



26913 Northwestern Hwy Suite 200
Southfield Michigan 48033
248.262.1620 tel 248.262.1515 fax

July 29, 2019

Dr. Brian Pierce, D-ABMDI
Coroner
Baldwin County
18126B Co. Road 54
Robertsdale, AL 36567

Subject: Proposal Agreement for
Initial Facility Assessment

Dear Dr. Pierce:

Thank you for the opportunity to submit this consulting proposal for an initial visit and assessment of an existing building proposed for reuse by the Baldwin County Coroner. We appreciate your confidence in our firm to serve your planning needs and look forward to discussing this proposal with you. This proposal is based on an understanding developed thru an initial discussion with Ken Mohr at the recent IACME meeting. In summary we understand that the facilities in use by the Baldwin County Coroner are insufficient and there is a need for a new or newly renovated replacement facility and that this assessment is an initial step.

Scope of Project

Review and assessment of the existing 911 call center for reuse by the coroner.

Scope of Services

The goal is assessing the existing 911 call center for reuse to provide the space needed to support the required coroner staff and operations and to get a quick idea of potential costs of renovation and or expansion. To help with what could be the first step in building support for a project, we have developed a tool and process designed to make sense of your facility challenges. Our SABER tool is a spreadsheet that has built-in metrics developed from benchmark data. Using these metrics, we plan on spending a day visiting with you and meeting with key individuals to generate potential solutions and costs.

Data Collection – There are two primary aspects to the data collection process. The first involves the collection of current facts, and the second the understanding of the goals, needs, and objectives of the various project stakeholders. To assist in the collection of facts, we will work to quantify key parameters related to population, personnel and trends. These parameters will then be used in determining the scope of the facility needs. To collect and understand the goals, needs, and objectives of the stakeholders that we will meet with to hear directly their perspectives. The collected data and the outcome of the meeting will be documented for review and concurrence.

Analysis – The collected data will then be analyzed to project right-sized and future forensic science needs at an agreed upon planning horizon between 10 and 30 years. The data will be analyzed to develop projected caseloads, staffing requirements, and preliminary space needs. The collected data and projected staff and space requirements will be reviewed with you for your concurrence.

Deliverables – SABER spread sheet containing the following metrics for your unique facility:

Caseload	Net Square Feet
Functions	Gross Square Feet
Occupants	Major Equipment
Space	

Functional Relationship Diagram (bubble diagram illustrating the facility components and critical adjacencies)

Material developed as part of this effort will be provided to you electronically.

Fee Proposal

Our fee for the initial assessment is a lump sum amount of \$10,000, which includes our travel costs and related expenses.

General Conditions

Payments – Invoices for our services will be submitted at completion of the assignment. Payment is expected within thirty (30) days of receipt of invoice.

Project Schedule – We will begin work on the project immediately upon receipt of your authorization to proceed. Provided we receive timely authorization we can be on-site August 8th, with travel occurring the day preceding and following. Follow-up material will be delivered within a few days of the on-site meeting.

Insurance – We carry both general business and architect's and engineer's professional liability insurance coverage for the protection of both our firm and our clients. We would be pleased to share the details of said coverage if you so request.

Termination, Suspension or Abandonment – In the event that this project is terminated, suspended, or abandoned by the client, we require seven (7) days' notice from the client and payment for services performed and costs incurred up to the termination effective date.

Dispute Resolution – Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof shall be subject to and decided by informal negotiations between authorized representatives of the parties, followed by mediation if the informal negotiations are not successful. Mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association in effect at the time the request for mediation is made by either party.

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We suggest that if this proposal agreement meets with your approval and you choose to award this project to Crime Lab Design, this proposal agreement letter will serve as the contract between Crime Lab Design and Baldwin County. To consummate this agreement and to grant us authorization to begin our services, please have an authorized individual sign and return the Acceptance. This proposal agreement will be considered valid for sixty (60) days from date of issue.

If you have any questions regarding this proposal agreement for services, or if you wish to discuss any aspect of the project, please contact me directly. We look forward to this opportunity to serve Baldwin County.

Sincerely,

Crime Lab Design



Louis Hartman, P. E., LEED AP

Principal

(313) 300-1695

Accepted for Baldwin County by:

Signature

Printed Name and Title

Date

By signing this document, the signatory attests that they are authorized to execute this Agreement on behalf of Baldwin County