

EXHIBIT 'A'  
WORK ORDER FORM  
PURSUANT TO AN AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND

ALLER-LINGLE ARCHITECTS, P.C.

DATED: JULY 1, 2003

RECEIVED  
AUG 18 2003  
CITY OF FORT COLLINS  
OPERATIONS SERVICE

Work Order Number: A1-06-2003

Purchase order Number: \_\_\_\_\_

Project Title: EPIC Existing Ice Replacement

Commencement Date: August 18, 2003

Completion Date: December 23, 2003

Maximum Fee (time and reimbursable direct costs): \$14,800.00

Project Description: Demolition of the existing concrete floor slabs and associated piping, construction of new sand base structure for new ice, raised player boxes, new header trench on North end and installation of new steel and glass dasher board system, third compressor on mechanical skid, new high-intensity fluorescent lighting and low-e ceiling.

Scope of Services: Provide architectural services for the replacement of the exiting sheet of ice at EPIC per proposal 0337.12 dated August 7, 2003.

ACCEPTANCE *Pan Keel*  
USER

The attached forms consisting of three (3) pages are hereby accepted and incorporated herein by this reference, and Notice to Proceed is hereby given -

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Services Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Services Agreement and this work order (including the attached forms) the Services Agreement shall control.

SERVICE PROVIDER  
By: *Dan Lingle*  
Date: 8/14/03

CITY OF FORT COLLINS  
By: *Pan Keel*  
Date: August 13, 2003

CC: Purchasing

Director of Purchasing and Risk Management over \$30,000.

ALLER • LINGLE  
ARCHITECTS  
P.C.



August 7, 2003

Mr. Ron Kechter  
City of Fort Collins  
Operation Services  
P. O. Box 580  
Fort Collins, CO 80522-0580

**RE: Proposal for Architectural Services  
EPIC Ice Rink Replacement  
City of Fort Collins, Colorado  
Project No. 0337.12**

Dear Ron:

Aller•Lingle Architects P.C. is pleased to provide you with this Proposal for architectural services for replacement of the original ice rink at the Edora Pool and Ice Center (EPIC). In response to our meeting of August 4, 2003, we propose the following scope of services and associated fees.

**Project Description**

Design and construction documents phase services for replacement of the original ice rink at EPIC, including the following components:

1. Demolition of the concrete floor slab beneath the original sheet of ice, exact extent to be determined, along with any associated piping systems not to be reused in the new ice system.
2. Construction of new sand base structure for the new ice sheet, along with associated reinforced concrete stem walls and patching back in the concrete floor slabs.
3. Construction of new raised player boxes.
4. Installation of new steel and glass dasher board system.
5. Construction of new header trench at the north end of the rink, along with extension of the piping stubbed out as part of the recent addition.
6. Installation of additional compressor in chiller room.
7. Installation of new high-intensity fluorescent lighting.
8. Installation of Low-E ceiling over the existing construction.

The design and construction documents will be based upon the systems used in the 2002 EPIC ice rink addition and drawings created by the Neenan Co., dated July 14, 2003 (record set). New ice surface and associated piping, mechanical (if any), plumbing and electrical systems or required upgrades will be provided as design/building by subcontracts to the City of Fort Collins separate from this Proposal. No structural engineering services are anticipated as a part of the scope of work. No Bidding or Construction Administration phase services are included in this Proposal. The City intends to act as the general contractor for construction of the project.

712 WHALERS WAY • BLDG. B, SUITE 100 • FORT COLLINS • COLORADO • 80525  
(970) 223-1820 phone • (970) 223-1833 fax • office@aller-lingle.com • www.aller-lingle.com

**Proposal for Architectural/Engineering Services**

**Scope of Basic Services**

The Scope of Basic Services shall be as follows:

1. **Record Documents:** Field verification, field measurements and documentation of as-built conditions as required to verify the accuracy of the construction documents prepared by the Neenan Co., in order to proceed with the design phase of the project.
2. **Design Phase:** Develop a preliminary floor plan with notes to graphically describe the scope of work for review and approval by the City of Fort Collins.
3. **Construction Documents Phase:** Prepare construction drawings with materials and specifications notes for the City of Fort Collins and its subcontractors to construct the project. No technical specifications will be included. Extent of drawings will include:
  - Title Sheet
  - Demolition Floor Plan with notes
  - New Construction Floor Plan with notes and dimensions
  - Reflected Ceiling Plan with notes
  - Sections and Details as appropriate

Construction drawings will be based on the systems and construction details developed by the Neenan Co. as a part of the 2002 EPIC addition.

**Work Not Included**

1. Full technical specifications, project manual or "front end" bidding documents.
2. Ice system, plumbing, HVAC, electrical and security system design and engineering. These systems will be design/build by the City's subcontractors.
3. Cost estimating services.
4. Structural engineering services.
5. Bidding/Negotiation or Construction Administration Phase services.
6. Building inspection services as required by Chapter 17 of the Uniform Building Code (UBC), current edition.
7. Asbestos, lead-based paint or other hazardous material testing or abatement.
8. Preparation of record documents upon completion of construction.

**Owner-Provided Information**

1. Record drawings of the as-built conditions for the original EPIC construction and the 2002 addition.
2. Preparation of bidding documents, contract forms and "front end" specifications.
3. Blueprinting of construction documents will be provided by the City. We will furnish reproducible vellum copies of our construction documents for this purpose.
4. Bidding and Construction Administration phase services will be provided by the City of Fort Collins, including compliance with Chapter 17 of the UBC.

**Consultants**

Aller-Lingle Architects P.C. will not utilize outside consultants for this project.

**Fees**

Aller-Lingle Architects P.C. proposes to complete the Scope of Basic Services for the following hourly fees and reimbursable expenses:

Professional Fees:	Hourly-not-to-exceed	\$14,300.00
Reimbursable Expenses:	Not-to-exceed	\$ 500.00
TOTAL:	Not-to-exceed	\$14,750.00

**Proposal for Architectural/Engineering Services**

**Reimbursable Expenses**

In addition to Basic Services, the following expenses in connection with this project shall be reimbursable in accordance with our master contract:

1. Blueprinting
2. Copying
3. Long distance telephone/FAX
4. Mileage
5. Postage
6. Federal Express/Express Mail and other delivery services
7. Photography or other miscellaneous expenses
8. Plotting of CAD-generated drawings

**Additional Services**

If the City of Fort Collins requests additional services beyond those set forth in this Proposal, or for additional services as described elsewhere in this Proposal, such services shall be agreed to in writing between the City and the Architect and the fees adjusted accordingly per the following, current hourly rates, subject to annual adjustment:

Principal:	\$100/hour
Sr. Project Manager/Architect:	\$80/hour
Project Manager/Architect:	\$72/hour
Architectural Intern/CAD Technician 2:	\$56/hour
Architectural Intern/CAD Technician 1:	\$48/hour
Clerical:	\$35/hour

**Contract Terms**

All other terms of this Proposal shall be in accordance with our master contract with the City of Fort Collins.

**Schedule**

Scope of Basic Services for this project will be performed in accordance with the following schedule, based upon notice to proceed from the City of Fort Collins by August 15, 2003.

1. Submit A/E Proposal: August 8, 2003
2. Receive Work Order to proceed: August 15, 2003
3. Kickoff Meeting: Week of August 18, 2003
4. Field measurements and verify record drawings: August 29, 2003
5. Complete Design phase, including revisions based upon City review: October 3, 2003
6. Complete Construction Documents: December 23, 2003

Thank you for this opportunity to work with you on the EPIC ice rink replacement. Please contact me if you have any questions concerning this Proposal. We will proceed upon your direction.

Sincerely,

**ALLER LINGLE ARCHITECTS P.C.**

  
 David B. Lingle, AIA

DBL:lls