



08 September 2023

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 Design Development through Construction Administration - Phase 1a**

Dear Mr. Brooks:

ADG Blatt is happy to present this proposal to complete the design of a renovation of the existing the Fleet Maintenance building on the Norman North Base Campus. ADG Blatt has already completed a Building Conditions Assessment and Schematic Design (SD) plans with associated cost estimate for the building. This proposal extends the scope to complete the design with Design Development, Construction Documents, Bidding, and Construction Administration phases for Phase 1a.

This proposal will list what ADG Blatt understands to be the scope of the project, then how we plan to deliver our services, and our proposed fees. As you review this proposal, please feel free to reach out with any questions. 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 that you do, please let us know.

**Project Understanding:**

Based on site visits, prior design work, and conversations with you, we understand the scope of this project is to complete the design effort currently started under the past scope of work (letter dated 19 December 2022). That scope involves:

- Renovate approximately 30,000 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
  - Reconfigure spaces to make the current building as efficient as possible for use over the next decade
  - Make necessary accessibility upgrades as required within the existing building and immediately adjacent to the building perimeter
  - Design the project to be renovated in four (4) distinct phases:

- Phase 1a – Refer attached sheet G3.1. ***This is the only phase included in this scope of work.***
  - Create a pass-through opening in the block wall that separates Fleet and Line Maintenance large enough to move staff and large tools from one location to the next.
  - Move three (3) existing 2-post lifts from the current maintenance shop to the new location.
  - Add in five (5) new electric overhead doors with windows with drive approach and bollards
  - Electrical and pneumatic air infrastructure to operate the lifts
  - 110V Electrical outlets spaced appropriately throughout the shop, one (1) 220v welder plug
  - New vehicle exhaust system
  - One (1) new hand wash station in the shop area
  - Shop supervisor office with pass-through door and a large window
  - Vinyl flooring throughout the administrative area
  - Shop insulation
  - Painting the administrative office areas.
- Phase 1b – Refer attached sheet G3.1. *This phase description is included for reference only. This phase is not part of the scope of work.*
  - Demolish and rework restrooms
  - Add code required insulation
  - Replace 2-hour wall penetrations with openings that maintain rating of wall
  - Potential addition of 550sf mezzanine to west bays
  - Any necessary ADA modifications to areas west of Gridline G
  - Add fire sprinkler to west bays
  - Add fire alarm system to areas west of Gridline G
- Phase 2 – Refer attached sheet G3.2. *This phase description is included for reference only. This phase is not part of the scope of work.*
  - Demolition of existing offices
  - Construction of new locker space
  - Demolition and rework to accommodate drive-thru high bay at south bay
  - Addition of Service Writer Office
  - Any necessary ADA modifications to modified areas
  - Extend new fire alarm system to include modified areas
- Phase 3 – Refer attached sheet G3.3. *This phase description is included for reference only. This phase is not part of the scope of work.*
  - Demolition of existing restroom group, tire repair area, existing service writer offices
  - Relocation of Tire Repair
  - Construction of new Parts room, Huddle space, and restrooms
  - Any necessary ADA modifications to modified areas
  - Add fire sprinkler to central bays
  - Extend new fire alarm system to include modified areas

### **Project Team:**

The project team will consist of the following disciplines and companies:

- Architecture – ADG Blatt
- Interior Design – ADG Blatt
- Mechanical Engineering – ADG Blatt
- Electrical Engineering – DAE
- Fire Protection Engineering – Rated Engineering
- Civil Engineering (if needed) – CEC
- Structural Engineering – CEC
- Cost Estimating – White & Associates

### **Project Phases:**

#### **Design Development (DD):**

- Onboarding all team members.
- Meet with you, pertinent stakeholders, and all disciplines to review and confirm space programming, floor plan concepts, and overall master plan already completed during SDs. Site Visit (cost of mileage included in Fee below) for all disciplines will likely occur following this meeting.
- **Deliverable:**
  - DD Plan Documents
  - Specifications Table of Contents
  - Cost Estimate
- Review meeting (virtual meeting) with owner for Design Development package approval
  - Sign off from City Staff to finalize floor plan. Floor plan changes after this point may incur additional design fees and/or schedule modifications.

#### **Construction Documents (CD):**

- **Deliverable:**
  - CD Plan Documents
  - Specifications

#### **Bidding Phase Services (Bidding):**

- Answer any necessary bidding questions

#### **Construction Administration (CA):**

- Submit for Building Permit
  - Cost of Building Permit will be a reimbursable expense
- Review submittals
  - Up to two (2) reviews per specification number are included. Additional reviews may incur a charge to the subcontractor making said re-submittal.
- Answer Contractor generated RFIs as necessary
- One (1) site visit (cost of mileage included in Fee below) per discipline
- One (1) additional site visit (cost of mileage included in Fee below) by Project Manager and/or Project Architectural Lead and/or Construction Administrator
- Close-out including Punch walk and Punch List by each discipline
- Attendance at Owner Training as required by specifications

**Fees:**

Civil Engineering is not anticipated to be needed on this project. However, it is possible that a new water line, new fire line, or other item is needed that falls within a Civil Engineer's scope. ADG Blatt wants to anticipate that need so has included Civil Engineering as an Hourly Not To Exceed rate.

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

Design Development	\$ 14,300
Construction Documents	\$ 19,000
Civil (Hourly Not to Exceed)	\$ 5,000
Bidding	\$ 1,000
Construction Administration	\$ 10,650
<b>Total (Excluding Reimbursables)</b>	<b>\$ 49,950</b>

Costs incurred outside of those already included in the fee (printing, etc.) will be passed through for reimbursement with a markup of 15% and are in addition to the fee above. Site visits and project meetings in addition to those listed above will incur reimbursable mileage. Mileage rates are based on the current IRS mileage reimbursement rate. Reimbursable expenses are not expected to exceed **\$500**.

ADG Blatt is happy to expand our scope of work to include additional services. Work that is not included in the scope above, additional submissions, and/or changes in scope will be negotiated on an individual basis or billed hourly. See attached for ADG Blatt's 2023 Rate Sheet. Any outstanding Job Descriptions not explicitly included on the Rate Sheet will be billed as most similar Job Description listed.

**Schedule:**

Since the project schedule is dependent on City Council approval of contracts, it will be negotiated at a later date. We understand that there is the desire to have Construction Documents out to bid by 01 November 2023.

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 Blatt**



**Tony Blatt, NCARB, RID, AIA**  
**Partner**