

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 3/25/2024

Contract/Agreement Vendor:
Name of Vendor & Contact Person

Vendor Email Address

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase , any titles, and details for the Board of Education to review.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal **&/or** Director or Administrator:

Does this Contract/Agreement utilize technology? YES/NO
 If yes, Technology Admin:

Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

Discussion, motion and vote on motion to approve or disapprove the award to CJC Architects providing architectural services related to the BA Academy Interior Renovation. Total cost to the District will be \$27,000.00 and will be paid with Bond Funds. R. Shepherd

Summary This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

MEMORANDUM

To: Mr. Chuck Perry

From: Mr. Larry Shackelford

Date: April 15, 2024

Re: Architectural Services for the BA Academy Interior Renovation

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the award to CJC Architects providing architectural services related to the BA Academy Interior Renovation. Total cost to the District will be \$27,000.00 and will be paid with Bond Funds. R. Shepherd

SUMMARY

CJC Architects will provide Architectural Services for the BA Academy Interior Renovation. Services will be provided for a total cost of \$27,000 and will be paid with Bond Funds.

FUNDING

Bond Funds

RECOMMENDATION

Approve

March 18, 2024

Roger Shephard
Broken Arrow Public Schools
Executive Director of Operations
918-259-7402
rshephard@baschools.org

David McGregor
Senior Coordinator of Projects
Maintenance Department
Broken Arrow Public Schools
dmcgregor@baschools.org

Re: Proposal for A/E Services
BA Academy Interior Renovation - 412 S 9th St, Broken Arrow, OK 74012

Dear Mr. Shephard:

Per your request, we are pleased to present this revised scope of work and fee proposal for architectural services for the above-referenced project. Revisions to the scope of work and fees have been underlined.

SCOPE OF WORK:

The project consists of the interior renovation of approximately 11,000 sq. ft. of an existing one-story education building for use as a vocational educational building for high school students. The area of renovation is in a vacated classroom area on the Broken Arrow Academy Campus. (See Exhibit One). The project area contains spaces for six classrooms, a vocational shop, toilet rooms, offices, secure entrance vestibule and related support spaces. The building construction consists of masonry load-bearing walls with a steel and wood framed or roof structure. The existing building is not fire sprinklered. The fire area for the educational spaces must be separated from the adjacent unused building areas to limit the fire area size to less than 12,000 sq. ft.

CJC Architects, Inc. will provide architectural and MEP design services for the interior buildout of the project as described in the SCOPE OF SERVICES listed below.

Project budget has been approved for \$400,000 including design fees. This represents a \$34/sq. ft. construction cost. This sq. ft. budget falls well below the industry market (\$63/ sq. ft.) for similar projects. Client anticipates utilizing Lowry Construction as the Construction Manager for the project who will obtain competitive bids from the building trades. CJC will assist BAPS and their CM in developing a project scope that will work within the project budget.

SCOPE OF SERVICES:

Based on the Scope of Work, CJC Architects Inc. proposes the following phased design services:

SCHEMATIC DESIGN PHASE

Attend a project kick-off meeting to review project parameters. Initiate building survey of existing conditions. Develop site plan and floor plan drawings of the existing conditions.

Prepare a Schematic Design Submittal to include site plan and floor plan drawings for review and approval. The site plan and floor plan will illustrate the size and use of the spaces and compliance with the building code. A narrative of the building systems utilized will be provided. An opinion for the cost of the work will be provided that reflects the approach to the project budget.

DESIGN DEVELOPMENT PHASE

Prepare a Design Development submittal based on comments received from the Schematic Design Submittal. The documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size and appearance of the project by means of plans, sections and elevations, and typical construction details. The documents shall include outline specifications that identify major materials and systems and establish in general their quality levels. The opinion for the cost of the work will be updated based on the work of this phase.

CONSTRUCTION DOCUMENTS PHASE

Prepare Construction Documents submittals based on review comments of the Design Development submittal. The Construction Documents shall set forth in detail the requirements for the construction of the project. They shall include drawings and specifications that establish in detail the quality levels of materials and systems required for the project, including the fire alarm, plumbing, mechanical, and electrical systems of the building.

PERMITTING AND PROCUREMENT SERVICES PHASE

Submit documents to the City of Broken Arrow for building permit. Assist in obtaining competitive bids or negotiated proposals for the Work. Respond to questions and comments and issue addenda during the bidding period.

CONSTRUCTION ADMINISTRATION SERVICES PHASE

Services include evaluations of the Work, submittal and shop drawing review, changes in the Work, and project completion services. Fees assume monthly trips to the project construction site by CJC and their consultants over a six-month construction period.

All documents shall be submitted in PDF format. CJC Architects utilizes building information modeling processes in all service phases.

COMPENSATION:

We propose a percentage fee of 7% of the Cost-of-Work plus reimbursable expenses. Assuming a Cost-of-Work of \$350,000, these fees would be as follows:

Phase		Fee.
Schematic Design	20%	\$4,900.
Design Development	25%	\$6,125.
Construction Documents	30%	\$7,350.
Permitting/Pricing Set	5%	\$1,225.
Construction Administration	20%	\$4,900.
Total Fee	100%	\$24,500.

ADDITIONAL SERVICES:

Additional services can be provided at our standard hourly rates or a stipulated fee amount can be negotiated prior to performing the work. They include, but are not necessarily limited to the following:

1. Services of consultants other than mechanical, electrical, or plumbing engineering.
2. Site design.
3. Design involving detailed furniture planning or specifications.
4. Significant change in the project including, but not limited to, size, quality, or complexity.
5. Site surveys, geotechnical reports, and environmental and hazardous material surveys and reports.

STANDARD BILLING RATES FOR ADDITIONAL SERVICES:

Our standard hourly billing rates are as follows:

Principal / Project Manager (Architect or Engineer)	\$160/hour
Architect / Engineer / Interior Designer	\$155/hour
Designer / CAD Technician	\$95/hour
Administrator / Clerical	\$85/hour
Mark-up on reimbursables	1.10 x direct expense
Mark-up on consultants	1.10 x direct expense

TYPICAL REIMBURSABLE EXPENSES:

Costs and fees related to permitting and jurisdictional reviews.
Services of consultants if not included in base fee.

INSURANCE:

CJC Architects maintains the following minimum insurance coverage:

General Liability:	\$1,000,000 each occurrence, \$1,000,000 general aggregate.
Umbrella Liability:	\$1,000,000 each occurrence, \$1,000,000 general aggregate.
Workers Comp:	\$1,000,000 each accident
Professional E & O Liability:	\$1,000,000 each occurrence, \$2,000,000 aggregate

SCHEDULE:

We estimate being available to start work the second week of April. CJC will submit a more detailed design phase schedule if this proposal is accepted, which establishes design milestones and anticipated permitting schedule based on project conditions. We currently estimate the following time-frames for services:

Schematic Design – 2 weeks after project kick-off meeting.
Design Development – 3 weeks.
Construction Documents – 4 weeks.

Bidding / Permitting – 4 weeks. Dependent permit review period.
Construction – 6 months. Dependent on builder.

We hope that this proposal adequately addresses your needs. If you have any questions regarding the scope of work or fees, please do not hesitate to call. Thank you for considering us for your project.

Sincerely,

CJC ARCHITECTS, INC.



Tim Boeckman, AIA, DBIA
President

All Information on this Proposal is to be used for the Project in Tulsa, Oklahoma. CJC Architects, Inc. is not responsible for any errors or omissions in this proposal.

EXHIBIT ONE: Project Location

