



HISTORIC
FRANKLIN
TENNESSEE

ITEM# 28
BOMA 11/13/12

MEMORANDUM

October 12, 2012

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Brad Wilson, Facilities Project Manager

SUBJECT: Agreement with Envision Advantage, LLC For Architectural Design Work Requested By The COF Building and Neighborhood Services For Additional City Server Room Relocation Work.

Purpose:

The purpose of this memorandum is to provide information to the Board of Mayor and Aldermen (BOMA) that approval was given on behalf of the Board to approve an additional service with Envision Advantage, LLC. Architectural design work requested by the COF Building and Neighborhood Services was over and above the original engineering contract for the work on the City Server Room relocation. Approximate cost of services is \$1,500.00.

Background:

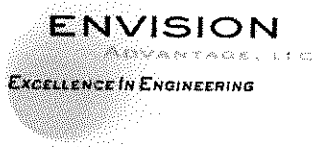
For approximately the last 60 days we have been working with Envision Advantage, LLC to develop the space adjacent to the City of Franklin Police Department (COFPD) server room. It has been decided to move the City Hall Computer Servers from the current City Hall location to the Police Headquarters. This is being done for better security and environmental conditions. The Building and Neighborhood Services Department asked for a sheet showing the UL rated wall. Envision, being a licensed engineer with no architectural licensing, cannot provide the needed document. A licensed State of Tennessee architect must develop the wall profile that is needed, and place a professional stamp on the document. The document will develop the upgrading of some existing walls around the existing shell space to a two hour fire wall and create a storage room with in the existing shell space.

Financial Impact:

The invoice encompasses the extra design time, specification change and wet stamped document required for the approval process. Total additional cost is \$ 1500.00 (One Thousand Five Hundred Dollars).

Recommendations:

Staff recommends approval of the change order between the City of Franklin and Envision Advantage LLC regarding the additional fee.



October 10, 2012

Mr. Brad Wilson
City of Franklin
Franklin, TN

**RE: City of Franklin
Server Room**

Dear Brad,

Thank you for the opportunity to provide architectural services for the above referenced project. We understand the scope of the project is to convert the existing shell space adjacent to the EOC Data Center to a server room for the City of Franklin.

Scope

We understand our scope of this project to be:

1. Architectural work will be limited to upgrading the walls around the existing shell space to 2-hr fire walls and creating a Storage Room within the existing shell space.

Assumptions

1. New screen walls or modifications to the existing screen walls will not be required.

This proposal is based on and incorporates AIA DOCUMENT C-401, STANDARD FORM OF AGREEMENT BETWEEN ARCHITECT AND CONSULTANT - 2007 Edition. AIA C-401 as modified by this letter will serve as our agreement for engineering services.

Fees/Billing

Our fee for the above services will be lump sum of:

Architectural	\$1,500.00
Total	\$1,500.00

Architectural CA site visit (optional, at owner's discretion) \$250.00/trip.

This lump sum shall be adjusted upward pro rata if the scope increases from the above. We will invoice you on a monthly basis for work completed. We will expect you to review our invoices and notify us within seven (7) days of any discrepancies. Payment will be due to us within thirty (30) days of receipt. We will advise you should any invoice exceed forty-five (45) days old and expect your assistance in determining the status of forthcoming payment(s).

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Reimbursable Expenses

Our fee excludes printing costs for contract deliverables. And our fee does not include sales or use taxes, or fees required by regulatory agencies for certificates, plan reviews, or inspections. These costs, if incurred, will be billed as reimbursable expenses at our cost.

We appreciate the opportunity to provide you with this proposal. If the above is satisfactory, please sign one copy of this letter and return it to us.

We are looking forward to working with you.
Best regards,



Richard Graham, P.E.
Principal

ACCEPTED:

Agent

Date