



August 15, 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
Fire Station #1 - Rochester Hills, Michigan
Roof Replacement, HVAC Replacement, Generator Replacement, and Restroom &
Locker Room 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, and Ed Alonso will be the Project Manager. MA Engineering will serve as the project mechanical, electrical, and plumbing engineers, and Robert Darvas will function as Structural Engineers.

We have also included an allowance for Civil Engineering services involved in the generator replacement. Because the scope of these services is undetermined at this time but will be determined by the electrical engineer's assessment, this allowance will be adjusted to a stipulated sum at Design Development once the scope of the generator replacement is determined. Should these services not be required, these fees will not be included in this proposal.

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

- a. An on-site visit to the Fire Station #1 on May 8, 2023.
- b. An on-site visit on June 14 to assess additional roof replacement, HVAC, and electrical scope.
- c. PDFs of the Station 1 that have been forwarded to A3C for use in this project. PDFs include – 1991 remodel set, 2000 remodel glazing shop drawings, 2015 remodel Arch, Mech, and Elec. drawings.

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

- a. AIA Document B102-2017 Standard Form of Agreement between Owner and Architect dated March 15th, 2023.
- b. There is no formal Request for Proposal for this project.

PROJECT HISTORY

Rochester Hills Fire Station 1 serves as the main station with the fire department. It has undergone numerous renovations. Based upon information provided by the city, these renovations include additions constructed in 1991, renovations in 2000, and again in 2015. The station comprises approximately 19,500 square feet of office, support, training, as well as additional apparatus bays and garage space.

PROJECT SCOPE

The project scope is to provide full services including Schematic Design, Design Development, Construction Documentation, and Construction Administration services as outlined below.

Roof Replacement:

The scope of work consists of the removal and replacement of the existing roof system and related components. The existing roof system is a combination of low slope EPDM and sloped PVC roofing systems.

**A3C Collaborative
Architecture**

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The existing roof systems will be removed down to the existing metal roof deck. Existing perimeter edge flashings and cap flashings will also be removed and replaced as a part of the scope of work.

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A new roof system will then be installed, utilizing tapered insulation to improve roof drainage and improve the energy efficiency of the roof system. The type of roof system to be used will be evaluated during the design phase and recommendations made to the Owner. Existing roof drains and rain conductor piping will be reused, supplemented by through wall scuppers to provide overflow drainage.

Locker and Men's & Women's Restrooms Remodel:

Two single occupancy Men's and Women's Restrooms adjacent to the main entry corridor will be renovated. Upgrades include:

- Finish replacement, including floor and wall tile, plastic laminate, and paint.
- Ceiling replacement, including LED lighting
- Toilet partitions,
- Plumbing fixture replacement.

In addition to the single occupancy restroom upgrades, the scope of work will include renovation of the Men's and Women's Locker Rooms, including restroom and shower areas. Renovations include:

- Finish replacement, including floor and wall tile, plastic laminate, and paint.
- Ceiling replacement, including LED lighting
- Toilet partitions,
- Plumbing fixture replacement,
- Locker replacement,
- HVAC and plumbing improvements.

HVAC and Plumbing System Upgrades:

- Upgrade the existing rooftop HVAC systems serving the entire 19,500 space with systems that provide better temperature and humidity control. Provide investigation and recommendations for review.
- Provide associated MEP support for locker room and restroom upgrades.
- Mechanical demolition drawings.
- Heating, ventilating and air conditioning.
- Plumbing and building drainage systems.
- Sprinkler system performance specifications.
- Book specifications.

Emergency Power and Electrical System Upgrades:

- Provide a new emergency generator that can power the entire building, including HVAC systems. This may be a single new generator or a supplement to the newer of the two existing generators.
- Electrical demolition drawings.



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- Electrical service and main power distribution.
- Electrical emergency generator and transfer switches.
- Branch power distribution and circuits.
- Interior lighting systems: Lighting plans, fixture schedule and circuits.
- Emergency and exit lighting and required calculations.
- Wiring devices and outlets.
- Telephone/data outlets and conduit stubs to ceiling space or cable tray as required.
- Coordination with the Owner's I.T., security and A/V consultants for raceway and power requirements.
- Electrical services and connections to mechanical and building equipment.
- Fire alarm system – based on performance requirements.
- Book specifications.

Structural Engineering Services:

- Visit the site and observe the existing structure to see the roof joists and how much equipment is currently suspended from them as well as to verify the joists that the sizes are too blurred to read on the prints.
- Obtain the new rooftop unit sizes, locations, and weights from the mechanical engineer.
- Calculate the roof structure capacity to support the new mechanical units.
- Provide structural working drawings for required reinforcement of any existing roof structure that cannot safely support the new loads and any miscellaneous structural items that are required by the design such as enlarging the generator enclosure.
- Answer questions (RFIs) that arise during bidding.
- Review structural submittals and / or shop drawings.

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

Project Proposal Approval:	August 2023
Schematic Design (5 weeks):	September 2023
Design Development (8 weeks):	October-November 2023
Construction Documents (12 weeks):	December 2023-February 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 Contractor 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:

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 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 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. Development and 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, roofing, structural, MEP, and electrical 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 50% 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 95% 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 respond 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 eight 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.

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- e. Inspection of the project for recommendation of substantial completion and final payment application.
- f. Prepare record drawings in AutoCAD 2022 based on mark-ups received from the Construction Manager or General Contractor.

Proposal Assumptions:

- a. Selection and procurement of furniture and interior signage, if required, may be provided as an additional service.
- b. Local Building Permit fees will be paid by the Construction Manager.
- c. Structural engineering site visits during construction are not included but may be provided as an additional service according to their customary hourly rates.
- d. Hazardous materials abatement and handling are not included in this scope of work.
- e. Incorporation of value engineering after the Design Development phase is not included and can be provided as an additional service.
- f. Surveys and geotechnical engineering are not anticipated and are not included.

PROFESSIONAL FEES

Professional Fees & Reimbursable Expenses:

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

Professional Fees – Schematic Design (Lump Sum) for the \$500,000 scope of work:

A3C – Collaborative Architecture (Architectural):	\$58,500
Robert Darvas Associates (Structural):	\$13,500
<u>MA Engineering (Mechanical/Electrical/Plumbing):</u>	<u>\$63,000</u>
Total Professional Fees:	\$135,000
<i>Civil Engineering (Allowance) *</i>	<i>\$30,000</i>
<u><i>Reimbursable Expenses (Estimated)</i></u>	<u><i>\$3,000</i></u>
TOTAL FEES AND EXPENSES	\$168,000

**An allowance is included for civil engineering services. This allowance will be adjusted to a stipulated sum at the conclusion of the Design Development phase, when the extent of these services as required by the generator replacement will be determined. 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.



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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 Fire Station #1.

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Sincerely,

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

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

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