



19 December 2022

City of Norman, Department of Public Works
Attn: Brandon L. Brooks, EIT, CFM
Staff Engineer
201 West Gray, Building A
Norman, Oklahoma 73069

Re: Proposal for Architectural and Engineering Services for Fleet Maintenance Renovation

Dear Mr. Brooks:

ADG is happy to present this proposal for facility assessment, design, construction documents and construction administration to renovate and expand Fleet Maintenance on the North Base Campus.

This proposal will list what ADG understands to be the scope of the project, then how we plan to deliver our services, and finally our proposed fees. As you review this proposal, please feel free to question anything. We want to develop a clear understanding of how we can best serve you and your team. If we have included something you don't need or left out something you do, please let us know.

Project Understanding:

Based on site visits and conversations with you, we understand the scope of the project to be:

- Renovate approximately 28,000 square foot existing building that is currently the home for Fleet Maintenance.
Renovations will include:
 - Expand into space that will be vacated by Line Maintenance
 - Reconfiguring all spaces to make the current building as efficient as possible
 - Designing the project to be renovated in three distinct phases
- Make accessibility upgrades as required within the existing building and around the perimeter of the building exterior
- We do not anticipate adding any area to the existing building

Project Approach:

Existing Facility Assessment and As-Built Modeling:

- Walk through the existing building to document the existing condition (location of rooms, walls, ceilings, millwork, mechanical, plumbing & electrical systems, structural system)
- Engineering walk through and condition assessment of building systems
- Develop BIM (Revit) model of the existing building
- Provide comments on the existing facility and make any recommendations on relocate, upgrades or replacement of systems

Schematic Design:

- Meet with you to review and confirm space program for renovation, significant site and building issues, important workflow, storage, safety, staff and vehicle flow issues and any other important information that will influence the design of the project.
- Develop floor plan concepts and overall master plan of the building
- Develop building plans and identify any needed renovations to the exterior of the existing buildings, including any renovations needed at the exterior perimeter of the building.
- Preliminary building code research
- Review Schematic Design for approval with City Staff
- Cost estimation for Schematic Design to determine project budgets

Fees and Schedule:

Based on the project understanding written above, we propose fees as follows:

Existing Facility Assessment and As-Built Modeling:	Hourly Not-To-Exceed \$18,000
Schematic Design for entire building renovation	\$25,000 (fixed fee)
Reimbursable Expenses, Cost + 15%	Not-To-Exceed \$1,000
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Total, Not to Exceed (Excluding Reimbursables)	\$44,000

If the terms of this proposal are acceptable, let us know. Upon your acceptance of our proposal, we will prepare a contract for your signature. Thank you again for allowing us to submit a proposal for renovating the Fleet Maintenance Facility. We appreciate the past work we have done with you and are really looking forward to continuing this relationship.

Sincerely,
ADG, P.C.

Anthony J. Blatt, AIA, NCARB, RID
Vice President