



July 27, 2023

Mike Viazanko
Director of Building/Ordinance/Facilities
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

**Re: Professional Services Proposal – Architectural/Engineering Services
Oakland County Sheriff’s Office - Rochester Hills, Michigan
Sheriff’s Substation Renovations**

Sr. Principals

Brian K. Winkler
Donald F. Barry
Anne M. Cox
Jan K. Culbertson
Daniel H. Jacobs

Principals

Ron Lincoln
Lissa Spitz

Dear Mr. Viazanko,

Thank you for your request for a professional services proposal from A3C regarding the above project. I will serve as the A3C Project Director. Ed Alonso will serve as Senior Project Manager, with assistance from A3C production staff. Peter Basso Associates will serve as the project mechanical, electrical, and plumbing engineers.

The project information used to prepare this proposal consists of the following:

- a. An on-site visit to the Oakland County Sheriff’s Office on April 4, 2023.
- b. Agenda for the Substation Upgrades Meeting dated April 4, 2023.
- c. PDFs of the Sheriff’s Station that have been forwarded to A3C for use in this project. PDFs include - Architectural, Mechanical, Electrical, Fire Protection, Structural and Energy Management Systems Drawings.
- d. Follow up meeting with Rochester Hills officials and CM on June 22.

The contractual information used to prepare this proposal consists of the following:

- a. A Request for Proposal (email) for Design Services for the Rochester Hills, Oakland County Sheriff’s Station Renovation dated March 29, 2023.
- b. AIA Document B102-2017 Standard Form of Agreement between Owner and Architect dated March 15th, 2023.
- c. As discussed at the April 4, 2023, kick-off meeting, a project schedule that would have CDs completed in Fall 2023 for Construction kick-off in January 2024 was proposed. With the additional scope discussed at the June 22 follow up meeting, the schedule has been extended to a February construction start.

PROJECT HISTORY

The Oakland County Sheriff’s Office – Rochester Hills Substation has been in use for twenty years. It has served its purpose but could use some renovation to bring it up to the modern sheriff’s office standards and needs. Expectations and design standards have evolved over the last few years, and an updated office space will help with public interface, staff and public safety and staff retention and satisfaction.

PROJECT VISION

A fresh take on the Sheriff’s office is needed. Considerations of health and wellness for the staff including relaxation areas, increased workout areas, sit stand desks, and areas for respite/rest need to be included in the workplace. Increased visual access and the position of the Intake desk will help with public interface in the Lobby. Appropriate storage and ventilation in Locker Rooms for Officers clothing, boot storage racks and charging areas for radios, phones, and other equipment would bring the locker rooms up to modern standards. Additional storage throughout the facility for gear bags, weapons, PPE Kits, and other necessary items is also desired. Some areas are no longer used as intended, like the Lock-up area, and can be replanned for better space utilization. Other areas need to be carefully planned and designed, like the Soft Victims Room, so that increased sensitivity can be incorporated into this interview

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115 ½ E Liberty St.
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(734) 663-1910
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area. An overall look at the department is needed to understand what today's Sheriff Department should incorporate.

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PROJECT SCOPE

Subject to discussions between the Owner, Construction Manager, and A3C during the design phases of this project, we anticipate that the project will be constructed in two phases. It may be possible to complete the renovation in one phase and shorten the project schedule if the Sheriff's office could be relocated, but relocation to temporary quarters would add additional expense to the project.

Phase 1 of the project would involve the north end of the office. These areas include the Detective Bureau, Intake and Holding areas, Interview Rooms, Squad Room Workstations, and Lobby/Intake areas. Temporary alternative public access would be maintained. Existing functions in these areas would be relocated to the north side of the building or moved to temporary quarters.

Phase 2 of the project would renovate the rest of the department. We anticipate that this phase would involve renovation of the south side of the existing office. This would include the Administration areas, Roll Call, Employee Lounge, and Locker/Toilet room areas.

The scope of finished program components would include:

1. New Front Door and Inner Door
 - a. Front Door would remain unlocked, inner door to be locked, with remote release.
 - b. Steel Doors and Frames
 - c. Security Cameras and intercom as needed.
2. Intake/ Front Desk
 - a. Move desk to face forward and raise it up to provide better visibility for staff and public as they enter the Lobby area.
 - b. Ensure that the desk is secure with bullet proof glass and CMU concrete filled half walls.
 - c. Create ease of access to Sensitive Victims Unit
3. Sensitive Victims Unit
 - a. Easily accessible from Lobby area, but secure.
 - b. Create an area of comfort; soft lighting/adjustable, soft furniture, pleasant interior finishes.
 - c. An area that will help to put victims at ease.
4. Workout Room
 - a. Add work out machines and increase the size of the room.
 - b. Enough space for 3-5 people to work out simultaneously.
 - c. Add water cooler.
5. Locker Rooms

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- a. Men’s locker room needs expansion, Ladies Locker room is under-utilized. Resize the room for appropriate use.
 - b. Larger lockers are needed, with better ventilation and charging stations for phones, equipment, etc.
 - c. Boot storage with ventilation and drying.
 - d. A walk-in closet for off season clothing.
 - e. need walk-in closet for off season clothing.
6. Report Writing Room
- a. Radio Area and charging area for batteries.
 - b. Add Sit Stand Desks – 5 current workstations.
 - c. Excess file cabinets – decrease for better space utilization.
 - d. Mailboxes – 63 currently in use, evaluate for location, sizes, and number.
7. Other Interior Upgrades – including but not limited to:
- a. Updates to Detective’s Bureau, including better sound proofing.
 - b. Interview Rooms with privacy and sound isolation
 - c. Appropriate Storage Rooms
 - d. Lockup Area – currently four cells, maybe leave 1 – use space for other needed functions.
 - e. Update Roll Call Room and adjacent Kitchen
 - f. Sargeant’s Office – add storage, updated finishes, office is a bit large, maybe make it a bit smaller.
 - g. Back Garage and Boiler Room to remain as is.

This project will be reviewed with the City of Rochester Hills Planning Department as the local Authority Having Jurisdiction (AHJ) for building permits.

PROJECT SCHEDULE

City Council Project Proposal Approval:	Late August 2023
Schematic Design (6 weeks):	Sep.4 – Oct. 13, 2023
Design Development (8 weeks):	Oct. 16 – Dec. 8, 2023
Construction Documents (12 weeks):	Dec 11, 2023 -Mar. 1, 2024
Bidding/Permits/Mobilization (3 weeks):	March 2024
Construction Start:	March 2024

Adherence to this schedule is based on timely decisions from all project team members and may be subject to revision based upon final approvals. Construction period milestones will be determined by the Construction Manager and the Owner’s Representative.

SCOPE OF PROFESSIONAL SERVICES

In delivering professional services for this project, the A3C Team will provide design services consistent with the requirements outlined in the Architectural Blanket Contract for Architectural Services currently in force with the City of Rochester Hills.

In addition, the A3C Project Team will complete the following general tasks when delivering the professional services noted:



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Project Coordination:

- a. Develop and maintain the schedule for the design phase.
- b. Facilitate work sessions with the Owner and coordinate key project components with all internal and external project team members.
- c. Conduct Design Team Meetings, including minutes, at roughly two-week intervals during the design phase.
- d. Work with the Owner to develop the construction documents, including temporary partitions and other temporary measures to facilitate construction.
- e. Utilize AutoCAD 2022 software in the preparation of project documents.

The scope of professional architectural and engineering services proposed for this project, by design phase, is as follows:

Schematic Design Phase:

- a. Attendance at a Design Kickoff Meeting, to review and finalize the project scope and design parameters.
- b. Field measure and review of observable existing building conditions within the areas of work, and review of as-built documentation.
- c. Generate Schematic Plan options for review and comment by the project team.
- d. Generate scope of work narratives for architectural, structural, mechanical, and electrical portions of the project to supplement Schematic Plans.
- e. Obtain user signoff on the selected Schematic Plan and the intended scope of work.

Design Development Phase:

- a. Selection of interior finishes that will be used in the design development documents.
- b. Distribution of progress sets of design development documents to the project team at appropriate intervals during this design phase.

Construction Documents Phase:

- a. Incorporate interior finishes, furniture, and AV systems into the document set, based upon recommendations & coordination with the project team.
- b. Coordination of architectural, structural, mechanical, and electrical construction documents.
- c. Electronic distribution of a 30%/60%/90% complete set of construction documents to the project team, for ongoing review and reference.
- d. Attendance at a Design Review meeting to review and obtain approval of the 90% construction documents from the project team.
- e. Issuance of Bid-Permit documents (Drawings and Specifications) to the City of Rochester Hills Building Department.

Construction Observation Phase:

- a. Review and response to RFIs and submittals received from the Construction Manager during the construction period.
- b. Evaluate change orders, claims, payment applications, and substitution requests.
- c. Attendance at bi-weekly construction progress meetings during the construction period.
- d. Completion of a punch list walk through and preparation of a written punch list at the completion of construction of each phase of the project.
- e. Inspection of the project for recommendation of substantial completion and final payment application.

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- f. Prepare record (as-built) drawings in AutoCAD 2022 based on mark-ups received from the Construction Manager or General Contractor.

Proposal Assumptions:

- a) This proposal includes fees for Phase 1 and Phase 2 services, complete.
- b) Workstation footprint locations and specifications will be included. Procurement of furniture and interior signage are not included.
- c) Local Building Permit fees will be obtained through Rochester Hills. Contractor registration and any other permits required by other disciplines will be paid for by the Construction Manager.
- d) Structural and civil engineering design services are not anticipated. If such services become necessary, they can be provided as an additional service.

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PROFESSIONAL FEES

Professional Fees & Reimbursable Expenses (Phase 1 only):

Compensation requested for the scope of professional services outlined is as follows:

Professional Fees – (Lump Sum):

a) A3C– Collaborative Architecture (Architectural):	\$79,800
b) <u>Peter Basso Associates (Mechanical/Electrical/Plumbing):</u>	<u>\$39,000</u>

Total Professional Fees: \$118,800

Reimbursable Expenses:

a) <u>Customary Reimbursable Expenses (Mileage, etc. – estimated)</u>	<u>\$1,500</u>
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Note: Pricing is based upon the pricing option table included in the Proposal for Citywide Architectural Services dated October 18, 2022, and the AIA Document B102 – 2017 executed with the City of Rochester Hills.

Invoices will be submitted to the City of Rochester Hills by project phase monthly and prepared in accordance with city standards.

ADDITIONAL SERVICES:

Additional Services requested by the Owner or required by the project and not detailed in this proposal will be provided by a mutually agreed upon lump sum, or on an hourly basis using our standard hourly rates.

We have submitted this proposal based upon the information available to date. If the project schedule or scope increases significantly from the parameters stated within this letter, A3C reserves the right to re-negotiate our fee accordingly.

We are happy to review any aspects of this proposal with you if any questions arise. Thank you for the opportunity to work with you on this renovation of the Sheriff's Station. We are looking forward to getting started!



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Sincerely,

A handwritten signature in black ink, appearing to read 'D. Barry', written over a horizontal line.

Donald Barry JD, AIA, LEED AP
Senior Principal, Project Director
A3C – Collaborative Architecture

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ACCEPTANCE:

The undersigned represents that he or she is authorized to sign this Proposal on behalf of the Client and warrants that he or she has read the terms of the proposal and agrees to be bound by its provisions. The above proposal is valid for 30 days.

Bryan K. Barnett, Mayor
City of Rochester Hills

Date: _____

Gary R. Nauts, FMP, Facilities Manager
Building Department/Facilities Division
City of Rochester Hills

Date: _____

cc: File