

# MOSELEY ARCHITECTS

CHARLOTTE  
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RICHMOND  
VIRGINIA BEACH  
WARRENTON

March 28, 2019  
May 6, 2019 (revised)

By Electronic Mail

Attn: David Banks

RE: RFP No. 15-09-05 Architectural & Engineering Design Services for Patrick Henry Pre-K-8 School and Recreational Facility

Architects Project No. 550502

**Service Authorization #17**

**Additional Professional Services Request – SA17-Additional Services for Phase 3a**

Dear Mr. Banks,

**Scope of Services and Statement of Justification:**

Moseley Architects has been requested to provide design services for a proposed revised “Phase 3” to suspend the original site plan and a new “Phase 3a” to accommodate use of the existing building to temporarily house the Douglas MacArthur school per direction from ACPS/City on 3/19/19 and email from Brailsford + Dunlavey on 3/27/19, and meeting with City P&Z staff on 3/22/19. This will require a DSUP amendment that includes the suspension of original Phase 3, design and permitting of a revised Phase 3a and renovation of the existing Patrick Henry School which was to be demolished. The intent of this revised phasing allows the old Patrick Henry School to be occupied while a new Douglas MacArthur School is constructed. The revised site phasing will require an amendment to the original Phase 3 and the introduction of a new Phase 3a. The building repairs described below will be completed under the 2015 Virginia Existing Building Code. These repairs must receive building permits from the City of Alexandria’s Department of Code Administration and it is our understanding that this activity can be concurrent with the DSUP amendment.

**Initial Investigations**

Moseley Architects has cooperated with ACPS since 1/25/19 in initial review and analysis of issues pertaining to an altered Phase 3a site configuration.

**Assumptions based upon ACPS/City discussions on 3/29/29.**

**1. Phase 3 work to be completed by KellerCM**

- a. To be completed by KellerCM (anticipated)
  - i. Work in area of “blue/green” as described on marked up plan (see attachment Exhibit 2)
  - ii. Infrastructure along N Latham
  - iii. Basketball Court
  - iv. Intermediate Play
  - v. Fitness Circuit
  - vi. Removal of temporary sanitary pump station for installation of permanent sanitary line depending on gymnasium demolition
  - vii. E&S measures and removal of construction trailer and fencing

## 2. Proposed Phase 3a

### a. DSUP Amendment – Assume:

- i. Submitting a concept for the interim phase in order to make a fall hearing.
- ii. There is a significant amount of effort required to prepare and process a DSUP Amendment for the desired swing space and associated site infrastructure. Approximately 60 sheets of the plans will be added or affected by the addition of a Phase-INT, and approximately 30 of those sheets will be new sheets with new design. We have also been asked by the Owner to incorporate a new survey (to be provided by the Owner/Keller) for the background of the Phase-INT. (Note that this survey is assumed to be adequate and reliable with no additional surveying needed).
- iii. Only a preliminary and final submission are required, to include:
  1. Cover Sheet update
  2. Site Plan
  3. Grading plan
  4. E&S Control
  5. Stormwater
  6. Phasing plan
  7. Landscape plan
- iv. Community meetings are up to 1 per month over a potential six-month period, plus associated preparation. Fees for additional meetings or other public engagements are to be provided as unit pricing.
- v. Provide additional on-site parking and stripe accessible parking spaces. The interim site design should only include code required parking.
- vi. Fire access around the existing school and access to the south and east side of new building as required by the City.
- vii. Provide a parent (car) drop-off separate from the bus drop-offs
- viii. Provide site improvements including grass spaces, sidewalks, fences, and storm water management
- ix. DSUP process will be for site only and will not require architectural building documentation.
- x. Include interim condition storm water improvement design as an additional service option. The alternate design should consider that they will be temporary in nature and designed cost effectively for both installation and removal.
- xi. Additionally, the design should reference the site plan marked up in blue and green (see attachment Exhibit 2) to ensure that no improvement for the 3a interim site plan lie within those boundaries.
- xii. See attached ADTEK proposal dated 3/27/19 for scope of services, assumptions and number of meetings included.(Exhibit 3)

## 3. Douglas MacArthur School Capacity

- |   |       |
|---|-------|
| a. Students   | 700   |
| b. Staff  | 80-90 |
| c. Rec Center (after school hours for non-simultaneous use) |       |
| i. RCPA   | 150   |
| ii. Campana   | 80    |

## 4. Existing Patrick Henry School Building;

- a. Construction Documents and Permit to renovate the old Patrick Henry for short term use as a swing space. To achieve this, we assume that scope of work will be limited to what the 2015 Virginia Existing Building Code defines as “repairs” or “Level 1” alterations so that JHA can review this without triggering major

upgrades. We assume that no wall reconfiguration will be included and that only those alterations that fall under “repairs” or “Level 1” alterations are anticipated with the exception of the request to convert the existing auditorium into a gymnasium which will trigger a change in occupancy from A1 to A3. Due to the size and occupancy of this space this may require fire sprinklers in this altered space. Discussions with the AHJ will need to occur to clarify their interpretation and determination if providing posted occupancy limits will remediate this issue. Submit for building permit.

- i. Applicable Code: 2015 Virginia Existing Building Code
  - ii. Use Group: E Educational
  - iii. Construction Type: IIB
  - iv. Existing Building Area: Approx. 86,437 SF
  - v. Existing Building Height: 1 Story, 26’-6 5/8”
  - vi. Fire Alarm: Yes
  - vii. Sprinkler: No
- b. Existing Documents and CADD files are not available from ACPS and will need to be created from what limited existing documents are available. Moseley Architects will rely upon the accuracy of these documents without exhaustive investigation and anticipates 3D scanning of the existing interior and roof of the building. As this is minor renovation work only those areas identified during design will be spot checked for dimensional constraints. The following construction documents are anticipated.
- i. Life Safety Sheet
  - ii. Overall Floor Plan
  - iii. Door schedule or other means to identify doors to be provide with access control.
  - iv. Demolition Plan for Gym
  - v. Elevation of repair after Gym Demolition
  - vi. Reflected Ceiling Plan
  - vii. Roof Plan if required
  - viii. Site directional signage
- c. Specifications
- i. This effort will be determined by the needs for scope of work to be bid and AHJ permitting requirements but to be judicious with the cost of work efforts we would need to mutually agree on scope of work for a building that will be demolished in about five years
    1. Scope of work (i.e. ceiling tile replacement, floor repair, etc.) will be described in specification form with quantity allowances and unit pricing.
- d. While HAZMAT and asbestos surveys have been done, we recommend ECS perform a visual update on conditions of asbestos and lead with a mold and moisture assessment.

**5. Architectural (limited to the following)**

- a. The existing Rec Center Gymnasium and associated rooms are to be demolished (including Games, Crafts, Meeting, Office, Lobby and Toilets) to the extent of the existing exterior wall outside Classroom 1 and 2 of the school. Design of exterior wall and provision of appropriate elevation drawings.
- b. Confirmation in writing to be provided by ACPS from the Department of Code Administration that existing non-conforming ADA conditions are not required to be remediated.
- c. Convert existing auditorium (A1 use) into gymnasium (A3 use) for PE. Work limited to infill of floor but no alterations t walls. PE equipment to be determined based upon dimensional constraints.

- d. ACPS will have roofing contractor survey roof and provide scope of work to maintain the roofing system including replacement, service and restore all roof drain domes and patching as required. No roof architectural work is included in this proposal.
  - e. Review water damaged finishes and casework with ACPS for replacement
  - f. Finish specifications and allowances for ceiling and floor repair to be established in narrative. No finish schedule provided.
    - i. Ceilings –assume that damaged or soiled existing tile to be replaced assume 15% or determine which ceilings will require full room replacement.
    - ii. Walls – Paint all previously painted interior walls
    - iii. Floors – Identify any areas of repairs or replacements
  - g. Kitchen – no design work is anticipated for kitchen and as such no food service consultant is required.
  - h. Assist ACPS/City with site directional signage for wayfinding. No building room signage package required.
- 6. Electrical (limited to the following)**
- a. Replace the fire alarm system to meet current code. (drawings, specs and CA)
  - b. Re-lamp all building lights. Clean or replace light lenses assume 15% (limited drawings, narrative work descriptions of allowances for quantities in specs and CA)
  - c. Provide site lighting for new parking area and existing parking areas (no photometrics are required and use of economical fixtures appropriate drawings, specs and CA)
  - d. Design of CCTV, emergency management alarm upgrades and electronic door locks in alignment with the anticipated fire alarm upgrades.
- 7. Fire Protection (limited to the following)**
- a. Confirmation in writing to be provided by ACPS from the Department of Code Administration that a sprinkler system is not required, with the exception of JHA determination on change of use of A1 to A3.
  - a. If required, provide sprinkler only in change of use for space of existing auditorium converted to gymnasium. (drawings, performance specs and CA)
  - b. Design Costs have been included for a sprinkler system throughout the building if requested by ACPS.
- 8. Plumbing (limited to the following)**
- a. Provide supplemental tankless water heaters at each toilet room and kitchen.
  - b. Option to provide an alternate water heating solution (i.e. replacement of the original failed water heater for the entire building)
- 9. Mechanical (limited to the following)**
- a. ACPS will have a mechanical contractor service all RTUs and provide service tickets with recommended repairs for each unit and include jet / camera sewer system. No Mechanical engineering documents are required.
- 10. Construction Administration and Closeout**
- a. CA for site development
    - i. Attend pre-bid conference.
    - ii. Provide interpretation of documents in response to reasonable questions from the field.
    - iii. Review and process shop drawings. Up to two reviews per submission item are included. Reviews over the two included will be paid for by the Owner and back charged to the subcontractor.

- iv. Issue clarification sketches and/or project modifications.
  - v. The architect shall visit the construction site on a regular basis as agreed to by the Owner and the Architect, conduct progress meetings and prepare written progress reports. The architect will invite consultants to the meetings when appropriate for the current work being performed. For this purpose, we have assumed a 5-month construction period with meetings every two weeks for a total of (10) meetings; subsequent visits will be additional services.
  - vi. Review and process contractor's requisition for payment.
  - vii. Review construction and prepare "punch list" after receipt of contractor's punch list. This will be limited to one initial "punch" and one "final punch" visit per space; subsequent visits will be additional services.
  - viii. Issue substantial completion certificate.
  - ix. Compilation of Record Drawings at Project Close-out.
- b. CA for building renovation
- i. Attend pre-bid conference.
  - ii. Provide interpretation of documents in response to reasonable questions from the field.
  - iii. Review and process shop drawings. Up to two reviews per submission item are included. Reviews over the two included will be paid for by the Owner and back charged to the subcontractor.
  - iv. Issue clarification sketches and/or project modifications.
  - v. The architect shall visit the construction site on a regular basis as agreed to by the Owner and the Architect, conduct progress meetings and prepare written progress reports. The architect will invite consultants to the meetings when appropriate for the current work being performed. For this purpose, we have assumed a 4-month construction period with meetings every two weeks for a total of (8) meetings; subsequent visits will be additional services.
  - vi. Review and process contractor's requisition for payment.
  - vii. Review construction and prepare "punch list" after receipt of contractor's punch list. This will be limited to one initial "punch" and one "final punch" visit per space; subsequent visits will be additional services.
  - viii. Issue substantial completion certificate.
  - ix. Compilation of Record Drawings at Project Close-out.

**Project Schedule (To be Determined)** These dates are proposed but are contingent upon appropriate time for design as scope if fully realized and timely reviews of ACPS and City staff are provided. Note that City review times provided in this schedule are out-of-our control but generally follow typical review times provided by Planning. The public hearing dates were obtained from the online Planning Commission 2019 Hearing Schedule and Filing Deadline (Development Requests). We have assumed that no typical milestone submissions (SD, DD, CD...) are required. We have also assumed that the Owner's review is concurrent with City review.

**DSUP Amendment and Site Development**

**DSUP Amendment**  
**2019**

Prior to May 10	NTP (Receive new survey & Begin to coordinate conceptual layouts)
May 24	Layout approved by Owner & Proceed with DSUP Amendment
July 19	Preliminary Plan to City
August 12	Receive City Comments

August 20	Preliminary Plan Verification of Completeness to City (by 3pm)
August 29	Preliminary Plan Deemed Complete
November 7	Planning Commission Hearing Date
November 16	City Council Hearing Date
November 20	Final Site Plan Amendment Submission to City
December 20	Receive City Comments

**2020**

January 10	FSP Resubmission
January 31	Approval Anticipated

**Site Development - 1/1/2020 – 6/30/2020**

Bid	January 2020
Award	February 2020
Construction NTP	February 2020
Site work and building renovation	February – June 2020
Substantial Completion and Final Completion	June 2020

**Building Renovation**

Prior to May 10	NTP
May 2019	Existing Review of documents and Building Survey
June – September 2019	Building Renovation Design/Permit
September 2019	Bid/ Award
October 2019	Construction NTP
October – December 2019	Building renovation
January 2020	Substantial Completion and Final Completion

**Project Budget**

\$5,000,000

**Exclusions and Qualifications**

1. Phase 3a work will not pursue a LEED certification
2. Phase 2 and partial Phase 3a work will not require revisions to original LEED Documentation or updates.
3. No energy calculations or Energy Conservation Modeling are required
4. No upgrades to building utility services including but not limited to electrical, telephone, CCTV, etc. into the building
5. Compliance with Douglas MacArthur site specific Educational Specification (a list of spaces will be provided to assign spaces to existing building) will be only as accommodated by the existing building without wall reconfigurations.
6. Identification of contractor staging areas
7. Assume that pre-construction services will be provided by awarded contractor
8. Assume that cost estimating services will be provided by ACPS' third party estimator. Moseley Architects shall be able to rely upon the accuracy of this information and will not be required to further verify cost information provided.
9. No wall reconfigurations or alterations are anticipated. No reconfiguration, alteration or replacement of existing windows, frames, doors and hardware. No door/frame/hardware schedule or window schedule/details required.
10. Building signage package is excluded.
11. ADA upgrades are excluded from this proposal. Confirmation in writing to be provided by ACPS from the Department of Code Administration that existing non-conforming ADA

conditions are not required to be remediated. The following items are excluded including but not limited to;

- a. reconfiguration of existing door clearances or widths
  - b. replacement of existing ramps outside or inside of building
  - c. replacement of existing orbital hardware to level type
  - d. assistance for hearing impaired
  - e. any other ADA or accessibility upgrades to existing conditions, except, if required, for the change in use of the auditorium to a gym.
12. Design team may make limited readily observable and accessible visual inspection of specific conditions and shall not make exhaustive or destructive investigations.
    - a. Exclude extensive survey of roof, building envelope, ceilings, and floor areas.
    - b. Exclude extensive survey of mechanical, electrical, plumbing systems
  13. No kitchen design work is included, permitting through the Health Department is excluded.
  14. FF&E services are excluded and assumed to be by ACPS in-house staff.
  15. No Mechanical design work is included. No review of TAB.
  16. No IT/AV/ /PA System/Clock System/Data Communication design work is included in this proposal. All work by ACPS IT.
  17. Fire Protection/Sprinkler design not required per ACPS/City in agreement with City Fire Marshal. Confirmation in writing to be provided by ACPS from the Department of Code Administration that a sprinkler system is not required. Fire Protection design work is included to the extent of a change in use for the conversion of the auditorium (A1) to a gymnasium (A2).
  18. Fire Pump design is excluded
  19. Fire flow data collection is excluded
  20. DSUP process will be for site only and will not require building documentation and as such architectural drawings are excluded, with the exception of architectural elevation of repaired wall at location of demolished Rec Center if required by City DSUP staff.
  21. Playground equipment design. Existing playground equipment will be assessed, repaired and maintenance serviced by ACPS/City.
  22. Traffic Study by ACPS/City (assumed Wells Associates contracted by B+D). Moseley to incorporate the findings of the study provided by ACPS into the DSUP submission.
  23. Geotechnical services.
  24. Landscaping beyond City requirements, enhanced landscaping or landscape architecture services
  25. Civil field surveying.
  26. Sanitary outfall study, offsite outfall improvements
  27. Offsite storm outfall improvements
  28. Easement plats
  29. DSUP survey of existing building corners is not required per meeting on 3/27/19 with City.
  30. Known Hazmat has been previously surveyed but exact current conditions should be reviewed. Locations and configurations may affect schedule and costs
  31. Value engineering.
  32. Moseley Architects advises ACPS/City to carry appropriate construction and design contingencies as the existing building was anticipated to be demolished and deferred maintenance as exhibited by the current condition
  33. Moseley Architects reserves its right to renegotiate fee when original project scope for demolition of existing building and restoration of site and playfields are to be bid and construction administration are anticipated to be completed.

**Fees for Additional Professional Services**

**Total Fee Adjustment:**

**See Exhibit 1**

Please provide authorization by signing and returning this document via email or fax to Sherry Sabruno at ssabruno@moseleyarchitects.com or 703.426.9280 so that this work may be scheduled. All invoices related to this document shall be payable within thirty days of billing.

Please contact me if you have any further comments or questions.

Sincerely  
  
William Brown, AIA  
Vice President

\_\_\_\_\_  
Alexandria City Public Schools

\_\_\_\_\_  
Date

Cc: Jack Browand, City of Alexandria  
David Banks, ACPS  
Paul May, Project Manager, ACPS

Adrian King, City of Alexandria  
Elijah Gross, ACPS  
Deisy Brangman, Brailsford + Dunlavey





**Proposed Professional Services Fees for**

**RFP No. 15-09-05 Architectural & Engineering Design Services for Patrick Henry Pre-K 8 School and Recreational Facility**

**SA17-Additional Professional Services Request for Phase 3a Revision**

**May 6, 2019**

**SA17 - EXHIBIT 1  
Building Renovation Reuse**

Construction Budget: \$5,000,000

Building Area: 86,500 sf

**Basic Services:**

<u>Discipline</u>	<u>Provider</u>	Construction							Sub total	
		Community Outreach	DSUP Amendment	FSP Amendment	Design	Documents	Bidding	Construction Administration		Project Close Out
Architectural	Moseley Architects	\$0	\$0	\$0	\$12,870	\$16,900	\$4,333	\$15,333	\$5,333	\$54,770
Structural Engineering	Moseley Architects	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
Fire Protection - For Change in Use Gymnasium Only (Option A)	Moseley Architects	\$0	\$0	\$0	\$1,118	\$6,416	\$0	\$1,924	\$0	\$9,458
Evacuation Plans		\$0	\$0	\$0	\$0	\$4,250	\$0	\$0	\$500	\$4,750
Plumbing / Electrical - supplemental tankless water heaters	Moseley Architects	\$0	\$0	\$0	\$1,101	\$6,317	\$0	\$1,894	\$0	\$9,312
Electrical - Fire Alarm Design	Moseley Architects	\$0	\$0	\$0	\$963	\$5,527	\$0	\$1,658	\$0	\$8,148
Electrical - Design of CCTV, emergency management alarm upgrades and electronic door locks	Moseley Architects	\$0	\$0	\$0	\$413	\$2,369	\$0	\$710	\$0	\$3,492
Electrical - Lighting Repair and Replacement	Moseley Architects	\$0	\$0	\$0	\$1,376	\$7,896	\$0	\$2,368	\$0	\$11,640
Electrical - Site Lighting (new parking area, existing east side lot)	Moseley Architects	\$0	\$0	\$0	\$826	\$4,738	\$0	\$1,421	\$0	\$6,984

Sub Total \$113,553

**Other Services Needed for the Project:**

3D Scanning of building interior/roof to CADD (excludes elevations)	TransCon Imaging Solutions	\$0	\$0	\$0	\$17,683	\$0	\$0	\$0	\$0	\$17,683
Review of building by ECS	ECS Mid-Atlantic, LLC	\$0	\$0	\$0	\$3,088	\$0	\$0	\$0	\$0	\$3,088
Visual survey to assess condition of identified asbestos and lead										
Mold and Moisture Assessment with in-field sampling if visible mold is observed										
	Sub Total	\$0	\$0	\$0	\$20,771	\$0	\$0	\$0	\$0	\$20,771

Total \$134,324

Reimbursables \$13,432

Grand Total \$147,757

**Additional Services:**

Fire Protection - Entire Building and Replace Suspended ACT & Rehang Light Fixtures / Excludes Fire Pump design (Option B)	Moseley Architects	\$0	\$0	\$0	\$2,718	\$15,595	\$0	\$4,677	\$0	\$22,989
Fire Protection - Fire Pump design (Option C)	Moseley Architects	\$0	\$0	\$0	\$275	\$1,579	\$0	\$474	\$0	\$2,328
Fire Protection - Analysis of water fire flow (Option D)	Moseley Architects	\$0	\$0	\$0	\$138	\$790	\$0	\$237	\$0	\$1,164
Additional Meetings (each)	Moseley Architects				\$850					
Additional Meetings (each)	ADTEK Engineers				\$650					

