



Facility Operations

4430 South Adams County Parkway • Brighton, CO 80601 • Phone: (720) 523-6006

CHANGE ORDER NUMBER: 1

2/25/2020

Project: Service Center Programming/Renovation Project

Project #: 1076 1903

Vendor: DLR Group
1401 Lawrence Street, Suite 100
Denver, CO 80202

Owner: Adams County - Facility Planning & Operations
4430 South Adams County Parkway
Brighton, Colorado 80601

Account # / Code: 1076.9055 W 10761903

Adams County Purchase Order: 17187

The above named Contractor is hereby authorized to perform the following scope of work changes:

CR #1 Prepare Construction Documents for Probation relocation to Building \$ 18,270.00

Total Increase / Deduct: \$ 18,270.00

Original total contract award amount: \$ 40,000.00

Change by previous authorized change orders: \$

Contract award amount prior to this change order: \$ 40,000.00

The contract award amount will be increased by this change order: \$ 18,270.00

The new contact award amount will be: \$ 58,270.00

The Contract Time Line Will be Increase / Decreased by: n/a

Recommended by:

Approved By:

See Proposal dated 2/7/2020
DLR Group
Kyle Yardley, Senior Associate

Sean Braden, Manager Facility Planning & Operations
Date 2/25/2020

Cyndi Stringham
Cyndi Stringham
Adams County, Project Manager
Date 2/25/2020

Alisha Juvo
Raymond H. Gonzales
Adams County, County Manager
Date 03/05/2020



Architecture Engineering Planning Interiors

1401 Lawrence Street, Suite 1000
Denver, CO 80202

February 7, 2020

Cyndi Stringham
Facilities and Fleet Management
Adams County, Colorado
4430 South Adams County Parkway, Suite C1700
Brighton, CO 80601-8214

Re: Adams County Sheriff Substation: Probation CDs

Dear Cyndi:

Thank you for the opportunity to propose design services to relocate the Commerce City Probation Offices into the Sheriff Substation building.

PROJECT UNDERSTANDING

The project intent is to temporarily relocate Probation offices into the space vacated by Tri-County Health services. Probation will move into the existing space mostly "as-is", with some minimal demolition, repair, painting, and new construction that will improve the functionality of the existing space for Probation.

Tri-County Health will vacate their space within the Substation in November 2020, and Probation will move into this space in January 2021. Proposed work will need to be permitted for construction to begin once Tri-County has vacated their space.

SCOPE OF WORK

DLR Group will prepare construction drawings for the purpose of plan review and general contractor bid. Documents will be developed as a streamlined set that incorporates what is minimally necessary for a building permit and for a contractor to understand the work scope. We believe there will be 4 drawing sheets needed to document code compliance, demolition, new construction, and construction general notes. Work and deliverables are listed below:

Site Visit to document changes to existing conditions including the following:

- Demolition scope of work.
- New construction.
- Identify building systems which may require an upgrade or remodel that has not been previously documented as a required scope.
- Review existing doors and hardware.
- Review security needs.

Site Visit: (PM + Staff) \$235 + \$125 x 4 Hours =	\$1440
Demo Plan: \$125 Staff x 16 Hours =	\$2000
Floor Plan: \$125 Staff x 30 Hours =	\$3750
Code Plan: \$125 Staff x 20 Hours =	\$2500 (As required for permitting)
Spec Notes: \$125 Staff x 10 Hours =	\$1250 (Written requirements & notes)
Spec Notes: \$235 PM x 12 Hours =	\$2820 (PM note development)
PM Time / Review: \$235 x 16 Hours =	\$3760
Permit Submission: \$125 Staff x 6 Hours =	\$750
Total Base Fee	\$18,270

Estimated Hours: 124

ASSUMPTIONS & EXCLUSIONS

This proposal is based on the following assumptions:

- Mechanical, electrical, and plumbing systems are in acceptable working condition and have been maintained by maintenance staff within the Tri-County space. These systems will be reused without the need for modification because the space is generally unchanged.
- Probation will relocate furniture within their existing space to their new temporary space. The layout of existing power and data will be adequate for Probation's temporary needs.
- If MEP or low voltage design is identified as a requirement following the site visit, DLR Group can provide services as needed on either an hourly basis or as an additional lump sum.
- The preparation of field measured drawings is not a requirement. DLR Group will use electronic files from the original building design as base drawing files and to identify existing conditions. Existing drawings will need to be prepared for use as new CDs.
- Existing finishes will be reused. The Site visit will identify areas that require patching, painting, or new finishes that will be noted to generally match existing finishes.
- DLR Group will remain on call to answer questions and provide support during construction activities. Work will be billed hourly based upon approved hourly billable rates.

SCHEDULE

We propose a 4-week schedule to complete the work. Work can begin as early as March 1, 2020 or as late as June 1, 2020, depending on the timing for contractor procurement.

Please let us know if this proposal is acceptable. Thank you for this opportunity and week forward to our continued relationship serving Adams County.

Sincerely,
DLR Group



Kyle Yardley, AIA, LEED AP

cc: Ed Bledowski, AIA
Genealy Lindsay

Meeting Notes:
 Space Required for 43 Staff / 44 Support / 10 Volunteers
 2 Waiting Areas for Offenders and General
 Access corridor of access between hall areas and public areas
 Security is a concern for Staff - there is no means of security other than making a
 911 call for help to Commercial
 Clients meet with parole officers in offices or at their workstations. There is a
 preference to sit at furniture for officers to be on the side of rooms or space
 in County will leave most of their furniture in place although some items will
 remain
 Probation may reuse some of their existing workstations and the cabinets
 Probation will conduct their 100-hour needs inventory
 Most finishes will remain as is. Some painting and wall patching will be necessary
 10 County will move out by Jan 2021. Probation will move in by April 2021
 Probation will occupy the Mc County space for a period of 6 to 9 years or more



Image 4: Existing table - These could become storage rooms. The large table is used to fill an old workstation of old employees & removed.

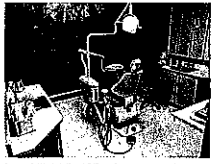
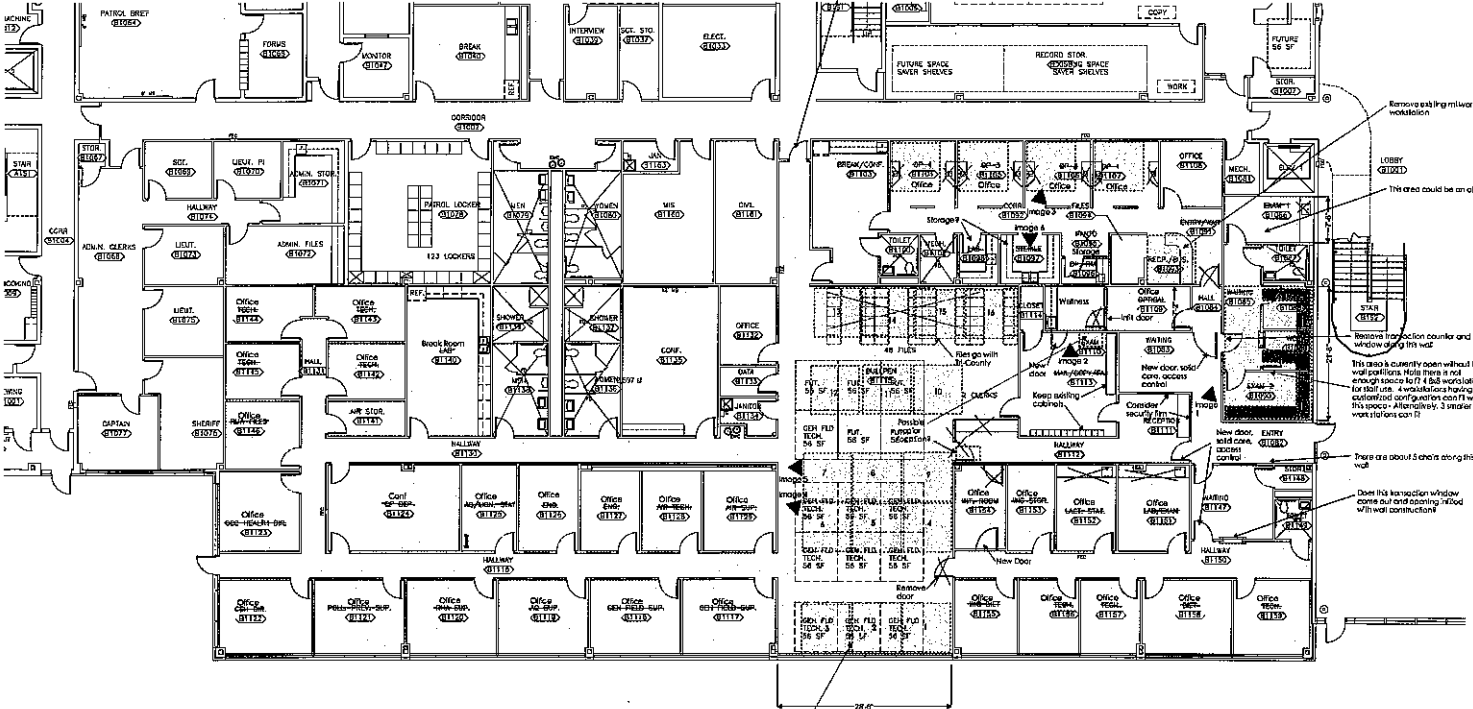


Image 2: Workstation / Office - Remove existing work and desk, typical



Probation Offices
 12,600 sf
 Meeting Summary of
 Understanding
 11-04-2019



Image 5: Open Office Area - Desks to fill in at least 12 staff workstations



Image 6: Open Office Area - Desks to fill in at least 12 staff workstations

Note: Staff workstations can be made to fit within the area - 14 are indicated. 14 workstations are better (6 in room 2 from the middle group of A and 8 in room 4)



Image 3: Workroom - Remove existing cabinets, add door to new Workroom Room



Image 1: Office Area - Remove transaction counter and window, plan for four staff workstations within the open office area

Remove existing work for staff workstation
 This area could be an office
 Remove transaction counter and window w/ 5' high
 This area is currently open without the wall partitions. Note there is not enough space for 7 staff workstations for staff use. A workstation having a partitioned desk and chair will fit within this space. Alternatively, 3 smaller workstations can fit
 There are about 5 chairs along this wall
 Down the transaction window come out and opening in wall construction