

**AGREEMENT FOR ARCHITECTURAL SERVICES
CENTRAL LIBRARY DESIGN CONCEPTS**

DATE: September 11, 2017

PARTIES: "OWNER"

THE CITY OF BURBANK, a municipal corporation

Designated Official: Name: Ron Davis

Title: City Manager

Telephone: (818) 238-5800

Mailing Address: 275 E. Olive Ave.
Burbank, CA 91502

THE "ARCHITECT"

THE MILLER HULL PARTNERSHIP, LLP

Representative: Name: Ruth Baleiko, AIA

Title: Design Lead

Telephone: (206) 682-6837

Mailing Address: 71 Columbia, Sixth Floor
Seattle, WA 98104

TERM: Commencement Date: September 14, 2017

Completion Date: September 13, 2018

COST OF SERVICES: Not to Exceed \$150,000.00

THIS AGREEMENT MUST BE FIRST EXECUTED BY THE ARCHITECT OR ITS REPRESENTATIVE AND APPROVED AS TO FORM BY THE CITY ATTORNEY BEFORE THE AGREEMENT MAY BE EXECUTED ON BEHALF OF THE CITY OF BURBANK.

AGREEMENT FOR ARCHITECTURAL SERVICES

THIS AGREEMENT FOR ARCHITECTURAL SERVICES ("Agreement") is made and effective this 14 day of September 2017, by and between the CITY OF BURBANK, a municipal corporation ("City" or "Owner"), and The Miller Hull Partnership, LLP, ("Architect"). Hereinafter, the Owner and the Architect may be referred to collectively as "Parties." This Agreement is entered into with respect to the following facts:

A. Owner issued a Request for Proposal ("RFP") to obtain conceptual design services for the Project known as the Central Library Design Concepts project (the "Project") to be located at 110 N. Glenoaks Boulevard within the City of Burbank, California.

B. The Project involves conceptual designs, layouts, renderings, and cost estimates for three designs to improve or replace the current building known as the "Central Library." The three basic design concepts include: (1) tenant improvements only; (2) minor expansion on current site and tenant improvements; and (3) new construction on a new site. Construction documents will be bid separately in the future and are not part of the current Project. The conceptual designs will be used to assist the Owner in determining a future design direction for the Central Library.

C. Architect submitted its Proposal Documents to Owner on May 31, 2017 ("Proposal Documents").

NOW, THEREFORE, in consideration of the covenants hereinafter set forth, Owner and Architect mutually agree as follows:

ARTICLE 1 ARCHITECT'S GENERAL RESPONSIBILITIES

1.1 Services and Phased Authorizations.

Architect agrees to perform during the term of this Agreement, each and every service enumerated herein and in the "Scope of Services" document attached to this Agreement as **Exhibit A** ("Services"). The initiation of each phase of Services by the Architect will commence upon receipt of a written Notice to Proceed from the Owner's Representative designated in **Exhibit B**, authorizing Architect to proceed to the extent of such written authorization.

1.2 Owner's Separate Consultants.

Owner, at its sole option, may retain other consultants in connection with various phases of design and construction for this Project ("Owner's Separate Consultants"). Owner's Separate Consultants may be designated in **Exhibit B** or, in writing, after execution of this Agreement. Architect acknowledges and agrees that it will coordinate its Services with Owner's Separate Consultants upon written notice by Owner to Architect of their designation including, but not limited to, participating in meetings with the Owner's Separate Consultants without additional charge to Owner, unless the additional coordination effort is determined to require significant additional time. Owner and Architect shall assess the impact and evaluate the scope of work required for the

additional coordination and adjust the fees if deemed appropriate. Owner's retention and use of Separate Consultants shall not in any way diminish or supersede Architect's responsibilities under this Agreement. The Architect, however, will not be responsible for any errors and omissions contained in the Owner's separate Consultants instruments of service.

1.3 Architect's Personnel.

1.3.1 Architect's Project Representative. The Architect's Project Representative, as approved by Owner, is designated in **Exhibit B**. Architect's Representative shall: (1) be actively involved throughout all phases of engineering and design, and construction of the Project; (2) maintain design oversight of the Project at all times; (3) have full authority to represent and act on behalf of the Architect for all purposes under this Agreement; (4) supervise and direct the Services using their professional skill and attention; (5) be responsible for the means, methods, techniques, sequences, and procedures used for the Services of the Architect and its Consultants; (6) coordinate all portions of the Services; and (7) act as the principal contact with the Owner and all contractors, consultants, engineers, and inspectors on the Project. Notwithstanding the foregoing, Architect's project representative shall not be personally liable for, nor be a guarantor of, the performance of Architect's obligations hereunder.

1.3.2 Architect's Key Personnel. In addition to its designated Representative, Architect represents to Owner that certain additional Key Personnel, approved by Owner and designated in **Exhibit B** will perform Services required by this Agreement. Owner may at any time elect to add job categories to the Architect's Key Personnel list.

1.3.3 Architect's Consultants. Architect has the option, unless Owner reasonably objects in writing, to employ, at its expense, consultants qualified and licensed to render Services in connection with the Project and to delegate duties to them without relieving Architect from responsibility under this Agreement. Architect shall utilize the consultants accepted by Owner and designated in **Exhibit B** ("Consultants") to perform Services. Whenever it is necessary for the Architect to employ additional Consultants or substitute designated Consultants, that action shall require the prior written acceptance of Owner. Owner will not unreasonably withhold acceptance. The Architect shall enter into written agreements with the Consultants that require each Consultant to acknowledge and agree that all Services must be performed in accordance with Architect's obligations under this Agreement and to provide a breakdown and back-up for all Services and costs. Owner shall have the right, but not the obligation, to review and accept the form and substance of Architect's contracts with Consultants. All primary Consultants (Mechanical, Electrical, Plumbing, Structural, Civil, and others) hired by Architect shall meet all of the insurance requirements set forth in this Agreement and their contracts shall not contain any waiver or limitation of liability unless approved by Owner in writing. Each Consultant contract will be assigned if necessary by the Architect to Owner, provided that the assignment is effective only after termination of this Agreement by the Owner and only for those Consultant contracts that the Owner accepts by notifying the Consultant in writing. ***A copy of each written contract between the Architect and its Consultants shall be provided to Owner prior to the commencement of Consultants services to be provided to the Architect.***

1.3.4 Changes in Architect's Designated Representative, Key Personnel and Consultants. The Services provided by the Architect are deemed to be personal services. Architect understands and acknowledges that its selection by Owner was, in part, based on the Architect's Representative, Key Personnel, and Consultants identified in **Exhibit B**. The Architect shall not make changes to its Representative, Key Personnel or Consultants or reduce their responsibilities for this Project without the prior written approval of the Owner. Should circumstances beyond the control of the Architect result in changes to any person or entity on this team, the Architect shall submit the credentials of the Architect's proposed replacement for the Owner's approval, which approval shall not be unreasonably withheld. If Owner determines, in its sole but reasonable discretion, that the performance of any person or entity employed by Architect is unsatisfactory, then at the written request of Owner, Architect shall remove, reassign or replace such individual or entity and such individual or entity shall not be reemployed on the Project without the prior written approval of Owner. The Owner shall make reasonable compensation to the Architect for any adjustments in fee necessary to replace outside consultants identified in Exhibit B.

1.3.5 Qualifications and Licenses. All design, professional, and engineering Services furnished by or on behalf of the Architect shall be performed by persons qualified to perform the Services assigned to them and shall be under the responsible charge of the Architect licensed to practice their respective trades or professions, where required by law, and who shall assume professional responsibility for all programming, design, calculations, and related construction documents, hereinafter defined, prepared or furnished by them. Architect's Representative, Key Personnel, and Consultants shall be experienced in projects of similar nature and complexity to the subject Project and shall be approved by Owner prior to their assignment to the Project. Architect shall provide current information on the professional background of its Representative, Key Personnel, and Consultants upon request by Owner.

1.3.6 Suitability of Work and Cooperation.

1.3.6.1 Architect shall furnish Services in accordance with the agreed upon Schedule, hereinafter defined, and ensure all Services are completed in accordance with sound professional principles by licensed professionals where applicable. Architect shall, upon request of Owner, provide all calculations, data, charts, and other information of any type whatsoever which support the Services performed pursuant to this Agreement. Architect may not assert as a basis for refusing to provide such information that it is proprietary.

1.3.6.2 Architect is aware and agrees that Owner has the right to submit the Project Documents, hereinafter defined, of Architect and its Consultants to independent reviewers. Architect agrees to fully cooperate with such reviewers if Owner determines that such peer reviews are appropriate. Architect's obligation to cooperate shall include the obligation to respond in an objective professional manner to requests for information, and if expressly requested by the Owner to enter into a dialogue with the reviewer regarding the reviewer's comments.

1.3.6.3 Architect realizes that Owner shall have ultimate control over decisions on matters relating to aesthetic effect and any other matters affecting the cost

and timing of the Project, as well as matters related to planning for end users of the completed Project. Architect agrees to work with Owner to implement all of Owner's decisions on these matters. The Architect will coordinate its work and be responsive to Owner's decisions on matters relating to aesthetic effect, cost, and timing of the Project. In the event agreement cannot be reached between Owner and Architect, Owner and Architect agree to immediately proceed to resolve any disagreement pursuant to Article 13.

ARTICLE 2 TIME FOR PERFORMANCE

2.1 Commencement Date and Completion Date.

Time is of the essence for performance of the Services required by this Agreement. Architect's Basic Services will commence upon Owner's issuance of an initial Notice to Proceed ("Commencement Date"). The Owner will agree to review and provide feedback on all submissions in a timely fashion, as may be necessary.

2.2 Schedule.

Within ten (10) calendar days after the Owner issues the initial Notice to Proceed, the Architect and Owner shall collaboratively prepare a completion and approval schedule of the performance of Architect's Services, those of its Consultants and required City approvals for each phase of Services ("Schedule"). *This schedule will be based on the general schedule and milestones outlined in Exhibit A, Section III.* This Schedule shall indicate the date by which the Architect agrees to complete the performance of Basic Services, date of (or, where applicable, periods of elapsed time allowed for) Owner approvals and anticipated approval periods required for public authorities having jurisdiction over the Project. The Schedule shall be consistent with the time limits set forth herein. Once accepted by Owner, the Schedule will become part of this Agreement and the Architect will be bound by that Schedule and will not deviate from it without prior written authorization by the Owner. Whether or not deviations from the Schedule have been authorized by the Owner, the Architect shall update the Schedule as necessary to reflect Owner approved changes or unavoidable deviations, indicating probable impacts of those deviations on the performance of the Architect's Services and the Project. Nothing in this Agreement shall be construed as a waiver of Owner's right to obtain compliance by the Architect with the accepted Schedule. Architect will not be responsible for any delays caused by Owner or those acting under Owner's control. To the extent that such delays are caused by Owner or those acting under Owner's control, Owner recognizes that the Schedule of the Architect will be extended as a result of such Owner controlled delays.

2.3 Excusable Delay.

Any delays in Architect's Services caused by the following shall be added to the time for completion of any obligations of Architect: (1) the actions of Owner or its employees; (2) the actions of those in direct contractual relationship with Owner; (3) the actions of any governmental agency having jurisdiction over the Project; (4) the actions of any parties not within the reasonable control of the Architect; and (5) any act of God or other unforeseen occurrence not due to any fault or negligence on the part of Architect (hereinafter "Excusable Delay"). Neither the Owner nor the Architect shall be liable for

costs or damages, liquidated or otherwise, to the other on account of such Excusable Delays. The Architect shall, within twenty-one (21) calendar days of the beginning of any Excusable Delay (unless Owner grants in writing a further period of time to file such notice prior to the date of final payment under the Agreement), notify the Owner in writing of the delay. Owner will then ascertain the facts and the extent of the delay, and grant an extension of Date for Basic Services when, in its sole judgment, the circumstances justify such an extension. Extensions of time shall apply only to that portion of Basic Services affected by the Excusable Delay and shall not apply to other portions of the Services not so affected. The sole remedy of Architect for extensions of time shall be an extension of the Completion Date, or other interim schedule deadline at no cost to the Owner. If Additional Services are required as a result of an Excusable Delay, the Parties shall mutually agree thereto pursuant to the Additional Services provision of this Agreement.

2.4 Extraordinary Measures.

In the event Owner determines that the performance of the Services has not progressed or reached the level of completion required by the accepted Schedule and does not constitute an Excusable Delay, the Owner shall have the right to order the Architect to implement corrective measures within ten (10) calendar days of Owner's written demand, to expedite the progress of Services, including, without limitation, (1) working overtime, (2) supplying additional personnel or Consultants for the Work or other similar measures (hereinafter referred to collectively as Extraordinary Measures). Such Extraordinary Measures shall continue until the progress of the Services complies with the stage of completion required by the Schedule. The Architect shall not be entitled to an adjustment in compensation in connection with the Extraordinary Measures required by the Owner pursuant to this Section. The Owner may exercise the rights furnished the Owner pursuant to this Section as frequently as the Owner deems necessary to ensure that the Architect's performance of Services will comply with the Schedule. If the Architect fails to implement or commence Extraordinary Measures within ten (10) calendar days of Owner's written demand, Owner shall have the right to terminate the Architect for cause.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

3.1 Enumeration of Services.

The Architect's Scope of Basic Services is enumerated in **Exhibit A**, Scope of Services.

3.2 Standard of Care.

Architect hereby represents that it has the professional experience and skill to perform the Services required to be performed hereunder; that it shall comply with applicable federal, state and local laws, including but not limited to all professional registration (both corporate and individual) for all required basic disciplines; that it shall perform the Services in accordance with generally accepted professional standards and in an expeditious and economical manner; that it has sufficient capital assets and is adequately financed to meet all financial obligations it may be required to incur hereunder and will, if requested by Owner, submit documentation of such assets and finances.

3.2.1 If, at any time during the performance of its Services or during the maximum period permitted by applicable law after completion of same, it is discovered that Architect or any of its officers, directors, agents, subcontractors, employees, or Consultants has committed any negligent act, error or omission, which has caused or will otherwise cause unnecessary additional expense to Owner, then Architect shall, at Owner's request, promptly make all necessary corrections.

3.2.2 Owner recognizes that no set of plans and/or narratives is perfect, that Change Orders can be anticipated, and agrees to act reasonably in its review of any Change Orders submitted on the Work. Owner shall monitor the Project for any errors and omissions that are reasonably attributable to Architect and/or its Consultants. In the event the Architect and/or any of its Consultants fails to perform its services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and the cumulative costs proximately caused by the resulting errors and/or omissions exceed an amount that Owner reasonably believes is unjustified, then Owner may, at its reasonable discretion, file a claim against the Architect for reimbursement of such costs.

3.2.3 For omissions, Architect will be liable for difference in cost over and above the cost of the work if originally performed. Owner recognizes that it is only the "delta cost" that Architect may be responsible for, i.e., the difference in cost between the original work if properly performed, and, the work ultimately performed as a result of any omission. For errors, Architect will be liable for the cost of the work necessary to correct the error. Correction of errors and omissions shall include, but not be limited to, additional architectural and engineering services, design documentation, travel, demolition, removal, relocation, manufacture, fabrication, construction, testing, and installation proximately caused by said error and omissions. Owner, at its sole discretion, may pursue reimbursement from Architect of the costs described in this subsection.

3.3 Laws and Regulations.

3.3.1 Drawings and Narrative. Architect shall cause all graphic and pictorial documents showing the design, location, and dimension of the work ("Drawings") and written requirements for materials, equipment, and systems, of the design ("Narrative") to conform to applicable requirements of federal, state and local laws, rules and regulations, in effect as of the time the Drawings and Narrative are prepared or revised during the latest phase of the Services described herein. Architect has an obligation to monitor changes to applicable laws, rules, and regulations and to promptly advise Owner of any changes that potentially may impact the Project. Any significant revisions made necessary by legislative enactment of changes in such laws, rules and regulations after this time shall be compensated as Additional Services. Architect shall cause the necessary copies of such Drawings and Narratives to be filed with any governmental bodies with approval jurisdiction over the Project.

3.3.2 Americans with Disabilities Act. Architect will use its professional efforts to interpret all applicable federal, state and local laws, rules and regulations with respect to access, including those of the Americans with Disabilities Act of 1990 ("ADA") and as contained in the California Code of Regulations. The Americans with Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility for first occupancy later than January 26, 1993, that does not meet the accessibility and usability requirements of the ADA except where an entity can demonstrate that it is structurally impractical to meet such requirements. Owner acknowledges that the requirements of the ADA will be subject to various and possibly contradictory interpretations. Architect, therefore, will use their reasonable professional efforts to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. Architect shall inform Owner of its interpretations of inconsistencies of which it is aware or reasonably should be aware between federal and state accessibility laws, rules and regulations, as well as any other issues which are subject to conflicting interpretations of the law. Unless Architect brings such inconsistencies and conflicting interpretations to the attention of the Owner and requests Owner's direction on how to proceed, the Architect's interpretation of such inconsistencies and conflicting interpretations shall be the sole responsibility and liability of Architect, and the Architect shall correct all Drawings, Narratives and other documents prepared for the Project at no additional cost if Architect's interpretations are shown to be incorrect.

3.3.3 Permits, Approvals and Authorizations. Architect shall provide Owner with a list of applicable permits, approvals or other authorizations required for the Project from federal, state or local governmental bodies with approval jurisdiction over the Project. Architect shall then assist the Owner in obtaining all such permits, approvals and other authorizations. The costs of such permits, approvals and other authorizations shall be paid by the Owner. Notwithstanding the foregoing, Owner shall be responsible for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

ARTICLE 4 ADDITIONAL SERVICES

4.1 Definition.

The Owner, without invalidating this Agreement, may make changes, additions, and deletions in the Scope of Services or otherwise amend this Agreement. All changes in the Services shall be performed under applicable provisions of the Agreement. Except in an emergency endangering life or property, no Additional Services or change in Scope of Services shall be made except pursuant to a written Amendment to this Agreement and no claim for additional compensation or an extension of the Completion Date shall be valid unless so ordered by Owner. At Owner's request, Architect may be asked to perform services not otherwise included in this Agreement, not included within the Basic Services enumerated herein and in **Exhibit A**, and/or not customarily furnished in accordance with generally accepted architectural practice. As used herein, "Additional Services" shall mean: (1) any services determined by Owner to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary for the Architect to perform at the execution of this Agreement; or (2) any services listed as Additional Services or Excluded Services in **Exhibit A** attached hereto. Architect shall not perform, nor be compensated for, Additional Services without prior written authorization from Owner and without an agreement between the Owner and Architect as to the compensation to be paid for such Additional Services. Owner shall pay Architect for completion of any approved Additional Services, pursuant to the compensation provisions herein, so long as such services are not made necessary through the fault of Architect. Such Additional Services shall not include any redesign or revisions to Drawings, Narratives or other documents when such revisions are necessary in order to bring such documents into compliance with applicable laws, rules, regulations or codes of which Architect was aware or should have been aware pursuant to the laws and regulations provision of this Agreement above.

4.2 Owner's Authorization of Additional Services.

4.2.1 Minor changes in the services that involve no extra cost, may be approved, authorized, and ordered by the Owner's Representative designated in **Exhibit B**. No other change shall be made nor Additional Services performed except by Amendment to the Agreement and: (1) with prior written approval from the Owner; and (2) when the change does not exceed 10% of the original Cost of Services.

4.2.2 Owner may issue a request, in writing, to the Architect, describing a proposed addition, deletion or change to the Service and requesting the Architect to submit a pricing proposal, in a format acceptable to Owner, within fifteen (15) calendar days after Owner's issuance of the request, or such time as may be reasonably necessary to ensure the extent of the scope change is both clear and can be reasonably priced and the time extension, if any, be reasonably identified. The Architect's pricing proposal shall include an analysis of impacts to cost and time, if any, to perform the addition, deletion or change in Services, as applicable, including the effects and impacts, if any, on unchanged Services. The Architect's pricing proposal shall provide sufficient detail and necessary documentation support in a format reasonably acceptable to the Owner for Owner's review and approval. If Architect fails to submit a price proposal within such time period, it shall be reasonably presumed that the change described will not result in a change to

Architect's compensation or Completion Date and the change shall be performed by Architect without cost adjustment. Owner's written request for a pricing proposal does not authorize the Architect to commence performance of the described services. If the Parties reach agreement on the cost of pricing such change(s), an Amendment to the Agreement will be issued.

4.3 Architect Initiated Request for Additional Services.

4.3.1 If the Architect alleges that instructions issued after the effective date of the Agreement will result in an increase to the compensation or completion of the Architect's Services or the Architect otherwise becomes aware of the need for or desirability of additional services, a request for additional services may be submitted to the Owner in writing, in a format acceptable to Owner, and must specify the reasons for such change, including relevant circumstances and impacts on the Schedule. Architect shall submit a pricing proposal concurrently with the request for additional services. Architect may request additional compensation and/or time but not for instances that occurred more than sixty (60) calendar days prior to the request for additional services. Architect's failure to initiate a request for additional services within such period shall be deemed a waiver of the right to adjustment of the compensation or time for completion for the alleged change. Any request for additional services that is approved by Owner will be incorporated in an Amendment. If the request for additional services is denied but the Architect believes that it does have merit, the Architect may submit a claim in accordance with the procedures set forth herein.

ARTICLE 5 OWNER'S AUTHORITY AND RESPONSIBILITIES

5.1 Designated Representative.

The Owner's Representative for this Project, who shall have the power to act on behalf of the Owner for all purposes under this Agreement except with respect to authorization of Additional Services, is designated in **Exhibit B**.

5.2 Project Requirements.

Prior to commencement of Architect's design services, Owner shall provide an affirmative statement setting forth the design objectives, constraints and criteria for the Project, including space requirements and relationships, flexibility and expandability, special equipment and systems, and site requirements.

Prior to commencement of Architect's design services, Owner shall set forth and approve a specific project budget. The budget for the project shall not be significantly increased or decreased, nor shall contingencies be included therein without Architect's agreement to a corresponding change in the scope and quality.

5.3 Site Information.

The Owner shall furnish a current topographical survey, current geotechnical surveys, current asbestos and hazardous materials reports for only those structures that will be demolished as part of this Project, and a current Preliminary Title Report (if such title report is deemed necessary) to describe physical characteristics, legal limitations, and utility locations for the Project site, and a written legal description of the site. The

survey and legal information shall include, as applicable, grades and lines of streets, alleys, pavements, and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All survey information shall be referenced to a Project benchmark.

Owner shall provide the results of all tests, inspections, and reports regarding the Project in its possession and shall provide Architect with written notice of any fault or defect in the Project (including errors, omissions or inconsistencies in the Instruments of Service) of which Owner becomes aware.

ARTICLE 6 CONSTRUCTION COST

6.1 Definition.

6.1.1 The Construction Cost Estimate shall be the total cost or, to the extent the Project is not completed, the estimated cost to the Owner of all construction related elements of the Project designed by the Architect.

6.1.2 The Construction Cost Estimate shall include the cost at current market rates of labor and materials furnished by the Owner and equipment and systems designed, specified, selected or specially provided for by the Architect, including costs for management and/or supervision of construction or installation provided by the general contractor, plus a reasonable allowance for general conditions and requirements, overhead, profit, bonds, and insurance. In addition, a reasonable allowance for construction contingencies shall be included for market conditions at the time of bidding and for potential changes in the Work.

6.1.3 The Construction Cost Estimate does not include the compensation of the Architect and the Architect's Consultants, the costs for land, rights-of-way, financing, Owner related project management and/or construction management, and other soft costs that are generally the responsibility of the Owner as provided in Article 5.

ARTICLE 7 USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

7.1 Project Documents.

The Drawings, Narratives, sketches, calculations, estimates and other documents prepared pursuant to this Agreement, in a reproducible computer media format, including AutoCAD, ("Project Documents") are Instruments of Service. Although the official copyright in all Project Documents shall remain with Architect and applicable Consultants, the Project Documents shall be the sole property of Owner and shall be delivered to Owner whenever requested. Architect shall keep such documents and materials on file and available for audit by the Owner for at least three (3) years after the Notice of Completion for the Project has been recorded with the County or termination of this Agreement, whichever is later. Architect may make duplicate copies of such materials

and documents for its files or for such other purposes as may be authorized in writing by the Owner.

7.2 License.

This Agreement creates a non-exclusive and perpetual license for Owner to copy, use, modify or reuse any and all Project Documents and any intellectual property rights therein. Architect shall require any and all subcontractors and Consultants to agree in writing that Owner is granted a non-exclusive and perpetual license for the work product of such subcontractors or Consultants performed pursuant to this Agreement. On execution of this Agreement, the Architect grants to the Owner a non-exclusive license to reproduce the Architect's instruments of service solely for purposes of construction, using and maintaining the Project provided that Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. Except for the rights granted to Owner in this Article 7, the Architect and Architect's Consultants shall be deemed the Authors and Owners of the respective instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights.

7.3 Re-Use of Project Documents.

7.3.1 In the event this Agreement is terminated prior to completion of the Project, provided Owner has complied with all obligations, including prompt payment of all sums when due, under this Agreement, the foregoing license shall continue in force and effect, permitting Owner to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections, or additions to the Instruments of Service solely for the purposes of constructing, repairing, renovating, modernizing, replacing, reconstructing, or expanding the Project.

7.3.2 In authorizing such similarly credentialed professionals to utilize the Instruments of Service, Owner shall direct each such professional in writing that such professional shall not rely on the information contained in the Instruments of Service, but shall make independent investigations to ascertain the validity of such information

7.3.3 The Owner shall protect, defend, indemnify and hold Architect and Architect's Consultants harmless from claims and liability for injury, damage or death resulting from re-use of the Instruments of Services.

ARTICLE 8 INDEMNITY

8.1 Architect's Obligation.

To the fullest extent provided by law, Architect shall immediately defend, indemnify and hold harmless Owner and its officers, agents, and employees, against all claims for personal injury, property damage, or wrongful death that pertain to, or relate to the negligence, recklessness, or willful misconduct of the Architect, its officers, agents, and employees.

The Architect's obligations under this Section of the Agreement shall survive the termination of the Agreement and the completion of the performance of the work required by the Agreement.

ARTICLE 9 INSURANCE

9.1 General.

9.1.1 Prior to commencing any services hereunder, Architect and its Consultants shall obtain and maintain policies of insurance of the types and in the amounts set forth below, for the duration of this Agreement or such further period as specified herein, providing coverage for claims arising from or related to Services to be performed under this Agreement.

9.1.2 Architect shall: (1) include all Consultants as insureds under its own policies; or (2) furnish separate insurance meeting the requirements of this Article 9 for each Consultant; or (3) provide evidence that the Consultant has, in force, all insurance required by this Article 9.

9.1.3 Insurance shall be placed with insurers authorized to transact business (i.e. admitted) in the State of California so as to provide access to the California Guaranty Association and other state regulation or have a "Best's Guide" rating of no less than A- and having been approved as to financial condition in writing by Owner prior to execution of this Agreement.

9.1.4 Prior to commencement of performance, Architect shall furnish Owner with a Certificate of Insurance for each policy required under this Agreement. Each certificate is to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificate(s) must be in a form approved by Owner. Owner may require complete, certified copies of any or all policies at any time. All liability insurance deductibles must be identified in the Certificates of Insurance provided to the Owner. The deductibles for all insurance policies required herein shall be considered a form of self-insurance.

9.1.5 Each insurance policy included in this clause shall be endorsed to state that coverage shall not be cancelled except after thirty (30) calendar days prior written notice to Owner and state that they are primary and noncontributory.

9.1.6 Failure to maintain required insurance at all times shall constitute a default and material breach of this Agreement. In such event, Architect shall immediately notify Owner and cease all performance under this Agreement until further directed by the Owner. In the absence of satisfactory insurance coverage, Owner may, at its option: (a) procure insurance with collection rights for premiums, attorney's fees and costs against Architect by way of set-off or recoupment from sums due Architect; (b) immediately terminate this Agreement; or (c) self insure the risk, with all damages and costs incurred, by judgment, settlement or otherwise, including attorney's fees and costs, being collectible from Architect, by way of set-off or recoupment from any sums due Architect.

9.2 Professional Liability.

Architect shall obtain and maintain, for the duration of this Agreement and for a period of three (3) years following completion of the Project, to the extent commercially available a professional liability (errors and omissions) standard practice policy. Such coverage shall be in the minimum amount of **\$1,000,000** per claim and in the annual aggregate of **\$2,000,000**.

9.3 Automobile.

Automobile Liability with minimum limits of at least **\$100,000/300,000/50,000** for hired and non-owned liability coverage if written on a Commercial automobile liability form.

9.4 General Liability.

Comprehensive General Liability with minimum limits of at least **\$2,000,000** combined single limits with coverage on an occurrence basis. Premises/Operations and Personal Injury coverage is required. The City of Burbank, the City Council, their officers, employees and agents must be endorsed on the policy as additional insureds as respects liability arising out of the Architect's performance of this Agreement. The endorsement shall require the insurance company to provide the City a minimum of thirty (30) calendar days notice of cancellation of the policy and ten (10) calendar days notice for non-payment of premium. All endorsements to the insurance policy must be approved as to form by the City.

9.5 Worker's Compensation.

Architect shall comply with the applicable sections of the California Labor Code concerning workers' compensation for injuries on the job. Compliance is accomplished in one of the following manners:

9.5.1 Provide copy of permissive self-insurance certificate approved by the State of California; or

9.5.2 Secure and maintain in force a policy of workers' compensation insurance with statutory limits and Employer's Liability Insurance with a minimal limit of **\$1,000,000** per accident, or

9.5.3 Provide a "waiver" form certifying that no employees subject to the Labor Code's Workers' Compensation provision will be used in performance of this Agreement.

9.6 Architect's Consultants' Insurance.

Architect shall cause its Consultants to obtain and maintain for the duration of this Agreement or such further period as specified herein, all of the coverages described in this Article. Architect warrants that it shall require all its Consultants to name both the Architect and the Owner as additional insureds on endorsements to the Consultants' insurance policies.

ARTICLE 10 PAYMENTS TO THE ARCHITECT

10.1 Payments on Account of Basic Services.

10.1.1 Owner shall make payments on a monthly basis for Services properly completed in accordance with the Schedule of Compensation provided in **Exhibit C**. In order to receive payment, Architect shall present to Owner an itemized statement which indicates Services performed by Architect and its Consultants, plus Reimbursable Expenses on a Time and Materials Basis by charging Hourly Billing Rates. The statement shall include a Schedule of Compensation and identify the individual performing Services, a brief description of services, the amount of time expended (in a minimum increment of 0.10 hour) and the hourly rate for such services completed, as well as the method for computing the amount payable and the amount to be paid. The statement shall describe: the original contract sum; net change by change orders; contract sum to date; total work completed; total previous payment; current payment due; and balance to finish. Architect shall submit a sample statement for Owner approval prior to submittal of Architect's first payment request. No deductions shall be made from Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the work other than those for which Architect has been adjudged in a court of law to be liable. Payment shall be made for Services performed provided, however, that the amount paid to Architect shall never exceed the amounts authorized by the Schedule of Compensation or any not-to-exceed amount for additional services as provided in **Exhibit C**. Owner shall, within thirty (30) calendar days of receiving Architect's itemized statement, pay all approved charges therein.

10.1.2 Reimbursable Expenses. Architect shall, at its sole cost and expense, furnish all necessary and incidental labor, materials, supplies, facilities, equipment, and travel which may be required for furnishing Services pursuant to this Agreement. Architect shall be reimbursed for the expenses identified as Reimbursable in **Exhibit C** which are reasonably and necessarily incurred by Architect in the interest of the Project but in no event shall such Reimbursable Expenses result in the total Cost of Services exceeding the budgeted amount without prior written approval by Owner in accordance with Article 4 herein. Architect shall obtain Owner's prior written approval for reimbursement of items other than mileage; computer plotting or printing; reproductions; courier services; or US Mail.

10.2 Payments on Account of Additional Services.

10.2.1 Procedures for payments for Additional Services may be made based on percentage completion of a Lump Sum Amount or according to hourly rates provided that, in any event, Additional Services shall be separately itemized on Architect's statement. Architect expressly waives any right to payment for any Additional Services rendered if Architect does not give written notice of its claim that the services are Additional Services prior to rendering such services and if such services are not billed as Additional Services within ninety (90) calendar days following their initiation. The method for computing the amount of Additional Services is described in **Exhibit C**.

10.2.2 Hourly Rates for compensation in **Exhibit C** include the direct salaries and wages of the Architect's personnel and its Consultants engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, including, but not limited to, employment taxes and other statutory employee benefits, insuring sick leave, holidays, vacations and employee retirement plans, allocable to this Project as well as overhead and profit. Architect's hourly rates shall include all professional time and all clerical, administrative, overhead, insurance, reproduction, telephone, and transportation expenses. Architect's hourly rates, including the Architect's Consultant rates accepted by the City, shall remain constant throughout the duration of the Conceptual Design Project, including in-house staff that may be promoted.

10.3 Payments Withheld.

To the extent the Owner has any rights to withhold disputed amounts on payment pursuant to Civil Code § 3320, the Owner agrees to abide by all provisions of Civil Code §3320, and withhold only payments authorized therein. The Owner further agrees to be governed by all provisions of §3320.

ARTICLE 11 OTHER CONDITIONS OR SERVICES

11.1 Independent Contractor.

11.1.1 Owner retains Architect on an independent contractor basis and not as an agent or employee of Owner. Architect has and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Architect in the performance of the Services hereunder. Architect shall be solely responsible for, and shall indemnify, defend and save Owner harmless from all matters relating to the payment of its employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, and regulations.

11.1.2 Architect acknowledges that any Consultants, subcontractors, agents or employees employed by Architect shall not, under any circumstances, be considered employees of the Owner, and that they shall not be entitled to any of the benefits or rights afforded employees of Owner, including, but not limited to, sick leave, vacation leave, holiday pay, benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits.

11.2 Assignment.

The Owner and Architect, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. The Architect shall not assign this Agreement without the Owner's written consent. The Owner may freely assign its rights hereunder, without limitation, to a separate entity and Architect agrees, upon such entity's request, to continue and complete performance of the services upon payment of any undisputed

outstanding amounts due Architect for services performed provided, however, that Owner shall not be relieved of its obligations under this Agreement and that the assignee shall agree in writing to perform all of the obligations of Owner hereunder. Any entity that shall succeed to the rights of Owner shall be entitled to enforce the rights of Owner hereunder. If requested by such entity, Architect will execute a separate letter or other agreement with such entity, further evidencing Architect's commitment to continue performance of this Agreement.

11.3 Correction of Work.

Architect shall promptly correct any defective, inaccurate or incomplete tasks, deliverables, goods, and other services required by this Agreement, without additional cost to the Owner. The performance or acceptance of services furnished by Architect shall not relieve the Architect from the obligation to correct subsequently discovered defective, inaccurate or incomplete tasks.

11.4 No Waiver or Estoppel.

The Owner's waiver of any term, condition, breach or default of this Agreement shall not be considered to be a waiver of any other term, condition, default or breach. Owner shall not be precluded or estopped by any return, certificate, or approval made under any provisions of this Agreement before or after final completion of the Project and final payment to Architect, from showing that any such return, certificate or approval is untrue, incorrect or improperly made or from demanding recovery from Architect such damages as Owner may sustain as a result of Architect's fault.

11.5 Interpretation.

11.5.1 This Agreement shall be governed by the laws of the State of California.

11.5.2 If any provision in this Agreement is held by any court of competent jurisdiction to be invalid, illegal, void, or unenforceable, such portion shall be deemed severed from this Agreement, and the remaining provisions shall nevertheless continue in full force and effect as fully as though such invalid, illegal, or unenforceable portion had never been part of this Agreement.

11.5.3 Each and every provision and clause required by law to be inserted in the Contract Documents shall be deemed to be inserted herein.

11.6 Duplicate Originals.

There shall be three (3) fully signed sets of this Agreement, each of which shall be deemed an original.

11.7 Maintenance and Inspection of Records

Upon reasonable advanced notice, the Owner, or its authorized auditors or representatives, shall have access to and the right to audit and reproduce any of the Architect's records to the extent the Owner deems necessary to insure it is paying only

of the Project, concerning any aspect of the construction of the Project, without the express written consent of Owner. All communications to the media, or in response to inquiries made by private citizens, shall be issued solely through the Owner. Upon completion of the Project, the Owner will not unreasonably withhold its approval of Architect communicating with media and others relative to this Project.

11.10.2 Architect may, during the course of providing its Services hereunder or in relation to this Agreement, have access to and acquire knowledge regarding materials, data, systems and other information of or with respect to Owner which may not be accessible or known to the general public ("Confidential Information"). Confidential Information that is specific as to techniques, equipment, processes, products, concepts or designs, etc. shall not be deemed to be within the knowledge of the general public merely because it is embraced by general disclosures in the public domain. Any knowledge acquired by Architect from such Confidential Information or otherwise through its engagement hereunder shall not be used, published or divulged by Architect, to any other person, firm or corporation, or used in any advertising or promotion regarding Architect or its services, or in any other manner or connection whatsoever without first having obtained the written permission of Owner, which permission Owner may withhold in its sole discretion. Architect specifically agrees that the foregoing confidentiality obligation applies to, but is not limited to, any information disclosed to Architect in any document provided to Architect by Owner which may not be accessible or known to the general public, including but not limited to, a Request for Proposal, Request for Estimate, Request for Quotation and Invitation to Bid. The provisions of this Article shall survive the expiration or earlier termination of this Agreement.

Architect's duty to refrain from disclosing information designated as "Confidential Information" shall not apply if withholding such information would violate the law, create the risk of significant harm to the public or prevent Architect from establishing a claim or defense in an adjudicatory proceeding. In the event Architect determines that disclosure is necessary for the foregoing reasons, they shall immediately notify Owner of such determination in order that Owner may, at its option and its sole expense, seek in a timely fashion a protective order, or such other remedy, as it may determine appropriate. In the event that disclosure of any Confidential Information is ordered by a court or administrative agency, Architect shall give Owner not less than ten (10) business days' notice, in writing, of such disclosure.

ARTICLE 12 TERMINATION OR SUSPENSION

12.1 Termination by Owner for Cause.

Owner shall have the right to terminate Architect under this Agreement upon written notice, effective immediately unless otherwise provided in said notice, if Architect shall fail to commence the Services in accordance with the provisions of this Agreement or fail to diligently perform the Services, fail to use acceptable personnel or Consultants, fail to perform any of its obligations under this Agreement or any other Contract Document, or fail to make prompt payments to its Consultants. Any such act by Owner shall not be deemed a waiver of any other right or remedy of Owner. If Owner terminates Architect for cause, Owner agrees to immediately proceed with a Meeting of Principals to

determine a proper accounting for all services rendered by Architect. If the Meeting of Principals fails to result in an appropriate Agreement as to solution of costs for termination, Owner and Architect agree to proceed with the mediation, arbitration, or legal proceedings as set forth in Article 14.

12.2 Termination by Owner for Convenience.

12.2.1 Owner shall have the right to terminate Architect under this Agreement for its convenience without regard to fault or breach upon written notice, effective immediately unless otherwise provided in said notice. In the event of such termination, Owner shall pay as the sole amount due to Architect in connection with this Project sums due hereunder for Services performed to date plus reasonable demobilization costs incurred due to such termination. Such sums will be due and payable on the same conditions as set forth for final payment to the extent applicable. Upon receipt of such payment, the parties hereto shall have no further obligations to each other except for Architect's obligation to indemnify Owner and maintain any insurance as provided for in this Agreement. It is understood and agreed that no fee, anticipated profit or other compensation or payment of any kind or character shall be due or payable for unperformed Services regardless of the basis of termination and the inclusion of this provision within this subsection shall in no way limit its application to termination under this subsection. Architect agrees that each agreement with any Consultant entered into by it will reserve for Architect the same right of termination provided by this subsection.

12.2.2 Upon a determination that any termination of Architect or its successor in interest was wrongful, such termination will be deemed converted to a termination for convenience pursuant to the preceding provisions hereof and Architect's remedy for wrongful termination in such event shall be limited to the recovery of the payments permitted for termination for convenience as set forth above.

12.2.3 The rights and remedies of Owner and Architect in the event of termination herein set forth shall be non-exclusive, and shall be in addition to all the other remedies available at law or in equity.

12.3 Architect's Duty Upon Termination.

If Owner terminates Architect under this Agreement or if Architect terminates a Consultant with Owner's approval, Architect shall deliver all Deliverables, documents, records, reports, logs, diaries, estimates, contractor submittals and other items produced or purchased pursuant to this Agreement by Architect and/or its Consultants, as applicable, to Owner in an organized, usable form with all items properly labeled to the degree of detail specified by Owner. No compensation shall be due Architect until it complies with the requirements of this paragraph.

12.4 Partial Deletion or Suspension of Services.

12.4.1 Architect agrees that the Owner may determine whether any or all of the Services described in this Agreement shall be deleted or its performance suspended without electing to terminate the Architect's performance under the Agreement and without any penalty being incurred by Owner. Any such partial deletion or suspension of

the Services shall in no way void or invalidate this Agreement nor shall it provide Architect any basis for seeking payment from Owner for Services deleted or suspended except to the extent such Services have already been performed and are otherwise billable under this Agreement, and Owner shall have the right to later have any Services suspended or deleted from this Agreement performed by others without any penalty to Owner. In the event of any such partial or complete deletion or suspension, Owner shall furnish Architect with prompt written notice thereof and Owner shall be entitled to have as its property all documents, records, logs, drawings, calculations, reports and other data prepared by or assets purchased by Architect or Consultants, of any tier, and shall pay Architect therefore. The Owner may require Architect to perform Services later during the term of this Agreement which were earlier deleted or suspended. Architect shall not resume any such Services until the Owner has issued a written notice to proceed or a change order. Architect shall identify the sequence of its deliverables for the Owner's review and acceptance. In the event Owner directs Architect to perform work out of sequence, additional Architectural and/or Engineering fees may be due the Architect.

12.4.2 If the Project is suspended by Owner for more than thirty (30) consecutive calendar days, Architect shall be compensated for services performed prior to notice of such suspension, as well as expenses incurred in the interruption and resumption of Architect's services.

12.4.3 If the Architect's services are suspended for more than one hundred and eighty (180) consecutive calendar days, Architect shall be able to terminate this Agreement.

12.5 Manner of Payment Upon Termination, Partial Deletion or Suspension of Services.

Upon any deletion, suspension or termination by the Owner and upon receipt of a final certified invoice with one (1) original and two (2) copies, Owner shall pay Architect the amount, excluding disputed amounts, as determined by the Owner, due for the Services performed prior to such deletion, suspension or termination, less amounts previously paid.

12.6 If Owner fails to make payments to Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at Architect's option, cause for suspension of performance of services.

ARTICLE 13 DISPUTE RESOLUTION

13.1 Notice of Dispute Regarding Architect's Services

If Architect and Owner cannot agree as to the quality or acceptability of the Services, or whether Additional Services are required and/or the compensation payable to Architect under this Agreement, Owner or Architect may promptly give to the other a written notice thereof and, within sixty (60) calendar days after the event giving rise to the dispute, Architect and Owner shall each prepare a report which supports their respective positions and file the same with the other party. Architect's report shall include any possible claims against

Owner, including the amount of additional compensation requested. Thereafter, the Owner shall, with reasonable diligence, determine the quality or acceptability of Services, or whether a change in the Services is required, and/or the compensation payable to Architect. Submittal of the matter to Owner, as required by this Section, is a prerequisite to the right of Architect to contest any such matter in judicial or other proceedings and Architect expressly waives any right to so contest any decision(s) of Owner unless it has first presented the matter to Owner and within the time limits as provided herein.

13.2 Resolution of Disputes

To the extent there is any disagreement as to any services rendered by the Architect pursuant to this Contract, the Owner and Architect agree to immediately convene a Meeting of Principals. The Meeting of Principals will require the attendance of Ruth Baleiko on behalf of Architect, and the attendance of the Director of Public Works and/or their designee on behalf of the Owner. The Principals will attempt to resolve any question arising out of, or related to disagreement on an informal basis. If the Meeting of Principals does not resolve the issue, any claim, dispute or other matter in question arising out of, or related to this Agreement shall be subject to mediation as a condition precedent to the filing of any arbitration or legal or equitable proceeding by either party. Arbitration must be agreed upon by both parties before arbitration proceeds. In the absence of any agreement to submit to binding arbitration, all parties reserve their common law and statutory rights to proceed with litigation. All efforts will be made by both the Architect and the Owner to avoid any formal mediation, arbitration, or other legal proceeding.

The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them first by Meeting of Principals. Next, by mediation, and only thereafter, by arbitration, (if agreed upon), or by the filing of a subsequent lawsuit. If mediation is required, the parties agreed to mediate in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, or, upon any other rules the parties agree to. If no agreement to mediation is reached, request for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a Demand for Arbitration (if agreed upon by both parties) but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of sixty (60) days from the date of filing, unless for a longer period of agreement of the parties or Court Order.

The Parties shall pay the Mediator's fee and any filing fees equally. Mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as Settlement Agreements in any Court having jurisdiction thereof.

13.3 Failure or Refusal to Mediate Disputes

If, for any dispute or claim to which this Section applies, any party commences an action without first attempting to resolve the matter through Informal Dispute Resolution, or refuses to participate in Informal Dispute Resolution after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action.

ARTICLE 14 ENUMERATION OF CONTRACT DOCUMENTS

14.1 Contract Documents.

14.1.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written amendment signed by both Owner and Architect.

14.1.2 The "Contract Documents," except for amendments issued after execution of this Agreement, consist of the following documents, all of which are either attached hereto as Exhibits or are incorporated into this Agreement by this reference, with the same force and effect as if same were set forth at length herein;

This Agreement, including all exhibits and attachments:

Exhibit A – Scope of Services;

Exhibit B – Designated Representatives, Key Personnel, and Consultants;

Exhibit C – Schedule of Compensation.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date set forth below.

The Architect hereby represents and warrants to the Owner that the Architect has the right, power, legal capacity and authority to enter into and perform its obligations under this Agreement, and that signature and execution of this Agreement has been duly authorized.

"ARCHITECT"



Signature

Ruth Baleiko
Name (please print)

Partner
Title

"OWNER"



Signature

Ron Davis
Name (please print)

City Manager
Title

ATTEST:
Office of the City Clerk



Zizette Mullins, MMC
City Clerk

Approved as to Form
Office of the City Attorney

By: 

Lisa Kurihara
Assistant City Attorney

2017 SEP 28 AM 10:21
PURCHASING DIV.
CITY OF BURBANK

EXHIBIT A – SCOPE OF SERVICES (Basic Services)

Through this project, the City of Burbank seeks to develop conceptual designs for three options for a new or renovated Burbank Central Library. The process to complete this project will include the following components, which will be completed by Architect:

I. Project Components

- A. Pre-design agreement with the Owner on a detailed timeline of activities;
- B. Review of existing City documents and plans, including building specifications, needs analysis, and the Burbank Public Library Strategic Plan;
- C. Gathering of input at multiple points throughout the process from stakeholders, including the general public, Library staff, the Board of Library Trustees and key stakeholders within the City government and residents;
- D. Development of conceptual designs for three options (see Section II) for the future of a Central Library: Tenant Improvements, Minor Expansion and New Construction;
- E. Check-in meetings at key milestones (30%, 60%, 90% and 100% completion) with an Advisory Committee to be formed by the Owner (see Section III);
- F. Production of deliverables (see Section IV) for each of the three options;
- G. Presentation of completed design options to the Burbank City Council at a date to be determined that may fall outside the overall schedule for completion of work.

II. Design Concepts

Architect and its design team will provide conceptual designs, layouts, renderings, and cost estimates for the following three separate designs for the Central Library Design Concepts project. In all cases, Architect's work shall reflect the limitations, assumptions and considerations included in Exhibit I to the RFP.

Design Concept 1 - Tenant improvements only: Architect's work shall be limited to a re-design within the existing footprint and square footage of the existing Central Library building. Architect may present reconfiguration of interior walls and minor changes to systems (electrical, plumbing, HVAC) and to external walls, along with refreshed furnishings. Architect shall include all major accessibility updates, including but not limited to moving the elevator to the front of the building and making restrooms accessible. Exterior green space shall also be considered in this concept.

Design Concept 2 - Minor expansion on current site and tenant improvements: Architect's work shall include minor expansion on the current site and tenant improvements as requested by Owner. Design 2 shall utilize the still-viable reinforced concrete structure of the current building. However, Architect may present changes to location of utilities, major changes to entrances and windows, relationship to the remainder of the lot, and an expansion of up to 6,000 square feet. Exterior green space shall also be considered in this concept.

Design Concept 3 - New construction on new site: Architect shall design a new library building on a new site located across the street from the existing building, on the west side of Glenoaks Boulevard bounded by Olive and Orange Grove streets. The proposed new building may be up to 65,000 square feet and no more than two stories above the highest adjacent elevation. Architect's work shall take into consideration other City-owned buildings (Administrative Services Building and Community Services Building) currently on the block, as well as potential future use of the block as a civic center with additional structures.

III. General Schedule

As described in Section 2.2 of the Agreement, Architect and Owner will within the first 10 days after Notice to Proceed agree on a detailed schedule of work. The overall schedule of the project is to complete the three design concepts within a 5-month timeframe from Notice to Proceed, following the general outline of phases below. Each phase listed below applies to the three separate design concept. Schedules listed are dependent on the City's schedule and subject to change.

Pre-Design/Project Kickoff

- Complete detailed Project schedule with Owner

Information Gathering

- Site survey and review of as-built documents
- Review of needs analysis, Library programmatic requirements
- Stakeholder input
- Program design brief and confirmation of requirements

Design Development

- 30% conceptual design completion milestone
- Presentation to Owner of preliminary options for feedback
- Additional stakeholder input as required by Owner

Design Refinement

- 60% and 90% conceptual design completion milestones
- Presentation to Owner of draft renderings, design look and feel, and preliminary costing at each milestone for feedback
- Additional stakeholder input as required by Owner

Design Completion

- 100% conceptual design completion milestone
- Presentation to Owner of final mockups including finish material and furniture specification
- Final renderings
- Final cost estimates

Presentation to City Council Within three months of Design Completion, Architect agrees to present final design concepts to Owner's City Council

IV. Deliverables

(Applicable to all three design concepts, includes concept drawings, cost estimates, and schedules). The following deliverables, at a minimum, shall be provided in form and substance reasonably acceptable to Owner:

- 2 complete building sections
- Plans of each building level including roof, basement and semi-subterranean areas, where applicable
- Renderings - minimum of 2 angles
- Site and vicinity plan
- Presentation materials reflecting the 3 design concepts for a public presentation including PowerPoint and traditional story boards. Architect shall also attend public presentation to Owner's City Council and be available to answer questions at Owner's request.

All deliverables shall be provided to Owner in electronic media and, if requested by Owner, paper format. All appropriate files shall be provided in CAD and PDF formats.

**EXHIBIT B – DESIGNATED REPRESENTATIVES,
KEY PERSONNEL AND CONSULTANTS**

I. BY ARCHITECT

- A. Architect's Project Representative is: Ruth Baleiko, Miller Hull Design Lead
- B. Additional team members:
 - Caroline Kreiser, Miller Hull Project Manager
 - Gerhard Mayer, GGLO Contract Authority [Third-party Consultant]
 - Jared Barrios, Miller Hull Architecture
 - Marieke Lacasse, GGLO Site Design [Third-party Consultant]
 - Michael Teggin, TBD Cost Consultants [Third-party Consultant]

II. BY OWNER

- A. Owner's Project Manager is: Elizabeth Goldman, Library Services Director
- B. Owner's Construction Manager is: Dean Pearson, Public Works
- C. Owner's Representative is: Marnell Gibson, Public Works Director

**EXHIBIT C – SCHEDULE OF COMPENSATION
BASIC COMPENSATION, HOURLY RATES
AND REIMBURSABLE EXPENSES
FOR ARCHITECT**

1. Basic Compensation.

Basic Services, as described herein and in **Exhibit A**, shall be computed on a Time and Materials (T&M) basis. The total cost for Basic Services and any Reimbursable Expenses shall not to exceed **\$150,000.00**. In addition, the total cost of service for each task summarized below shall not to exceed the amounts set forth in the following table:

Design	
Concept 1	\$ 40,000
Concept 2	\$ 40,000
Concept 3	\$ 40,000
Professional Estimating Consultant	\$ 15,000
Other – Community Presentation	\$ 7,500
Other – Stakeholder Presentation	\$ 7,500

Compensation shall be calculated according to Article 10 of the Agreement, using Architect's Hourly Billing Rates as follows:

Architectural Design Services	GGLO Hourly Rates	Miller Hull Hourly Rates
Principal	\$210-270	\$175-200
Project Manager	\$150-175	\$150-175
Staff Engineer	n/a	n/a
Designer	\$105-130	\$90-170
CAD Operator/Draftsman	n/a	n/a
Associate/Proj. Mgr.	n/a	\$150-175
Other – Partner	n/a	\$230-250
Clerical – Interiors	n/a	\$120-150

Reimbursable Expenses are limited to the following: travel, computer plotting or printing, reproductions, courier services, and US Mail. For travel, Owner agrees to reimburse Architect for mileage at the standard IRS rate and for airfare or hotel charges. Travel reimbursement shall be for costs actually incurred with documentation, provided that in no event shall reimbursement be paid for charges exceeding \$350.00 roundtrip airfare, or \$200.00 per person per hotel night stay. Architect shall obtain Owner's prior written

approval before incurring costs for reimbursable expenses as outlined in Section 10.1.2 of the Agreement.

2. Compensation for Additional Services.

For Additional Services of the Architect and its Consultants, compensation shall be computed on a Time and Materials basis, subject to the prior written approval by owner. Additional Services shall only be performed in accordance with Articles 4 and 10 of the Agreement.