



CITY OF JENKS

211 NORTH ELM STREET • P.O. BOX 2007
JENKS, OKLAHOMA 74037-2007
PHONE (918) 299-5883 • FAX (918) 299-4489

MEMORANDUM

To: **Chris Shrout, City Manager**

From: **F. Robert Carr, Jr., P.E., Assistant City Manager**

Date: January 28, 2020

Re: **Proposal for Architectural, Civil engineering, Structural Engineering, and Mechanical/Plumbing/Electrical Engineering Design Services
GS Helms and Associates, LLC
Community/Senior Center**

Attached is a letter proposal from GS Helms and Associates, LLC for design for a new Community/Senior Center. Services included are:

- Architectural design services
- Structural engineering design
- Mechanical, electrical and plumbing engineering design
- Civil engineering design for the immediate Community Center site and new parking lot
- Kitchen equipment consultant
- Cost estimating by third-party construction company

The project also includes demolition of the existing Fire Station and construction of a new parking lot at that site.

The cost for these services is calculated at 7% of the anticipated construction budget of \$3,500,000. Additional services that will be coordinated include surveying and geotechnical subsurface investigations. These services are expected to be approximately \$35,000. The resulting total proposed fee is \$280,000.

Staff recommends approval of the Proposal for Architectural, Civil Engineering, Structural Engineering, and Mechanical/Plumbing/Electrical Engineering design services for a new Community Center with GS Helms and Associates, LLC (Jenks, Oklahoma) in the total amount of \$280,000; funds for same are requested to be appropriated from the One Cent Capital Fund fund balance and be budgeted to Account No. 53-252-5392.

Attachments

Proposal – GS Helms and Associates, LLC

January 27, 2020

City of Jenks
Office of the Assistant City Manager
Mr. Robert Carr, P.E.
P.O. Box 2007
Jenks, OK 74037

Re: Fee Proposal for Professional Design Services
City of Jenks
New Community Center
Jenks, Oklahoma

Dear Mr. Carr,

Below is our proposal to provide Architectural, Civil Engineering, Structural Engineering and Mechanical / Plumbing / Electrical Engineering design services for a new Community Center. In addition to design of the Community Center, the project shall also include demolition of existing Fire Station #1 and construction of a new parking lot on that site.

Professional Services Included in Proposal:

- Architectural Design Services
- Structural Engineering Design
- Mechanical, Electrical and Plumbing Engineering Design
- Civil Engineering Design for the immediate Community Center Site & New Parking Lot
- Kitchen Equipment Consultant
- Cost Estimating by Third-Party Construction Company

We propose to provide the above services for fee of 7% of the construction costs and under the nationally accepted *AIA Document B101 – 2017, Standard Form of Agreement Between Owner and Architect*. It is our understanding that the anticipated construction budget is \$3,500,000.00 subject to adjustment as final project programming and construction cost estimates are developed.

The percentage fee can be modified to a fixed fee upon completion of Project Programming in which the scope of the project has been better defined and a more accurate construction budget can be established.

Additional services not included in this proposal, but which can be coordinated and billed directly to the City of Jenks by the consultant or billed as a reimbursable expense include boundary and topographic surveying of the proposed Community Center and existing Fire Station #1 sites and geotechnical subsurface investigations. These services could be in the range of \$35,000.00 total, but could be shared between the Fire Station project and this project.

Thank you for the opportunity to provide this fee proposal. Should you have any questions concerning the proposal, do not hesitate to call.

Sincerely,



Gregory S. Helms