



Tim Hallmark
Director, FFESS
Douglas County Government
3030 North Industrial Way
Castle Rock, CO 80109

**RE: Current Contract - DCG – Delva Road Facility
Additional Services Request # 1 – Sedalia Facility Design**

Tim,

DLH Architecture, LLC is pleased to provide **Douglas County Government** with the following proposal to provide the professional architectural services required to develop the design, prepare the construction documents and specifications, furnish bidding support services, provide contract administration and close out services for the new **Sedalia Facility** building planned on the Delva Road site near Sedalia CO. Based on our discussion to date, the scope of the project is described as follows:

Scope of Work

- DCG **Sedalia Facility**,
 1. Review all existing plans and data provided by DCG
 2. Prepare an initial master plan concept sketch showing how this new building would interact with the existing trash disposal site. This work has essentially been completed.
 3. Revise the initial master plan sketch as required to address the current DCG Engineering program requirements scope of work.
 4. Develop a base master site plan for the entire site and submit that plan to DCG Planning for L& E acceptance.
 5. The site and grading work are already underway with Collins Engineering.
 6. Develop and refine the building floor plan and elevations from the DCG revised input from the machinery manufacturers.
 7. Provide CAD based Schematic Drawings of the building layout and review those with you and the DCG design committee.
 8. Implement DCG comments into the project's Design Development drawings.
 9. Start Structural, Landscape, Mechanical, Plumbing and Electrical (SLMPE) engineering for the contract documents and planning submissions. Continue with the Civil Engineering
 10. Review design development drawings including the SCLMEP drawings with the County
 11. Revise the Design Development drawings as requested by the DCG design committee.
 12. Prepare all planning site plan submittals as required by DCG Planning for the L&E submittal
 13. Prepare and provide the contract bidding documents in AutoCAD format and a project manual in Microsoft Word format for bidding.
 14. Work with DCG purchasing to prepare the project for contractor distribution.
 15. Assist the County in bidding the project to General Contractors.
 16. Answer addendum questions during the contractor procurement process.
 17. Provide full contract administration services through the construction of the building.
 18. Review and respond too all shop drawing submittals
 19. Attend weekly OAC meetings with the contractor
 20. Provide all final punch list documentation.
 21. Provide all as-built and close out documentation as prepared by the GC.

Tim Hallmark
Douglas County – **Sedalia Facility Design Scope**
Additional Services Request
7-10-25

Sub Consultants:

The following sub-consultants will be retained for this project. All have worked for DCG and are familiar with DCG requirements and specifications:

- | | |
|--|---------------------------------|
| • Structural Engineering - | HCDA Engineering |
| • Civil Engineering - (Currently working on the project) | Collins Engineering |
| • Mechanical / Plumbing Engineering - | Envision |
| • Electrical Engineering - | PK Electrical |
| • Landscape Architecture - | Natural Design Solutions |

Schedule:

Based on our discussions to date and acceptance of this proposal by **July 22, 2025**, DLH Architecture, LLC intends to finish the design development documents by **August 12, 2025**. Contract Documents would be completed by **September 9, 2025**.

Survey and soils information would need to be requested and obtained as soon as possible to meet that schedule

The project would be released for GC pricing on **September 11, 2025** after DCG review. Bids would be received on **October 25, 2025** and all associated costs would be evaluated for funding.

Funded Scope Budget:

A budget has not been received for this project as of this proposal submission date but DLH Architecture would **anticipate a probable construction cost of around \$242 /sf for the 7,440-sf building planned which would cost \$1,800,000.**

Proposed Fee:

The proposed architectural and engineering services fee described above for this work in accordance with our initial design sketches and possible building cost would be 8.86% of the anticipated construction cost of approximately \$1,800,000 for a fixed fee of \$159,560.


I have attached a breakdown of this fee for your information.

Please note that no well water system or septic field design is included in this proposal.

All professional fees would be billed monthly based on the percentage of work completed in accordance with DCG' billing schedule for this project. Reimbursables are included in this fee. All final record documents are also included in this scope of work. Travel outside of the Douglas County area for review purposes is not included in this proposal and would be billed as an additional service plus actual travel expenses.

Thank you once again for the opportunity to present this proposal. We are looking forward to this project.

Sincerely,



David Hieronymus, AIA CEFPI
Principal Architect