



# Proposal

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

From: Jim "JP" Ptacek  
Date: 27 February 2017  
Project: Concept Study – Exist. Fire Station  
Proj. # 17000

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Chuck –

Thanks again for the request to have us considered to evaluate the former fire station building. As I mentioned in my email – we helped Newbury Township roof over the existing flat roofs at their fire station to help resolve the seemingly endless parade of leaks and maintenance.

From our conversation, we would provide the following scope of services for this conceptual phase of the project.

- 1) Do an on-site review of the fire station with yourself and other stakeholders from the township. We would hope to get access to archive drawings for reference use.
- 2) We would develop sketch concept options of what the most appropriate roof overlay system would be given the existing structural conditions/configurations/massing of the existing lower office area and the higher ap bays. Those concept sketches would be provided back to the township for review/comment before proceeding to the next step.
- 3) After reviewing concept sketches, we would develop those sketches into concept photo overlay renderings.
- 4) We would develop conceptual budget costs for the project based on the concept sketches / renderings.
- 5) Sketches and renderings will include consideration of conceptual options for the re-use of the hose tower as a more signature exterior element for Russell Township
- 6) Primary building exterior will remain as is – focus of this concept is addressing the roof condition.
- 7) Scope includes a final public presentation to the township of the findings and proposed photo overlay renderings / concept budget estimates (assuming at a Trustee Meeting so we can be there to answer questions from the public.)
- 8) We would anticipate that this study would take approximately 4-6 weeks to complete.

**Costs associated with the study are as follows:**

**\$1,500 meetings – includes kick-off/field review meeting and one public forum/meeting to present findings at the end of the study with up to two members of Larsen Architects**

**\$2,000 Review of existing drawings, concept hand sketches for project development / massing & option development.**

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**\$2,000 Development of photo overlay renderings of two roofing options for consideration.**

**\$2,500 Coordinate/develop concept budget estimate for roofing options.**

**Total fee is anticipated to be \$8,000 + 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.**

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 we would love the opportunity 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