



October 15, 2020

Board of County Commissioners
Yellowstone County Courthouse
217 North 27th Street
Billings, MT 59101

[Sent via email – kbryan@co.yellowstone.mt.gov](mailto:kbryan@co.yellowstone.mt.gov)

Re: Feasibility Study – 3rd Avenue North Building

Board of County Commissioners:

CTA Inc. (dba Cushing Terrell) is pleased to provide this architectural and engineering services proposal for the Feasibility Study – 3rd Avenue North Building located in Billings, Montana. We are excited and pleased at the opportunity to work with you on this project.

The attached proposal provides a description of Cushing Terrell's understanding of the project scope and discusses the scope of services Cushing Terrell will provide. It also lists our proposed team, which accounts for the disciplines and expertise required for a project of this nature.

Please review the proposed services and fees attached. Do not hesitate to call or email if you have any questions about the content therein. If you find this proposal meets your expectations, we have included an AIA Document B101 for your review and signature.

Thank you for this opportunity.

Sincerely,

CUSHING TERRELL

A handwritten signature in black ink, appearing to read 'Bob La Perle', written over a light blue horizontal line.

Name,

Bob La Perle/Project Manager

cc: Cushing Terrell File

Attachments: Proposal



Proposal for Feasibility Study – 3rd Avenue North Building

SCOPE OF PROJECT

YC Board of County Commissioners is seeking professional design services for a Feasibility Study – 3rd Avenue North Building, located in the Billings, Montana. The project will include the following:

- Include a site visit and building tour to confirm the condition of the HVAC & Electrical systems and look at existing tenant spaces and common areas. Development a Study to include a simple program of existing & proposed for building. Analyze the space needed for administrative departments, compared to available building area. Then develop a Rough Order of Magnitude (ROM) Cost for Demo and new TI Improvements escalated to 2025.

SCOPE OF SERVICES

Cushing Terrell will manage this project from our Billings, Montana office. Our professional team will be led by the following key team members:

Principal-in-Charge: Jim Beal
Project Manager: Bob La Perle

Architect/Engineer

CTA Inc. (dba Cushing Terrell)
13 North 23rd Street
Billings, MT 59101
406.248.7455

Cushing Terrell's professional service offerings will include supplemental services as described below. Cushing Terrell will provide all services needed for this project scope.

Basic Services (Note: services proposed for this scope are considered Supplemental services by AIA contracts)

Supplemental Services

Services for this project consist of architecture/planning, mechanical, and electrical engineering services. The project will progress as a single phase including the site tour, verify as-built documents, generate programming document, issue a draft report & internal summary , rough order of magnitude of cost (ROM) , a presentation to commissioners and a final report on study recommendations..

Assumptions

This proposal is based upon Cushing Terrell's understanding of the following assumptions:

- As-built drawing and verification are not included. It is assumed that existing Building Floor Plan Drawings are available for use in our archives or from the building owner.
- An informal presentation meeting and a commissioner's presentation are all that is needed for meetings.
- A simple plan drawing for available plans and available areas.
- This scope would not include any space planning or phasing.

COMPENSATION PROPOSAL

Total Design Services	\$16,500.00
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The breakdown illustrates estimated fees based on the estimated construction and site cost as described under the project description. These fees are subject to change if the scope of the project scope changes. Hourly work will be billed at Cushing Terrell's standard hourly rates for the year in which the time is expended.

REIMBURSABLE EXPENSES

Reimbursable expenses are estimated at \$150 Reimbursable expenses include travel (airfare, auto rental, mileage/fuel, lodging, and meals), printing, copying, permitting fees, and postage.

Legal fees incurred as a result of modifying a standard AIA contract or using Owner provided agreements will be billed as a reimbursable expense to the project.

PROJECT SCHEDULE

The proposed project schedule is to start as soon as agreements are approved and estimated to take not more than five (5) weeks.

The Owner acknowledges that Owner-generated changes in the schedule of the project may result in modifications of the associated professional fees.

This proposal is valid for 90 (ninety) days from date of issue.