



MANGUM REGIONAL  
MEDICAL CENTER

AUGUST 2025

# ARCHITECTURAL SERVICES PROPOSAL FOR THE LAB RENOVATION



## MANGUM REGIONAL MEDICAL CENTER

Kelley Martinez RN, MSN, MBA  
Mangum Regional Medical Center  
1 Wickersham Drive  
Mangum, OK 73554

Dear Mr. Martinez

Thank you for continuing to look to our firm for assistance on your next project. We hope to be offered the opportunity to see this next project through for you.

As we have discussed previously, the task at hand to move your lab operations into the currently underutilized operating room area seems fairly simple. However, the requirement by OAC 310:667-47 for an Architect lends itself to the appropriate level of due diligence by the design professional that you select for services for this endeavor. That due diligence includes performing a facility field study to ensure we have an accurate understanding of the existing conditions as they relate to your scope of work. From there we form a building information model (BIM) to the extent necessary to address and alter the building conditions to ensure that there aren't any pitfalls along the way. Design-build drawings for the architectural, mechanical, electrical, and plumbing systems are compiled from the BIM. Through those drawings, your project may be conveyed to the Authorities Having Jurisdiction (AHJ) with confidence that all applicable codes and regulations intend to be met. Finally, the due diligence of your architect includes communicating with the AHJ plan reviewer to the extent necessary to ensure that the project is approved for construction. The process of performing the field study, compiling the information, building the drawings to the extent necessary for the scope of work, and communicating with the AHJ requires a reasonable amount of time. We hope that we have earned your confidence in our ability to manage the due diligence that the project requires and that you trust our office to see the project through in a timely and cost effective manner.

Following this introduction letter, you will find our preliminary understanding of your project with a brief example of a project relevant to your current proposed scope of work.

Thank you again for considering our office to continue to provide services as your facility needs evolve.

Sincerely,

Joshua Schoenborn  
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## MANGUM REGIONAL MEDICAL CENTER

### PROJECT BRIEF

The Lab renovation, to be preformed at the Mangum Regional Medical Center, shall relocate the existing lab specimen analysis operation from an ancillary building on the hospital grounds to within the main hospital building. An existing operating room and support areas that are currently not in use, shall be refitted to accommodate the new lab analysis area.

The lab shall have work counters with cabinet storage, sinks, hand washing stations, appropriate forms of specimen and material storage, emergency eye washing station and a shower. New mechanical, plumbing, and electrical work shall be required to accommodate new sinks, a new hood, and other lab equipment. The specimen and material storage types shall include blood banks, reagents, flammable materials, acids, bases, and other supplies. The lab area and support areas shall meet all requirements, codes, and regulations by the Oklahoma State Health Department and other authorities having jurisdiction.

Design shall consider the inclusion of the following program elements:

#### Architectural Elements

- Millwork/casework and countertops
- ADA compliance across all areas
- International Existing Building Code Level 2 scope of work
- Health code compliance for building elements

#### Mechanical Elements

The mechanical scope of work shall include the routing of flue line to accommodate the installation of the following:

- Lab hood
- Balance system to ensure proper return air

#### Plumbing Elements

The plumbing scope of work shall include the routing and/or rerouting of domestic water and drain/sewer lines to accommodate the installation of the following:

- Serology sink
- Hand washing sink

#### Electrical Elements

The electrical scope of work shall include the routing and/or rerouting of conduit, wire, wire molding, and boxes to accommodate the installation of the following:

- (14) 120 V, 20 A circuits in lab area
- (1) 240 V, 20A circuit in the hallway
- (1) 100 A panel
- Emergency panel connection in the building's electrical room
- Computer networking systems



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## WHAT TO EXPECT

What to expect with services for a permit drawing:

### Schematic Design

- Conduct a field study of the existing facility.
- Identify program requirements, code parameters, and develop schematic floor plan and site plan benchmarks for Owner approval.
- Coordinate with Owner's consultants as required.

The SD Benchmark drawing set shall include, but not be limited to, the following:

- Floor Plan with north arrow, gross area plan, leader notes as necessary for basic concept descriptions, basic dimensions, room use color key, and life safety layout.
- Mechanical, Electrical, and Plumbing Design/Build Plan with schematic system locations

### Construction Documents

- Assemble architectural plans and specifications limited to the extent necessary to meet the requirements of the Authorities Having Jurisdiction (AHJ) for the permitting process.
- Provide additional drawings to address mechanical, electrical, and plumbing fixture and equipment quantities and location on a schematic level with the purpose of communicating the design intent to potential Design/Build contractors.
- Coordinate 50% and 95% check-sets with the Owner.
- Deliver final construction document benchmark for permitting to the Owner.

### Bidding and Permitting

- Assist Owner with the submission of construction documents to the AHJ for the purpose of obtaining a building permit.
- Respond to the authorities having jurisdiction with project clarifications as required.
- Respond to requests for information from Design/Build contractors as necessary.

## FEES FOR SERVICES

**\$7,000.00**



## MANGUM REGIONAL MEDICAL CENTER

### TENTATIVE DESIGN SCHEDULE



### SUMMARY

Our firm appreciates and respects the ongoing relationship with the Mangum Regional Medical Center. We continue to move forward with our current project as we serve your architectural service needs. We look forward to continuing our relationship as we successfully complete each scope of work your institution has bestowed upon us.

Thank you for each opportunity!

Sincerely,

The ARC Architecture team.