards
3. Accessible path to the lower baseball field, playground
4. Accessibility improvements to player/spectator areas at all baseball fields
5. Accessible parking to soccer, ballfields, and playground
6. Recommendations for possible resurfacing of the playground

Scope of work assumptions include the following:

1. No new stormwater facilities required.
2. Sanitary Sewer – design of new service lines, treatment facilities, or main line extensions not included. All review fees paid by the owner

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.

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

A1 Data Collection and Site Investigation

A1.1 Survey:

The Consultant will retain a licensed surveyor to develop topographic surveys limited to the improvement areas. Perform a detailed topographic survey within the defined project limits to locate existing physical features and utilities visible at the surface and establish on-site benchmarks to be used for a vertical reference during construction. Underground utilities will be depicted within the survey limits based on surface evidence. Preparation of plats are not included, and location of individual trees in wooded areas are not required.

A1.2 Site visits

Using input from the Owner from our initial site visit (January 29, 2016), and upon receipt of the project survey, the consultant will conduct a follow-up visit to validate the scope of work and note specific issues to be addressed in design.

A1.3 Architectural Plans and Conditions Assessment

Gurlitz Architectural will perform an on-site evaluation of the restroom structures to assess existing conditions for partitions, doors and accessories noting compliance with accessible (ADA) standards for pathways, clearances, and fixture interaction Plumbing Mechanical and Electrical Services. A written report shall be generated noting findings in each area.

A1.4 Site Investigations

The Consultant will assess the need for site investigations, if necessary, to support design efforts. Any additional scope of services and costs for those services will be determined as a result of those assessments. Geotechnical: Kimley-Horn will assess the need and extent of subsurface investigation to investigate soils, pavement conditions or to obtain recommendations for pavement sections in response to those findings. Soil boring locations, if warranted, will be identified with associated costs. An allowance for geotechnical investigation has been included within this agreement.

A2 Schematic Design (SD) and Design Narrative

A2.1 SD Civil and Landscape Architecture

1.1 Following site visit and receipt of the project survey, Kimley-Horn will prepare a limited SD package to include a design narrative with supporting sketches for the following anticipated improvements:

- a) DOJ list work items (attached)
- b) Upgrades to existing paths that do not meet ADA
- c) HC parking to serve play area
- d) Play surface change (optional)
- e) HC parking to serve ballfields and soccer field
- f) HC accessible paths and seating areas at bleachers, and dugout areas at all athletic fields
- g) CPTED – recommend landscape design and maintenance practices to promote public safety
- h) Restroom building modifications

1.2 Development of SD level cost estimate.

1.3 Sewer Capacity: Kimley-Horn will obtain data necessary to determine if existing sanitary sewer system can accommodate the proposed modifications to the restroom facilities. Engineering of wastewater systems, if required, to address a deficiency in capacity will be provided as an additional service. A fee allowance has been provided within if needed pending final determination of fee and scope for these services.

A2.2 SD - Architecture

1.1 Develop schematic floorplans and supporting narratives for review and development of an SD level cost estimate. Plans shall include the following:

- 1.1.1 Building Perimeter Plan
- 1.1.2 Enlarged Toilet Room Floorplan

- 1.1.3 Plumbing Mechanical and electrical services
- 1.1.4 Energy conservation and year round use considerations

A2.3: Project Schedule, Cost, and Pre-Submittal

- 1.1 Prepare project schedule through construction and post-construction close-out
- 1.2 Prepare SD level opinions of probable costs for all proposed improvements
- 1.3 Preliminary list of permits and approvals required for site improvements and anticipated schedule for acquiring permits and approvals.
- 1.4 Coordinate and attend pre-submittal meeting with the City

A2.4: SD Deliverables

The SD phase of this work will result in the following deliverables to the Owner:

- 1.1 **Design narrative-** outlining the findings from our site investigations, summarizing the project program and identifying key design elements and details. This document will guide plan development as we move into detailed design activities. Due to the limited size of this project, the design narrative and supporting information will serve as the Schematic Design and Basis of Design Report for the project to advance to final design.
- 1.2 **Supporting sketches** – sketches and materials references will be provided as needed to communicate the design intent and included as attachments with the design narrative

A2.5 SD Meetings and Coordination

- 1.1 Participate in one (1) design review meeting with the Owner.
- 1.2 Submit SD plans to Owner for review and comment. Incorporate comments in to DD plans.

A3 – Design Development (DD)

A3.1 Civil and Landscape Architecture

- 1.1 Prepare DD level plans including:
 - a) Cover Sheet and general notes
 - b) Existing Conditions Plan
 - c) Demolition Plan
 - d) Site Plan
 - e) Grading Plan
 - f) Utility and Surface Drainage Plan
 - g) Erosion Control Concept Plans
 - h) Landscape Plan
 - i) Hardscape Plan
 - j) Landscape, Details
 - k) Hardscape Details
- 1.2 Prepare Technical Specifications
- 1.3 Update list of permits and approvals required and likely schedule for acquiring permits and approvals.
- 1.4 Prepare DD level opinion of probable cost update

A3.2 Architecture

- 1.1 Develop DD level floorplans including:
 - 1.1.1 Building Floorplan
 - 1.1.2 Enlarged Toilet Room Floorplans
 - 1.1.3 Interior Elevations
 - 1.1.4 Door & Hardware Schedule
 - 1.1.5 Toilet Accessories Schedule

- 1.1.6 Wall and Floor Finish Materials
- 1.1.7 Plumbing Mechanical and Electrical
- 1.1.8 Energy Conservation Measures

DD Meetings and Coordination

- 2.1 Participate in One (1) meeting design review meeting with the Owner.
- 2.2 Submit DD plans to Owner for review and comment. Incorporate comments in to Site Plan submittal plans.
- 2.3 Submit Client approved DD plans to City for Site Plan review.

A4 – Construction Documents (CD)

Following Site Plan approval, advance the plans to CD level documents.

A4.1 Civil and Landscape Architecture

- 1.1 Prepare final CD level plans including:
 - a) Cover Sheet and general notes
 - b) Existing Conditions Plan
 - c) Demolition Plan
 - d) Site Plan
 - e) Grading Plan
 - f) Utility and Surface Drainage Plan
 - g) Erosion Control Concept Plans
 - h) Landscape Plan
 - i) Hardscape Plan
 - j) Landscape, Details
 - k) Hardscape Details
- 1.2 Prepare final Technical Specifications and Contract Manual
- 1.3 Prepare CD level opinion of probable cost update

A4.2 Architecture

- 1.1 Prepare final CD level plans and specifications including:
 - a) Building Floorplan
 - b) Enlarged Toilet Room Floorplans
 - c) Interior Elevations
 - d) Mounting Details
 - e) Toilet Accessories Schedule
 - f) Door & Hardware Schedule
 - g) Finish Schedule
 - h) Plumbing Mechanical and Electrical
 - i) Energy Conservation and year round use features

A4.3 CD Meetings and Coordination

- 1.1 Participate in periodic design review meetings with the Owner. One (1) meeting is anticipated for purposes of fee determination for this task.
- 1.2 Submit CD plans to Owner for review and comment. Incorporate comments in to 100% CD plans and contract documents.

A5 – Level 2B Site Plan Application

Kimley-Horn will submit the Owner approved SD plans to the City Planning Department for a formal Site Plan review process. For purposes of this agreement, a Level 2B site plan through the City of Durham is anticipated. Kimley-Horn will prepare a Site package in anticipation of formal submittals to the City in accordance with their standard Site Plan Approval process.

A5.1 The Site Plan Application Package will generally include the applicable items as outlined in the City's Level 2 Site Plan submittal checklist and will include:

- a) Cover Sheet
- b) Existing Conditions Plan
- c) Demolition Plan

- d) Site Plan
- e) Grading and Drainage Plan
- f) Storm Water Impact Analysis (if required)
- g) Two Dimensional Utility Plan
- h) Landscape Plan

Kimley-Horn will submit the Site Plan Package/Application to the City Planning Department for plan review in order to facilitate the project approval by City staff.

A5.2 Task 5 Meetings

1. Assumes one (1) Client coordination meetings/conference calls.

A6 – Level 2B Site Plan Review Process

Following the Site Plan submittal, Kimley-Horn will assist the Owner with coordination of Site Plan review activities with the various staff, agencies and City departments. Application and review fees are to be paid by the Owner. Fees within are based on anticipation of the following activities:

1. Respond to up to two (2) rounds of staff review comments
2. Attend up to one (1) – City Planning Department meeting

A7 – Construction Document Submittal Package

Upon City Planning Department approval of the Site Plan package, Kimley-Horn will prepare construction plan applications for submittal and review by the City. Construction documents for site improvements will include:

1. Cover Sheet and General Notes
2. Existing Conditions Plan
3. Demolition Plan
4. Site Layout Plan
5. Hardscape Plan
6. Hardscape Details
7. Grading and Drainage Plan
8. Utility Plan
9. Erosion and Sedimentation Control Plan
10. Storm water Support Calculations and Piping
11. Construction Details
12. Landscape Plan
13. Landscape Details
14. Architectural and Engineering Plans/Elevations

A7.1 Task 7 Meetings –Attendance at one (1) Owner coordination meeting is included in this task.

A8 – Construction Document Review Process & Permitting

Following the submission of the Construction Drawings, Kimley-Horn will monitor the review process and coordinate with review agencies as required. Kimley-Horn will make up to two (2) rounds of revisions in response to agency review comments. Fee assumes up to Two (2) meetings with City review staff.

A9 – Bid Phase Support

Support the City during the bid phase by:

1. Attend one pre-bid meeting
- Issue bulletin drawings for inclusion into addenda. Issue addenda as required.
2. Assist Owner with bid review and recommendations.

A10 – Construction Phase Services

1.1 Consultant will attend one pre-construction conference

1.2 review shop drawings and submittals. The sole purpose of The Consultant's review will be to evaluate general conformance to Contract Documents. Consultant will provide timely review in accordance with the Schedule of Submittals prepared by the Contractor and accepted by The Consultant.

1.3 Consultant will respond to Contractor's requests for information (RFI) for each appropriately prepared and submitted RFI.

1.4 Consultant will conduct periodic construction observation site visits to review general progress of the project construction. The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility for any contractor's failure to perform its work in accordance with the contract documents. Consultant will submit a written observation report for each site visit. Owner-Architect-Contractor (OAC) meetings will be held as needed in coordination with the Client and based upon how the work progresses, but for planning purposes are anticipated to occur on approximately a bi-weekly basis. For purposes of this agreement, Consultant's total trips for all disciplines, including site visits and meetings is as follows:

1.5 Sitework – up to two (2) site visits during construction.

1.6 Architecture / PME - up to four (4) site visits during construction.

1.7 Consultant will conduct the following visits:

1.71 One trip for the final walk-through with the Owner.

1.72 One trip with General Contractor at Substantial Completion and generate punch-list of work items for completion of work

1.73 One trip with Owner and General Contractor for final review prior to certification of completion

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement.

1. Engineering of site walls
2. Irrigation Design
3. Site Lighting Design

Additional Services

Any services not specifically provided for in the above scope, as well as any changes in the scope the Owner requests, will be considered additional services and can be performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

1. Attendance at meetings beyond those listed in our Scope of Work.
2. Revisions to drawings due to changes requested by the Owner after issue for bid.
3. Permit, application, or impact fees.
4. Site Lighting design
5. Irrigation Design
6. Durham County Grading/Erosion Control Submittal & Review
7. Stormwater management (BMP) design. Design of stormwater underground retention or treatment structures. CA for required BMP certifications.
8. Structural Design of site retaining walls.
9. Off-site Pavement marking plans
10. Off-site utility improvements or design beyond limits of project.
11. Franchise utility design or relocation consulting services (telephone, electric, cable, or other franchise utilities such as gas).
12. Additional meetings with the City, citizen groups, or others.
13. Additional Construction Phase Services beyond services listed within original scope.
14. Preparing multiple construction bid packages.
15. LEED Certification related design or management activities

B. WEST POINT ON THE ENO PARK SCOPE of SERVICES:

Overview:

The goal of this first phase of services is to develop an understanding of issues, long term goals and objectives for the property in order to create a plan for design and implementation that responds primarily to the DOJ Citations list for accessibility requirements and related programming and operations. This initial scope of services includes development of a conceptual master circulation and accessibility plan for the entire site (including the amphitheater site across the pedestrian bridge and all the areas with buildings in the core area (the mill, blacksmith building, McCown House, Mangum House, both picnic shelters, all parking). Issues to be addressed include the following as outlined in the project RFQ:

1. Accessible parking
2. Park Road conditions
3. General Connectivity
4. Picnic Shelter accessibility
5. Accessible Site furnishings
6. Location and Program for new accessible restroom facility

This assessment will include budget recommendations to assist Owner with prioritization of recommended improvements, selection of work to be included in the final design documents for this scope of services, and planned improvements to be left to later phases of work. This effort will result in the definition of specific items of work to be addressed in the Schematic Design Phase and associated BODR (Basis of Design Report) for the first phase of design to address the DOJ Citation items. Following agreement on the scope of work for the first phase of design, we will then submit a fee for the Schematic Development through Construction phases of the defined scope of work.

B1 ADVANCED PLANNING

B1.1 Data collection, review and research

B1.2 Stakeholder Charrette: Document issues and opportunities including:

- a) Building and site operations
- b) Special event programming and operations
- c) Special user populations programs and needs
- d) Planned expansion, changes in use or programming needs
- e) Maintenance issues and priorities
- f) Landscape issues and priorities
- g) Utilities
- h) Safety
- i) North Carolina – State Historic Preservation Office (SHPO) Requirements
- j) USA - National Historic Register District Requirements

B1.3a Conditions Assessment - Site:

1. Parking and roadway pavement and pedestrian paths; accessible pathways to park buildings
2. Utility availability and capacity to serve proposed improvements
3. Existing Vegetation

B1.3b Conditions Assessment – Buildings:

1. Doors and Door Hardware
2. Wall and Floor Finish Materials; thresholds
3. Toilet Room Layout & Fixtures, and accessories
4. Accessibility to buildings and interior circulation requirements (thresholds, door widths, etc)

B1.4 MASTER PLANNING and CONCEPTUAL DESIGN

1.4.1 Site Circulation and Accessibility Plan

Kimley-Horn will develop a conceptual master circulation plan for the property. This plan will depict recommend pedestrian paths, vehicular circulation, and parking areas to address accessibility requirements, everyday operations and special event program needs. The plan will highlight ADA accessible routes between park elements. A brief

narrative will accompany the plan to describe the basic plan components, proposed improvements, challenges and opportunities. All planning work will be done using available GIS mapping.

1.4.2 Conceptual Building Improvements Summary

A narrative with supporting sketches will be prepared with recommendations regarding responses to address the DOJ Citation list only. The narrative document will address all DOJ Citation items including:

- a) Doors and Door Hardware
- b) Wall and Floor Finish Materials; thresholds
- c) Toilet Room Layout & Fixtures and accessories
- d) State Historic Preservation Office review and interaction process summary
- e) Materials descriptions or product cut sheets
- f) Conceptual programming for Museum experience – schematic sketch level
- g) New restroom program, including utility services and recommended budget for construction

1.4.3 Conceptual Cost Estimates and Budget Recommendations

- a) Site Improvements
- b) Building improvements

1.4.4 Meetings – one (1) presentation of concepts and recommended budgets to Owner

B1.5 SCOPE OF WORK DEVELOPMENT FOR FUTURE DESIGN SERVICES

Using the results of our advanced planning and conceptual design efforts above, we will assist in the evaluation of the potential improvement projects, priority projects, project budgets and funding sources.

- a) Develop a scope of work and design services to complete the DOJ work items, and agreed-upon related improvements. This scope will include the agreed-upon site and building improvements, a final survey scope of work, recommended site investigation work, opinion of costs and an updated project schedule.
- b) Develop Planning Level Project Budgets
- c) Deliverables:
 - (1) Scope of work outline and recommended budgets for each improvement
 - (2) A phasing / implementation strategy
 - (3) Supporting narratives and concept diagrams for proposed improvements
 - (4) Opinion of probable costs

B2.2 BASIS OF DESIGN REPORT

Kimley-Horn will develop a Basis of Design Report outlining the findings from our site investigations, summarizing the potential projects and identifying key design elements and details.

B2.3 DELIVERABLES

In an effort to be promote sustainability and control project expenses, Kimley-Horn will deliver the Final SD phase plans and report documents to Owner in electronic format (PDF) and one hard copy of each document.

Information Provided By the Owner

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Owner.

Additional Services

Any services not specifically provided for in the above scope, as well as any changes in the scope the Owner requests, will be considered additional services and can be performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

1. Surveying
2. Attendance at meetings beyond those listed in our Scope of Work.
3. Permit, application, or impact fees.
4. Site Lighting design
5. Preliminary Engineering or Stormwater management (BMP) design.
6. Off-site utility improvements or design beyond limits of project.

7. LEED Certification related design or management activities

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§ A.1.2 The Project’s physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

« »

§ A.1.3 The Owner’s budget for the Cost of the Work, as defined in Section 6.1:

(Provide total, and if known, a line item break down.)

« The initial Stated Limitation on Cost of the Work (SLCW) is \$/ TBD I. The SLCW may be adjusted during the course of design and construction by means established herein. »

§ A.1.4 The Owner’s other anticipated scheduling information, if any, not provided in Section 1.2:

« **VALLEY SPRINGS PARK**

Schedule Overview

Site investigation – surveys	1 month
Schematic Design Phase	1 month
Design Development Phase	5 months
Construction Documents Phase	3 months
Advertise/Bid Phase / Contracting	1.5 months
Construction Period	3 months

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Advanced Planning/Concept Design	3 months
Basis of Design Report	2 months

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§ A.1.5 The Owner intends the following procurement or delivery method for the Project:

(Identify method such as competitive bid, negotiated contract, or construction management.)

«Competitive Bid »

§ A.1.6 Other Project information:

(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

« »

ARTICLE A.2 PROJECT TEAM

§ A.2.1 The Owner identifies the following representative in accordance with Section 5.3:

(List name, address and other information.)

«Marilee Martin »
«101 City Hall Plaza »
«Durham, NC 27701 »
«Telephone Number:(919)-560-4197 »
« »
« »

§ A.2.2 The persons or entities, in addition to the Owner’s representative, who are required to review the Architect’s submittals to the Owner are as follows:

(List name, address and other information.)

« To be decided by Owner »

§ A.2.3 The Owner will retain the following consultants and contractors:
(List discipline and, if known, identify them by name and address.)

« Owner reserves the right to modify this list during the course of the Project »

§ A.2.4 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address and other information.)

«Sal Musarra, PLA »
«Kimley-Horn and Associates, Inc »
«421 Fayetteville Street »
«Suite 600 »
«Raleigh, NC 27601 »
«Telephone Number(919)-835-1494 »

§ A.2.5 The Architect will retain the consultants identified in Sections A.2.5.1 and A.2.5.2.
(List discipline and, if known, identify them by name, legal status, address and other information.)

§ A.2.5.1 The following Consultants are among those retained by the Architect to perform Basic Services:

.1 Structural Engineer

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.2 Mechanical Engineer

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.3 Electrical Engineer

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§ A.2.5.2 Consultants retained under Additional Services:

« »

§ A.2.5.3 Project Team. The following persons are designated by the Architect as key members of the Project Team:

« »

§ A.2.6 Other Initial Information on which the Agreement is based:
(Provide other Initial Information.)

« »

