

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2013-028**

WHEREAS: Hardin County Government has outgrown existing office facilities; and

WHEREAS: A need exists for an improved County E-911 Facility to accommodate expansion and upgrades for Enhanced-911 emergency response in Hardin County; and

WHEREAS: Hardin County Fiscal Court confirms the need to construct new facilities to accommodate county government offices and expansion/upgrade of E-911 services; and

WHEREAS: Hardin County Fiscal Court estimates 60,000 square feet of floor space is required to meet the needs for these offices and services; and

WHEREAS: Hardin County Fiscal Court desires to locate these offices and services in a location central to the county's population; and

WHEREAS: Hardin County Fiscal Court possesses approximately 8 ½ acres of vacant property adjacent to existing county government facilities located on Rineyville Road in Elizabethtown with excellent accessibility to Patriot Parkway and Ring Road. This property is central to Hardin County's population with adequate space for safe parking and entry to the proposed facilities; and

WHEREAS: Hardin County Fiscal Court determines financial resources are adequate to fund construction and debt service for new county government offices and E-911 facilities; and

WHEREAS: Hardin County Government desires to maintain a presence in the historic H.B. Fife Courthouse located in the center of downtown square of Elizabethtown.


NOW, THEREFORE, BE IT RESOLVED, to authorize the County Judge/Executive and the County Attorney to negotiate and execute the necessary contracts and agreements with ICON Engineering & Inspection Services, P.L.L.C. for architectural and engineering services to develop the specifications, drawings, and documents required for construction of county government offices and E-911 facilities to be located on county owned property located on Rineyville Road (Patriot Parkway) adjacent to Hardin County's existing Emergency Services Facilities.

BE IT FURTHER RESOLVED, the Hardin County Attorney's Office shall consolidate its Criminal and Child Support Divisions, along with administrative support staff, into one location by occupying the historic H.B. Fife Courthouse once the remainder of County Government has occupied new facilities on Rineyville Road (Patriot Parkway).

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 26 February, 2013.


HARRY L. BERRY
Hardin County Judge/Executive

ATTEST:


Kenneth L. Tabb
Hardin County Clerk



35 Public Square
Elizabethtown, KY 42701
Phone: (270) 737-4226
Fax: (270) 737-0441

February 19, 2013

Hardin County Fiscal Court
C/O Mr. Harry Berry
Hardin County Judge/Executive
PO Box 568
Elizabethtown, KY 42702

RE: **Architectural/Engineering Services Proposal**
New County Government Building
Elizabethtown, KY

Dear Judge/Executive Berry:

As requested we have prepared the following scope of services and fee proposal for Architectural and Engineering Design Services for the proposed new Hardin County Government Building. Having recently completed the Programming Study, we have tremendous insight into the space needs of the various county government offices that will occupy the proposed facility. Based on the results of the programing study, we anticipate the new building to be a multilevel building of approximately 59,000sf. Upon acceptance of this proposal, it is our intent to us an AIA (American Institute of Architects) Contract such as B104-2007 (or similar AIA contract) as the formal contract between ICON and Hardin County Government. It is the intent that this proposal letter will serve as a tool for agreement on fee and our Scope of Services and will form the basis of the AIA Contract that would follow. We are prepared to begin working with Hardin County Government upon the acceptance of this proposal. The following is a brief description of the proposed scope of services for this project:

SCOPE OF SERVICES

1. ICON will assist Hardin County Government in soliciting proposals for the Geotechnical Investigation services. Once proposals are received by a qualified Geotechnical firms, ICON will make a recommendation for award of those services. Fees for the Geotechnical services are not included in our proposed design fee.
2. **Schematic Design:** ICON will develop Schematic Design for the project which will include schematic/conceptual layouts of each floor along with concepts for the interior/exterior architectural elements/features of the new facility. ICON will work closely with the Elected Officials and/or Office Directors in the development of the conceptual plans, taking into consideration the information/data gathered during the recent programming phase of the project.
3. **Design Development:** Upon approval of the concepts in item 2 above, ICON will proceed with the Design Development phase of the work. During this phase of the project, the plans will be fine-tuned, with proper wall thicknesses, code review/research, preliminary site development and develop schematic structural system. Mechanical/Electrical/Plumbing systems will also be defined/designed considering energy efficient design with direct input from County Government. During this phase of the work we will develop preliminary estimates of probable construction cost and begin to track the probable cost as we proceed through the design.

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4. **Construction Documents:** During this phase of the work, all applicable details of the work will be finalized for incorporation into a set of Construction Documents including detailed specifications that will be used in the bidding of the project. The estimate of probable construction cost will be finalized based on the completed construction documents.
5. **Bidding:** During this phase of the work, ICON will conduct the Bid Meeting in conjunction with Hardin County representatives. During the bid process, ICON will provide/track questions for clarification (RFIs) and will tabulate the bid results for presentation to Fiscal Court.
6. **Construction Administration:** ICON will attend regularly scheduled project meetings at the site and make presentations, as required, to Fiscal Court to provide updates on the project. ICON will also provide periodic site reviews, answer contractor RFIs and review shop drawings throughout the project.
7. This proposal assumes that Hardin County Government will specify and select furnishings for each office. However, ICON can provide assistance with this effort through a consultant as an additional service/fee.
8. ICON has not included permitting/plan review fees.
9. It is our understanding that the land where this facility is proposed to be located has been surveyed therefore, surveying costs are not included in the proposed fee.
10. ICON has not included Special Inspections and Materials Testing services, which will be required. ICON can, however, provide Special Inspections for an additional fee, if desired.

SCHEDULE & DELIVERABLES

It will be our goal to provide the proposed bidding documents within 6 to 8 months from the approval of this Agreement.

ICON will establish an electronic "Drop Box" so that drawings can be deposited and viewed, at will, by approved viewers. ICON will also provide three hard copy sets of review drawings at each of the three phases of the design (Schematic Design, Design Development, Construction Documents) along with three sets of the bidding documents. We have not including printing for contractors during bidding or the construction phase. It is our intent that contractors would purchase sets from a local printer (i.e. Duplicator Sales etc.). ICON will provide all written reports in PDF format and hard copy at no additional cost.

ADDITIONAL SERVICES

Services requested outside of the proposed Scope of Services will be provided on an hourly or negotiated lump sum basis. Hourly rates shall be in accordance with the attached schedule of rates.

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PROPOSED FEE

We propose to provide the above scope of services for a percentage based fee of 5.85% of the total construction cost of the current anticipated scope of the project. Considering a construction cost of 12 million, we propose the following billing schedule for which the values would be adjusted based on the actual construction cost:

Schematic Design	15% of Fee	\$105,300
Design Development	20% of Fee	\$140,400
Construction Documents	40% of Fee	\$280,800
Bidding	5% of Fee	\$35,100
Construction Administration	20% of Fee	\$140,400

Please do not hesitate to contact us should you have any questions.

Sincerely,

ICON ENGINEERING AND INSPECTION SERVICES, PLLC

A handwritten signature in red ink, appearing to read 'Michael S. Childers'.

Michael S. Childers, PE, SECB
President

CLIENT ACCEPTANCE

If you are in agreement with the above we will require your signature on an original copy of this proposal to proceed on this project.

HARDIN COUNTY FISCAL COURT

A handwritten signature in blue ink, appearing to read 'Harry L. Berry'.

Authorized Signature

February 26, 2013
Date

Harry L. Berry, Hardin County Judge/Executive
Printed Name



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2013 RATE SCHEDULE HOURLY COMPENSATION RATES

If requested by the Owner, work beyond the Scope of Basic Services may be performed on a fixed price, percentage or hourly rate basis. Listed below are hourly rates for various categories of staff members of the Firm.

*The above rates include all employees' wages, payroll burdens, overhead and profit. Overtime hours charged by non-exempt employees (categories identified by *) will carry a premium charge factor of 1.3. For lump sum projects, these Hourly Rates apply only to Additional Services.*

REIMBURSABLE EXPENSE RATES

In addition to Fees, the following expenses are reimbursable as they apply to the Project:

1. **Communication** -Actual cost of long distance telephone, fax, postage and overnight delivery.
2. **Outside Consulting Services (e.g. Survey, Topographic, Geotechnical) and Special Supplies** -Actual cost plus 20%.
3. **CAD -Drawing Plots** -\$20.00 per drawing -Full Size; \$6.00 per drawing -11" x 17"; \$5.00 per square foot for color plot
4. **Specification and Drawing Reproduction:**

\$3.50 per square foot for mylar reproducibles	Color Copies:
\$2.00 per 8-1/2" x 11" for color copies	
\$2.75 per 11" x 17" for color copies	
\$0.75 per square foot for Xerox bond copy	
\$0.10 per photocopy (includes collating and binding of specifications)	
5. **Scanning** -Drawings -\$.88 per square foot; Color Photos \$20 each
6. **Color Boards** -\$275 (excludes design time)
7. **Copy Drawings to Electronic File** -\$80 per drawing file
8. **Travel**-Mileage is charged in accordance with IRS regulations. Actual cost of other modes of travel.
9. **Food and Lodging** -Reasonable and actual living expenses incurred while on assignment or travel away from the office.

EMPLOYEE CATEGORY	HOURLY RATE
Principal	\$ 220
Senior Project Manager	\$ 150
Project Manager	\$ 145
Senior Engineer	\$140
Engineer	\$ 135
Senior Architect	\$ 120
Senior Engineering Designer *	\$ 120
Program Manager	\$ 120
Landscape Architect	\$ 110
Architect	\$ 105
Graduate Engineer	\$ 100
Senior Interior Designer	\$ 95
Senior Architectural Designer*	\$ 100
Construction Accountant	\$ 95
Designer *	\$ 90
Construction Manager	\$ 85
Interior Designer	\$ 80
Specification / Technical Typist *	\$ 70
Drafter *	\$ 75
Administrative Support *	\$ 70

Initial