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# MEMO

APPROVED  
08/10/2020



DATE: August 5, 2020  
FROM: Matney M. Ellis  
Procurement Director  
TO: Board of County Commissioners  
SUBJECT: Agreement – Gallup Architects, PLLC

A handwritten signature in black ink, appearing to read "Matney M. Ellis", with a long horizontal flourish extending to the right.

Submitted for your approval and execution is the attached Agreement between the Tulsa County Board of County Commissioners on behalf of the Tulsa County Sheriff's Office and Gallup Architects, PLLC for architectural engineering services for a proposed 911 Dispatch Center.

Respectfully submitted for your approval and execution.

MME / arh

SUBMITTED FOR: The August 10, 2020 BOCC meeting agenda.

CMF# 20201998



601 S. Boulder Ave., Suite 808  
Tulsa, Oklahoma 74119  
918.949.9600

**APPROVED**  
08/10/2020

July 31, 2020

Brad Johnson  
Tulsa County Sheriff's Office  
303 W. 1st Street  
Tulsa, Oklahoma 74103

Re: Proposed Dispatch Center  
6094 East 66th Street North  
Tulsa, Oklahoma

Dear Mr. Johnson;

Pursuant to your request, GALLUP ARCHITECTS, PLLC, is pleased to present our proposal for A/E Services for a proposed Dispatch Center as discussed. The scope of services is listed below:

**DISPATCH CENTER** in the existing shell Operations Building as follows:  
Provided Bid Documents, Bidding, Construction Administration and Project Management thru construction, including, Civil utility design, Architectural, Structural and Mech/Elec/Plumbing engineering.

Total \$65,000.00

**Invoicing Procedures/Dates:**

**Phase I – Invoiced at time BOCC approved Bidding \$32,500.00 (50%)**

**Phase II – Invoiced at time of Bid opening \$16,900.00 (26%)**

**Phase III – Invoiced monthly during construction**

- a. at 30 days of Construction completion \$ 5,200.00 (08%)
- b. at 60 days of Construction completion \$ 5,200.00 (08%)
- c. Construction completion \$ 5,200.00 (08%)

GALLUP ARCHITECTS, PLLC invoices for services invoiced per the above payment schedule. Payment is due and payable within thirty (30) days of the date of the invoice.

If this proposal is acceptable, please sign and return so as not delay the project start-up.

For the Firm,

GALLUP ARCHITECTS, PLLC


*Timothy M. Gallup*

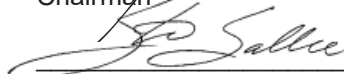
Timothy M. Gallup, AIA, NCARB  
Principal


cc: File  
Attachments: Hourly Rate Schedule

CMF# 20201998

**Board of County Commissioners, Tulsa County**

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

Date: 08/10/2020

Attest:   
\_\_\_\_\_  
Michael Willis, County Clerk



Approval by District Attorney

**James G. Rea** Digitally signed by James G. Rea  
Date: 2020.08.05 08:38:43 -05'00'  
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# gallup architects

## ATTACHMENT "A"

### 2020 Hourly Rate Schedule

#### Architectural

Principal	\$175.00/hr.
Project Manager	\$145.00/hr.
Registered Architect	\$125.00/hr.
Specifications Architect	\$105.00/hr.
Intern Architect	\$90.00/hr.
Interior Designer	\$90.00/hr.
CAD Technician	\$85.00/hr.
Administrative/Clerical	\$65.00/hr.
Construction Observer	\$90.00/hr.
Perspective Renderings	Call Basis, fee quoted for type

#### Structural Engineering

Principal	\$185.00/hr.
Associate	\$140.00/hr.
Project Manager	\$125.00/hr.
Project Engineer	\$105.00/hr.
Senior Technician	\$105.00/hr.
Production Technician	\$90.00/hr.

#### Mechanical and Electrical Engineering

Program Manager	\$135.00/hr.
Project Manager	\$120.00/hr.
Senior Engineer	\$120.00/hr.
Engineer - Level 2	\$110.00/hr.
Engineer - Level 1	\$105.00/hr.
Sr. Designer – Level 2	\$105.00/hr.
Sr. Designer – Level 1	\$95.00/hr.
Designer – Level 2	\$90.00/hr.
Designer – Level 1	\$85.00/hr.
Senior Coordinator	\$105.00/hr.
Coordinator – Level 2	\$95.00/hr.
Coordinator – Level 1	\$85.00/hr.
Design Technician	\$80.00/hr.
Engineering Intern	\$80.00/hr.
Sr. Cad Technician	\$85.00/hr.
Cad Technician – Level 1	\$60.00/hr.
Cad Technician – Level 2	\$70.00/hr.
Administrative – Level 2	\$60.00/hr.
Administrative – Level 1	\$45.00/hr.

Mileage	\$0.585/mile
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Note: All rates listed on this Attachment "A" are subject to change on December 31, 2020