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**McKinstry**

16025 Table Mountain Pkwy,  
Suite 100  
Golden, CO 80401

February 15th, 2023

Carl Young, Huerfano County Administrator  
Huerfano County, Colorado

**Subject: Huerfano County – 129 Kansas Avenue Dispatch Center REMODEL  
Phase 1 Planning, Architectural, and Engineering Design Services**

Dear Carl:

McKinstry is honored to provide a proposal for the **Phase 1 Planning, Architectural, and Engineering Design** scope of the 129 Kansas Avenue Dispatch Center Remodel for Huerfano County. This Phase of the project will focus on identifying scope-of-work elements based on the existing building conditions. At the end of this phase, McKinstry will provide the County with a report documenting the various construction elements required to accomplish the County's goal of converting the existing building into a fully accessible Dispatch Center for Emergency Services and the IT department with upgraded mechanical and electrical service and equipment.

The Final Report will include a menu of Architectural, Structural, Mechanical, Plumbing, and Electrical upgrades needed for functional, building code compliance, and accessibility compliance. A Rough Order of Magnitude (ROM) Cost Estimate will also be provided in the Phase 1 report.

This report is intended to be a tool for the County to use in determining the future scope of work, priorities for timing of the work, and financial planning of the future work. Phase 2 of the Remodel Design Scope will take the programmatic, phasing, and priority decisions made by the County in Phase I and prepare Permit and Construction drawings for the construction work needed.

The Phase 1 Final Report will also include information regarding the general condition of the existing building and suggested upgrades to the building related to Building Code, Energy Code, Accessibility, and deferred maintenance requirements. The report will be formatted as an 8 1/2" x 11" document with notated diagram sketches, notated photographs, a narrative of work elements, and a cost estimate. Below we outline the scope, schedule, and budget. Our team looks forward to continuing our partnership with the County on this project.



Sincerely,

Ashley Brasovan, Senior Account Executive  
303.968.4138 | ashleyb@mckinstry.com

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## Building Program Elements

Based on discussions with the County the initial elements of proposed remodel includes:

- Conversion of Existing main level office space into Dispatch call center for Area Emergency Services. This includes demolition of existing office partitions and mechanical, electrical, plumbing (MEP) elements, new partitions, and addition of new MEP elements.
- Updating the existing building to meet current Accessibility (ADA) requirements. This includes the design and installation of an elevator (Low-Use preferred) and updates to the exterior ramping (as-required). Additionally, accessible restrooms will need to be provided to meet current building code requirements (with related plumbing renovation).
- Upgraded or New Electrical Service (new presumed) appropriate for new use and upgrades of the building. This will include a back-up generator located on-site.
- Upgraded or New Mechanical system and controls. This includes new ductwork and ductwork chases as required. System to be designed will be all electric to meet decarbonization goals.
- A sleeping room will be provided for use by those working in the Dispatch Center, which may be on the main level or in the basement depending on other space requirements and priorities. Shower facilities will be provided in proximity to the sleeping area.
- Demolition of interior office walls outside the new Dispatch Center for office flexible use by the county.
- Modifications to the open space on the second floor for a future meeting and planning space.
- New office space & storage space located on the Second Level "stage" area.

### I. Scope of Work

We have outlined our proposed list of tasks, schedule, and professional fee for completion of work below:

#### **Project Kick-off**

The Design Team will schedule a Kick-Off Meeting (via Microsoft Teams or Zoom) to review the scope and schedule of the project.

#### **Site Visit**

The Design Team will visit the site for a high-level review of existing conditions and suitability review for the proposed improvements.

- Confirm important building dimensions
- Confirm Structural system assumptions\*
  - Classification Loading upgrade compatibility
  - Crack monitoring
- Review existing mechanical systems, clearances, and accessories
- Review existing electrical conditions
- Review of interior and exterior partition condition and suitability

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\*- Structural Proposal attached (JVA)

Site visits will be limited to two (2) on-site visits with personnel from the Design Team. It is recommended that County personnel be available for these visits to provide access to the site and answer questions.

### **Code Evaluation & Design**

The Design Team will review Building Code and Accessibility requirements for the building to prepare for design solutions. Any major concerns uncovered in the Site Visits or Code review will be communicated to the owner as part of an initial Design Meeting. Further design efforts will be presented for County review and comment at Progress Meetings (2 total).

### **Design Options Menu and Cost Estimate**

Based on feedback from the County at our Design and Progress meetings the Design Team will prepare a list (menu) of design options with ROM cost estimates for presentation to the County in the Final Report.

Design options will be presented as diagrammatic sketches overlaid on plan diagrams or photographs. Plan diagrams will be based on the .pdf plans already provided by the county. Full building drawings will be created as part of Phase 2 work as required and are not part of this proposal.

Additionally, a narrative of the work proposed for the Design Options items will be generated to capture approximate scope of work for these items.

A ROM Cost Estimate will accompany the Narrative of Work.

### **Final Report & Report Presentation**

At the conclusion of the work listed below McKinstry will present our Final Phase 1 Design Report to the County. A draft of the report will be reviewed during an on-line meeting with appropriate county personnel. If needed, any questions or unresolved items will be identified, and a timeline will be developed for resolving these items prior to distribution of the Report to the County.

## **II. Project Schedule**

We have outlined four (4) project tasks for this scope over a 6-week Project Schedule:

<b>Task 1:</b>	Site Visit (2 visits maximum)	(1 week)
<b>Task 2:</b>	Code Evaluation & Design	(3 weeks)
	- Design Meeting	
	- Progress Meetings (2)	
<b>Task 3:</b>	Design Options Menu and Cost Estimate	(1 week)
<b>Task 4:</b>	Formal Report for County Review	(1 week)
	- Presentation Meeting	
	- Final distribution to County	

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### III. Professional Fee

Based on the scope outlined, we propose the following Lump Sum fee amount. The fee amount below does not include reimbursable costs.

Fees are for Conceptual design services only and do not include permit, bidding, or construction drawings for any of the Phase 2 Design work.

Design Team

Architectural	\$15,887.00
Structural*	\$8,850.00
Mechanical/Plumbing	\$16,979.00
Electrical	\$6,909.00
<u>Cost Estimating</u>	<u>\$6,510.00</u>

**TOTAL: \$55,135.00**

\*Note: Including 3<sup>rd</sup> Party Structural Engineering Support.

### REIMBURSABLE EXPENSES

Reimbursable costs are not included in this fee proposal and shall be billed at cost plus 10% administration fee. Reimbursable expenses include the following: travel expenses (airfare, meals, transportation, lodging, internet access), printing, copying, computer plots, reproduction and photography, courier services and express delivery.

Anticipated reimbursable expenses for this project are **\$375.**

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## **GENERAL ASSUMPTIONS, LIMITATIONS, AND EXCLUSIONS**

Our fee is based on the following assumptions:

### **AVAILABLE INFORMATION**

- This proposal is based on the availability of the following additional documentation upon NTP:
  - Digital copies (pdfs) of existing building drawings (all disciplines) as provided by the County
  - Design Standards or Owner's Project Requirements
- Any requested metering, pre-TAB, and digital scanning will need to be complete at least 6 weeks prior to the completion of Design Development

### **SITE ACCESS AND VERIFICATION**

- We will rely on the Owner or their representative to grant necessary site access to verify existing conditions.
- Prior to attending site, the Owner must provide good faith surveys indicating the presence of ACM (asbestos containing materials).
- We reserve the right to rely on the accuracy and completeness of all information supplied by the Owner without verification of the information contained therein.
- All electrical data gathering will be limited to visual inspection only. Our only interaction with an electrical panel will be to open panel doors to view the panel schedule and/or circuit breakers. If further investigation is required, a qualified electrician will be required.

### **ADDITIONAL SERVICES**

The following services are not included in our scope of services. Should these services be requested, we can provide additional fee proposals as necessary.

- Phasing / Road Map plan and consulting (Phase 2 Design Scope)
- Asbestos mitigation scope and coordination
- Mold mitigation scope and coordination
- Architectural & Engineering services and project scope beyond services listed in this proposal
- Site Design, Civil Engineering, & Landscape Design and coordination
- Third Party Building verification and CAD Plans
- Landmark, Phasing, Permitting, Pricing, & Construction drawings
- Interior Design color and product selection beyond general material selection (tile, carpet, etc.)
- Low Voltage & Access Control layouts
- Life Safety systems design and coordination (Fire Alarm, Fire Sprinkler, Smoke Control)
- Acoustic evaluations and calculations of partition/floor assemblies and equipment
- Schedule extensions beyond 25% of the proposed schedule
- Energy Modeling and LEED documentation support
- It is assumed the project will meet prescriptive energy code compliance. Design for other performance-based compliance paths can be provided for an additional fee.

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Thank you again for this opportunity to propose on these services for the **Huerfano County - 129 Kansas Avenue Dispatch Center REMODEL PHASE I Design** scope. Feel free to contact me if you have any questions at (720) 252-9878. We look forward to working with you and your team.

Regards,

Accepted by,



William Cheever AIA, NCARB, LEED AP  
Sr. Architectural Project Manager

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Signature

Date



www.jvajva.com

**Boulder**

1319 Spruce Street  
Boulder, CO 80302  
303.444.1951

**Fort Collins**

213 Linden Street  
Suite 200  
Fort Collins, CO 80524  
970.225.9099

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Suite 301  
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81601  
970.404.3100

**Denver**

1512 Larimer Street  
Suite 710  
Denver, CO 80202  
303.444.1951

## F E E M E M O

TO:	<u>Will Cheever</u>	DATE:	<u>January 31, 2023</u>
FIRM:	<u>McKinstry</u>	JOB NO.:	<u>129 Kansas Ave Building Renovation, Walsenburg, CO 81089</u>
ADDRESS:	<u>16025 Table Mountain Pkwy #100 Golden, CO 80403</u>	PROJECT:	<u>Walsenburg, CO 81089</u>
		SUBJECT:	<u>Structural Scope and Fee Proposal</u>

Dear Will,

Thank you for giving us the opportunity to provide a proposal to do the structural scoping work for the renovation of the building at 129 Kansas Avenue, Walsenburg, Colorado. This proposal is based on the information provided by McKinstry, the meeting with county this week, and our previous experience with similar buildings. It is our understanding that no existing structural drawings are available for this building. The proposal solely encompasses scope associated with the first phase of the project as described herein. Reimbursable expenses include mileage, per diem, and crack monitors. Design Development, Construction Documents and Construction Administration will be a separate scope and fee amount to be prepared at a future date.

For scoping work and schematic level design, we anticipate our scope as follows:

- It is understood that the existing two-story building with basement is currently Risk Category II and will be increased to Risk Category IV for the relocation of dispatch to this building. This change in risk category may trigger structural system upgrades to meet current day code requirements. Preliminary analysis in this phase will determine if the existing gravity and lateral systems have adequate capacity to accommodate the increase in risk category without reinforcement of structural elements.
- Two JVA engineers will perform one visit site to document the existing conditions.
  - While on site we would investigate the building for the purpose of developing as-built structural plans to aid future planning. We request that McKinstry send us all available plans, including floor plans, for our use at least one week prior to the site visit.
  - Field work will be non-destructive except in cases where it is important to remove finishes to expose concealed structure. JVA will not remove any finishes or perform any other demo. As such, there may be areas where we cannot get full information on the existing structure.
  - JVA will install up to 6 crack monitors to monitor existing cracks and help diagnose likely causes of cracks to inform future solutions. These monitors typically are left in place for up to a year to help determine if there is any seasonal movement of the building. We recommend that they remain in place at least until mid-summer. We will need County staff to periodically take photos of the monitors and send them to us.
- JVA will prepare schematic existing framing pdf plans/drawings utilizing floor plans as backgrounds.
- JVA will perform preliminary calculations to determine the capacity of the existing structure, as well as schematic level recommendations to strengthen the structure if required. Additionally, if we find any existing deficiencies that would need to be repaired, we will include those schematic recommendations as well.
- Up to two (2) teleconference calls are included in the structural scope to discuss findings and recommendations with the design team and for interdisciplinary coordination.




**For the scope above, we propose a fixed fee of \$8,850 + reimbursable expenses (~\$375).**

Future scope excluded in this proposal includes:

- Coordination and structural design for new elevator (or similar) to meet ADA requirements.
- Structural design of lintels for new and modified openings.
- Future site visits to record data from crack monitors (quarterly monitoring interval is suggested).
- Design Documents, Construction Documents and Construction Administration services.

Thank you for the opportunity to provide this proposal. Please let us know if you have any questions or want to authorize us to proceed.

Signed:   
Brett A. Robinson, P.E.  
JVA, Inc.

Copies to: \_\_\_\_\_  
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