

DELAWARE  
TECHNICAL  COMMUNITY  
COLLEGE

**MEMORANDUM**

**TO:** Mr. William J. Lenihan, Principal  
Tevebaugh Associates  
Two Mill Pond Road, Suite 210  
Wilmington, DE 19806

**From:** Gerard M. McNesby   
Vice President for Finance

**DATE:** October 13, 2015

**RE:** A & E Agreement for the DTCC Stanton Campus Courtyard

Enclosed you will a fully executed copy of the A & E Agreement for the DTCC Stanton Campus Courtyard Project.

Please call me at (302) 857-1672 if you have any questions or need additional information. Many thanks for your assistance.

**Cc:** Ms. Carol Rhodes  
Mr. Dan Ehmann

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STANTON  
BUSINESS OFFICE

OFFICE OF THE PRESIDENT

PO Box 897, Dover, DE 19903 | 302.739.3737 (t) 302.739.3345 (f) | [www.dtcc.edu](http://www.dtcc.edu)

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Architecture  
Planning  
Interiors

T E V E B A U G H

September 2, 2015  
P-14422

Two Mill Road, Suite 210  
Wilmington, DE 19806  
302.984.1400  
302.984.2957 (FAX)

Dr. Mark Brainard  
Charles L. Terry Jr. Campus  
Delaware Technical Community College  
100 Campus Drive  
Dover, Delaware 19904-1383

RE: **A&E Proposal for DTCC Stanton Campus Courtyard**

Dear Mark:

Thank you for the opportunity to present this proposal for the remaining work required to complete the renovation of the Stanton Campus Courtyard. To date we have completed schematic design phase services. The proposed design and conceptual estimate proposed by Whiting Turner of \$1.3 million was presented to Delaware Technical Community College and confirmed to be in line with the community college's budget and vision.

We have retained the original team used for schematic design, consisting of Sikora Wells Appel (Landscape Architecture), Duffield Associates (Civil & Structural Engineering), and Furlow Associates (Mechanical, Electrical and Plumbing/Fire Protection). As part of the schematic design phase Whiting Turner provided a conceptual estimate at no cost to Delaware Tech. We plan to utilize Whiting Turner as an estimating consultant and have brought them under our contract to provide one additional estimate.

The following items organize our scope of work and deliverables into each design phase:

**I. Construction Documentation**

a. Architecture + Landscape Architecture Scope Summary

- i. Prepare final hardscape, landscape and site amenity design documents (drawings and specifications), as required for bidding and construction. These will include hardscape, layout, planting plans, furniture selections, paving details, details for the pedestrian bridge over the raingarden, stair and wall details, planting details, lighting details, and details for the artificial turf, canopy, handrails, and guardrails.
- ii. An updated construction estimate shall be provided at 60% complete construction documents.
- iii. Phase includes (2) review meetings with the owner to present progress of construction documents and to review the updated estimate.

b. Civil Engineering Scope Summary

- i. Prepare civil construction documents to include demolition plans, layout grading & drainage plans, storm water management (SWM) and erosion and sediment control (E&S) plans.
- ii. The Lines & Grades plans will be submitted to New Castle County Department of Land Use (NCCDLU) for review.
- iii. SWM and E&S plans will be submitted to DNREC. It is anticipated that SWM and E&S will not require submission to New Castle County.

We are prepared to establish a relationship while working with you. We are prepared to establish a relationship while working with you. We are prepared to establish a relationship while working with you.

**V. Schedule**

Time estimates below are based upon our scope of work to complete the scope of work detailed above. Estimate time frame begins once we receive a signed copy of the proposal.

- Construction Documentation.....(10) Weeks
- Bidding and Contract Negotiation.....(4) Weeks
- Construction Administration.....*To be determined by selected Construction Manager*

**VI. Compensation**

Compensation summary below includes fees already received as part of the initial Schematic Design (SD) agreement. These fees are noted with an "\*" and are provided for informational purposes to show the overall project's compensation is in compliance with the Delaware State Fee Schedule of 10% of total construction cost for basic services.

- Construction Cost Estimate provided by Whiting Turner: \$ 1,267,781.26
- 10% of Construction Cost Estimate: \$ 126,778.12

Basic Services

a. Original Schematic Design Phase Basic Services	
i. Architecture & Project Management.....	\$ 9,000*
ii. Landscape Architecture.....	\$ 14,000*
b. Construction Documentation.....	\$ 70,800
c. Bidding & Contract Negotiation.....	\$ 3,700
d. <u>Construction Administration.....</u>	<u>\$ 29,100</u>
	Total Basic Service Fee: \$126,600

Additional Services

e. *Original Schematic Design Phase Additional Services	
i. Land survey (Elevations & Existing Condition Documentation).....	\$ 7,560*
ii. Planning & Programming (Prog. Meetings, Student/Faculty Survey).....	\$ 15,000*
iii. Furniture Planning and Design (Specification of chairs, tables, Stools).....	\$ 4,440*
f. <u>Estimating Services.....</u>	<u>\$ 6,080</u>
	Total Additional Service Fee: \$ 33,080

Total Fee: \$159,680

Less Compensation for original SD agreement: (\$50,000)

**Total Compensation for current proposal: \$109,680**

- i. Fees for services outlined shall be invoiced monthly on a percent complete basis.
- ii. Reimbursable expenses for mileage, tolls, reproduction, overnight mail, and other out-of-pocket expenses are in addition to the fees and will be invoiced at our cost plus ten percent. We recommend a budget amount of seven thousand dollars (\$7,000) to cover these expenses.
- iii. Owner requested items not identified in this proposal shall be based on an additional proposal and work would not commence without prior approval.
- iv. Payment is due within 30 days of receipt of invoice.

September 2, 2015  
P-14422

## Construction Documentation (Continued)

### c. MEP Scope Summary

- i. Detail wiring diagrams for proposed courtyard lighting and additional receptacles.
- ii. Selection of building, canopy and site light fixtures.
- iii. Plumbing scope of work limited to new hose bibs (no irrigation included)

### d. Structural Scope Summary

- i. Provide appropriate sizing and detailing for retaining walls, canopy and wall foundations, and railing attachments.

### e. Deliverables

- i. Hard copy and electronic (PDF) copy of completed construction documents which shall include drawings and specifications required for bidding and permitting.

## II. Bidding

### a. Scope Summary

- i. We will coordinate electronic distribution of bidding documents to the owner's selected list of bidders.
- ii. We shall attend a pre-bid meeting to review the project's scope of work with owner's selected general contractors.
- iii. We will respond to all bidding RFI's in writing and distribute bid addenda(s) including revised drawings and specifications as necessary.
- iv. We will review submitted bids with the owner to determine scope coverage.

### b. Deliverables

- i. Deliverables to include any issued bid addenda that will contain revised drawings, specifications, and RFI responses as required.

## III. Construction Administration

### a. Scope Summary

- i. We will provide services throughout the construction phase, which includes responding to all RFI's, reviewing submittals, issuing required sketches, reviewing and authorizing payment applications.
- ii. This proposal includes the following site visits:
  1. (10) Site visits included in this proposal during construction. These visits shall be used to:
    - a. Monitor construction progress
    - b. Develop final punch list for owners review

### b. Deliverables

- i. *\*Detailed in scope summary above*

## IV. Estimating Services

### a. Scope Summary

- i. Whiting Turner (WT) has been retained to provide (1) additional estimate at 60% complete on construction documents.
- ii. WT shall meet with owner to review revised estimate and schedule and further discuss cost saving opportunities.

### b. Deliverables

- i. Hardcopy of revised estimate with breakdown as shown in original conceptual estimate.

Head Construction Manager  
(4) Weeks  
(10) Weeks  
Type of work detailed above

**Verifications and Exclusions**

- a. Design of decorative water features
- b. Design of an irrigation system.

We are prepared to begin work upon your authorization to proceed. We look forward to continuing our relationship while working with you on this interesting project.

Respectfully,



William J. Lenihan  
Principal

Signature on File

Approved By:

\_\_\_\_\_  
Dr. Mark Brainard, President

10/7/15  
Date