

August 15, 2024

**Mayor Michael Vanni**  
City of Willowick, OH  
30435 Lakeshore Boulevard  
Willowick, OH 44095

**RE: Project Proposal – City of Willowick Fire Department Renovation**

Dear Mayor,

Thank you for the opportunity to submit our design fees for the public restroom renovation and locker room conversions at the Fire Station. The below information includes CT's Project Understanding and Project Scope.

Project Understanding:

General:

- The existing public restroom will be reconfigured to meet ADA accessibility standards
- As the restroom doesn't currently meet clearance requirements, some square footage will be taken from adjacent areas.
- The current filing / IT room adjacent to the restroom will be converted into a women's staff locker room facility that includes a shower and restroom fixtures.
- City staff will be responsible for the relocation of files and IT equipment from this room prior to the conversion of the space.
- The restroom will maintain its access from the front hall of the fire station. The existing door to the file room will be infilled and a new door will be installed on the opposite side to enter from the staff sleeping area.
- An additional gender-neutral locker room will be created adjacent to the new women's staff locker room from a portion of the area currently occupied by the classroom.
- All walls in this area of the building are non-bearing partitions independent of the building structure. The building floor is an on-grade slab.

Architecture:

1. Remove & Infill file room door to match existing partition wall.
2. Remove/Replace restroom door with ADA compliant door and hardware.
3. Remove one restroom wall, construct new wall with sufficient room for ADA clearances.
4. Construct new stud and MR gyp. walls for additional gender-neutral locker room
5. Saw cut and remove slab in all three rooms for plumbing access, replace in kind.
6. Remove drop ceiling in file room and part of classroom, replace with MR gyp. on studs.
7. New gyp. ceiling in the restroom to accommodate the new layout.
8. New Interior finishes including wall, floor and base tile, wall and ceiling paint.
9. New Restroom and locker room wall-mounted accessories.

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MEP:

1. Remove existing restroom plumbing fixtures.
2. Remove existing light fixtures
3. Remove existing hvac supply and returns
4. Remove existing plumbing to current fixtures
5. New supply and return ducts in all three rooms for new layout, tied into existing hvac.
6. New dedicated exhaust for all three rooms
7. New plumbing fixtures and associated piping for all three rooms
8. New light fixtures and vent fans in all three rooms
9. New wiring tied into existing circuits with gfci power in all three rooms

The following are our assumptions, clarifications, and exclusions regarding this proposal:

1. Our Professional Services Scope is limited to architectural, mechanical, electrical, and plumbing design and engineering.
2. We do not anticipate there will be phased design submittals. After the initial kick-off meeting with the City, we will proceed to producing final construction documents. We anticipate no more than two review meetings during the production of the construction documents.
3. The project will be publicly bid as a single prime, design-bid-build delivery method.
4. There will be no LEED or sustainable design requirements.
5. This project will be designed and constructed according to the 2024 Ohio Building Code and 2021 IECC, as well as the current edition of all other applicable codes.
6. Written specifications shall be provided in standard MasterSpec format.
7. Interior Design is not included in this proposal. We will indicate basic “generic” products and finishes, but the selection of colors shall be by the City in conjunction with the Contractor.
8. CT will provide a high-level cost estimate prior to taking the project out for bidding.
9. We assume that utilities to serve the proposed renovation area are adequate to serve the project. As such, utility extensions, etc. is not included in this proposal.
10. We anticipate that the project will require permitting; CT will assist with filling out the building permit application, however it is the responsibility of the owner to pay for and obtain the permits.

Our specific scope of work, for each division of services is as follows:

**Architectural Design:**

1. Field measurement and verification of existing conditions, limited to the work boundary of the rooms being affected and adjacent spaces.
2. Create Revit drawings from the field measurements and existing documentation and provide those as Revit Files to the entire design team for their use in construction documents for the project.
3. Coordinate with the City to develop and complete final architectural plans.
4. Develop a building code compliance strategy.
5. Participate in up to three review/coordination meetings during the production of the construction documents with the City.
6. Provide written specification sections for each item of work for the project.



7. Anticipated Construction Drawing production:
  - a. Project Cover Sheet and Code Compliance Summary
  - b. Floor Plan and Reflected Ceiling Plan
  - c. Room Finish Plan, Interior Elevations, and Door Schedule/Details
  - d. Enlarged Details
8. Assist the City with advertising and bidding the project publicly through the design-bid-build project delivery.
9. Attend a pre-bid meeting with interested contractors.
10. Respond to contractors RFI during bidding.
11. Issue Addendum(s) during bidding phase including meeting minutes from the pre-bid meeting.
12. Attend the bid opening and create a bid tabulation form for the City.
13. Assist the City with contractor review, negotiations, and draft contract development.

**Mechanical, Electrical, and Plumbing Engineering:**

1. Coordinate with CT Consultants to develop complete, finalize MEP plans.
2. Participate in up to two online virtual design review/coordination meetings.
3. Provide written specification sections for each item of work for the project.
4. Anticipated Construction Drawing production:
  - a. Plumbing to include general notes, floor plans, schedules, isometrics, and details for plumbing systems.
  - b. HVAC to include general notes, plans, schedules, and details for heating, cooling, and ventilation systems, including equipment, ductwork, air devices, and exhaust fans.
  - c. Electric to include general notes, floor plans, lighting plans, schedules, and details for power distribution, lighting, fire alarm systems, and alarm systems.

**Construction Administration Services (Optional Service to be performed on a time and expense basis as requested by the City) could include the following:**

1. Attend an on-site pre-construction meeting with the City, the Contractor, and their sub-contractors.
2. Review contractor submittals and shop drawings for compliance with the project requirements.
3. Assist in answering Requests for Information (RFIs), issuing Proposal Requests, and performing similar administrative actions.
4. Perform one site visit at approximately fifty percent (50%) construction.
5. Perform one walk-through review at Substantial Completion, to document all items to be corrected or completed. Based on this review, a Punch-List will be issued.
6. Issue Certificates for Substantial and Final Completion.
7. Provide Record Drawings of the project based on Contractor "as-built" drawings.

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**Project Schedule:**

Once authorized to proceed, CT anticipates approximately 6 weeks will be needed to complete the design work.

**Professional Services Fees:**

Our fee, is an Hourly Rate, Not To Exceed fee, based on our current hourly rate schedule with the City and includes reimbursable expenses. For the Professional Services described above our fee is \$24,000.00 (Twenty Four Thousand Dollars).

If you wish us to provide additional services over and above the scope of services described above, please let us know, and we will submit our proposed fees, to accomplish those tasks.

Respectfully,

CT Consultants, Inc.

A handwritten signature in blue ink that reads "John H. deGraaf".

John deGraaf, AIA, NCARB  
Principal Architect