



April 18, 2025

Matt Kessler
Purchasing Agent
406-256-2717

mkessler@yellowstonecountymt.gov

Re: Professional Design Services to Re-Purpose Cedar Hall for Elections

Matt:

Cushing Terrell is pleased to provide this architectural and engineering services proposal to re-purpose Cedar Hall at MetraPark into a new space for Yellowstone County Elections. We appreciate 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, please respond and we will generate a draft 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 "Jim Beal". The signature is fluid and cursive, with the first name "Jim" and last name "Beal" clearly distinguishable.

Jim Beal, AIA
Principal

cc: Cushing Terrell File – L:_NBD\2025\Beal\YC Elections Cedar Hall
Attachments: Proposal



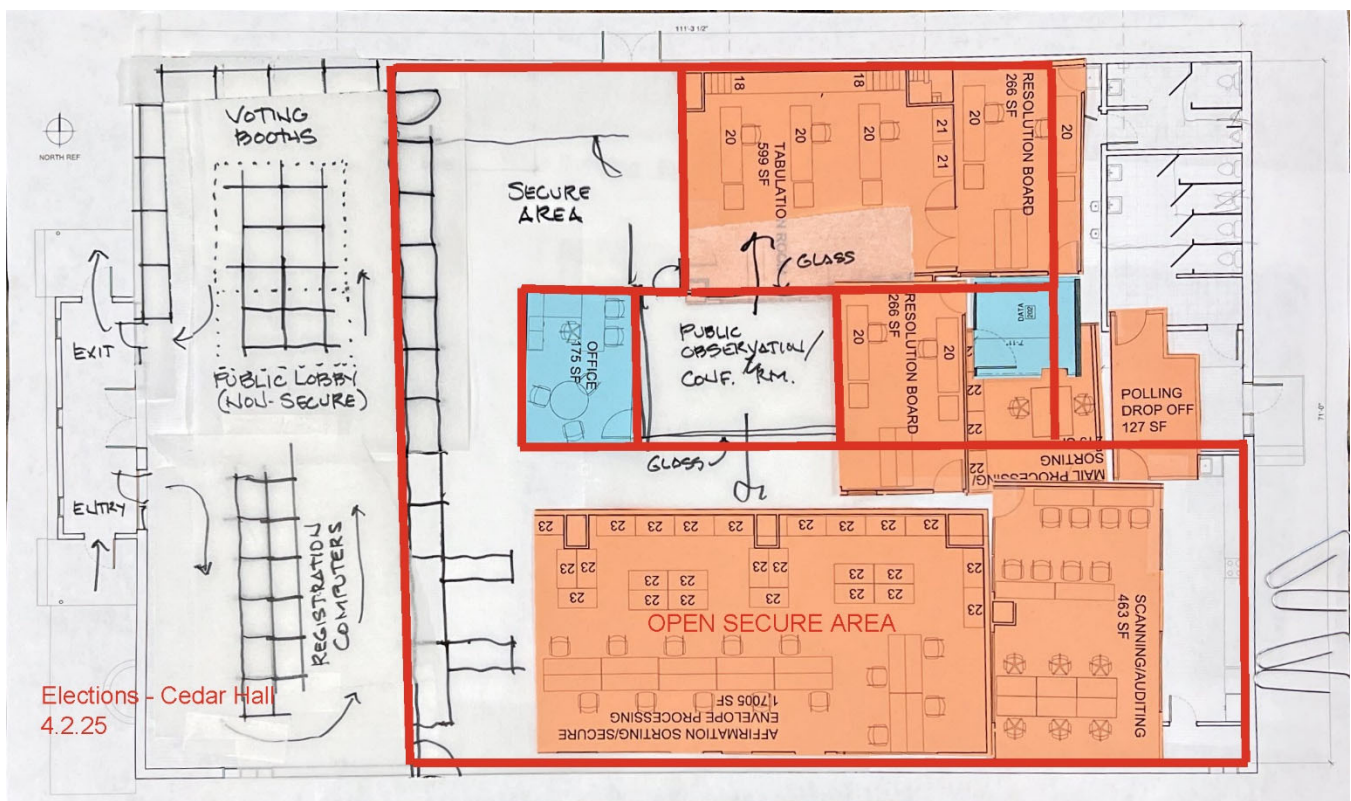
Proposal for Professional Design Services to Re-Purpose Cedar Hall for Elections

SCOPE OF PROJECT

Yellowstone County is seeking architectural and engineering services to re-purpose Cedar Hall at MetraPark into a new space for Yellowstone County Elections.

The overall project budget is \$900,000 maximum including construction costs, professional services, escalation, and contingencies. This does not include the security system, cameras, and IT equipment.

Cushing Terrell previously worked with Elections to create a Program of Spaces and schematic layout for Elections in the County Administration Building (C.A.B.) renovation project. The space available in the C.A.B. for Elections functions was 5,089 square feet. Cushing Terrell will update and adapt the Program of Spaces to fit in the 7480 square foot of assignable space in Cedar Hall. Assignable space does not include the entry vestibule, exterior walls, restrooms, or mechanical closets. The following preliminary diagram was developed in collaboration with Ginger Aldrich, Elections Administrator, to adapt the Elections functions to Cedar Hall.



The Program of Spaces includes:

- Accessible Entry
- Non-Secure Public Lobby
 - 12 registration computers and printer
 - 16 Voting Booths
 - Separate entrance from exit
- Secure Open Work Area
 - 10 transaction stations (2 larger stations for permanent staff)
 - Ballot Drop-Off at exterior wall
 - Scanning / auditing functions
 - Affirmation sorting / secure envelope processing
 - Staff & Volunteer Break Area
- Office (secure)
- Public Observation (during elections) / Conference Room (non-elections times)
- Secure Tabulation Room
 - requires additional cooling
- Resolution Board Room
- Data Room
- Electrical Room
- Mechanical Room

Ballot and General Storage will be accommodated off site until a mezzanine level for storage can be completed in the future.

Exterior doors, HVAC system, electrical service, lighting, and power distribution will be replaced. The existing restrooms will be modified for accessibility.

Cushing Terrell will identify, investigate the feasibility, and develop the Rough-Order-of-Magnitude costs for the potential upgrades to re-purpose the building for Elections. It is expected that some of the components of the project that may need to be done in future phases include:

- Site development, including a public ballot drop-off drive aisle, and truck loading / unloading zone
- Exterior envelope upgrades
- Storage mezzanine and access
- Expansion of the building to the east

Assumptions:

The restrooms in the adjacent building will be used by the public rather than creating new public restrooms in Cedar Hall. The existing restrooms in Cedar Hall will be used by staff and volunteers only.

The project will be competitively bid.

SCOPE OF SERVICES

cushingterrell.com

Our professional team will be led by the following key team members:

Principal-in-Charge: Jim Beal

Project Manager: Jeff Rupp

Interior Design: Dawn Mackenzie

Structural Engineering: Cole Moller

Mechanical Engineering: Shawn Murray

Electrical Engineering: Jeff Haidle

Fire Alarm, Data, Access Control: Holly Wigen

Cushing Terrell's professional services will include architecture, interior design, structural engineering, mechanical & plumbing engineering, electrical engineering, fire alarm design, data design, access control, and CCTB camera system design. The project will progress through several phases including Concept Design, Construction Documentation, Procurement, and Construction Administration. Since our team has previous experience with Programming and layout of with elections spaces in the County Administration Building, the fees below reflect a reduced Schematic Design phase, and no Design Development phase like we would typically need. We will proceed directly into Construction Documents after a Schematic Design is approved.

Existing drawings do not exist for the building. Cushing Terrell will document the existing conditions based on site measurements and only to the extent necessary for the requirements of this project.

COMPENSATION PROPOSAL

Basic Services

Documenting Existing Conditions	\$1,095
Reduced Schematic Design	\$9,520
Construction Documents	\$42,560
Procurement	\$2,240
Construction Administration	\$28,000

Supplemental Services

Fire Alarm Design	\$3,000
Structured Cabling & Voice Data Design	\$5,000
Access Control	\$2,000
<u>CCTV Camera System Design</u>	<u>\$2,000</u>
Total	\$95,415

The breakdown illustrates estimated fees based on the estimated construction as described under the project description. These fees are subject to change if the scope of the project changes.

REIMBURSABLE EXPENSES

Reimbursable project expenses include travel, printing, copying, permitting fees, and postage, are not included in the above fees and will be billed as incurred at a rate of 1.10.

PROJECT SCHEDULE

A schematic plan will be shared to the County for review on the week of April 15th. Construction Documents will be complete 5 weeks after the County's approval of the schematic plan.

This proposal is based upon prompt Owner review of and response to the submittals as shown above. 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 60 (ninety) days from date of issue.