



Proposal

To: Chuck Walder
Fiscal Officer
Russell Township
8501 Kinsman Road
P.O. Box 522
Novelty, Ohio 44072

From: Jim "JP" Ptacek
Date: 9 October 2017
Project: Working Drawings – Exist. Fire
Station Roof Project
Proj. # 17000

Chuck –

We're pleased that the trustees have suggested preferred design scheme A for the proposed sloped roof overbuild for the original fire station building.

Per your request – we are providing a follow up proposal to outline a scope of work to create a set of architectural and structural drawings that should allow you to secure a building permit, take competitive bids from contractors, and ultimately construct the roof.

We would generate a permit/bid set of contract documents including the following drawings:

- 1) Title sheet with code information, location maps, site plan, scope of work and general notes and list of drawings.
- 2) Annotated roof plan with notes, reference detail call outs and roofing details
- 3) Annotated elevations with notes and reference detail call outs
- 4) Annotated section cuts and additional details showing typical roofing conditions.
- 5) Structural framing plan
- 6) Structural sections and details
- 7) General structural notes.

As we have the existing reference drawings – we should have sufficient information to allow us to generate the working drawings – but we may still need to coordinate an on-site meeting with our structural engineer to review existing site conditions as it may relate to anchoring and bearing conditions for truss attachments.

We would propose to provide you with a progress review set once the first versions of the structural framing plans are developed and we can generate progress sections and details. We can also provide a final version of the full set for review and comment ahead of distribution for permit to Geauga County.

We would propose to make the submittal to the Geauga County Building Department, complete the applications and coordinate with you to request a check from Russell Township for any required application/permit fees.

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As we haven't discussed what the Township's construction delivery method is likely to be, our proposal is limited to the generation and permitting of the construction documents. We will provide electronic copies of the final permit/bid set for the Township to identify and coordinate bid distribution for the project.

In an attempt to control proposal costs – we will limit our involvement in the construction phase to clarifying phone calls from either the township, its construction representative or contractor. Should you need expanded scope or on-site visits, those can be coordinated on an hourly basis as needed.

Costs associated with the generation are as follows:

Total fee is anticipated to be \$9,700 + reimbursable expenses. Reimbursable expenses including mileage, copies, plotting, postage and delivery fees. We would expect that those would be less than \$500.00 Reimbursable expenses will be billed at a multiplier of 0.1% to cover administrative costs. Fee is inclusive of both architectural work and structural work from our consulting engineer.

Work outside the scope outlined above would be billed at our standard billing rate of \$100/hour for project staff, \$125/hour for project manager and \$150 for principal.

We continue to be very proud of the work we did for the Fire Station and Police Station, and are excited to continue this journey with you and the Russell Township community as stewards of your facilities.

Thank you –



James K. Larsen - AIA
Larsen Architects
cc: file