

6/10/2025

5 W Hargett Street 310
Raleigh, NC 27601
(919) 838-9337
osterlundarchitects.com

TO: Pat Dawson, MBA
Construction Specialist
City of Raleigh, Housing & Neighborhoods Department, Redevelopment Unit
421 Fayetteville Street, Suite 1200, Raleigh, NC 27601
pat.dawson@raleighnc.gov

RE: Additional Services Proposal AS 5

City of Raleigh Contract Number 0000004127

Dear Pat -

We understand that the scope of STUDIOS AT 2800 BRENTWOOD has changed. This new scope was reviewed via email with the Owner on about 4/25/2025.

Additional Scope of Services

The project scope is changed as follows:

1. Geotechnical Services for Pavement Evaluation
2. FF&E Installation Services (see attached Q_additional labor_00225_signed).
 - a. Hardware to hang artwork and mirrors (not provided in Hotel Liquidator's package.
 - b. Labor to stair carry furniture as elevator was not in use at time of installation.
3. FF&E Installation Services (see attached Q_Phase 2 Final 30 room install_REV_042424_Signed)
 - a. Labor to stair carry and install 18 rooms in 3 days
 - b. Cost for 2 trucks to be on site during installation
 - c. Labor to dispose of existing furniture from rooms receiving new furniture
 - d. Additional Cost for Labor for Stair Carry - Installation charges were included in AS1 R2-(original quote was with Elevator Access) See revised quote dated 6-10-2025. The amount of this proposal would be for the extra charge for stair carry.
 - e. ~~1 truck to be onsite for 2 days in September 2025.~~ Not needed as no disposal will take place when residents are moving into newly constructed units.
4. FF&E Installation Services (Q_Onsite storage Option_REV2_042425_signed)
 - a. Labor to deliver and place into storage 12 rooms of furniture items into storage container at 2800 Brentwood Rd.
5. FF&E Installation Services (Q_final disposal or donation_042425_signed)
 - a. Labor to pull, load additional furniture sent from Hotel Liquidators onto a trailer to be disposed of to landfill.

Additional Fees

Based on the changes in scope, our fee is modified as follows:

1. Geotechnical Services	\$1,150.00	Add
2. FF&E Installation Services - Additional Labor	\$8,399.11	Add
3. FF&E Installation Services - Final 30 Rooms	\$22,026.39	Add
4. FF&E Installation Services - Onsite Storage	\$3,559.16	Add
5. <u>FF&E Installation Services - Final disposal or Donation</u>	<u>\$8,415.14</u>	<u>Add</u>

Construction Contract Administration Services
2310-1-21
Raleigh, NC

TOTAL

\$43,549.79 Add

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To Begin

Please confirm this revised scope and fees by signing below, or by other written direction to proceed. This change will be reflected on our forthcoming progress invoicing.

Sincerely,

Signed and Approved by Owner,

Pat Dawson 6/12/25

Ashley Sessoms, IIDA, Principal
ashley@osterlundarchitects.com / (919) 591
3174

Name:

Date:

Construction Contract Administration Services
2310-1-21 Raleigh, NC

June 13, 2025

TO: Pat Dawson, MBA
Redevelopment Manager
City of Raleigh
Housing & Neighborhoods Department
Redevelopment Unit
421 Fayetteville Street, Suite 1200,
Raleigh, NC 27601
www.raleighnc.gov
pat.dawson@raleighnc.gov

RE: Additional Services Proposal AS6 Rev 2

Purchase Order # 2400008777

Dear Pat -

We understand that the scope of Studios at 2800 Brentwood has changed. This new scope was reviewed in a meeting with the Owner on 6/6/2025.

Additional Scope of Services

The project scope is changed as follows:

1. Changes to Project scope, quality, or budget:

Complete renovation of the hotel, in addition to renovation scope already complete and in progress.

Assumptions and scope descriptions follow below.

Assumptions

Project Name
Address
Description
Program

Studios at 2800 Brentwood

2800 Brentwood Road, Raleigh, NC

Complete renovation to existing extended stay hotel

- Interior and Exterior Renovation
- Assume re-use of all unit plans and fixtures from the previous Tenant Improvement phase 2.1, for North Wing
- Additional room types as required for South Wing, similar to previous Tenant Improvement phase 2.1
- Single permit and bid set for all remaining work at the hotel.
- Scope may include Alternates for Pricing Control
- New electrical load study, new electrical distribution design, as recommended by engineer.
- Renovation for all un-renovated hotel rooms, including:
 - o New entry door and window
 - o Interior reconfiguration, casework, appliances
 - o Interior design
 - o Exterior paint
 - o New Plumbing fixtures, PTAC Unit, Lighting and power fixtures, and Fire Alarm
- General improvements to shared spaces, offices, meeting rooms, laundry, including:
 - o Finishes and fixtures
 - o Furnishing
- Hallway improvements, including:
 - o Finishes and fixtures
- Exterior improvements, including:
 - o Basic site improvements at south terrace
 - o Paint and general repairs

Characteristics

(36) Studio Units at North Wing, in addition to (12) already completed.

(71) Studio Units at South Wing

(4) Unit Types, including Accessible units

Areas, included previously renovated scope and common areas:

3rd floor: 13244 sf

	2nd floor: 23969 sf 1st floor: 24618 sf
	Exterior South Terrace: 6500 sf
Owner provided services	Survey, As-built drawings Preliminary assessment by Vines Architecture Schematic Design by Osterlund Architects All guest and furniture relocation services provided by Property Management
Construction Cost	Total Project Cost Estimate: \$10,365,000 Construction Cost Budget: \$9,426,375
	Common Areas to be designed as Alternates for Pricing Control
	Furniture Budget for Common Areas: \$60,000
Project Delivery	Open Public Bid

Services

The following services are required for completion of the project and are included in this proposal.

Basic Services

- I. Schematic Design Phase
 - a. COMPLETE - NOT IN SCOPE
- II. Design Development Phase
 - a. Development of plans, views, and specifications for approval
 - b. Interior Design
 - c. Cost summary development
 - d. Building Code Analysis
 - e. Coordination with consultants, including:
 - i. Site design - Limited to South Terrace
 - ii. Structural Engineering - As-needed only
 - iii. Plumbing, Mechanical, Electrical Engineering, Fire Alarm
- III. Construction Documents Phase

- a. Development of complete drawing set and Project Manual for permitting, pricing, and construction
- b. Including engineers above.
- IV. Procurement Services
 - a. Permit Submittal
 - b. Bidding services
 - c. Preparation of standard construction agreement
- V. Construction Contract Administration
 - a. Regular site visits: Bi-Weekly.
 - i. Not to exceed (60) site visits.
 - b. Certification of applications for payment
 - c. RFI review
 - d. Submittal review
 - e. Change administration

Supplemental Services

- § 4.1.1.8 Civil engineering
 - South Terrace Only
- § 4.1.1.10 Architectural interior design
 - Re-use of room design from Tenant Improvement Phase 2.1
 - Design of common areas
- § 4.1.1.19 Tenant-related services
 - Coordination meetings with Property Management, up to (40) hours.
- § 4.1.1.28 Furniture, furnishings, and equipment design
 - Common areas and staff areas only

Proposed Consultants

Frank Land Design, PC	Civil Engineering
Tyndall Engineering and Design	Structural Engineering
Atlantec Engineers, PA / IMEG	PME Engineering, Fire Alarm

Fees

The following fees represent our anticipated time investment on the project and included costs.

BASIC SERVICES

Schematic Design	COMPLETE
Design Development	\$154,500.00
Construction Documents	\$270,300.00
Bidding and Procurement	\$38,600.00
<u>Construction Contract Administration</u>	<u>\$183,400.00</u>
Subtotal	\$646,800.00

SUPPLEMENTAL SERVICES

§ 4.1.1.8 Civil engineering	\$28,800.00
§ 4.1.1.10 Architectural interior design	\$78,800.00
§ 4.1.1.19 Tenant-related services	\$9200.00
<u>§ 4.1.1.28 Furniture, furnishings, and equipment design</u>	<u>\$8300.00</u>
Subtotal	\$125,100.00

ALLOWANCES

<u>Printing</u>	<u>\$2300.00</u>
Subtotal	\$2300.00

PROJECT TOTAL **\$774,200.00**

Expenses, Payments, and Penalties

Typical reimbursable expenses include printing, travel, and permit application fees, plus a percentage markup, included in the allowances above. Other expenses would be pre-approved if required.

Progress invoices are issued monthly and due on receipt.

Balances over 30 days may incur interest and/or collection penalties.

Exclusions

The following services are not anticipated for this project and are excluded from this proposal. Additional Services may be provided as time-and-expense or under a supplemental proposal.

- Extended permit review processes required by the authority having jurisdiction, including responses to new review comments after the initial permit review.
- Landscape Architecture
- Sprinkler Design
- LEED or other Sustainable submittals
- Renderings

To Begin

Please confirm this revised scope and fees by signing below, or by other written direction to proceed. Upon approval, this change will be reflected on our forthcoming progress invoicing.

Sincerely,

Andrew Osterlund, AIA, LEED AP
Principal
andy@osterlundarchitects.com / (919) 591 3171

Attachments

Proposed Schedule 6/13/2025