



May 24, 2024

Livingston County EMS  
1911 Tooley Rd.  
Howell, MI 48855

Attn: Dave Feldpausch, EMS Director

**Re: Livingston County EMS: Putnam Township Substation – Architectural Proposal**

Dear Dave,

Following our initial feasibility study work, and the Board of Commissioners recent decision to move the project forward into the public bidding phase, we are pleased to offer you a full service proposal for the remaining scope of work. The basis of this proposal will be the current feasibility study plans and exterior imagery that have been completed to date.

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:** Remaining schematic design services will include modifying our previous design to accommodate the new Putnam Township site. These drawings, along with the previously approved plan, will be used as background files that will be shared with our structural and MEP consultants.

**Design Development Phase:** After completion of the schematic design work, we will continue the design process by further developing the concepts for the structural, mechanical and electrical systems for the project. The site will also be engineered at this time by Boss Engineering for submission to the local municipality for their review and approval. The site plan submission package includes an engineered site plan and a landscape plan (by others), and building floor plans, building elevations, and completed application forms as completed by Lindhout Associates and Boss Engineering. We will present your project to the Planning Commission, attend all meetings, and represent you at those meetings. At the completion of this work phase, the probable cost statement will be updated if any significant changes occurred to the plans.

**Construction Documents Phase:** Following the design development process, we will modify the previously prepared construction documents to create the necessary documentation for competitive contractor bidding as well as permit review. Complete structural, mechanical, electrical, and architectural drawings and specifications will be produced. We will coordinate with Boss Engineering and integrate their work into the bids sets. A project manual will be produced which outlines the general conditions of the construction project, gives instructions to the bidders, and assigns responsibilities regarding insurances, scheduling, safety, and quality issues. The construction documents should be reviewed and approved by you prior to the release to the bidders. If any significant changes occurred in the design, the probable cost statement will be updated during this phase of work.

**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, and will attend all interviews. We will also assist you in preparing a contract for construction with the selected general contractor.

**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. During this phase we will assist Facility Services in the selection of interior finishes. We will also review shop drawings and

**Our Mission**

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

**advancement**  
in all these efforts

submittals from the subcontractors. On a monthly basis we will review and process the contractor's application for payment.

### PROFESSIONAL SERVICES (SUMMARY)

We are offering you professional services, which include:

SITE DESIGN / CIVIL ENGINEERING SERVICES  
BUILDING DESIGN  
MECHANICAL ENGINEERING  
ELECTRICAL ENGINEERING  
BIDDING COORDINATION  
CONSTRUCTION ADMINISTRATION  
ASSISTANCE WITH INTERIOR MATERIAL AND COLOR SELECTIONS

### PROPOSED FEE

Per our established master services agreement, for projects with estimated construction costs between 1.0M – 3.0M, a percentage fee of 7.14% would be earned. Based on our most recent probable cost statement, we are estimating the cost of building construction at \$1,014,876.50. Using our established **7.14% fee**, this would equate to an overall **estimated fee of \$72,462.18** for the project. Please note that this estimated fee will be adjusted once the project goes through the formal public bid process, and a guaranteed maximum price is established by the selected general contractor.

Our estimated fee breaks down into the following allocation:

Schematic Design Phase	5%
Design Development Phase	25%
Construction Documents Phase	40%
Bidding Administration Phase	10%
Construction Administration Phase	20%

Our hourly rates per our master services agreement are as follows:

CEO & President	\$132.60 per hour
Principal	\$107.10 per hour
Project Manager	\$87.72 per hour
Senior Project Architect	\$83.64 per hour
Project Architect	\$81.60 per hour
Architect	\$76.50 per hour
Planner / Designer	\$73.44 per hour
Intern Architect III	\$71.40 per hour
Intern Architect II	\$66.30 per hour
Intern Architect I	\$61.20 per hour

All work will be performed on our CADD system with complete sheet specifications. Our fees do not include furniture design and/or coordination services, 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.



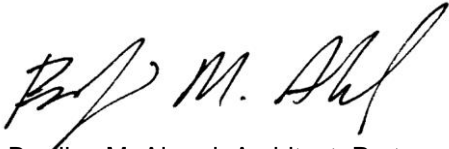
**TERMS AND CONDITIONS**

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

