



April 24, 2023

Livingston County EMS  
1911 Tooley Rd.  
Howell, MI 48855

Attn: Dave Feldpausch, EMS Director

Re: Livingston County EMS: Fowlerville Area Fire Dept. Interior Renovation Project – Architectural Proposal

Dear Dave,

Thanks again for the opportunity to meet with both you and Kevin last week to discuss your proposed interior renovation project at the old Fowlerville Area Fire Department located at 200 N. Grand Street in downtown Fowlerville. The proposed program includes the creation of four separate sleeping rooms with direct window access to the building's exterior. New toilet room fixtures will be installed within the existing unisex toilet room and existing staff locker room areas, with most of the remaining interior office areas receiving new flooring, ceilings, and paint. New door hardware will also be provided throughout to comply with current accessibility requirements. The existing kitchen area will remain unchanged, and the space will be identified as a, "Warming Center" to avoid commercial hood requirements over the existing range per your prior discussions with the Livingston County Building Department. Work within the existing garage area will be limited to alternate pricing work for repainting of the existing south wall only. Schematic level reflected ceiling plans will be produced to show new lighting and mechanical supply & return locations, and a schematic level electrical layout drawing will be produced to provide the required electrical and data needs per the County IT Department. All remaining mechanical, electrical, and plumbing drawings and specification work will be provided by others using a design/build delivery method. All required furniture design and coordination work will be performed by the County Facility Services Department.

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

## PROPOSED PROFESSIONAL SERVICES

**Schematic Design Phase:** Initial schematic design services will include a field visit and measurement of the existing facility. Field measurements will then be input into our CAD system, and a background floor plan file will be created. This background floor plan will be the basis of our initial schematic floor plan work, which will be submitted to both the EMS and Facility Services Departments for review and approval. Based on similar County projects, and the above mentioned scope of work, we estimate that it will take roughly 50 hours +/- to complete.

**Design Development Phase:** Not required.

**Construction Documents Phase:** Following review and approval of submitted schematic floor plans, we will prepare the necessary documents for competitive contractor bidding as well as permit review. Complete architectural drawings and specifications will be produced. As mentioned above, all required mechanical, electrical, and plumbing drawings and specification work will be provided by the trades using a design/build delivery method. The construction documents should be reviewed and approved by you prior to the release to the bidders. Based on previous County projects, and the proposed scope of work, we estimate that it will take roughly 135 hours +/- to complete.

**Bidding Phase:** We will coordinate the bidding process by distributing bid sets, answer all questions regarding the documents, issue all required addenda, review of all bids received, verification of submitted contractor references, and participation in the final interview process. We will assist your legal counsel with their preparation

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. osterhout	joshua l. hendershot	heather m. teeling	

of a contract for construction with the selected general contractor. Based on previous County projects we estimate that this phase will take roughly 75 hours +/- to complete.

**Construction Phase:** During construction of the project, we will make regular site visits to observe the progress. We will assist the contractors in interpretation of the documents and in unforeseen field conditions. We will also review shop drawings and submittals from the subcontractors. On a monthly basis we will also review and process the contractor's application for payment. Based on previous County projects, and the proposed scope of work, we estimate that this phase will take roughly 100 hours +/- to complete.

## PROFESSIONAL SERVICES (SUMMARY)

We are offering you professional services, which include:

SCHEMATIC DESIGN PHASE	(50 hours)
CONSTRUCTION DOCUMENTATION	(135 hours +/-)
BIDDING COORDINATION	(75 hours +/-)
CONSTRUCTION ADMINISTRATION	(100 hours +/-)

## PROPOSED FEE

Per our established master services agreement for projects with total construction costs of less than \$500,000.00, we propose to provide the services described above using established hourly rates. 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.

Based on recent County projects, and the above mentioned scope of work, we estimate that it will take roughly **360** hours to complete and could possibly take longer if the Bidding & Construction Phases are extended. At a rate of \$105.00 per hour, an estimated fee of **\$37,800** would be incurred. A 2% fee will also be added to cover the County's CoPro+ agreement.

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
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 with complete sheet specifications. 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.



## TERMS AND CONDITIONS

This proposal is subject to the general terms and conditions of our current 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 on this proposal. If it is acceptable, please sign below, and return it to our office.

Respectfully Submitted,

Approval to Proceed:



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

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Dave Feldpausch, EMS Director  
Livingston County

\_\_\_\_\_  
Date



Michael J. Kennedy, AIA, Architect, CEO  
Lindhout Associates architects aia pc

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Nathan Burd, County Administrator  
Livingston County

\_\_\_\_\_  
Date

