



**APPENDIX B
LIVINGSTON COUNTY FISCAL SERVICES
SOLE / SINGLE SOURCE JUSTIFICATION**

SOLE SOURCE / SINGLE SOURCE JUSTIFICATION

Select one of the following reasons and provide a detailed explanation for the choice selected:

- ☐ Only one known source can provide the commodity or service.
- ☐ Unique source (commodity/service is unique or special in nature), as determined by the County Administrator or designee.
- ☐ Compatibility (i.e., a specific piece of equipment to be compatible with an existing equipment system).
- ☐ Limited or proprietary systems (i.e., additional licenses, updates, specialized replacement parts, et. al.).
- ☒ A professional expert is requested.
- ☐ Authorized or required by Federal/State law or by Livingston County ordinance.
- ☐ Unusual and compelling urgency (serious injury, financial or other to Livingston County). There is insufficient time for competitive purchase due to an immediate, unexpected need (i.e., to prevent hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the County).

Explanation:

PIGGYBACK CONTRACT

- ☐ Purchase will be made from an existing cooperative contract.

Contract Holder:

Contract Number/ Expiration Date:

AUTHORIZED SIGNATURES

Department Director: Chris Folts via Munis	Name of Requestor (type or print): Kellie Prokuda
Date: 03.03.2021	Name of Department: Facility Services
County Administrator/Designee: Nathan Burd via e-mail	Name (type or print):



March 2, 2021

Livingston County Facility Services
420 S. Highlander Way
Howell, MI 48843

Attn: Chris Folts, Director of Facility Services

Re: Livingston County Sheriff's Office Renovation – Architectural and Engineering Proposal

Dear Chris,

Thank you for requesting this Architectural Services proposal for the Livingston County Sheriff's Office renovation project. Per our site visits, Jeff and his staff are looking to do an internal office renovation that would include a two phase approach. Phase One would be to provide a "flex space" for the Investigative Services Department near the south entry that would include reworking the existing entry lobby, providing a new reception space with bullet resistant pass-thru window, small conference area, remote work areas, dedicated phone rooms, and a revised storage/office arrangement. Phase Two would be the renovation of the existing detective's area to create an internal training room space, which will allow for public access off from the north entry. The circulation path will be reworked to accommodate access while maintaining security. The proposed scope of services will be limited to the initial schematic design phase and the eventual development of an approved floor plan. A follow-up proposal will then be prepared for the remaining scope of services to send the project out to bid through your preselected contractors.

Given your above stated objective, we are pleased to offer you the following service proposal to assist you in your efforts:

PROPOSED PROFESSIONAL SERVICES

Schematic Design Phase: Basic schematic design includes our initial on-site meetings to analyze the space and discuss the scope. Schematic floor plans will be developed for the two work phases and will be presented to the group for review and changes. With an approved schematic plan in place, we will also work with you in getting the drawings out to your preselected contractors for your preliminary pricing work. Once the schematic floor plan is approved and a preliminary budget is in place, we will prepare a follow-up proposal for the remaining design development, construction document, bidding, and construction administration services.

PROPOSED FEE

Per our master services agreement, projects with total construction costs of less than \$500,000.00, we propose to provide the services described above on an hourly rate basis. We will only bill for hours spent on this project and will endeavor to limit our time whenever possible, while remaining focused on providing an exceptional service.

At this time, we expect the initial schematic design phase to take roughly **38 hours** to complete and could possibly take longer if multiple revisions are required to get through the initial Schematic Design Phase. At an average rate of \$105.00 per hour this would equate to an estimated architectural fee of **\$3,990.00**.

Our hourly rates are as follows:

Principal	\$105.00 per hour
Project Manager	\$86.00 per hour
Senior Project Architect	\$82.00 per hour
Project Architect	\$80.00 per hour

william p. lindhout	frank l. pierron	piet w. lindhout	robert j. king	michael j. kennedy	david a. richardson	michael j. o'leary
bradley m. alvord	john w. eckstein	d. jason mcintyre	holly a. ostershout	joshua l. hendershot	heather m. teeling	

Our Mission

Integrity

in architecture and design
in client relationships
in employee relationships
in community relationships

advancement

in all these efforts

Architect	\$75.00 per hour
Planner / Designer	\$72.00 per hour
Intern Architect III	\$70.00 per hour
Intern Architect II	\$65.00 per hour
Intern Architect I	\$60.00 per hour

All work will be performed on our CADD system. Our fees do not include models, print charges for bidding and construction documents, surveys, soil borings, septic design, zoning board variances, application/review fees, site plan amendments, out of town travel expenses beyond 50 miles, or any other service not mentioned as such. Significant changes to previously approved designs will be charged at our standard hourly rates and may affect total costs adversely.

Please note that our practice of architecture does not include any expertise or control over environmentally hazardous materials in your existing building or on your site. Our service proposal does not include any analysis or abatement work of any kind. If we are made aware of any such situation, we will notify you and assist you in seeking professional advice for the given situation.

SCHEDULE

We expect the project to proceed in the following manner:

Schematic Design	3.0 weeks
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We could commence with work within one week after receiving approval. The above schedule is projected relative to our commitments made as of this date. We must reserve the right to modify the schedule if there is any delay in the acceptance of this proposal.

TERMS AND CONDITIONS

This proposal is subject to the general terms and conditions of our multi-year contract with the County.

We hope that this is an acceptable proposal for our continued service to Livingston County. We look forward to this opportunity to help with your proposed renovations. Please let us know if there is any clarification we can make to this proposal. If it is acceptable, please sign below, and return it to our office.

Respectfully Submitted,

Approval to Proceed:

B. J. M. Ash

Bradley M. Alvord, Architect, Partner
Lindhout Associates architects aia pc

Chris Folts, Director of Facility Services Livingston County	Date
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From: [Krista Belcher](#)
To: [Hilery DeHate](#)
Cc: [Elizabeth Young](#)
Subject: RE: [EXT] LC Sheriff's Proposal - REQ Allocation
Date: Wednesday, March 3, 2021 9:49:34 AM

This is all set – REQ 14474

From: Hilery DeHate <HDeHate@livgov.com>
Sent: Wednesday, March 3, 2021 9:03 AM
To: Krista Belcher <KBelcher@livgov.com>
Subject: FW: [EXT] LC Sheriff's Proposal - REQ Allocation

Can you enter this REQ in the amount of \$3,990, please. Please pay from 10135100 973000. Once the PO is available, please forward to Chris Folts and cc me.

Thank you,
Hilery

From: Elizabeth Young <EYoung@livgov.com>
Sent: Wednesday, March 3, 2021 8:57 AM
To: Hilery DeHate <HDeHate@livgov.com>
Cc: Chris Folts <CFolts@livgov.com>
Subject: FW: [EXT] LC Sheriff's Proposal - REQ Allocation

Hello Hilery,

As a follow up to our IM conversation, please find the attached.

As for next steps, you indicated you will provide the allocation and forward the attached to Krista for REQ entry.

Thank you in advance for your coordination efforts.

Please let me know how I can be of further assistance.

Thank you,
EY

Elizabeth Young
Procurement Coordinator
Livingston County Fiscal Services
304 E. Grand River Avenue, Suite 204
Howell, MI 48843
(517) 540-8740 | eyoung@livgov.com

From: Chris Folts <CFolts@livgov.com>
Sent: Wednesday, March 3, 2021 8:35 AM
To: Elizabeth Young <EYoung@livgov.com>
Subject: FW: [EXT] LC Sheriff's Proposal

Hi Elizabeth

Could you issue a PO for this project? I spoke with Nathan he's on board.

Thanks Chris

From: Brad Alvord <bma@lindhout.com>
Sent: Tuesday, March 2, 2021 12:44 PM
To: Chris Folts <CFolts@livgov.com>
Subject: [EXT] LC Sheriff's Proposal

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Chris,

I went ahead and pulled together a quick proposal for the Sheriff's upfront Schematic Design work. Once we have a plan in place we can provide you with a separate quote for the remaining services. Let me know if you need anything else. We will wait to hear back before we proceed.

Thanks,

Brad

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Brad Alvord, project architect / partner / LEED AP
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lindhout.com || [facebook.com](https://www.facebook.com/lindhout.com)