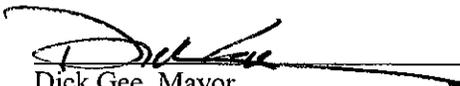


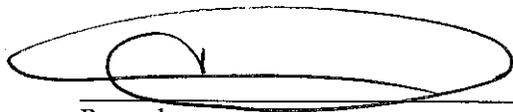
RESOLUTION NO.: 2016-38

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ENTER INTO AN AGREEMENT WITH ALLEN & HOSHALL, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES ASSOCIATED WITH THE SITE EVALUATION AND PRELIMINARY DESIGN OF A NEW FIRE STATION FOR AN AMOUNT NOT TO EXCEED TEN THOUSAND DOLLARS (\$10,000)

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BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SIGNAL MOUNTAIN, TENNESSEE, that the Town Manager is authorized to enter into an agreement with Allen & Hoshall, Inc. to perform architectural and engineering services and otherwise facilitate processes necessary to evaluate the suitability of the proposed construction site, establish a site development plan, and perform preliminary design services, including Conceptual Building Elevation Studies and 3-D CAD Rendering for a new fire station, for an amount not to exceed \$10,000.00 as further detailed in the attached preliminary agreement memorandum.

  
\_\_\_\_\_  
Dick Gee, Mayor

  
\_\_\_\_\_  
Recorder

8/8/16  
\_\_\_\_\_  
Date

8-8-16  
\_\_\_\_\_  
Date

**MEMO**

July 14, 2016

**TO:** Boyd Veal, City Manager  
Eric Mitchell, Fire Chief  
**FM:** David Bryant, Architect  
**RE:** Signal Mountain Fire Department Sub-Station  
**INRE:** Preliminary Agreement for Architectural/Engineering services  
including Pre-Contract Services

**Scope of Work** – as defined by and incorporated with:

- AIA B101 – 2007 Standard Form of Agreement Between Owner and Architect
- RFQ document dated April 6, 2016 "Fire Department Sub-Station"  
Signal Mountain Fire Department  
Town of Signal Mountain, Tennessee, (pages 0-11)
- Response to the RFQ, Allen & Hoshall, May 6, 2016

In general, Allen & Hoshall, having received notification of acceptance of their response to the RFQ by the Town of Signal Mountain, and with expressed intent to enter into negotiations between Owner and Architect for specific services, and fees related to a budget, Allen & Hoshall will provide the usual and necessary professional design services to accomplish the design, bidding, and construction of the proposed project. It should be understood, Allen & Hoshall will not "construct" the project, but as the owner's agent and architect, and with the owner's written consent and authorization at specific intervals, shall conduct advertised competitive bidding/negotiation per all applicable state and federal laws, and shall provide Construction Contract Administration services through substantial completion and up to the one year warranty period for materials and workmanship.

**Pre-Contract Services**

Prior to formal agreement for specific services and compensation, Allen & Hoshall will provide the following "Pre-Contract Services" for the good of the project and in recognition that time is of the essence:

1. Property Survey - Confirmation of the Deed Book description of property boundaries, easements; Location of all utilities above and below ground; Contours at 1' intervals from street grade to 20' past the assumed 'rear of building' and 2' to 5' intervals for balance of property;  
Final Survey document to be edited by Surveyor with A&H for preliminary location of Building Footprint and retaining wall structures to be utilized by Geotechnical consultants in determining initial locations of soil/rock borings.
2. Geotechnical Testing – confirmation of acceptable soil/rock conditions for building location and recommendations for foundation placement/bearing capacity.
3. \*Site Development Plan\* (Based upon Owner's RFQ Program)
4. \*Conceptual building elevation Studies\* (sketches/renderings)
5. \*3-D CAD rendering for presentation\* (Not guaranteed to be available for August Town Council meeting)  
\*(Preliminary to formal Schematic Design)

Further, in the event that a final agreement is not reached, it is understood that the "Pre-Contract Services" and their direct and related costs shall be reimbursed to Allen & Hoshall by the Town of Signal Mountain, in a timely manner, not to exceed \$10,000.00. Otherwise, these services and their direct and related expenses shall be included at their normal rates in the formal agreement between The Town of Signal Mountain and Allen & Hoshall.

If you or the Town's attorney has any questions, and would like to suggest modifications to this, please contact me at your earliest convenience. If this agreement meets with your approval, please sign and date as evidence of your acceptance.

Allen & Hoshall, Inc.

Town of Signal Mountain

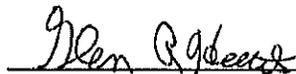


\_\_\_\_\_  
J. David Bryant, AIA NCARB  
Architect

\_\_\_\_\_  
Boyd Veal, City Manager

Allen & Hoshall, Inc.

Signal Mountain Fire Department



\_\_\_\_\_  
Glen R. Heath, PE  
Senior Vice President  
Principal Partner

\_\_\_\_\_  
Eric Mitchell, Fire Chief