

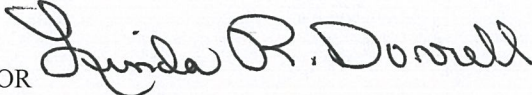
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**TULSA COUNTY**  
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**PURCHASING  
DEPARTMENT**

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# MEMO

DATE: APRIL 6, 2016

FROM: LINDA R. DORRELL  
PURCHASING DIRECTOR 

TO: BOARD OF COUNTY COMMISSIONERS

SUBJECT: CONSULTING SERVICES AGREEMENT-ALLIED ENGINEERING GROUP, LLC.

SUBMITTED FOR YOUR APPROVAL AND EXECUTION IS THE ATTACHED CONSULTING SERVICES AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS ON BEHALF OF THE TULSA COUNTY BUILDING OPERATIONS AND ALLIED ENGINEERING GROUP, LLC. TO PROVIDE CONSULTING SERVICES REGARDING REVIEW OF THE COURTHOUSE 7<sup>TH</sup> FLOOR AIR HANDLING UNIT.

THIS AGREEMENT IS AS PER ATTACHED DOCUMENTATION.

RESPECTFULLY SUBMITTED FOR YOUR APPROVAL AND EXECUTION.

LRD/arh

ORIGINAL: PAT KEY, COUNTY CLERK, FOR THE APRIL 11, 2016 AGENDA.

COPIES: COMMISSIONER JOHN M. SMALIGO  
COMMISSIONER KAREN KEITH  
COMMISSIONER RON PETERS  
MICHAEL WIILIS, CHIEF DEPUTY  
VICKI ADAMS, CHIEF DEPUTY



**PROPOSAL**

**Date:** 03/18/16

**To:** Tulsa County  
500 South Denver, Rm 322  
Tulsa, OK 74103  
**Attn:** Linda Dorrell  
**Re:** Tulsa County Courthouse 7<sup>th</sup> Floor Air Handling Unit

We are pleased to present this Consulting Services Proposal for the project described herein and in accordance with your instructions.

**SCOPE OF PROJECT:**

We propose to provide MEP Consulting Services for the review of the Courthouse 7<sup>th</sup> Floor Air Handling Unit. Work to include:

1. Observe existing conditions of the 7<sup>th</sup> Floor AHU installation and review existing conditions with facilities personnel.
2. Present findings and recommendations for repair/replacement/modification of existing AHU system to Tulsa County representative.

**COMPENSATION:**

We propose the following based on the above described Scope of Project:

**Basic Services with an hourly not to exceed fee of \$880.00**

If you have any questions concerning our proposal or need to negotiate services or fees, please do not hesitate to call. However, if this is acceptable, you may indicate by signing this proposal letter as a contract authorizing us to proceed and we will begin Work.

Sincerely,

Gayle D. Gwinup, P.E.  
Allied Engineering Group, LLC

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM  
ASSISTANT DISTRICT ATTORNEY

**ADDITIONAL SERVICES:**

Furnishing the services of special consultants, resident project engineer, acoustical studies, systems testing, environmental testing or impact assessments.

**REIMBURSABLE EXPENSES:**

Reimbursable expenses shall be billed monthly as actual expenses are incurred at the rate of actual cost plus ten percent (10%). The items included are:

- Furnishing the services of special consultants.

**TERMS OF PAYMENT:**

Invoices will be submitted based on the Work completed. Payment is due upon receipt of invoice and considered delinquent after 30 days.

# Exhibit A

## 2016 Schedule of Engineering Services Fees:

	<u>Hourly Rate</u>	<u>Overtime Rate</u>
<b>Engineer</b>		
Principal	\$135.00	\$ n/a
Senior Engineer	\$110.00	\$ n/a
Engineer	\$ 95.00	\$ n/a
Junior Engineer	\$ 80.00	\$ n/a
Intern	\$ 55.00	\$ n/a
<b>Designer/Technician</b>		
Senior Designer	\$ 95.00	\$ 105.00
Designer/Technician Level III	\$ 85.00	\$ 95.00
Designer/Technician Level II	\$ 75.00	\$ 85.00
Designer/Technician Level I	\$ 60.00	\$ 70.00
<b>Administration</b>		
Clerical/Office Staff	\$ 50.00	\$ 60.00
Office Manager	\$ 70.00	\$ 80.00

**Progressive Fee Schedule:** Basic Compensation will be based on the Scope of Work approved by the Owner at the beginning of each phase of Design as described below. After bids are received, the Basic Compensation will be adjusted according to the lowest acceptable bid. Progress Billing shall be submitted monthly for each phase of Work completed.

Schematic Design	15%
Design Development	20%
Construction Documents	40%
Bidding/Negotiations	05%
Construction Administration	20%