

## SUPPLEMENTAL AGREEMENT FOR SERVICES

This Agreement made between **Small Architects** 108 S. Broadway Edmond, OK 73034, hereinafter referred to as "Consultant" and the **Board of County Commissioners** of Oklahoma County, hereinafter referred to as "County".

### DESCRIPTION OF PROJECT

Oklahoma County Annex Building  
320 Robert S. Kerr, Oklahoma City, Oklahoma 73102  
Project No. ANX-2010

### SCOPE OF SERVICES

The Consultant Services to be provided are described in Attachment "B", "C", & "D"

## SECTION 1

### CONSULTANT CHARGES

The total amount of the contract shall not exceed **ONE HUNDRED FORTY-FOUR THOUSAND ONE HUNDRED Dollars and No/100 (\$144,100.00)** for Scope of Services as described in Attachment "A". Should the Consultant determine services are needed that will exceed that total amount, the Consultant shall notify the County by Amendment to this Agreement for acceptance by the County prior to performing work that would exceed this amount.

### THE CONSULTANT AGREES

1. To comply with all federal, state, and local laws, regulations and ordinances applicable to the work, procure all necessary licenses and permits, and file any documents required for the approval of governmental authorities having jurisdiction over the Project.
2. To be available for such conferences as the County may deem necessary in connection with the work, and the County shall have the right to inspect the work at all reasonable times at an acceptable working office or offices located at 320 Robert S. Kerr, OK 73102.
3. To assume responsibility, to indemnify, and save harmless the County or other agency of government from all claims and liability to the extent caused by his negligent acts or the negligent acts of his agents, employees, subcontractors, independent consultants and/or independent consultants retained pursuant to this agreement.

4. To bind Consultant's firm including principals, officers, employees, agents, subcontractors, independent consultants and/or independent consultants retained pursuant to this agreement, to the same statutes, rules, and regulations as the County insofar as conflict of interest is concerned.
5. That prior to beginning the work he and his subcontractors shall obtain and furnish current copies (certificates) to the County of:
  - A. Worker's Compensation Insurance in accordance with the laws of the State of Oklahoma.
  - B. Professional Liability Insurance. The insurance policy coverage must be in an amount sufficient to satisfy any claims arising under The Oklahoma Governmental Tort Claims Act, 51 O.S. Sec. 151, et seq. The insurance policy must contain provisions that the County be notified if the insurance carrier intends to cancel or not renew the policy.

This insurance (A and B) shall be maintained in full force and effect during the life of this contract.

6. To maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times, during the contract period for three years from the date of final payment under the contract, for inspection by the County and copies thereof shall be furnished if requested.
7. Any written report or document generated by the Consultant, his agents, employees, subcontractors, independent consultants and/or independent consultants retained pursuant to this agreement, in connection with this project shall become the property of the County without any right of the Consultant, his, agents, employees, subcontractors, independent consultants and/or independent consultants retained pursuant to this agreement, to restrict said use in any manner by the County.

## SECTION 2

### THE COUNTY AGREES:

1. To pay a total fee not to exceed **ONE HUNDRED FORTY-FOUR THOUSAND ONE HUNDRED Dollars and No/100 (\$144,100.00)** which includes all services provided by Consultant, his subcontractors and/or independent consultants retained pursuant to this agreement, as funds are available and work is authorized by the County Engineer.

### **SECTION 3**

**It is further mutually agreed by the County and the Consultant that:**

1. A written notice will be made to the Consultant by setting out the date he is to begin the prosecution of the contract work.
2. It is expressly understood and agreed by and between the parties hereto that the Consultant, including his subcontractors and/or independent consultants retained pursuant to this agreement, will hold and save the County harmless from any and all claims of damage or cause of action accruing to persons to the extent caused by any of Consultant's work performed negligently hereunder. The Consultant will be held responsible for the accuracy of engineering details and quantities of work to be performed or to be performed by his subcontractors and/or independent consultants retained pursuant to this agreement. Frequent occurrence of irregularities in engineering details or quantities will be a basis for withholding future engineering contracts from said Consultant. The Consultant, his subcontractors and/or independent consultants retained pursuant to this agreement, shall furnish a legible copy of all computations used in developing pay quantities, neatly arranged, bound, properly identified and indexed. The Consultant will be held responsible to correct any mistakes or omissions in the work of the Consultant, his subcontractors and/or independent consultants retained pursuant to this agreement, which appear and are disclosed to Consultant during the final review by the County.
3. For any major revision in the character or scope of the work ordered in writing by the County, a supplemental agreement will be negotiated, prior to performing the additional work.
4. The County reserves the right to delete any portion of this contract at any time, and if such is done, the total engineering fee shall be reduced in the same ratio as the estimated cost of the work deleted varies with the estimated cost of the work as originally planned, or when appropriate, the engineering fee shall be computed for the reduced scope of work in the same manner used for determining the original contract fee, provided that if work has already been accomplished on that portion of the contract to be deleted, the Consultant, including his subcontractors and/or independent consultants retained pursuant to this agreement, shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.
5. The County reserves the right to terminate this contract at any time, and if this project should be abandoned, or the processing of same indefinitely postponed, or this contract terminated for any other reason, the Consultant, including his subcontractors and/or independent consultants retained pursuant to this agreement, shall be paid by the County the reasonable value for the data delivered or ready for delivery upon receipt thereof, and such determination by the County shall be conclusive and binding.

6. Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the County, the Consultant, and his subcontractors and/or independent consultants retained pursuant to this agreement, shall be referred for determination to the County Commissioner in whose district the project is located, or his duly authorized representative whose decision after approval by the Board of County Commissioners in the matter shall be final and conclusive on the parties to the contract, unless and provided that nothing herein shall deny either party the right to litigate all questions of fact and conclusions of law in the courts of the State of Oklahoma.
7. The County will grant a request for a reasonable extension of time, if the Consultant submits a request in writing indicating the length of extension required, along with satisfactory evidence showing that he is unable to complete this work in the time specified for reasons beyond his control.
8. The Consultant shall furnish all engineering services, labor, equipment, and incidentals as may be required to perform this contract, except as otherwise provided herein.
9. All work performed and submitted under this contract, including the Consultant, his subcontractors and/or independent consultants retained pursuant to this agreement, shall be done in a manner acceptable to the County, and all computations prepared or obtained under the terms of the contract shall be delivered to and become the property of the County and that basic notes and sketches, charts, computations, and other data prepared or obtained under such contract shall be made available upon request, to the County without restriction or limitation on their use.
10. This contract is null and void unless the amount of the contract has been encumbered by the County and approved for payment by the Board of County Commissioners.
11. This agreement cannot be assigned or subcontracted by either party without written approval of the other party.

**TERM OF AGREEMENT** This Agreement shall be effective upon execution by all parties and will expire upon completion of construction.

#### **OWNER IS A GOVERNMENTAL ENTITY OF THE STATE OF OKLAHOMA**

It is expressly understood that the County under this agreement is a body corporate and politic of the State of Oklahoma and consequently may only contract within the limitations provided by Oklahoma law. Notwithstanding any other provision to the contrary hereinbefore set forth, the provisions of the Article shall control any other provisions of this agreement.

The Consultant shall not perform any services until the Consultant receives a Purchase Order from Oklahoma County showing the full amount of the obligation created pursuant to this Agreement for the Project has been encumbered within an unencumbered amount previously appropriated for such purpose within the budget of Oklahoma County for Fiscal Year 2020-2021. For the purpose of this agreement, it is understood and agreed that the full amount of the obligation created pursuant to this Agreement is no more than **ONE HUNDRED FORTY-FOUR THOUSAND ONE HUNDRED Dollars and No/100 (\$144,100.00)**. In the event that an Amendment is approved pursuant to terms of this agreement, and terms of said Amendment require payment of any sum in addition to the sum immediately aforesaid, Consultant shall not perform any Services contemplated within the scope of said Amendment until Consultant receives a Purchase Order showing that the full amount of the obligation created pursuant to said Amendment has been encumbered within an unencumbered amount previously appropriated for such purpose in the budget of the Oklahoma County's Fiscal Year within which the Amendment is appropriated.

Approved as to form and legality this 26<sup>th</sup> day of April, 2021.

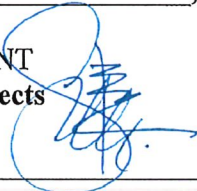
  
Assistant District Attorney

This Agreement entered this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

OKLAHOMA COUNTY  
Board of County Commissioners

CONSULTANT  
Small Architects

\_\_\_\_\_  
Chairman

  
(Signature)  
Thomas Small, AIA / Principal  
(Printed name and title)

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Member

ATTEST:

\_\_\_\_\_  
David B. Hooten, County Clerk

APPROVED:   
Stacey Trumbo, P.E., County Engineer

"Attachment A"

September 15, 2020

Stacey Trumbo, County Engineer  
Oklahoma County  
320 Robert S Kerr Avenue  
Oklahoma City, Oklahoma 7312

108 South Broadway  
Edmond, Oklahoma  
73034.3842

405.840.1111 voice  
405.840.1191 fax

Re: Oklahoma County Annex Building  
Security Upgrades / Master Plan

Dear Mr. Trumbo:

In response to your request, we are providing herein our fee proposal for the subject project. This proposal includes Architectural and Engineering Services as required in the attached Scope of Work dated 15 September 2020 (Exhibit A), and our current understanding of your requirements.

Architecture

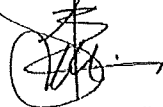
We have estimated the amount of time required for various professionals in our office to address each of the 3 "packages", and to prepare and produce the final Master Plan Report. Added to these amounts are the proposed fees by our consultants to address engineering issues relating to each task. These fees are summarized in Exhibit B (Compensation), with additional detail provided in the fee worksheets which follow that Exhibit.

Interiors

Provided this proposal meets with your approval, we will immediately draft the Architectural Services Agreement from the template you provided and deliver the necessary number of copies to your office for signature. We are then prepared to begin work immediately upon receipt from your office with a Notification to Proceed (NTP). If you should have any questions or require additional information concerning this proposal, please advise.

Planning

Respectively,  
Small Architects



Thomas Small, AIA/NCARB  
Principal

Project  
Performance

Exhibit A..... Scope of Work  
Exhibit B..... Compensation  
Exhibit C..... Rate Schedule  
Exhibit D..... Presentation Floor Plan

## Scope of Work for Architectural Services

### Oklahoma County 2020 – Master Plan for Security Improvements

The following summarizes the basic Scope of Work (SOW) for Architectural services between **Oklahoma County** (Owner) and **The Small Group, LLC** (Architect), including any priced and/or unpriced options:

#### 1. Project Scope

- 1.1 Oklahoma County has identified the need to improve their security at the Annex Building. The initial effort to address this need was to procure a study by Homeland Security which provided an analysis and recommendations for improvements. While this document is not available for review by the Architect, the Owner has included certain recommendations contained in the report in this scope of work.
- 1.2 The west side of the Annex Building is at risk due to exposed columns at the ground floor level which provide support to floors 2 through 6. These columns front Hudson Avenue, and are also adjacent to rail lines for the OKC streetcar system. There is also a building access/egress doorway on the west side.
- 1.3 The north side of the Annex Building fronts Robert S Kerr Avenue, and contains the main public building entrance. As with the west side, the north also has exposed columns at the ground floor which provide support to floors 2 through 6.
- 1.4 The main public entrance Lobby is too small and is not efficient for the activities and equipment necessary to conduct security screening of visitors and employees.
- 1.5 The Owner is presently in the process of procuring the installation of shatter-proof film on all windows of the building, which will therefore not be necessary in this project scope.
- 1.6 One option along the north side to be considered is the possibility of closing Robert S Kerr Avenue to vehicular traffic (pedestrian only). While this presents a number of challenges (utilities, access to parking garage on the north side, City Hall approval, funding, etc.) it will be explored by the Architect to determine feasibility.

#### 2. Basic Services

- 2.1 This project will include Master Planning (only) to determine the preferred design solutions to address the security issues in the Project Scope. Deliverables will include concept design drawings, renderings, a design narrative and budgetary cost estimates. Once the Master Plan has been approved by the Owner, a succeeding proposal for Full Architectural & Engineering Services will be provided by the Architect to develop the construction documents and provide bid and construction phase services.
- 2.2 The project will be divided into three main phases (refer to items #1.2, 1.3 and 1.4, above). Depending upon available funding, the full scope may be divided into these phases and executed separately for construction.

- 2.3 Various design solutions will initially be explored, including (but not limited to) security planters, bollards, screen walls, and similar physical security protective elements. It is noted that this building is within the downtown OKC district and will therefore require review and approval by the Downtown Design Review Committee.
- 2.4 The final options for the north side of the Annex Building (along Robert S Kerr Avenue) will include 1) keeping Robert S Kerr open to vehicular traffic and 2) closing Robert S Kerr Avenue to vehicular traffic and developing into a pedestrian mall. The Master Plan will include a conceptual design layout of the pedestrian mall option.
- 2.5 The Owner will provide the Architect with a GIS map and any supplemental building plans for the project area. It is anticipated that this information will be adequate for the Architect's work on the Master Plan. If a survey is required, that will be provided by the Owner at the Architect's request.
- 2.6 The Architect will initially include multiple (2 to 3) design options for each phase for the Owner's initial review. Upon selection of the preferred option(s), those will be refined and included in the final Master Plan report.
- 2.7 This design phase will include engineering services (MEP and Structural) as necessary only to define the respective scopes and budgets applicable to each phase.
- 2.8 As a priced option (additional service), the Structural Engineer will perform a "Progressive Collapse Analysis" of the Annex Building to assess the potential damage caused by a discrete explosive device placed immediately adjacent to one of the exposed columns and investigate the possible structural reinforcing concepts available to reduce the anticipated level of damage.
- 2.9 Deliverables will be in electronic format only (\*.pdf).

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3. **License and Insurance**

- 3.1 Architect agrees to remain fully licensed by the State of Oklahoma Board of Architects during the terms of this agreement. Architect agrees to maintain and provide a copy to the Owner proof of all insurance certificates, including Professional Liability, Workmen's Compensation, Automobile, and General Liability coverages.

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4. **The Owner agrees to the following:**

- 4.1 Provide access to any existing plans, buildings and sites, and personnel so as not to impede the development of designs and specified documents.

Oklahoma County  
2020 Master Plan for Security Improvements

**Compensation**  
September 15, 2020

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This fee proposal is based upon a lump sum amount for the Basic Services as described in Exhibit A, the calculation of which is based upon estimates of time required for each task:

**Package 1 – West Side Upgrades**

Site Investigation Visits and Documentation .....	\$ 3,750
Research and Investigation of Available Options .....	\$ 3,400
Structural Analysis / Building Columns and New Elements.....	\$ 1,250
Development of Recommended Option(s) .....	\$ 10,820
Total, Package 1 .....	\$ 19,220

**Package 2 – North Side Upgrades**

Site Investigation Visits and Documentation .....	\$ 4,210
Research and Investigation of Available Options .....	\$ 6,880
Structural Analysis / Building Columns and New Elements.....	\$ 1,250
Development of Recommended Option(s) .....	\$ 15,140
Total, Package 2 .....	\$ 27,480

**Package 3 – Main Entrance Lobby**

Site Investigation Visits and Documentation .....	\$ 4,670
Research and Investigation of Available Options .....	\$ 5,420
Development of Recommended Option(s) .....	\$ 14,170
Total, Package 3 .....	\$ 24,260

**Master Plan Report**

Design Drawings for Each Option .....	\$ 3,310
Written Narrative .....	\$ 12,850
Estimate of Probable Construction Cost (each option).....	\$ 5,760
Total, Master Plan Report .....	\$ 21,920

**Total, All Services .....** \$ 92,880

Oklahoma County  
2020 Master Plan for Security Improvements

**Compensation**  
September 15, 2020

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**Additional Services:**

Additional Services include all items outside Basic Services.

As an optional (additional) service, you may want to consider is to have the Structural Engineer conduct a "Progressive Collapse Analysis" of the Annex Building to better assess the potential damage caused by a discrete explosive placed immediately adjacent to one of the exposed columns and investigate the possible structural reinforcing concepts available to reduce the anticipated level of damage. KFC Engineers have conducted a similar analysis for a building at Tinker AFB and, based on that effort, we estimate their fee for Progressive Collapse Analysis of the County Annex Building would be in the range of \$22,000 to \$27,500.

Engineering services included in the Basic Services fees are specifically listed in the Scope of Work and itemized in the Fee Worksheets, limited to only that required to contribute to the Master Plan (not final design services). These include general analysis and narratives for HVAC, plumbing, electrical, structural, and civil engineering. Not included are geotechnical engineering, surveying, landscape architecture, environmental engineering, AV/L and/or acoustic design, data/communications equipment and systems design, and other similar possible requirements.

Any additional consulting services will be invoiced at their actual cost plus a 10% markup as a reimbursable expense upon prior written agreement by the Owner if they are to be provided directly under this Agreement.

2020

## HOURLY RATES FOR PROFESSIONAL A/E SERVICES

Hourly Rates For:	Amount (\$/hour)
	Flat Rates
Principals	\$ 195.00
Project Manager	\$ 135.00
Project Architect	\$ 125.00
Staff (Intern)	\$ 95.00
Landscape Architect *	\$ 135.00
Interior Designer	\$ 125.00
Senior Civil Engineer *	\$ 145.00
Civil Engineer *	\$ 125.00
Senior Structural Engineer *	\$ 145.00
Structural Engineer *	\$ 125.00
Senior Mechanical Engineer *	\$ 145.00
Mechanical Designer *	\$ 125.00
Senior Electrical Engineer *	\$ 145.00
Electrical Designer *	\$ 125.00
Specification Writer	\$ 125.00
Cost Estimator	\$ 135.00
Senior CADD Technician	\$ 95.00
CADD Technician	\$ 80.00
Clerical Support	\$ 50.00

Note: Services provided by consultants are indicated by an "\*".  
 For consultant lump sum services, a 1.1 multiplier will be applied to the actual invoice of consultants).

## REIMBURSABLE EXPENSES

Office Reimbursable Project Expenses:	<u>Amount (\$/hour)</u>	
	Cost/ea.	unit
Full-Sized Paper Bond Copies / Plots	\$ 2.50	24x36
Color copies – 11x17	\$ 2.50	11x17
Color copies – 8.5x11	\$ 1.50	8.5x11
B/W copies – 11x17	\$ 0.25	11x17
B/W copies – 8.5x11	\$ 0.12	8.5x11
Covers/Bindings	\$ 25.00	Ea.
Color Boards	\$ 100.00	Ea.
Mileage (auto travel) *	\$ 0.575	Mile
Renderings	by quote	Ea.
Procore Project Website	\$ 100.00	Month

Note: Reimbursable expenses not listed above will include a 1.1 multiplier to the actual cost of each expense.

\* Mileage cost is subject to adjustment in accordance with the currently published IRS allowance.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MEDALLION INSURANCE SERVICES 8145 Ardrey Kell Rd Suite 203 Charlotte NC 28277	<b>CONTACT NAME:</b> Phyllis Constantino <b>PHONE (A/C, No, Ext):</b> (704) 258-6000 <b>FAX (A/C, No):</b> (704) 258-6001 <b>EMAIL ADDRESS:</b> phyllis@medallioninsurance.com
<b>INSURED</b> The Small Group, LLC, DBA: Small Architects and Specialized Planning & Architecture for Church Environments, LLC DBA: SPACE 108 S Broadway Edmond OK 73034	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Ironshore/Liberty Insurance Underwriters <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

COVERAGES CERTIFICATE NUMBER: CL205606642 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO/AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIABILITY CLAIMS-MADE			AEXNYABA1K6003	05/09/2020	05/09/2021	EACH CLAIM \$2,000,000 AGGREGATE \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Board of County Commissioners of Oklahoma County 320 Robert S. Kerr  Oklahoma City OK 73102	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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"Attachment B"

April 8, 2021

108 South Broadway  
Edmond, Oklahoma  
73034

Stacey Trumbo, county engineer  
Oklahoma County  
320 Robert S. Kerr, Suite 201  
Oklahoma City, Oklahoma 73102-3431

405.840.1111 voice  
405.840.1191 fax

Re: Project No. ANX-2010 / Oklahoma County Annex  
Fee Proposal for Security Upgrades Package 1/ West Side Barrier Wall

Dear Mr. Trumbo:

In accordance with your request, please accept this proposal for Architectural & Engineering Services to address the design requirements for Package 1/ West Side Barrier Wall as part of the Security Upgrades Project at the Oklahoma County Annex Building. As discussed during our meeting of March 11<sup>th</sup> and subsequent emails, the scope of this package includes the following:

Architecture

1. Submit design submittals for Owner's review at Schematic Design (35%) and Pre-Final (95%) design stages of development. Each submittal will include design analysis, cost estimates and drawings/specification. Electronic files (.pdf format) will be provided for each design review submittal. This includes coordination of documents and review by the Downtown Design Review Board.
2. Upon the Owner's Final review and approval of the Pre-Final (95% complete) submittal, proceed with final development of the Construction Documents. Submit the Final Bid Documents (100% complete) for Owner's use in bidding the project. Specifications will include all technical sections, and the Owner will incorporate their "front-end" sections and bid forms.
3. Architectural Engineer bid services will be provided to answer questions and issue Addenda as required.
4. Construction Phase Services are included as part of this proposal.
5. It is understood that the Owner (Oklahoma County) is considered the Authority Having Jurisdiction (AHJ) concerning building code compliance reviews for this project. No plan review fees are included as part of this fee proposal.
6. No Downtown Design Board application or review fees are included as part of this fee proposal.

Interiors

Planning

Project  
Performance

Stacey Trumbo, county engineer  
Oklahoma County  
April 8, 2021

**Security Upgrades Package 1 / West Side Barrier Wall**  
Oklahoma County Annex Building

Based upon this description of Package 1 and the scope of services to be provided, we propose to accomplish this project for a total lump sum fee of \$ 30,500 (including expenses). Following is a breakdown of this fee by design phase:

Development of Schematic Design (35%) Submittal .....	\$ 9,150
Development of Pre-Final (95%) Construction Documents Submittal.....	\$ 12,200
Complete Final (100%) Construction Documents Submittal .....	<u>\$ 3,050</u>
Subtotal (Design Services) .....	\$ 24,400
Bid and Construction Phase Services (20% of Design Phase) .....	<u>\$ 6,100</u>
<b>Total, Package 1/West Side Barrier Wall .....</b>	<b>\$ 30,500</b>

\* In addition, an option for a survey may be added to this package for an additional **\$6,600**. The survey includes the north and west sides of the building and will be able to be used interchangeably with Packages 1, 2, and 3.

Exclusions: **Small Architects** assumes no responsibility for the accuracy of drawings or other information created by others and/or provided by the Owner and cannot be liable for errors or omissions that may be contained therein. The design shall be in accordance with local codes, ordinances, regulations and standards. Services by others outside this agreement may include the following:

- Hazardous Materials Testing or Abatement
- Geotechnical Soil Testing

Please advise if you should have any questions or require additional information pertaining to this proposal or our understanding of the scope of services to be provided. We are prepared to begin work immediately upon your approval and receipt of a Notice to Proceed (NTP).

Sincerely,  
**Small Architects**



Thomas Small, AIA/NCARB  
Principal

"Attachment C"

April 8, 2021

108 South Broadway  
Edmond, Oklahoma  
73034

Stacey Trumbo, county engineer  
Oklahoma County  
320 Robert S. Kerr, Suite 201  
Oklahoma City, Oklahoma 73102-3431

405.840.1111 voice  
405.840.1191 fax

Re: Project No. ANX-2010 / Oklahoma County Annex  
Fee Proposal for Security Upgrades Package 2/ North Side Barrier Planters

Dear Mr. Trumbo:

In accordance with your request, please accept this proposal for Architectural & Engineering Services to address the design requirements for Package 2/ North Side Barrier Planters as part of the Security Upgrades Project at the Oklahoma County Annex Building. As discussed during our meeting of March 11<sup>th</sup> and subsequent emails, the scope of this package includes the following:

Architecture

1. Submit design submittals for Owner's review at Schematic Design (35%) and Pre-Final (95%) design stages of development. Each submittal will include design analysis, cost estimates and drawings/specification. Electronic files (.pdf format) will be provided for each design review submittal. This includes coordination of documents and review by the Downtown Design Review Board.
2. Upon the Owner's Final review and approval of the Pre-Final (95% complete) submittal, proceed with final development of the Construction Documents. Submit the Final Bid Documents (100% complete) for Owner's use in bidding the project. Specifications will include all technical sections, and the Owner will incorporate their "front-end" sections and bid forms.
3. Architectural Engineer bid services will be provided to answer questions and issue Addenda as required.
4. Construction Phase Services are included as part of this proposal.
5. It is understood that the Owner (Oklahoma County) is considered the Authority Having Jurisdiction (AHJ) concerning building code compliance reviews for this project. No plan review fees are included as part of this fee proposal.
6. No Downtown Design Board application or review fees are included as part of this fee proposal.

Interiors

Planning

Project  
Performance

Stacey Trumbo, county engineer  
Oklahoma County  
April 8, 2021

**Security Upgrades Package 2 / North Side Barrier Planters**  
Oklahoma County Annex Building

Based upon this description of Package 2 and the scope of services to be provided, we propose to accomplish this project for a total lump sum fee of \$ 43,000 (including expenses). Following is a breakdown of this fee by design phase:

Development of Schematic Design (35%) Submittal .....	\$ 12,900
Development of Pre-Final (95%) Construction Documents Submittal.....	\$ 17,200
Complete Final (100%) Construction Documents Submittal .....	<u>\$ 4,300</u>
Subtotal (Design Services).....	\$ 34,400
Bid and Construction Phase Services (20% of Design Phase).....	<u>\$ 8,600</u>
<b>Total, Package 2/North Side Barrier Planters.....</b>	<b>\$ 43,000</b>

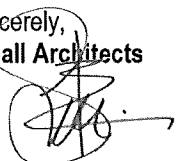
\* In addition, an option for a survey may be added to this package for an additional **\$6,600**. The survey includes the north and west sides of the building and will be able to be used interchangeably with Packages 1, 2, and 3.

Exclusions: **Small Architects** assumes no responsibility for the accuracy of drawings or other information created by others and/or provided by the Owner and cannot be liable for errors or omissions that may be contained therein. The design shall be in accordance with local codes, ordinances, regulations and standards. Services by others outside this agreement may include the following:

- Hazardous Materials Testing or Abatement
- Geotechnical Soil Testing

Please advise if you should have any questions or require additional information pertaining to this proposal or our understanding of the scope of services to be provided. We are prepared to begin work immediately upon your approval and receipt of a Notice to Proceed (NTP).

Sincerely,  
**Small Architects**



Thomas Small, AIA/NCARB  
Principal

"Attachment D"

April 8, 2021

108 South Broadway  
Edmond, Oklahoma  
73034

Stacey Trumbo, county engineer  
Oklahoma County  
320 Robert S. Kerr, Suite 201  
Oklahoma City, Oklahoma 73102-3431

405.840.1111 voice  
405.840.1191 fax

Re: Project No. ANX-2010 / Oklahoma County Annex  
Fee Proposal for Security Upgrades Package 3/ Security Lobby and West Entry

Dear Mr. Trumbo:

In accordance with your request, please accept this proposal for Architectural & Engineering Services to address the design requirements for Package 3/ Security Lobby and West Entry as part of the Security Upgrades Project at the Oklahoma County Annex Building. As discussed during our meeting of March 11<sup>th</sup> and subsequent emails, the scope of this package includes the following:

Architecture

1. Submit design submittals for Owner's review at Schematic Design (35%) and Pre-Final (95%) design stages of development. Each submittal will include design analysis, cost estimates and drawings/specification. Electronic files (.pdf format) will be provided for each design review submittal. This includes coordination of documents and review by the Downtown Design Review Board.
2. Upon the Owner's Final review and approval of the Pre-Final (95% complete) submittal, proceed with final development of the Construction Documents. Submit the Final Bid Documents (100% complete) for Owner's use in bidding the project. Specifications will include all technical sections, and the Owner will incorporate their "front-end" sections and bid forms.
3. Architectural Engineer bid services will be provided to answer questions and issue Addenda as required.
4. Construction Phase Services are included as part of this proposal.
5. It is understood that the Owner (Oklahoma County) is considered the Authority Having Jurisdiction (AHJ) concerning building code compliance reviews for this project. No plan review fees are included as part of this fee proposal.
6. No Downtown Design Board application or review fees are included as part of this fee proposal.

Interiors

Planning

Project  
Performance

Stacey Trumbo, county engineer  
Oklahoma County  
April 8, 2021

**Security Upgrades Package 3 / Security Lobby and West Entry**  
Oklahoma County Annex Building

Based upon this description of Package 3 and the scope of services to be provided, we propose to accomplish this project for a total lump sum fee of \$ 64,000 (including expenses). Following is a breakdown of this fee by design phase:

Development of Schematic Design (35%) Submittal .....	\$ 19,200
Development of Pre-Final (95%) Construction Documents Submittal.....	\$ 25,600
Complete Final (100%) Construction Documents Submittal .....	<u>\$ 6,400</u>
Subtotal (Design Services).....	\$ 51,200
Bid and Construction Phase Services (20% of Design Phase).....	<u>\$ 12,800</u>
<b>Total, Package 3/Security Lobby and West Entry.....</b>	<b>\$ 64,000</b>

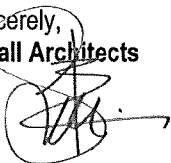
\* In addition, an option for a survey may be added to this package for an additional **\$6,600**. The survey includes the north and west sides of the building and will be able to be used interchangeably with Packages 1, 2, and 3.

Exclusions: **Small Architects** assumes no responsibility for the accuracy of drawings or other information created by others and/or provided by the Owner and cannot be liable for errors or omissions that may be contained therein. The design shall be in accordance with local codes, ordinances, regulations and standards. Services by others outside this agreement may include the following:

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- Geotechnical Soil Testing

Please advise if you should have any questions or require additional information pertaining to this proposal or our understanding of the scope of services to be provided. We are prepared to begin work immediately upon your approval and receipt of a Notice to Proceed (NTP).

Sincerely,  
**Small Architects**



Thomas Small, AIA/NCARB  
Principal

Bill To OKLAHOMA COUNTY COMMISSIONERS 320 ROBERT S KERR ROOM 101 OKLAHOMA CITY, OK 73102	Requisition 12106250-00 FY 2021  Acct No: 2010-10-323-000-000-000-55370 -C0059 Review: Buyer: 6065bbkeltho Status: Released
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Page 1

Vendor THE SMALL GROUP LLC 108 SOUTH BROADWAY  EDMOND, OK 73034-3842  Tel#405-840-1111 Fax 405-840-1191	Ship To OKLAHOMA COUNTY COMMISSIONERS 320 ROBERT S KERR ROOM 101 OKLAHOMA CITY, OK 73102
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Deliver To  
 OKLAHOMA COUNTY COMMISSIONERS  
 320 ROBERT S KERR  
 ROOM 101  
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/23/21	0001540				County Commissioners

LN	Description / Account	Qty	Unit Price	Net Price
001	C0059 Security Project BOCC 5/3/20	144100.00 EACH	1.00000	144100.00

1 2010-10-323-000-000-000-55370 -C0059 E C0059 -DESIGN -SERVICES -	144100.00
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Ship To  
 OKLAHOMA COUNTY COMMISSIONERS  
 320 ROBERT S KERR  
 ROOM 101  
 OKLAHOMA CITY, OK 73102

Deliver To  
 OKLAHOMA COUNTY COMMISSIONERS  
 320 ROBERT S KERR  
 ROOM 101  
 OKLAHOMA CITY, OK 73102

#### Requisition Link

Requisition Total	144100.00
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#### \*\*\*\*\* Project Ledger Summary Section \*\*\*\*\*

Account	Amount	Remaining Budget
E C0059 -DESIGN -SERVICES -	144100.00	-236980.00

#### \*\*\*\*\* General Ledger Summary Section \*\*\*\*\*

Account	Amount	Remaining Budget
2010-10-323-000-000-000-55370 -C0059	144100.00	1007935.69

Capital Reg-TIF Revolving	other Services
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