

September 5, 2024

West Central Fire Protection District
11321 Aboite Center Road
Fort Wayne, IN 46814
Re: West Central Fire District Station Scoping Services

Chief Gale Stelzer,

BW Construction is pleased to have the opportunity to offer our proposal for scoping phase services for a fire station in West Central Fire District. We trust this proposal meets with your approval.

PROJECT UNDERSTANDING

The District requires a fire station that meets current standards for safety, equipment, and living quarters. As envisioned, the fire station will consist of an apparatus bay, living quarters, and administration wing. The apparatus bay and living quarters will be approximately 13,500 SF, and the administration wing will be up to approximately 4,000 SF. The apparatus bay will include up to three pull-thru bays and one-half bay, EMS storage, a maintenance room, decon/RR, gear laundry, SCBA, turnout gear storage for 30 lockers, and a possible mezzanine for storage. The living quarters will consist of a kitchen with an island, a dining room to seat 12, a dayroom to seat 12, a report writing / radio room, bunk suites, quiet room, and a fitness room. The administration wing will include offices, a battalion chief's office, a kitchenette, three private RRs, and a training room to seat up to 40 patrons with tables.

PROJECT APPROACH

Because the District is still weighing several options, BW Construction will work with RQAW | DCCM to deliver scoping services in two phases, as described below.

Phase 1: Project Verification Phase

1. We will examine two existing fire stations and determine the extents of what would be required to renovate/upgrade them to meet modern fire station standards such as negative air pressure and sequestration of carcinogens. In conjunction, we'll study whether the sites would accommodate the existing buildings being demolished and replaced with the desired facility.
2. Our team will provide assistance in determining the appropriate general location of a new fire station within the District to optimize response times and service coverage.
3. If survey, geotechnical, or other services are required to determine the suitability of a particular site, these can be provided if authorized by the District as a reimbursable expense.
4. We will work with the District to refine a preliminary design of an all-new facility. This includes:
 - a. Reviewing the program and other information furnished by the District, and reviewing laws, codes, and regulations applicable to our services.
 - b. Preparing a preliminary evaluation of the District's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other initial information, each in terms of the other, to ascertain the requirements of the Project. We will notify the District of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

- c. We will present its preliminary evaluation to the District and will discuss with the District alternative approaches to design and construction of the Project. We will reach an understanding with the District regarding the requirements of the Project.
 - d. Based on the Project requirements agreed upon with the District, we will prepare and present, for the District's approval, a preliminary design illustrating the scale and relationship of the Project components.
5. Our deliverables at the conclusion of Phase 1 will include:
- a. A final report outlining the District's criteria, the results of the location study, the cost estimates produced by our team, and our recommendations.
 - b. A preliminary design, including floor plan and narrative of the desired facility, along with renderings to allow the District to accurately visualize the proposed project.

The deliverables will allow the District to determine whether either of the two existing station sites or the site it currently has selected meet its criteria for budget, location, and ability to accommodate the desired building size.

Upon delivery of the report, the District would have sufficient information to choose among its current three site choices and proceed to Phase 2. If the District chooses to proceed with Phase 2, payment will be deferred until the conclusion of Phase 2.

If it determines that none of the locations currently under consideration meet its criteria and it isn't prepared to progress to Phase 2, the District could opt either to contract for additional location selection services, or to cancel the project. If the District chooses not to progress to Phase 2, payment for all Phase 1 services will be due and payable at the conclusion of Phase 1.

Phase 2: Scoping Completion

Phase 2 involves progressing from the preliminary design through schematic design and design development, creating plans that are sufficient for BW to generate a Guaranteed Maximum Price for the project. Our services under this phase would include:

Schematic Design

- 1. Based on the District's approval of the preliminary design, we will provide Schematic Design Documents for the District's approval. The Schematic Design Documents will consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections, and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials will be noted on the drawings or described in writing.
- 2. We will consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the District's program, schedule and budget for the Cost of the Work.
- 3. We will consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a

design for the Project that is consistent with the District's program, schedule, and budget for the Cost of the Work.

4. We will develop outline specifications.
5. Our team will review the plans with building users, and agencies having jurisdiction over the Project. We will meet with RQAW to review the Schematic Design Documents.
6. At the conclusion of the Schematic Design Phase, we will make appropriate recommendations to the District to adjust the Project's size, quality or budget for the Cost of the Work, and request the District's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the District's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, we will incorporate the required revisions in the Design Development Phase.

Design Development Phase Services

1. Based on the District's approval of the Schematic Design Documents, and on the District's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, our team will prepare Design Development Documents for the District's approval. The Design Development Documents will illustrate and describe the development of the approved Schematic Design Documents and will consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents will also include outline specifications that identify major materials and systems and establish, in general, their quality levels.
2. Prior to the conclusion of the Design Development Phase, we will submit the Design Development Documents to the District.
3. GMP will be produced based on Design Development deliverables.

Upon delivery of the GMP, the District will determine whether to proceed with construction of the proposed facility at the proposed location. If the District chooses to proceed with construction, we will agree to wrap our fee for Phases 1 and 2 into the BOT agreement, to be paid at financial closing.

If the District decides not to proceed with construction, our fee for Phases 1 and 2 will be due and payable at the conclusion of Phase 2.

SCHEDULE

We assume Phases 1 and 2 will be completed within 3 months following notice to proceed, and that the District will be prepared to make a final decision regarding proceeding to construction before December 15, 2024.

COMPENSATION

Our proposed compensation for Phases 1 and 2 is a total of \$250,000, distributed as follows:

Phase 1	\$100,000 Due at the completion of Phase 1, only if the District does not proceed to Phase 2.
----------------	--

Phase 2 **\$150,000** Due (along with Phase 1 fee) at the completion of Phase 2. Fees for both phases may be wrapped into the BOT agreement if the project proceeds to construction.

AUTHORIZATION

This proposal is valid for a period of 30 days from the date of issuance. If our proposal scope fee is acceptable, we will draw up a contract with the District for execution.

BW appreciates the opportunity to offer our services to you.

Sincerely,



Brad Battin
BW Construction

