December 19, 2024
Rev from (12/04/24)

Appendix A

Mr. Ben Howlett
Board of Miami County Commissioners
209 W. Water Street
Troy, OH 45373

RE: Department of Job and Family Services Expansion & Renovation - A/E Services Proposal
Kleinfelder Proposal Number: M2500898.001P

Dear Mr. Howlett:

Thank you and the entire Board of Commissioners for the opportunity to work on this exciting project. Below you will find our project understanding and fee proposal for professional architectural and engineering design services regarding the renovation and expansion of the existing Job and Family Services building in Miami County.

Project Understanding:
The scope of the project includes a full renovation of the existing +/-21,000 sf building, a new construction addition of approximately 8,500 sf, and reconfigured site parking and detention to accommodate the addition.

- The overall size of the new addition is currently unknown pending programming decisions, but is expected to be approximately 8,500 sf. The addition shall support expanded staffing needs, visitor accommodations, collaboration spaces, and incorporate storage which is currently offsite.
- Currently, the addition is anticipated to be located on the North edge of the existing building, this location may revise based on our findings during the first phase of this project. Initial addition

design assumptions include a steel framed structure with open web roof joists, concrete slab on grade with perimeter and spread footings as necessary, masonry cladding supported by metal girts, aluminum windows, and a membrane low slope roof with insulation on metal roof decking. The addition will be fully-sprinklered similar to the existing building.

- Renovation work includes removal of the majority of interior partitions (non-load bearing) to allow for reconfiguration of visitor spaces, workspaces, common areas, restrooms and storage. This includes revising mechanical and electrical systems throughout, with the added goal to relocate the existing on-grade HVAC equipment to the existing roof for improved security measures.
- We anticipate some revisions and alterations to existing structural systems to address the relocation of the mentioned mechanical equipment to the roof. Existing exterior windows and doors are to be replaced. The overall objective for the interior environment is to make the space feel more welcoming, comfortable and home-like. Existing drawing records have been provided to Kleinfelder by the Owner.
- The existing detached garage is expected to be demolished, and potentially replaced with a new garage to accommodate larger transport vehicles. The new building shall be constructed on a concrete slab, wood studs and trusses, with metal siding and roof panels, one man door, and one overhead door. This building will be one open area to be used for parking vehicles. There is no heating or plumbing assumed, and only limited power to accommodate a garage door opener and light fixtures. Power is assumed to be fed from the primary building's panel.
- Site work shall include foundation work to accommodate the proposed addition, which will also require relocation of the existing stormwater detention area. New parking is to be added near the addition and the existing large parking lot is to be reconfigured to increase efficiency. There shall be new parking lot lighting throughout.
- Reconfigured drive access to the existing back of house and loading area as required.
- The existing branch of the Great Miami Recreation Trail that passes through the site will be reconfigured at the north portion of the site due to the building addition while coordinating with any existing utility pathways. Kleinfelder will coordinate with the Miami County Park District as necessary.
- The Owner does not have a comprehensive survey of the site; therefore, Kleinfelder services include the survey work herein.
- Existing utilities are assumed to run along the south edge of the site, but this shall be confirmed by the survey including any additional easements and right of way information along North County Road 25A.
- Project delivery is expected to be single prime design-bid-build where Owner contracts with a single general contractor to manage the work of all trades.
- The Owner's current total project budget is approximately $6.5 million. The owner desires the design documentation work to be complete by Fall 2025 with anticipated construction completion approximately one year later.
- Construction is anticipated to be completed in two (2) phases to maintain operations as much as possible.

Scope of Services:

Kleinfelder plans to self-perform and provide all the required architectural and engineering design services from within. We will follow sustainable, durable, and flexible design best practices to provide an adaptable and functional new structure. Services provided by Kleinfelder based on the scope of services will include:

- Site Surveying
- Programming / Pre-Design

- Cost Estimating
- Civil Engineering
- Structural Engineering
- Architectural Services
- Interior Design
- Plumbing Engineering
- Mechanical Engineering
- Electrical Engineering
- IT/Cabling Design & Documentation
- Construction Administration
- Commissioning

We will coordinate and work closely with you during the design phases, permitting, bidding, and construction administration. Our team proposes that the services and their respective design fees be split into three phases as described below with their major tasks:

Phase I – Pre-Design Evaluation, Initial Cost-Estimating & Schematic Design

- Develop and issue a pre-design survey for JFS staff to complete ahead of on-site programming and discovery meetings.
- Up to two (4) on-site "discovery" days consulting with the Board and leaders from each department to review the program, gain insight into operational needs and discuss staff survey findings. Three (3) days will involve meetings with JFS staff, and one (1) day will be dedicated to meeting with the Board of Commissioners.
- Digitize existing drawing records and create drawing backgrounds of existing conditions.
- Revise and present edits to the program prepared by the Board based on "discovery" consultations above. The program shall include the Board's design objectives, space requirements, space relationships, operational flexibility needs, and any special equipment and systems.
- Visible and noticeable existing conditions will be observed and documented. Existing equipment and building elements will be reviewed to assess their condition. Limited field measurements will be taken to check accuracy of drawing backgrounds (provided by Client). Noticed critical inaccuracies will be corrected.
- Provide soil boring investigation criteria and mark boring locations on site plan to aid the Owner in contracting a Geotechnical firm for soil testing and report. County will be contacting and contracting a local firm as a separate contract (not included in this proposal).
- Perform and document limited topographical survey of the site area and limited boundary survey as necessary to establish boundaries. Final site and topography plans will be provided to Owner and cost of survey work is included in the Fee Schedule below.
- Develop Schematic Design level architectural and engineering drawings based on the Owner's program, operational insight obtained from interviews, and review of existing conditions. A PDF format schematic design package will be provided to the Owner and shall include:
    - Schematic phase site plans and engineering.
        - Grading modifications
        - New/extended utility line locations
        - Parking lots and drive locations
        - Addition orientation and location on site

        - Site storm water management / detention
        - Erosion control
        - Location of the new storage/garage building
    - Schematic phase architectural plans which will include:
        - Floor plans
        - Roof plan
        - Exterior Elevations
        - Schematic building section(s)
        - Interior design concept indicating major proposed finishes
        - Preliminary building code and energy code review
        - Preliminary layout of the new storage/garage building
    - Schematic structural foundations and framing plans.
        - This includes review of the existing roof framing capacity to support the existing ground-mounted HVAC equipment
    - Schematic Phase Engineering - Initial outlines of mechanical, plumbing, fire protection (sprinkler system), and electrical systems.
        - Publish an existing conditions report summarizing existing facilities and their condition, along with any system recommendations. The report shall include a mix of narrative text, photographs and noted drawings.
        - Present HVAC options for the new building addition. Identify solutions for increasing energy efficiency through methods such as heat recovery systems. Determine the feasibility of relocating existing HVAC units to the roof and present alternative options if not feasible.
        - Investigate existing electrical service conditions, capacity and demand.
- Conduct two (2) on-site meetings to review Schematic Design: one at approximately 50% SD and one at approximately 90% SD. A PDF format progress set of drawings will be provided to the Owner for reach milestone review.
- Work closely with the client's team to establish building access for phased (2) construction.
- Develop an initial cost estimate through a third-party construction cost estimator at the end of Schematic Design to ascertain approximate budget needed for the scope of work. Review cost estimate at on-site meeting with Commissioners. The costs associated with hiring an estimator is included within our proposal.
- Adjustments to design and overall construction costs can be made at the end of this phase to meet overall budget and timeline requirements before receiving approval to move into the next phase.

Phase II – Design Development, Construction Documentation, Bidding & Construction Administration

- Four (4) presentation style renderings: Two (2) exterior renderings illustrating overall building with addition and view at main entrance, and two (2) interior renderings illustrating the main lobby and employee work space.
- Submission of the Site Plan for Zoning department review and approval. Up to one (1) zoning hearing for any variances that may be required once design is established.
- Architectural and engineering design will be completed with use of Revit BIM (Building Information Modeling) software. This process permits us to share 3D images with your team to illustrate design options and progress.

  - BIM model general Level of Detail (LOD) 200.
- Documentation and specification of all interior finishes/materials including floor, wall and ceiling finishes, door and casework hardware, and window treatments.
- Documentation of furniture selections as determined by Owner through collaboration with a third-party commercial office furniture vendor.
  - Kleinfelder will assist the client to connect with a furniture vendor, who will assist the client with actual selections, layouts, opinion of probable cost, and bid documents.
- Provide door hardware sets and specifications through coordination with a third-party door hardware consultant, to match County and facility's current systems. Cost associated with hiring a consultant is already included in our fee.
- Provide design and detailing to strengthen the existing roof framing to adequately support relocation of the existing HVAC equipment to the existing roof.
- Design and detail addition's foundation including concrete slab on grade, concrete grade wall perimeter and spread footings at columns.
- Design and detail addition's structural framing including steel columns, steel beams, open web roof joists with metal decking above, and light gage girts to support cladding.
- Design of the new wood structure storage building.
- Plumbing design tasks
  - Replace plumbing fixtures in existing restrooms and provide restrooms and shower rooms both existing and new with ADA-compliant & reduced water consumption fixtures. Existing wall hung fixtures shall be specified with new hangers, and floor mounted fixtures shall be furnished with new flanges. Existing piping in the wall shall remain, and the replacement fixtures shall be reconnected to existing piping.
  - Design sanitary drain piping, sanitary vent piping, domestic cold water, and domestic hot water to serve new toilet rooms in both the existing building and the addition.
  - Furnish new water heater to serve building addition plumbing fixtures. Provide each existing and new water heater with domestic hot water recirculating pump and piping to meet current code requirements and increase energy efficiency.
  - Replace existing electric water coolers with new units that include bottle filling.
  - Specify and document new ice maker for lunch room with domestic water supply line.
  - Interior storm water drainage system for new addition.
  - Not included: Site domestic water. Site sanitary waste. Site storm water. Chemical waste and vent system. Domestic water booster pump. Interior storm water and overflow drainage system for existing building. Grease and/or oil interceptors. Compressed air system including compressor.
  - Extend natural gas piping where air handling units have been moved to the rooftop, and furnish natural gas piping to serve new gas-fired units in the addition. Upgrade natural gas meter if required due to additional demand.
- Fire protection design tasks:
  - Fire protection engineering services shall be limited to the following: 1) Services associated with utility routings to the facility will begin at 5'-0" from the exterior wall and will be distributed into the facility; 2) Full NFPA 13 sprinkler system; 3) Pre-action dry pipe system; 4) Limited area sprinkler system; 5) Chemical agent extinguishing systems {for hoods or equipment rooms}; 6) Fire protection piping details and sprinkler head layout criteria shall be incorporated into the services provided for this project

  - Kleinfelder will NOT furnish drawings with sprinkler head layouts indicated. It shall be the responsibility of the Fire Protection Contractor to furnish a delegated design with any and all hydraulic calculations and Sprinkler Head layout documentation for building code authority requirements.
  - Not included: Municipal System Pressure Testing and Fire Pump Design.
- Mechanical design tasks
  - Load calculations and code ventilation calculations for both existing building and addition. Rebalancing HVAC system zoning to improve occupant comfort.
  - If it is determined that existing outdoor HVAC units can be relocated to the roof, design shall consist of relocating existing air handling units from ground level to roof. If the existing outdoor HVAC units cannot be relocated, units shall be replaced or shall be provided security fencing, as determined during Phase 1.
  - Existing ductwork shall be reused to the extent feasible. Replace air devices based on revised airflow requirements. Revisions to ductwork shall be designed if required due to floor plan changes.
  - For existing variable volume indoor air handling unit, remove variable air volume (VAV) air devices and modify existing duct as required to provide VAV boxes based on new floor plans. Existing chiller and boiler systems shall remain.
  - Design HVAC systems to serve the new addition, including ductwork distribution, air devices, and code-required ventilation. The type of HVAC system shall be determined based on client acceptance of options in Phase 1 of this project.
  - Remove existing toilet room exhaust fans, and depending on client acceptance of report options during Phase 1 of this project, either replace with new exhaust fans or route exhaust through a new energy recovery unit serving the existing air handler's outside air intake.
  - Specify new, open-source direct digital control (DDC) temperature control system. Existing standalone controls shall be replaced with DDC controls and all HVAC equipment existing and new shall be incorporated in the DDC system. The DDC system shall have the capability for operators to access from remote web-based interface.
  - Replace existing electric perimeter heating units in-kind.
  - Not included: Refrigeration system design. Kitchen exhaust design.
- Electrical Design Tasks
  - Document upgrades to existing electrical service and coordinate with utility company as needed per investigative results
  - Replace or expand main switchboard panel to accommodate new electrical needs
  - Indicate new lighting and/or receptacle panels as needed
  - Document demolition of existing general power as required. Provide new power receptacles where required for new office and cubicle configuration
  - Determine and document new and relocated power and equipment needs for HVAC and plumbing equipment
  - Document demolition of interior and exterior existing lighting and controls
  - Provide LED interior lighting and associated lighting controls for new office and cubicle configuration
  - Provide building exterior and parking lot/site LED lighting and lighting controls
  - Provide exit/egress/emergency LED lighting per code

- Document rough-in locations for outlets and conduit stubs above ceilings for data cabling for general building data outlets, security devices and access controls
- Provide fire alarm criteria for system device details and layout within the specifications book. It will be the responsibility of the Fire Alarm contractor to furnish a delegated design with any and all calculations and device layout documentation per building code requirements.
- Provide lightening protection performance criteria/specifications. Final system and design will be by GC-contracted vendor.

- Provisions for county and state data requirements including the following: Removal of existing data cable as needed, coordination with county/state IT department for data locations, conduits to designated locations, new Category 6/6a cabling to distinguishable state and county data outlets, separate patch panels and terminations for county and state, wire mesh cable tray routed above ceiling, and tie-in to existing system such that no 25A complex buildings experience down time due to this work.
  - Deduct Alternate to utilize J-hooks for support of cable routes in place of cable tray.
- Submit EPA Notice of Intent
- Attend five (5) maximum virtual or in-person meetings to preview design progress prior to permit submission.
- An additional in person meeting to select finishes and review interior design options.
- Issue electronic PDF format design progress sets for client review at 50% DD, 100% DD, 50% CD and 95% CD completion.
- Issue an updated Construction Cost Estimates at the end of the Design Development phase.
- Create a final set of Construction and Bid Documents which will include drawings and specifications. Specifications for this project will be in a book form, with some items called out on plans. Owner will be provided with a PDF format copy and one printed hard copy of all Construction and Bid documents
- Distribute sealed permit drawings to the building department for permit review and address any plan review comments.
- Bidding - This will be a Single Prime, Design/Bid/Build process. One bid set of documents is assumed (as opposed to multiple/early bid sets):
  - Sending documents to printshop
  - Accommodate for 45 day review period by County Prosecutor's office (assumed concurrent with permit review)
  - Coordinate bid advertisement with client
  - Attend one pre-bid meeting
  - Assist Owner in evaluating alternate bids and any system/product substitutions
  - Responding to RFIs
  - Issuing addendums as required
  - Attending the bid opening meeting
  - Interview low bidder and issue recommendation letter
  - Accommodate 45 day period for contract negotiations
- Construction Administration Services:
  - Participate in pre-construction conference with the selected General Contractor, with client's selected representatives.
  - Assist the client and contractor to establish 2 reasonable and acceptable phases of contraction.

- Bi-weekly on-site construction coordination meetings. We currently anticipate 18 months of construction in 2 phases.
    - Kleinfelder team has scheduled 36 on-site meetings through construction, which includes the preconstruction and punch-list visits.
    - Field reports will be issued to document findings and discrepancies, and unknown site conditions.
    - Additional video conferencing coordination meetings will be established with the selected Prime Contractor and client team.
- Review and approval of shop drawings.
- Respond to contractor's RFI's.
- Issue Field Directives and Bulletins as required.
- Review and advise on change orders and/or credits. All change orders shall be approved by the Board prior to execution.
- Review and advise the Owner on Certificates of Prime Contractor's monthly pay applications.
- Provide one 'punch list' reviews of the final work and associated reports at the end of each construction phase.
- Develop and furnish an "As-Constructed" record set based on Contractor-provided closeout and 'as-built' markups. A PDF format copy and one printed hard copy of documents will be provided to the Owner.

Phase III – Commissioning

- Kleinfelder shall contract a third-party Commissioning agent. Kleinfelder shall furnish specifications detailing contractor responsibilities for the commissioning process, including, but not limited to:
    - Plan for delivery and review of submittals, systems manuals, and other documents and reports.
    - Identification of installed systems, assemblies, equipment, and components including design changes that occurred during the construction phase.
    - Process and schedule for completing construction checklists and manufacturer's prestart and startup checklists for heating hot water systems, assemblies, equipment, and components to be verified and closed-out.
    - Certificate of readiness, signed by the Contractor, certifying that heating hot water systems, assemblies, equipment, components, and associated controls are ready for close-out.
    - Certificate of completion certifying that installation, prestart checks, and startup procedures have been completed.
    - Certificate of readiness certifying that heating hot water systems, subsystems, equipment, and associated controls are ready for close-out.
    - Test and inspection reports and certificates.
    - Corrective action documents.
    - Verification of testing, adjusting, and balancing reports.
    - Verification of training plan provided to owner & operators on all new systems.

Excluded Services:

- Permit fees. Permit costs will be estimated at the end of the Construction Documentation phase and provided to client.
- Any and all third-party testing and special inspections as required by Building code and Inspections. Per State regulations, this work cannot be provided by the design firm. Kleinfelder will coordinate with GC after bid award to estimate cost of special inspections.
- Landscaping and irrigation design
- Funding Assistance. If identified and chosen by client, Kleinfelder will issue a separate contract for this task.
- Geotechnical soil testing and report.
- Environmental power system design such as geothermal, solar, and/or wind.
- Green Building certification (LEED, WELL, etc.).
- Comprehensive field measuring – existing drawings will be relied on and spot-checked for general accuracy
- Additional attendance at Zoning or other County planning meetings. If required, Kleinfelder will provide services on hourly basis, as approved by County. If additional meetings are required, Kleinfelder cost would be approximately $1,400 per meeting.
- Extensive redesign via value engineering and/or scope revisions following approved Design Development drawings. We will respectfully remind the client's team that extensive redesign can not take place after the start of construction documents. If requested, revisions will be considered as additional services as negotiated with the client.
- Furniture and equipment (FFE) design, purchasing, and installation. To be provided by a furniture vendor as noted above.
- Cable TV antenna system.
- Local Area Network (LAN) system design.
- Intercom, paging/background music system.
- New/Upgraded Generator – assumption is that existing generator will be sufficient to accommodate the addition and renovation, but this will be confirmed in the Phase I existing conditions report
- Power quality testing and analysis
- Central UPS system.
- Arc-fault analysis and report
- Lightening protection design – performance criteria to be provided, final design responsibility by vendor
- Surge suppression equipment.
- Ground Penetrating Radar (GPR) investigation services – responsibility of the GC to confirm any systems (conduit, piping, fiber, etc) below the existing slab on grade where it will be disturbed by new work
- Printing costs during the bidding process. Without knowing the total number of sheets nor total number of bidders, a bidding documents reimbursable printing allowance of $3,900 is recommended.
- A/V and work room (copiers, printers, etc.) equipment selection and installation.

- Creation of OR alteration to Great Miami Recreation Trail easement. Miami County Park District believes there is no formal easement in place for the trail. If required and requested, Kleinfelder can provide these services as a negotiated additional service.
- Adding additional functions such as restrooms, offices, etc. in the new garage building. If required and requested, Kleinfelder can provide these services as a negotiated additional service.

Design Schedule:

The Kleinfelder team is prepared to begin work immediately on the project upon contract approval. Based on the initial information provided, below is the estimated duration of each milestone phase:

- Phase I:
  - Pre-Design Evaluation: 2 weeks
  - Schematic Design: 7-9 weeks
  - Probable Cost Estimating / Condition Survey and Report: 3 weeks
  - Client review and approval: 2 weeks.
- Phase II:
  - Design Development: 8-10 weeks
  - Probable Cost Estimate: 2 to 3 weeks
  - Construction Documents: 8-10 weeks
  - Permitting & County Prosecutor's Office review: 6 weeks
  - Bidding: 6 weeks
  - Contracting and County Approvals: 4 to 6 weeks
  - Construction Administration: 18 months – subject to change pending Contractor award, phasing, labor market and product lead times.
- Phase III
  - Commissioning: 3 to 4 weeks

Fee Schedule:

Site Survey which includes: Topographic Survey, Boundary Survey, and Title Search:
Lump Sum fee of nine thousand four hundred dollars (**$9,400**).

Phase I: Pre-design & Schematic Design:
Lump Sum fee of one hundred nine thousand eight hundred dollars (**$109,800**).

- Lump Sum above includes:
  - Cost estimating ($1,200)

Phase II: Final Design, Permitting, Bidding, and Construction Administration:
Lump Sum fee of five hundred eighty-six thousand four hundred fifty dollars (**$586,450**).

- Lump Sum above includes:
  - Furniture selection & drawings ($9,350)
  - Door hardware consulting ($3,500)
  - Cost estimating ($4,300)
  - Bidding ($26,500)
  - Construction Administration ($204,250)
  - 4% DD-CD Design fee contingency ($13,000)

Phase III: Commissioning:
Lump Sum fee of sixteen thousand five hundred dollars **($16,500**) for third-party Commissioning Agent allowance.

Reimbursable Expenses (mileage and in-house printing):
Lump Sum allowance of eleven thousand six hundred dollars (**$11,600**) to be included in total lump sum contract. This does not include printing costs for documents during the bidding phase as the extent and quantity is unknown.

Approximate fee percentages by phase:

Survey	2%
Pre-design	5%
Schematic Design	11%
Design Development	23%
Construction Documentation	23%
Bidding	3%
Construction Administration	30%
Commissioning	3%

The Kleinfelder team is prepared to begin work on this exciting project immediately upon your acceptance of this contract proposal.

Please do not hesitate to contact us if you have any questions or revisions to the scope of services. We look forward to working with you on this project.

Your respectfully,

KLEINFELDER INC.

S. Sonny Hamizadeh, AIA
Department Manager

KLEINFELDER INC.

Brad M. Thomas

Brad M. Thomas, PE
Area Manager

cc: Sara Bowers (Miami County JFS)
File