



June 3, 2024

Livingston County Health Department
420 S. Highlander Way
Howell, MI 48843

Attn: Matt Bolang, Director/Health Officer

Re: Livingston County Health Department Interior Renovation Project – Architectural Proposal

Dear Matt,

Following our initial feasibility study work, and the Board of Commissioners recent decision to move the project forward into the public bidding phase, we’re pleased to offer you a proposal for the remaining scope of services. The basis of this proposal will be the current feasibility study plans and probable cost statement 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 creation of interior elevations of new millwork and transaction counters throughout. These elevations will be reviewed with you and your staff and will be modified per those discussions. These drawings, along with the feasibility study plan, will be used as background files that will be shared with our MEP consultants for their future work.

Design Development Phase: After completion of the schematic design work, we will continue the design process by further developing the concepts of the mechanical and electrical systems for the project. Field visits to the site with our MEP consultants will be required to fully document the existing conditions, and updates to the background drawings will be made as required. We will also work with County staff to establish future public bidding procedures for this project.

Construction Documents Phase: Following the design development process, we will prepare the necessary documents for competitive contractor bidding as well as permit review. Complete architectural, mechanical, electrical, and plumbing drawings and specifications will be produced. 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.

Bidding Phase: We will coordinate the bidding process by distributing bid sets through a public bidding process, answer all questions regarding the documents, attend a mandatory on-site walk-thru with interested bidding contractors, issue all required addenda, review of all bids received, and will attend all required 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 submittals from the subcontractors. On a monthly basis we will review and process the contractor’s application for payment.

Our Mission

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

advancement
in all these efforts

PROFESSIONAL SERVICES (SUMMARY)

We are offering you professional services, which include:

- ARCHITECTURAL 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 office renovations projects with estimated construction costs between 500K – 1.0M, a percentage fee of 9.18% would be earned. Based on our most recent probable cost statement, we’re currently estimating the cost of renovation work at \$600,247.40. Using our established **9.18% fee**, this would equate to an overall **estimated fee of \$55,102.71** 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	15%
Construction Documents Phase	50%
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

Matt Bolang, Director/Health Officer
Livingston County Health Department

Date



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

Nathan Burd, County Administrator
Livingston County

Date

