

## WONDERFUL ARCHITECT FIRM

January 1, 2022

Construction Project Manager  
King County Housing Authority  
700 Andover Park W  
Seattle, WA 98188

RE: King County Housing Authority — Awesome Project  
Contract # CC1234567  
Request for Architectural Services

### Description:

Wonderful Architect would like to present a proposal for the review and design efforts for the Awesome Project.

**Site Name:** Venus Satellite

**Address:** 123 444<sup>th</sup> Ave SE, Seattle, WA 98999

### ARCHITECTURAL BASIC SERVICES:

#### ❖ Task 1 – Schematic Design (50%)

- Design development coordination with KCHA team
- Review Project Schedule
- Review existing project information
- Coordinate onsite meeting with subconsultants & KCHA to review existing site conditions
- Prepare AutoCAD drawings and specifications on WORD files
- Meet with KCHA to review drawings
- Coordinate with local jurisdictions
- Finalization of Schematic level drawings

#### ❖ Task 2 – Developmental Design (75%)

- Refining drawings and specifications
- Provide value engineering
- Finalization of Developmental level drawings and specifications

#### ❖ Task 3 – 90% CD (90%)

- Refining drawings and specifications
- Provide value engineering (if requested)
- Assist with Building permit and acquisition as required
- Prepare documents for permit package
- Finalization of 90% level drawings and specification

#### ❖ Task 4 – Construction Design (100%)

- Complete final drawings and specifications for bid package
- Complete permitting
- Finalization of Construction level drawings

❖ **Task 5 – Sub-Consultants**

- Electrical
- Mechanical
- Plumbing
- Structural

❖ **Task 6 – Construction Administration**

- Attend the pre-bid meeting as required
- Assist with questions and details needed for addendum
- Attend the pre-construction meeting as required
- Assist with RFI and submittals as required
- Provide AutoCAD files of final project documents as required
- Reimbursables
  - Copies Made
  - Mileage
  - Miscellaneous items as allowed by contract

**ADDITIONAL SERVICES:**

Additional A&E Services will be provided as requested by KCHA. The following Additional Services are not included in the Basic Services listed above. We propose to provide these services as needed. A fee schedule is enclosed for staff rates and reimbursable expenses.

❖ **Additional Services**

- Mechanical Engineering
- Civil Engineering
- Electrical Engineering
- Structural Engineering
- Landscape Architecture
- Commissioning

**ARCHITECTURAL SERVICE FEES:**

**\$17,175.00**

**ARCHITECT SUMMARY**

Classification	Principal	Architect 2	Designer 2	Admin	Total
Rates	\$200	\$125	\$115	\$50	
<b>HOURS</b>					
Task 1 – SD	10		29	6	\$5,635.00
Task 2 – DD	12		20		\$4,700.00
Task 3 – 90%	9		14	6	\$3,471.00
Task 4 – CD	7		12	7	\$3,130.00
Task 5 – Consultants					\$5,125.00
Task 6 – CA					\$500.00

**TOTAL PROJECT FEE: \$22,800.00**

Please review the proposed scope of work and fees and respond. We look forward to working with you upon receipt of the signed task order.

## FEE SCHEDULE WONDERFUL ARCHITECTS

SIX YEAR CONTRACT TERM – 20XX THRU 20XX

TWO YEAR FEE SCHEDULE – MM/DD/YYYY THRU MM/DD/YYYY

<b>MAJOR TASK CATEGORIES/ JOB CLASSIFICATION</b>	<b>FIXED HOURLY BILLING RATE</b>	<b>CURRENT NUMBER OF STAFF</b>
Principal / Director	\$200	7
Associate / Manager	\$100	6
Technical Specialist / Associate	\$90	5
Project Coordinator	\$90	4
Senior Administrative	\$85	3
Graphics / Designer	\$80	2
Administration / Clerical	\$75	1
OTHER DIRECT COSTS plus 10%	Printing and delivery charges, courier services, sub-consultant fees	
TRAVEL AND VEHICLE MILEAGE	In accordance with IRS guidelines that are in affect at the time the mileage expense is incurred	

**NOTE TO CONSULTANTS:**

Fee schedules should be on company letterhead.

Hourly rates are to be in whole dollars with no cents.

Task Orders will be billed using the fee schedule that was in effect when the task order was written, NOT when the work was performed and/or invoiced.



# CONSULTANT SERVICES TASK ORDER

<b>WONDERFUL ARCHITECTS</b>	CONTRACT #:	KI2300165	T/O #:	<b>25</b>
	EXPIRATION:	12/31/29	DATE:	06/16/23
	CONTRACT AMT.:	\$1,000,000.00	T/O AMT.:	\$22,800.00
	T/O NTE AMT.:	\$22,800.00	AVAIL BALANCE WITH T/O:	\$640,000.00
ARCHITECTURAL SERVICES	VENDOR #:	99999	W/O #:	9999
All Task Orders are issued for a Not to Exceed (NTE) Amount, including All Applicable and Authorized Reimbursable Expenses	INSURANCE EXP.:	06/13/24	PROJECT #:	106.5b
	FEE SCH. EXP:	06/13/25	PM:	HM

**PROPERTY NAME and ADDRESS:**

Venus Satellite  
123 444th Ave SE  
Seattle, WA 98999

1. The signed Task Order represents the Notice to Proceed Authorization.
2. Send signed Task Order to vendor, it serves as their authorization to begin work.

**DESCRIPTION and SCOPE OF WORK:**

Provide design services for Awesome Project.

**Task 1 - Schematic Design**

- a. Project setup & management
- b. Coordinate design with KCHA team and consultants
- c. Review existing project information
- d. Prepare SD's and specifications
- e. Site meeting #1 - confirm existing conditions/dimensions

**Task 2 - Design**

- a. Refine DD's using issue log provided by KCHA
- b. Provide value engineering
- c. Finalization of Developmental level drawings and specifications

**KCHA INTERNAL INFORMATION:**

(IF NO W/O EXPLAIN WHY)

CONSULTANT'S HOUR RATE VERIFIED & FEE SCHEDULE ATTACHED: \_\_\_\_\_  
INITIALS

**TASK ORDER AMOUNT: \$22,800.00**

NOTE: Task Order Number MUST be on every invoice submitted for payment

**AUTHORIZED SIGNATURES:**

REQUESTED BY: \_\_\_\_\_  
KCHA PROJECT MANAGER DATE

APPROVED BY: \_\_\_\_\_  
SR. PROJ. MGR. / DIR. OF CC-WX DATE

REVIEWED BY: \_\_\_\_\_  
CC PROG. MGR. / SR. PROJ. MGR. DATE

WORK COMPLETED: \_\_\_\_\_  
CC SR. PROJ. MGR. / SR. MGMT. ANALYST DATE



## CONSULTANT SERVICES TASK ORDER

<b>WONDERFUL ARCHITECTS</b>	<b>CONTRACT #:</b>	KI2300165	<b>T/O #:</b>	<b>25</b>
	<b>EXPIRATION:</b>	12/31/29	<b>DATE:</b>	06/16/23
	<b>CONTRACT AMT.:</b>	1,000,000.00	<b>T/O AMT.:</b>	\$22,800.00
	<b>T/O NTE AMT.:</b>	22,800.00	<b>AVAIL BALANCE WITH T/O:</b>	\$640,000.00
<b>ARCHITECTURAL SERVICES</b>	<b>VENDOR #:</b>	99999	<b>W/O #:</b>	9999
<b>SCOPE OF WORK for this TASK ORDER: Continued</b>	<b>INSURANCE EXP.:</b>	06/13/24	<b>PROJECT #:</b>	106.5b
	<b>FEE SCH. EXP:</b>	06/13/25	<b>PM:</b>	HM

**Task 3 - 90%**

- a. Refine drawings and specifications using issue log provided by KCHA
- b. Submit permit documents to city
- c. Electrical engineering design documents
- d. Complete permit corrections and obtain permit

**Task 4 - CDs**

- a. Complete final drawings and specifications using issue log provided by KCHA
- b. Complete permitting
- c. Finalization of Construction level drawings

**Task 5 - Sub-Consultants**

- a. Electrical Engineering - Watts Up Doc?

**Task 6 - Construction Admin**

- a. One (1) site visit
- b. Assist with up to three (3) RFI's or submittals as requested
- c. Provide CAD or REVIT files of final project documents when requested



# SAMPLE INVOICE

(Regardless of the Consultant's Invoice formatting, all the contents identified in this sample MUST be incorporated into each invoice submitted by the Consultant)

Wonderful Architects | 0160 Main Street, Suite 100 | Somewhere, WA 98000  
P 206-555-5555 | wonderful.com 1

King County Housing Authority 3  
Capital Construction Dept.  
700 Andover Park W., Ste. C  
Seattle, WA 98188  
Attn: Admin

October 19, 20XX 2  
Invoice No: 1234.02 4  
Period To: September 30, 20XX 5  
Contract No: K12300165 6  
Task Order No.: 25 7<sup>1</sup>  
Task Order Amount: \$22,800 8  
Project No: 106.5b 9  
Project Site Name: Venus Satellite 10  
Consultant Contact: John Doe 11

## Professional Personnel & Task Numbers 12 (Refer to SOV for details) 13

Personnel		Task/Description	Hours	Rate	Total
Principal	PJ	Task 2 Meet w/ KCHA	2.75	200.00	550.00
		Task 3 Review issue log	3.00	200.00	600.00
		Task 3 Update specifications	3.00	200.00	600.00
		Sub-Total	8.75		1,750.00
Designer	CK	Task 2 Finalized DD drawings	5.00	115.00	575.00
		Sub-Total	5.00		575.00
Admin	ZF	Task 3 Update specifications	2.00	50.00	100.00
		Sub-Total	2.00		100.00
		<b>TOTAL</b>	<b>15.75</b>		<b>2,425.00</b>

## Sub-Consultant Expenses 14

Sub-Consultant Name	Units/Charges	Rate	Total
Watt's Up Doc?	1,250.29	1.10	1,375.32

## Reimbursable Unit Expenses 15

	Units/Charges	Rate	Total
09-10-XX PJ Site Visit 50.63 miles (round trip)	50.63	0.585	29.62
Courier – mylars back to KCHA	20.00	1.10	22.00
<b>TOTAL</b>			<b>51.62</b>

**Total for this Invoice: \$3,851.94**

<sup>1</sup> Only one task order per invoice

# SAMPLE INVOICE

(Regardless of the Consultant's Invoice formatting, all the contents identified in this sample MUST be incorporated into each invoice submitted by the Consultant)

## Billing Limits 16

	Current	Prior	To Date
Total Billings	3,851.94	9,472.55	13,324.49
Task Order Limit			22,800.00
Remaining			9,475.51

## Outstanding Invoices 17

	Invoice No.	Date	Balance
<b>TOTAL PAST DUE</b>			

## Billings To Date 18

	Current	Prior	To Date
Labor	3,800.32	9,442.93	13,243.25
Reimbursable	51.62	29.62	81.24
<b>TOTAL</b>	<b>3,851.94</b>	<b>9,472.55</b>	<b>13,324.49</b>

## SYLLABUS:

- 1 Consultant's address information on letterhead
- 2 Date of the Invoice
- 3 KCHA address information
- 4 Invoice number
- 5 Period that Invoice Covers
- 6 KCHA contract number
- 7 Task Order Number (only 1 task order/invoice)
- 8 Task order amount
- 9 KCHA's project number
- 10 Project site name
- 11 Consultant's contact person
- 12 Overview of the work done (classification, person's name, task number w/ brief description, hours, rate, and total)
- 13 SOV - to be attached with each invoice. See sample
- 14 Overview of sub-consultant(s) charges. All sub-consultant invoices MUST accompany the invoice
- 15 All invoices and mileage logs MUST accompany the invoice. SEE NOTE #2 BELOW



# SAMPLE INVOICE

(Regardless of the Consultant's Invoice formatting, all the contents identified in this sample **MUST** be incorporated into each invoice submitted by the Consultant)

- |   |   |
|---|---|
| <b>16</b> Overview of billings to date and the remainder left on the task order | <b>18</b> Billings to date - labor & reimbursable charges separated |
| <b>17</b> Outstanding invoices (if any)   |   |

## NOTES:

- 1** Fee schedule, Proposal and Invoice **MUST** be on company letterhead with logo, address, phone number and contact person. Email/website optional.  
**Mileage:** Can **EITHER** be shown on the invoice as in this example with date of trip, total mileage, to where, reason for trip, rate and total amount; **OR** mileage log can be attached and the invoice will show date of trip, total mileage, rate and total amount.
- 2** Show Rate paid to Consultant's staff in whole dollars with no cents.
- 3** **Use the approved fee schedule that was in effect when the task order was written.**
- 4** Proposal/Quotes for Task Orders cannot exceed \$100,000, nor include hourly rates that are over/under the Fee Schedule that is on file with KCHA and is current.
- 5** **Only one (1) task order can be listed on an invoice.**
- 6** **All invoices must be sent to [einv@kcha.org](mailto:einv@kcha.org). If this is not possible, call to make other arrangements.**
- 7**

# WONDERFUL ARCHITECTS

## SCHEDULE OF VALUES (SOV)

INVOICE NO.:	1234.02
PERIOD TO DATE:	9-30-20XX
TASK ORDER NO.:	25
TASK ORDER AMOUNT:	\$22,800
PROJECT NO.:	106.5B

A TASK ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F TOTAL COMPLETED TO DATE (D+E)	G % (F/C)	H BALANCE TO FINISH (C-F)
			FROM PREVIOUS INVOICE(S)	THIS PERIOD			
<b>1</b>	<b>Schematic Design</b>	<b>5,635.00</b>	<b>5,629.00</b>	<b>-</b>	<b>5,629.00</b>	<b>99.89%</b>	<b>6.00</b>
	Coordinate with KCHA	630.00	315.00		315.00	50.00%	315.00
	Site meeting	1,260.00	1,260.00		1,260.00	100.00%	-
	Prepare SD drawings	3,445.00	3,904.00		3,904.00	113.32%	(459.00)
	Prepare SD specification (Word format)	300.00	150.00		150.00	50.00%	150.00
					-	#DIV/0!	-
<b>2</b>	<b>Design</b>	<b>4,700.00</b>	<b>3,571.25</b>	<b>1,125.00</b>	<b>4,696.25</b>	<b>99.92%</b>	<b>3.75</b>
	Review issue log from KCHA	800.00	1,100.00		1,100.00	137.50%	(300.00)
	Update DD drawings	1,750.00	1,982.50		1,982.50	113.29%	(232.50)
	Meet w/ KCHA	630.00	-	550.00	550.00	87.3%	80.00
	Finalize DD drawings	1,520.00	488.75	575.00	1,063.75	69.98%	456.25
					-	#DIV/0!	-
<b>3</b>	<b>90%'s</b>	<b>3,710.00</b>	<b>-</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>35.04%</b>	<b>2,410.00</b>
	Update DD drawings w/ revised issue log from KCHA	2,210.00		600.00	600.00	27.15%	1,610.00
	Update DD specs w/ revised issue log from KCHA	900.00		700.00	700.00	77.78%	200.00
	Permitting	600.00			-	0.00%	600.00

# WONDERFUL ARCHITECTS

## SCHEDULE OF VALUES (SOV)

INVOICE NO.:	1234.02
PERIOD TO DATE:	9-30-20XX
TASK ORDER NO.:	25
TASK ORDER AMOUNT:	\$22,800
PROJECT NO.:	106.5B

					-	#DIV/0!	-
<b>4</b>	<b>CD's</b>	<b>3,130.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>3,130.00</b>
	Meet w/ KCHA for final review of drawings/specs	400.00				0.00%	400.00
	Finalize drawings and specs	1,730.00				0.00%	1,730.00
	Permitting	1,000.00				0.00%	1,000.00
					-	#DIV/0!	-
<b>5</b>	<b>Sub-Consultant Charges</b>	<b>5,125.00</b>	<b>242.68</b>	<b>1,375.32</b>	<b>1,618.00</b>	<b>31.57%</b>	<b>3,507.00</b>
	Electrical Engineering – Watts Up Doc?	5,125.00	242.68	1,375.32	1,618.00	31.57%	3,507.00
					-	#DIV/0!	-
					-	#DIV/0!	-
<b>6</b>	<b>Construction Admin</b>	<b>500.00</b>	<b>29.62</b>	<b>51.62</b>	<b>81.24</b>	<b>16.25%</b>	<b>418.76</b>
	Reimbursables	500.00	29.62	51.62	81.24	16.25%	418.76
					-	#DIV/0!	-
					-	#DIV/0!	-
	<b>TOTALS</b>	<b>22,800.00</b>	<b>9,472.55</b>	<b>3,851.94</b>	<b>13,324.49</b>	<b>58.44%</b>	<b>9,475.51</b>