

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM

RECORDS SECTION
FEB 11 1970
Date January 26, 1970.
322.3

Office Correspondence

To Board of Governors

Subject: Architectural consulting

From Division of Federal Reserve
Bank Operations (Miss Durkan)

services 1/26/70

mmb
JAM
At the meetings of May 14 and July 17, 1969, the Board considered the need for securing architectural advice in connection with Federal Reserve construction projects. At the latter meeting, the Board authorized negotiations with the architectural firm of Keyes, Lethbridge & Condon to ascertain their availability and the terms under which they would be willing to provide the desired services.

Attached is a proposed agreement from Keyes, Lethbridge & Condon, under which that firm would (1) undertake the preparation of program and design standards, including related engineering consultation and production and printing of the standards for a total sum not to exceed (b) (4) and (2) provide architectural consultation services for a retainer fee of (b) (4) for one year, with reimbursement on a time-cost basis up to a maximum of (b) (4) if the cost of the consulting services exceed the amount of the retainer fee. The agreement also provides that, should the cost of architectural consultation services reach the amount of (b) (4) prior to the end of the contract year, arrangements for any further services would be the subject of discussion and mutual agreement between the parties. Any such further services would be subject to the same cost basis terms as those applicable to the (b) (4) amount. *Attached 1/29/70*

The firm would, in addition, be reimbursed for traveling expenses; expense of reproduction, postage and handling of drawings and specifications; and, if authorized in advance by the Board, the cost of perspectives or models and the fees of special consultants for other than normal civil, structural, mechanical and electrical engineering services.

The proposed agreement has been reviewed by Mr. O'Connell of the Legal Division and revisions suggested by him have been incorporated into it. The agreement has the approval of the Board's Committee on Organization, Compensation, and Building Plans.

Recommendation

The Division of Federal Reserve Bank Operations recommends acceptance and execution of the agreement. Attached is a draft of a letter which may be used to notify the architectural firm, if the Board concurs in this recommendation.

** See 2/3/70*
Attachments.

See
MINUTES *ED*
FEB 3 1970
Silva

DRAFT
MMD

REC'D IN RECORDS SECTION

FEB 11 1970

Mr. Francis D. Lethbridge,
Keyes, Lethbridge & Condon,
1320 19th Street, N. W.,
Washington, D. C. 20036

Dear Mr. Lethbridge:

The Board of Governors of the Federal Reserve System has approved the proposed one-year contract with the firm of Keyes, Lethbridge & Condon for specific architectural services in connection with building programs of the Federal Reserve Banks.

Enclosed herewith is a copy of that contract executed on the Board's behalf, to be effective January 30, 1970.

Very truly yours,

Robert C. Holland,
Secretary.

January 21, 1970.

Mr. Farrell

FILED IN RECORDS SECTION NOV 25 1977 322,3
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John:

Pursuant to our telephone conversation this morning, I enclose (1) original of proposed Keyes, Lethbridge & Condon Agreement; (2) sheet containing suggested language changes therein, which I recommend be transmitted to Lethbridge; and (3) original of Lethbridge proposed schedule of inspection trips, copy of which I have retained. I will get back to you as quickly as possible the draft of memorandum which I expect to receive from Jim McIntosh.

Attachments

TJO'G

Di #1

It is suggested that the two provisions set forth below be added to the Keyes, Lethbridge & Condon Agreement at the places therein indicated:

Page 1, second paragraph, following the word "proposed", strike "the" and insert "that, for a period of one year from and including the effective date of this Agreement,"

Page 2, second full paragraph, beginning "For architectural consultation services, etc.", in line 5 "exceed" should be "exceeds",

Proposed additional sentence, second full paragraph:

"Should the cost of architectural consultation services, as computed herein, reach the stated amount of (b) (4) prior to the end of the year covered by this contract, the rendition of further such services during the period covered will be the subject of discussion and mutual agreement between the parties, it being understood that such further service as may be agreed upon will be rendered on the same cost basis as contained in said Enclosure A of the Architect's October 9, 1969 letter to the Board."

architects

KEYES, LETHBRIDGE & CONDON • ARCHITECTS

1320 NINETEENTH STREET NW WASHINGTON DC 20036 PHONE 293-6800

ARTHUR H. KEYES, JR., FAIA
FRANCIS D. LETHBRIDGE, FAIA
DAVID H. CONDON, FAIA
ROSCOE REEVES, JR., AIA
THOMAS B. SIMMONS, AIA
JAMES C. BLOUNT, AIA
JOHN E. MCCARTNEY, AIA

that, for a period of one year from and including the effective date of this agreement,

AGREEMENT made this Thirtieth day of January in the year of Ninteen Hundred and Seventy between the Board of Governors of the Federal Reserve System and Keyes, Lethbridge & Condon, Architects, the Architect.

It is the intention of the Board of Governors to retain Keyes, Lethbridge & Condon as consulting architect, and it is proposed the the following services, among others, be rendered by the Architect, who will:

- (1) be available to render such assistance as may be required by the Board with respect to the selection of project architects to be retained in connection with any given Federal Reserve Bank building proposal;
- (2) be available to render such advice and judgment as may be requested regarding suitability of a building site in connection with any proposed Reserve Bank building project.
- (3) review and, where appropriate, render suggestion on schematic, preliminary, and final plans and specifications relating to all Reserve Bank building projects.
- (4) review all bids submitted in respect to invitations to bid on Reserve Bank building projects, with a view to rendering appropriate opinion and comment on the reasonableness of such bids in the light of all relevent circumstances at the time of their submission, and including the reasonable-ness of increase in and/or decrease from basic bid figures submitted in relation to proposed add on and deduct alternates;
- (5) review and submit appropriate recommendations on all major change orders relating to Reserve Bank building projects, it being under-stood that a major change will be any change that the Board of Governors regards as a significant increase in cost over the contract bid and accepted;
- (6) prepare for submission to the Board a written form of program and design standards which will contain guidelines, including statements of principle and procedures relating to all major aspects of any given Reserve Bank building project. These standards will cover relevant construction

functions commencing with techniques and principles to be employed in the selection of project architects and appropriate sites, and extending to review and judgmental techniques to be employed in the issuance and effectuation of a building change order; and

(7) undertake such travel in connection with any of the functions described in paragraphs (1) through (6), above, as may be required for the effective performance of such functions.

It is understood that with respect to the preparation of program and design standards (see Item (6) above), including related engineering consultation, production and printing of the standards, the Architect will be paid a total sum not to exceed (b) (4). (The breakdown of this cost estimate is contained in Enclosure A of the Architect's letter to the Board of Governors dated October 9, 1969, a copy of which is appended to this agreement.) If it is possible to utilize the Board's printing facilities, a reduction of (b) (4) will be made.

✓ For architectural consultation services, in addition to the preparation of program and design standards described above, the Architect will be paid a retainer of (b) (4) for the period of one year covered by this contract, with reimbursement on a time-cost basis up to a maximum of (b) (4) (b) (4) if the cost of consulting services exceeds the amount of the retainer fee. (The breakdown of this cost estimate is contained in Enclosure A of the Architect's letter to the Board of Governors dated October 9, 1969, a copy of which is appended to this agreement.) *Add sentence here.* ✓

Reimbursement for all expenses, including an appropriate portion of the retainer fee shall be billed to the Board monthly, accompanied by appropriate supporting schedules showing time charges and the nature of other claims.

Compensation on a time-cost basis shall be at the rate of (b) (4) per hour for Principals of the firm of Keyes, Lethbridge & Condon; (b) (4) (b) (4) per hour for Associates of the firm, (the term Associate being defined as licensed or registered Architects, other than Principals, employed by the firm) and (b) (4) per hour for Draftsmen (the term Draftsman being defined as all other professionally trained and unlicensed personnel employed by the firm). Compensation for the time of engineering consultants has been estimated to be (b) (4) per hour but will be charged at the prevailing rate and at direct cost to Keyes, Lethbridge & Condon.

Reimbursable Expenses include actual expenditures made by the Architect, his employees or his Consultants in the interests of the work covered by this contract for the incidental expenses as listed below:

- (1) Expense of transportation and living when traveling in connection with the work, and for long distance calls and telegrams.
- (2) Expense of reproduction, postage and handling of Drawings and Specifications.
- (3) If authorized in advance by the Board, the cost of perspectives or models and the fees of special consultants for other than normal civil, structural, mechanical and electrical engineering services.

ACCEPTED BY:

for
Board of Governors
Federal Reserve System

Date: _____

for
Keyes, Lethbridge & Condon

Date: _____

FEDERAL RESERVE BANK DESIGN STANDARDS
ESTIMATE OF COST OF PREPARATION

1.	Inspection Trips	No. Hrs. Rate		
	a. Principal	(b) (4)	=	(b) (4)
	b. Associate	(b) (4)	=	
	c. Electrical	(b) (4)	=	
(4½ wks)	d. Mechanical	(b) (4)	=	
6-8 wks.				(b) (4)
2.	Study, Organization, Critique	Hrs. Rate		
	a. Principal	(b) (4)	=	(b) (4)
	b. Associate	(b) (4)	=	
	c. Electrical	(b) (4)	=	
	d. Mechanical	(b) (4)	=	
	e. Site Eng.	(b) (4)	=	
	f. Other Consultants	(b) (4)	=	
3 wks.				(b) (4)
3.	Preparation of Standards - Text & Graphics			
	a. Principal	(b) (4)	=	(b) (4)
	b. Associate	(b) (4)	=	
	c. Draftsman	(b) (4)	=	
3 wks.				(b) (4)
4.	Review and Conference			
	a. Principal	(b) (4)	=	(b) (4)
	b. Associate	(b) (4)	=	
	c. Engineers	(b) (4)	=	
				(b) (4)
5.	Reproduction of Design Standards			
	a. Make - Ready			(b) (4)
	b. Printing (200 copies)			
2 wks.				(b) (4)
14-16 wks.	TOTAL ESTIMATE			
	Plus estimate Travel & Reimbursible Expenses =	(b) (4)		
				<u>\$39,360</u>

Total Architectural Costs
Total Other Consultants & Reimbursibles
TOTAL

(b) (4)

\$39,360

PROPOSAL

Lump-sum contract of (b) (4). Plus travel and reimbursible expenses. OR
(b) (4) including all expenses.

FEDERAL RESERVE BANK DESIGN CONSULTATION
ESTIMATE OF YEARLY CONSULTATION

1. Consultation on Building Programs, Site Acquisition, Feasibility Studies, Design Standards and A-E Selection.

	No. Days	Av. Hrs.	Rate	
a. Principal	(b) (4)			=
b. Associate				=
c. Draftsman				=
d. Electro-Mech.				=
e. Site Engineering				=
Plus Estim. Travel & Reimb.				
				\$35,600*

* Estimated on an average of 3 feasibility studies per year.

2. Total Yearly Time per Man

Principal	(b) (4) Hrs.
Associate	Hrs.
Draftsman	Hrs.
Electrical	Hrs.
Mechanical	Hrs.
Site Engr.	Hrs.

3. Total Architectural Consultation and Studies (b) (4)
 Total Other Consultants and Reimbursible Expenses (b) (4)
 Total Estimate Total Cost \$35,600

PROPOSAL

Minimum retainer of (b) (4) to be paid quarterly. Travel and reimbursible expenses to be billed separately.

If Architectural and Engineering services exceed the amount of retainer, additional services will be billed on a time-cost basis at the above rates up to a maximum of (b) (4)

PROPOSED SCHEDULE OF INSPECTION TRIPS TO FEDERAL RESERVE BANKS

February 4, 5

Cleveland

February 16, 17

Denver

18, 19

Dallas

20, 21 (Saturday)

Little Rock

23, 24

~~Memphis~~ *New Orleans*

25, 26

Atlanta

March 3, 4

Boston

5, 6

New York City

9, 10

Philadelphia

~~11, 12~~

~~Baltimore~~

~~21, 25~~

~~Richmond~~

23, 24

Detroit

25, 26

Chicago