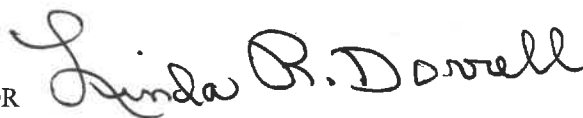

TULSA COUNTY
PURCHASING
DEPARTMENT

MEMO

DATE: JUNE 7, 2017

FROM: LINDA R. DORRELL
PURCHASING DIRECTOR



TO: BOARD OF COUNTY COMMISSIONERS

SUBJECT: AGREEMENT- PMG

SUBMITTED FOR YOUR APPROVAL AND EXECUTION IS THE ATTACHED AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND PMG FOR CAPITAL NEEDS ASSESMENT.

RESPECTFULLY SUBMITTED FOR YOUR APPROVAL AND EXECUTION.

LRD/arh

ORIGINAL: MICHAEL WILLIS, COUNTY CLERK, FOR THE JUNE 13, 2017 AGENDA.

COPIES: COMMISSIONER JOHN M. SMALIGO
COMMISSIONER KAREN KEITH
COMMISSIONER RON PETERS
JOHN FOTHERGILL, CHIEF DEPUTY
VICKI ADAMS, CHIEF DEPUTY



June 6, 2017

Ms. Linda Dorrell
Tulsa County
Purchasing Director
Ray Jordan Administration Building
500 S. Denver, 3rd Floor
Tulsa, OK 74103

Re: Capital Needs Assessment

Dear Ms. Dorrell,

PMg is pleased to provide a proposal to evaluate and document the existing condition of a building to be identified by the BOCC's, designated representative.

PROPOSAL

Program Management Group, LLC (PMg) proposes to provide an evaluation and written Capital Needs Assessment report of the existing conditions of the identified building. PMg proposes the following services:

1. Provide a visual review of the property to determine the existing physical condition of the building. Additional testing of materials and equipment is not included in this proposal but may be required. No testing shall be performed prior to Tulsa County written approval.
2. Evaluate the site and building systems, health and safety conditions, physical and structural conditions, environmental and accessibility conditions.
3. With the support and assistance of Tulsa County maintenance personnel, evaluate the following major building systems:
 - a. Mechanical
 - b. electrical
 - c. plumbing
 - d. structural/non structural
 - e. elevators
 - f. fire and life safety
4. Conduct an inventory and review of existing related documents that may include, but not limited to:
 - a. Drawings and Specifications
 - b. Any relative support documents such as mold, asbestos, lead-based paint assessments/abatement or previous condition assessments which may exist and be provided.

- c. Evaluate documentation of building maintenance and major system replacement that may exist.
5. Describe any unusual features including access, mobility or user restrictions and any areas of concern.
6. Evaluate the Building for ADA accessibility.
7. Prepare and submit a Capital Needs Assessment Report, including documenting photographs, that provides opinions and recommendations regarding the above listed items.
8. Together with BOCC/County personnel prepare financial options and projections

PMg will perform the above at the following rates:

1. Review, evaluation and documentation will be performed at a Not-to-Exceed limit of \$12,000.00 with individual hourly rates and expenses as established in PMg's current BOCC Vision 2025 agreement and applicable amendments.

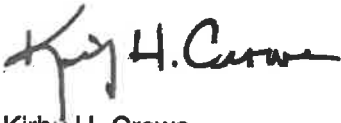
In the event existing studies appropriately document parts or all of the building this scope may be adjusted to reflect the existing reports.

Additional services (extra reviews, estimates, independent appraisals borrower interface, etc.), if so authorized, will be provided at said hourly rates in the original proposal.

If you have any questions, please feel free to contact me at 918-582-7595 or khcrowe@pmtulsa.com.

Respectfully,

PROGRAM MANAGEMENT GROUP, L.L.C.



Kirby H. Crowe

Owner/Managing Director

Accepted by: _____

Printed Name: _____

Title: _____

Date: _____



APPROVED AS TO FORM
ASSISTANT DISTRICT ATTORNEY