



## MEMORANDUM

December 28, 2011

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator *ES*  
Brad Wilson, Facilities Project Manager

SUBJECT: Consideration of Bid Award to Lambe & Associates, Inc. in the amount of \$174,994 for the Design and Engineering of the building located at 124 Lumber Drive for the future City of Franklin Public Works Facility

### Purpose

The purpose of this memorandum is to provide information to the Board of Mayor and Aldermen (BOMA) to consider the award of the contract for the design and development of the property located at 124 Lumber Drive to Lambe & Associates for the design and engineering of the future Public Works Facility in Franklin in the amount of \$174,994.

### Background

One of the priority projects identified in the City's ongoing Capital Investment Process (CIP) has been the opportunity to consolidate into one location/facility significant components of our public works operations including Water Management, Streets (including Stormwater Maintenance) and Fleet Maintenance. Currently, the City operates these functions out of two undersized facilities. One facility, which is located near the intersection of Hillsboro Road and Del Rio Pike (referred to as "The Hill"), houses both the Water Management Department (maintenance function) and Fleet Maintenance operations. The other property is the Streets Department facility located on Southeast Parkway. The opportunity to consolidate these operations into one facility promises to give the City the ability to better realize efficiencies across departments by enhancing the sharing of resources (human and equipment). In addition, this project can provide the City the ability to meet the needs of our growing community that the existing facilities cannot. Over the past year, the City has looked at various properties in the community that could serve this need. During our investigation, the former 84 Lumber property that is located east of the Columbia Avenue/Beasley Drive intersection came on the market. After touring the property, staff discussed the potential of utilizing this property for a combined Public Works Facility to house the above mentioned divisions. In November of 2011, the City of Franklin purchased the property for \$2.34 million.

The site offers the following for current needs and future improvements:

- Total Acreage of 15.81 acres with a total of 7.25 acres currently conditioned.
- Primary building offers approximately 7,250 square feet that is currently conditioned with the option to construct a second floor area of 6,000 square feet up to 7,000 square feet of additional office space. Also enclosed within this space is 12,763 square feet of partially conditioned space (less HVAC) for additional offices and the storage of vehicles and inventory.
- The secondary building offers 18,050 square feet of partially conditioned space (less HVAC) for vehicle maintenance, storage, some small offices, bulk storage, sign shop, inventory control areas for fleet and larger and greater floor space to move vehicles in and out for ease of access.



- Three sheds offer 6,300, 7,200 and 8,400 square feet of covered space.
- All enclosed structures are currently covered with fire suppression.
- Lighting and plugs to sheds currently installed.
- Site allows room for maneuvering of fire apparatus units and other large equipment to be serviced within an enclosed area.
- Site allows for ample expansion possibilities.
- A new access as been approved through an easement with Lasko Industries so that the property can be entered from the North where a new signal is to be installed.
- Larger vehicles can be repaired indoors under cover from the elements.
- A security system is already installed.
- Utilizes existing land and buildings.
- Sharing of resources from the three different divisions.
- Construction equipment storage.
- Expansion of Fleet Maintenance Division.
- Enhanced Inventory and Purchasing Control Systems.
- A possible secondary salt storage are for winter road maintenance.
- Site minimizes impact on adjacent uses.
- City sites can be sold.

The consolidated public works facility creates a greater opportunity to gain efficiencies across operations with existing personnel and equipment. There are efficiencies in terms of space that can be shared and therefore will not be duplicated in multiple locations. Equipment such as backhoes and dump trucks can be shared. Efficiencies from placing Fleet Maintenance function in more modern and appropriately-sized facilities. Currently some large equipment cannot be fully serviced due to the limited size of the existing facility and the inability to lift the equipment. Often work is performed outside due to the space constraints at our current facility. The City's mechanics are highly skilled and can provide service to large equipment at a significant savings if they have adequate space and facilities.

A preliminary construction budget of \$2,469,000 was put together prior to the purchase of the property with Lambe & Associates Architects, who retained the services of a general contractor. There have been additional meetings with staff from the three departments that will be making the move to the new location to identify their needs. In the upcoming weeks larger group meetings will be held on site to discuss layouts. It is anticipated that along with Lambe & Associates that one or two mini charattes will be conducted with staff on site to discuss layout plans and to gain employee input.

A copy of the proposal/contract with Lambe & Associates is attached.

### **Financial Impact**

Initial financing will be paid through the General Fund through a general expense line and will be reimbursed by possibly an upcoming bond issue. The contract with Lambe & Associates will not exceed the budget number quoted. By approving this contract, the City will enter into a professional service contract in an amount not to exceed \$174,994.00 to be paid based on the completion of certain elements



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## MEMORANDUM

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of the scope of work. An overall project budget of \$5 million for the Franklin Public Works facility has been incorporated into the City's base Capital Investment Program (CIP) Funding Plan.

### **Recommendation**

Approval of the contract with Lambe & Associates, Inc. in the amount of \$154,994.00 is requested.



December 7, 2011

Attachment "A"

Brad Wilson  
Facilities Project Manager  
City of Franklin  
109 3<sup>rd</sup> Avenue South  
Franklin, Tennessee 37064

**RE: Proposal for Consolidated Public Works Facility – City of Franklin, TN (Revised 12.29.11)  
124 Lumber Drive, Franklin, Tennessee**

Dear Brad,

It has been our pleasure to work with you and The City of Franklin over the last several months to assist and discuss the consolidation of the Public Works Departments at the former 84 Lumber site property. Thank you for the opportunity to submit this proposal for professional architectural and engineering services to prepare design and construction documents for the project. We look forward to continuing our work with you and the City.

#### **BACKGROUND**

Based on our report, *Preliminary Estimate of Probable Cost* dated May 10, 2011, and subsequent meetings since that time, it is our understanding that The City of Franklin has since purchased and closed on the property at 124 Lumber Drive and wishes to move forward with the project to ultimately consolidate three (3) City departments to this location. Lambe + Associates, LLC (L+A) has structured this proposal to furnish the design, final construction documents for permitting and construction, and construction administration services required to complete the project.

The site consists of 15.81 acres and includes two existing primary buildings (Buildings 1 and 2), and three open-air sheds (Buildings 3, 4, and 5). Building 1 contains 18,868 square feet, Building 2 contains 18,020 square feet, and the three sheds contain 8,400 square feet, 7,200 square feet, and 6,300 square feet respectively. The project will include selective demolition and new construction within the existing footprints of Buildings 1 and 2 to create new space for the departments to be located there. The remaining three shed buildings will be utilized "as is" to serve as covered parking for some of the City's fleet vehicles, but work will include additional water and electrical upgrades and/or sprinklers if required.

Building 1 is a pre-engineered metal building (PEMB) structure on a concrete slab-on-grade. It is enclosed by four exterior walls constructed of both of single-wythe, reinforced concrete split-faced block (CMU) and 8" CMU with brick veneer extending to the roof line. The roof is a slightly pitched (1.5: 12) standing seam metal roof with eave heights of 19'-0". The building measures 178'-0" x 106'-0" and contains 18,868 square feet of interior floor space under roof and 1,590 square feet of exterior space under roof. There are two (2) 16' x 16' roll-up doors existing on the north side, one 16' x 16' roll-up door and two (2) man-doors on the east side, one man-door on the south side, and two (2) man-doors on the west side.

The building is divided by a 3- hour CMU fire separation wall extending to the bottom of the roof deck. This demising wall separates a conditioned space on the south side (Side “A”) of approximately 7,985 square feet from the non-conditioned side (Side “B”) which is approximately 10,883 square feet. Handicapped accessible toilets exist at the northeast corner of Side A, and office partitions (of wood construction) are constructed along the south and east perimeter walls of Side A. The building is fully sprinklered.

Building 2 is a pre-engineered steel building structure on a concrete slab-on-grade and includes a 48” high dock along the northeast corner of the building. It is enclosed by exterior walls on four sides constructed of either single-wythe, reinforced concrete split-faced block (CMU) or 8” CMU with brick veneer extending to the roof line. The roof is a slightly pitched (1.5: 12) standing seam metal roof with eave heights of 19’-5” and 17’-0”. The building measures 200’-0” x 100’-0” and contains 18,020 square feet of floor space under roof interior and 1,980 square feet of covered dock area exterior. There are two (2) 16’ x 16’ roll-up doors and two (2) man-doors existing on the north side, one man-door on the west side, one man-door on the south side. Office partitions (of wood construction) are constructed along the east perimeter wall of the building. The building is fully sprinklered.

## **SCOPE OF WORK**

The general scope of work is to consolidate the Water Management Department, Department of Fleet Management Division, and many of the City’s motorized fleet to the site, utilizing all existing buildings. Consequently, Buildings 1 and 2 will be utilized as occupied buildings, and the shed structures (Buildings 3,4, and 5) will be utilized for motorized vehicle storage.

Specifically, the location of the existing CMU demising partition within Building 1 provides for this building to be divided into two distinct functions; Area “A” (south of the demising wall) and Area “B” (north of demising wall). The first floor level at Area “A” would accommodate a Public Lobby and Reception Area, including an elevator, I. T. Room, two small Conference Rooms, a General Training Room, a First Aid Room, a Break/Vending Room, and Locker/Shower/Toilet Rooms. All of these spaces would be shared between the Water Department, Vehicle Maintenance, and the Street Department. The existing roof height in Building 1 would allow for a second floor to be added in Area “A” to accommodate Staff Offices, a Conference Room, Plan Review Room, and Fire Resistant Plan Storage room. These spaces will initially house the Water Department administration but would accommodate the Street Department administration in a later phase of the consolidation. Fire stairs as required, an elevator, and additional exit doors as needed would be provided to satisfy building code requirements for egress from the second floor.

In Area “B” (north of the demising wall) the main level would accommodate the Water Department and provide storage areas for materials and some fleet vehicles. The area would include an Inventory Control Room, Office, and a Repair Shop. A second floor would be constructed to provide a storage mezzanine for miscellaneous bulk items, and be constructed with removable railings and an open stair to the lower level.

The anticipated modifications to Building 1 assume:

- an elevated concrete floor slab on corrugated metal decking supported by open-webbed steel joists spaced evenly supported by steel columns and girders to support the required loading for the anticipated use,
- interior wall construction of light-gage metal studs with gypsum board, and
- no modifications to the roof or exterior walls (except those modifications to add windows/doors).

Modifications for Building 2 would provide the primary area for service bays and support space for the Fleet Maintenance Division and Street Departments. This would require adding two (2) 16' x 16' overhead doors at the north wall for vehicle access in conjunction with the existing one to remain. The three existing vehicle lifts currently at "The Hill" would be relocated and installed interior the building along the south wall. Additional spaces to be added in the building would be an Oil Changing Station and pit, Tire Storage, two (2) Administrative offices, and an Inventory Room. A mezzanine storage area would be constructed along the east wall above these spaces to provide bulk item storage. A new Oil/Lube delivery system would be installed, and a new Exhaust Removal System installed (independent of the building's mechanical air distribution system). Finally, a sign fabrication shop and bulk storage areas would be added to accommodate the Streets Department needs.

The anticipated modifications to Building 2 assume:

- an elevated concrete floor slab on corrugated metal decking supported by open-webbed steel joists spaced evenly supported by steel columns and girders and/or CMU load-bearing walls to support the required loading for the anticipated use,
- interior wall construction of light-gage metal studs with gypsum board, and
- no modifications to the roof or exterior walls (except those modifications to add windows/doors).

As previously mentioned, work at the existing shed structures (Buildings 3-5) would be minimal, and is anticipated to be only electrical and water upgrades as required to support the storage and general maintenance of the fleet vehicles.

In conclusion, the scope of work as identified above is intended to address the specific anticipated uses for the buildings that are known at this time based on our previous discussions with you and the *Program of Spaces* included in our original 05.10.11 report, however the actual types of spaces and their subsequent sizes may differ based on conclusions to be determined by design meetings to be conducted with the City and the building's users during the design phase. Other comprehensive scope items and/or assumptions at this time include the following:

- Our initial report explored the possibility of using wood framed construction for the elevated second floor areas at both Building 1, and the mezzanine areas for Buildings 1 and 2. While there are pros and cons to for both wood and steel/concrete construction, it was determined the benefits of a steel/concrete structure would greatly benefit the City in terms of structural stability, flexibility of the space, sound abatement from one floor to the next, decreased life-cycle maintenance costs, and improved life-safety considerations.
- Interior finishes in the administrative area spaces in each building are expected to be Class B office building standards, and would probably include suspended acoustic ceilings with a 2'x 4' grid, carpet, Vinyl Composition Tile (VCT), stained concrete, and ceramic tile (in selected areas). Toilets, shower areas, and locker rooms (or other wet areas) would receive epoxy floors, ceramic tile base and ceramic tile walls (or epoxy painted CMU walls and/or cultured marble to be determined by cost analysis). Showers would be prefabricated, pre-cast types with ADA showers provided in specified locations and ceramic tile walls.
- We assume that the City will retrofit a Security Access Card System throughout the entire complex compatible with current systems at other city locations. Our final documentation will include empty conduit and junction boxes at locations to be determined for final wiring and installation by others.
- Our final documents will include cleaning and water-proofed sealing (interior and exterior) of

- existing exterior walls of Buildings 1 and 2, and that insulation be retrofitted to the empty CMU wall cavities to improve energy efficiency, as both structures have water infiltration deficiencies at the vertical, single-wythe exterior CMU wall locations.
- Our final documents will include replacing existing exterior roll-up doors with insulated roll-up doors, or the repair of existing doors that can be reused.
- Our final documents will include replacing all lighting in Buildings 1 and 2 with energy-efficient LED lighting fixtures, or possibly T-4 or T-8 fixtures, depending on cost analysis.
- Our final documents will include installation or replacement of all water heaters with gas-fired tankless water heaters (where applicable; tank water heaters may be necessary for some locations), and re-circulating hot water pumps.
- The design, final documentation, and associated fees contained herein for the project will include practical energy-efficient design solutions, but will not be designed for LEED Certification at this time. As previously discussed, LEED certification can be achieved should the City so desire, but would require fee modifications to accommodate the process once the desired LEED goals were established for the project.
- Our final documents will include the installation of two (3) 24'-0" wide electric sliding gates to restrict vehicle access from the public parking areas adjacent to Building 1 to the PW private areas east of Building 1 and north of Building 2, and to secure access from the new road to the north.
- Our final documents will include the installation of an Exterior Wash Station to be installed and located in the proximity of Building 4.
- Our design, final documentation, and fees do not consider repaving of any existing asphalt areas on the site (other than minor repair work), nor does it consider the design for the new proposed drive on the adjacent property to the north of the site (which would be undertaken by the City as a separate project).

L+A will work with you to provide documentation that can be used to permit and construct the project. Specifically, L+A proposes to produce the work under the following three (3) phases:

**Phase I - Field Documentation and Schematic Design:**

L+A will initially develop CAD base plans of the existing building and shell space that will be used for design and input of all documentation. Although CAD plans (by others) may exist and can be utilized to some extent, it is important that these "existing" condition plans document the size and location of the existing building elements as close as possible for the specified work area(s). Critical documentation would include the existing walls (including composition and fire ratings and demising wall types if applicable), plumbing fixture locations, structural components (such as column spacing, clear bearing heights, structural member sizes, etc.), and life-safety features of the existing buildings (egress exits, etc.).

L+A will spend time at the site to field-measure and document these building features in order to develop our CAD base plans (including existing space layouts that may be selectively demolished under the new work). Following input of the CAD base plans, L+A will work with you and the building's end users to develop the desired floor plan layouts through a series of design meetings and charrettes. We will also perform a code analysis for the build-out based on the preliminary design. We will meet with the Franklin Planning Department and the Franklin Codes Department to review our concepts to discuss their issues and concerns. We anticipate the following tasks and deliverables would be performed and/or provided for your use during this phase of work:

- Field Measurements and Existing Documentation (floor plans, sections, and building elevations),
- Code Analysis, Including Meetings with the Planning and Codes Departments,
- Proposed Life Safety Concept Plans,
- Proposed Preliminary Building Floor Plan Layouts (for Buildings No. 1 and 2)

During this phase of work, L+A will also employ the design services of our civil, structural, mechanical, plumbing, and electrical engineers to provide preliminary input on their particular disciplines so that project costs can be anticipated prior to moving on to the Construction Documents phase. We assume that our electrical engineers will coordinate IT, phone, and general data and computer requirements with representatives of the City having knowledge of current systems needs so that utilities and services can be provided in the design. We assume that the City will contract the actual installation of such equipment with local vendors for each service. Additionally, we would request that the Owner authorize a qualified geotechnical consultant to conduct an investigation of the proposed site that would include soil borings within the areas of proposed new construction (second floor or mezzanine footing locations), in selective areas of the existing slab-on-grade, and at selective areas within the parking lot. We would request a copy of these reports when available. Finally, we would request that the City provide an updated survey of the property to include the new roadway design north of the site.

#### **Phase II - Permitting and Construction Documents:**

Upon approval of the final schematic design, L+A will forward the CAD base plans to other consultants for their use in developing construction documents for their particular disciplines. L+A will provide all civil, structural, architectural, mechanical, plumbing, and electrical documents for the work for permitting and construction. The Owner will be responsible for other engineering disciplines that may be required including, but not limited to landscape design, specialty equipment design, or interior design documents necessary to permit and/or construct the project under separate contract with these disciplines.

At this time, we anticipate the following architectural drawing sheets will be produced for the permitting and construction package (*actual sheet types and quantities may vary; other engineering disciplines will determine their own sheet requirements*):

- Cover Sheet, Code Analysis, and Index to Drawings
- A001; General Conditions and UL Wall Assembly Details
- A002; UL Assembly Details
- A003; ADA Guidelines and Details
- D100; Building 1 – Selective Demolition Floor Plan
- D101; Building 2 – Selective Demolition Floor Plan
- A100; Building 1 – First Floor New Work Floor Plan (Noted, annotated, and dimensioned)
- A101; Building 1 – Second Floor New Work Plan, Notes (noted, annotated, and dimensioned)
- A102; Building 1 – Enlarged New Work Floor Plans (toilets, specialized areas, etc.)
- A103; Building 1 – Enlarged New Work Floor Plans (stairs plans)
- A104; Building 2 – First Floor New Work Floor Plan (Noted, annotated, and dimensioned)
- A105; Building 2 – Second Floor New Work Plan, Notes (noted, annotated, and dimensioned)
- A106; Building 2 – Enlarged New Work Floor Plans (toilets, specialized areas, etc.)
- A107; Building 2 – Enlarged New Work Floor Plans (stairs plans)
- A200; Buildings 1 and 2 - Roof Plan
- A201; Roof Plan Details (new penetration flashing details, repair details, misc.)



- A300; Building 1 – First Floor Reflected Ceiling Plan
- A301; Building 1 – Second Floor Reflected Ceiling Plan
- A302; Building 2 – First Floor Reflected Ceiling Plan
- A303; Building 2 – Second Floor Reflected Ceiling Plan
- A304; Buildings 1 and 2 - Ceiling Details
- A400; Building 1 - Exterior Elevations
- A401; Building 2 – Exterior Elevations
- A402; Exterior Elevation Details
- A500; Building 1 – Building Section(s)
- A501; Building 2 – Building Section(s)
- A600; Building 1 – Wall Sections and Details
- A601; Building 2 – Wall Sections and Details
- A602; Buildings 1 and 2 - Miscellaneous Sections and Details (Ramps, Docks, Pits, etc.)
- A700; Buildings 1 and 2 - Miscellaneous Details
- A701; Buildings 1 and 2 – Miscellaneous Details
- A800; Buildings 1 and 2 - Door and Window Schedules and Details
- A900; Buildings 1 and 2 - Casework Elevations and Details
- A901; Buildings 1 and 2 – Casework Elevations and Details

Technical specifications for all architectural and engineering disciplines, as required, will be provided in the standard Construction Specifications Institute (CSI) format. L+A assumes that the City will provide all “front end” documents to L+A for our use for the Project Manual, including standard municipality acquisition and/or bidding formats, solicitation to bidders, bid forms, and contracts.

As previously mentioned, L+A will provide civil engineering, structural engineering, architectural, and mechanical, plumbing, electrical engineering documents, and general interiors color and materials selection (interior design) only for the permitting documents. It is our understanding that the City would retain other engineering or specialty services that may be required (such as landscape design or specialty equipment design) that may be required to construct the project under separate contracts with these entities. These documents, if required, would be made available to L+A to assist us with completion of our design documents. L+A will coordinate the design of each of these discipline with the architectural and engineering documents as part of our scope of work, and all engineering documents (whether provided under our fee scope or retained under separate contract by the City of Franklin) will be bound for inclusion in L+A’s final permitting documents. L+A will deliver one (1) set of reproducible drawings to the Owner at the completion of the work. These may be duplicated at the Owner’s expense as required for completion of this project only.

Should additional architectural or engineering services beyond those described above be required by you, the City of Franklin, the State of Tennessee, or other agencies having local jurisdiction to permit or construct the project, L+A will work with you to provide these additional services at a fee to be negotiated at that time.

L+A proposes a lump sum fee proposal for this phase of the project based on the criteria outlined above. The Owner will be responsible for all costs associated with review fees, securing permits, or other fees that are not included in this proposal. The design and selection of any specialty equipment (such as furnishings, fixtures, or equipment) that may be required for the facility are not included in our design proposal, but are to be selected by others with templates provided to L+A for our drawings. L+A will identify the power

and/or utility requirements for this equipment for the building based on the information provided. The design for all interior and exterior (monumental) signage and furniture selection is not included in our fee quote, but may be included and a fee negotiated at a later time if requested by you.

**Phase III - Construction Administration** – L+A will provide construction administrative services to assist the contractor and Owner during construction. Such services typically include technical reviews of submittals and shop drawing information submitted by the Contractor for compliance with the drawings and specifications, periodic site observation visits, review of the work in place for confirmation of pay applications submitted by the Contractor, and addressing miscellaneous issues that may arise during the work. At this time, we estimate the required services during the construction phase would be as follows:

- Review of Shop Drawings and Submittals
- Bi-weekly Site Observation Visits (including travel time, site meeting, and observation report)
- Project Progress Meetings with the Owner and Contractor
- Final Punch List and Close-out
- Digital Plans and Specifications to the City of Franklin for archival use
- Documentation of all Product Submittals, Correspondence, and Pay Applications during construction

The construction documents package prepared by L+A will require the Contractor (under his bid) to maintain, prepare, and submit “Record Documents” for the City at the completion of the construction phase in order to document changes or modifications that may be made to the construction documents during construction. The Contractor will also be responsible for submitting all close-out documentation to the City, including Operations and Maintenance (O&M) manuals, lien waivers, and completed punch-lists prior to receiving final payment.

We assume that the Owner or Contractor will be responsible for all submissions to local and/or state codes, or zoning agencies for permitting purposes. Any modifications to the documents required following the release of final construction documents resulting from these reviews will be performed as an additional service for all items noted not due to our negligence. Review fees for these services are to be paid by the Owner.

## **SCHEDULE OF FEES**

L+A’s fee for professional design services will be performed on a lump-sum fee basis, based on the estimated time required to complete each task as identified above. Should additional architectural or engineering services be required for work identified to be beyond those described above either by you, The City of Franklin, Williamson County, the State of Tennessee, or other government agencies having local jurisdiction to permit or construct the project, L+A will work with you and the Owner to provide these additional services at a fee to be negotiated at that time.

Reimbursable expenses in addition to the lump sum fees include all printing costs, color renderings or 3-D perspectives, photography, long distance communications, etc. Such expenses would be billed with a 1.2 percent mark-up to cover administrative costs, but only after prior approval by you. L+A’s fee do not include the development of any formal materials for or presentation to the City of Franklin Planning Commission other than an initial informal meeting to discuss the general scope of the project.

L+A will invoice upon completion of each phase of work, or monthly, whichever comes first, and payment is due at that time.

We propose the following fees for each phase of work as described above:

**Phase I - Field Documentation and Schematic Design:** **\$46,500**

- Field Measurements
- Existing Documentation
- Code Analysis
- Design Meetings
- Structural, MPE, Civil Schematic Design Analysis
- Schematic Design Documents

**Phase II - Permitting and Construction Documents:** **\$92,994**

- Civil, Architectural, Structural, Mechanical, Plumbing, and Electrical Documents for Permit and Construction

**Phase III - Construction Administration:** **\$15,500**

- Review of Shop Drawings and Submittals
- Site Observation Visits and Field Reports
- Project Progress Meetings with the Owner and Contractor
- Final Punch List and Close-out

Again, Lambe + Associates, LLC appreciate the opportunity to work with you and the City of Franklin to develop this project to improve the efficiency of the various departments involved. We look forward to a successful completion of the project. If you are in agreement with the terms described, please sign in the appropriate place below and return the original to L+A for our files (via fax, in the interest of time). Upon receipt, we will send a hardcopy by regular mail for your company files.

Please feel free to contact me at 771.9601 should you have any questions regarding this proposal.

Sincerely,

**Lambe + Associates, LLC**



Timothy A. Lambe, AIA/NCARB  
Principal

***Agreed to as outlined above; Lambe + Associates, LLC authorized to proceed:***

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_