



March 24, 2009

Mr. Tom Simmonds  
Director of Facilities Design & Construction  
SUNY Oswego  
165 Wilber Hall  
Oswego, NY 13126-3599

**Re: Culkin Hall – Departmental Space Study**

Dear Mr. Simmonds:

Bergmann Associates is pleased to submit our Fee Proposal for the Culkin Hall Departmental Space Study project. Our Interior Planning services for this project will include a series of study fit-plans for various departments throughout the building and to provide conceptual pricing for the various concepts.

**Project Understanding**

Culkin Hall is an Administrative, eight floor building located on the Campus of SUNY Oswego. Bergmann Associates will document the building and provide rendered block plans of existing departmental locations. Culkin Hall has never been documented in CAD and Bergmann sees an opportunity to produce this documentation using our BIM software, Revit. The model produced with Revit will benefit the Facilities department for their future projects within the building.

Together, with SUNY Oswego's Facilities team, Bergmann will meet with the various departments to obtain their individual program requirements, and then investigate a number of space studies to address their needs. Scenarios for review, as discussed in our RFP meeting, include:

**Scenario 1-** 2<sup>nd</sup> Floor: Move HR from the 4<sup>th</sup> floor to the 2<sup>nd</sup> floor, with Financial Aid and Public Affairs (address potential Public Affairs programmatic expansion requirements).

**Scenario 2-** 2<sup>nd</sup> Floor: Move Student Accounts from the 4<sup>th</sup> floor to the 2<sup>nd</sup> floor with Financial Aid and Public Affairs (address potential Public Affairs programmatic expansion requirements). Review Student Accounts program for programmatic/ operational integration opportunities.

**Scenario 3-** 4<sup>th</sup> Floor. Finance will remain. Review remaining utilization of the floor based on Scenario's 2 or 3.

**Scenario 4-** 5<sup>th</sup> Floor:

- Program Judicial Affairs for expansion. Explore conferencing requirement and location to the public.
- Explore Facilities Services Director's and Chief Technology locations within the building.
- Meet with VP of Enrollment & Student Affairs and the Dean of Students to understand their requirements. Explore Orientation's potential for moving some of their services back into Culkin.

585.232.5135

[www.bergmannpc.com](http://www.bergmannpc.com)

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Architects / Engineers / Planners

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**Fee**

Bergmann Associates Lump Sum Fee is based upon the itemized tasks listed above as well as the SUNY Oswego fee guidelines:

Site Survey/ Documentation	\$12,890
Schematic Design	\$ 3,230
Reimbursable expenses (Phase I - III)	<u>\$13,400</u>
<b>TOTAL</b>	<b>\$29,520</b>

Reimbursable expenses include (but are not inclusive of) travel, noted reproductions and deliveries and are included in the lump sum total above.

We appreciate the opportunity to submit a proposal for this project. If you have any questions, please do not hesitate to call me.

Sincerely,  
**BERGMANN ASSOCIATES**



Stephen J. Staveski, AIA, LEED AP  
Principal, College/University Design Studio

cc: B. McCubbin, Bergmann Associates

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DRAFT

March 18, 2009

Mr. Tom Simmonds  
Director of Facilities Design & Construction  
SUNY Oswego  
165 Wilber Hall  
Oswego, NY 13126-3599

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Architects / Engineers / Planners

**Scenario 4-** 5<sup>th</sup> Floor:

- Program Judicial Affairs for expansion. Explore conferencing requirement and location to the public.
- Explore Facilities Services Director's and Chief Technology locations within the building.
- Explore Orientation's departmental requirements for moving some of their services back into Culkin.
- Add a HUB room for CTS (Certified Technology Services) in room #510, displacing Auxiliary Services.

**Scenario 6-** 5<sup>th</sup> Floor. The University is getting a new school, Communications, Media and Art. Explore the feasibility of adding a Dean Suite to the building.

**Scenario 7-** Explore the feasibility of adding a Conference "Zone" to the building, an area for private conferences, video conferencing and 2 "huddle" rooms.

Each of these scenarios will be explored in part, or as a whole and reviewed with Facilities. Bergmann Associates will prepare conceptual cost estimates for scenarios as directed by Facilities.

Based on the limited funding available for projects within the building, our schematic estimates will be based on minor mechanical manipulations within the space (diffuser relocation). We will include a budgetary cost estimate for: demolition/ construction, new furnishings, new finishes, lighting and miscellaneous additions to power/ data drops.

Hazardous-materials testing is not included in our scope of services for this proposal. Interior furnishings and finish selections are not included in this proposal.

**Scope of Work**

**Site Survey:**

1. Survey Existing Conditions to verify existing building conditions and university staff locations.
2. Prepare CAD documentation. (Bergmann Associates is planning on using BIM, Revit software. Note: At this time BA is not planning on inputting MEP data into the software, but this can be added in the future as projects develop.)
3. Prepare graphic block plans of the various departments.
4. Prepare existing furniture/ staff location plans for planning purposes.

**Programming:**

1. Kick off meeting with Facilities to coordinate departmental Programming meeting.

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3. Schematic documents and cost estimate.

**Meetings**

**I. Programming:**

1. Attendance at fourteen (14) meetings (maximum) is included.

**II. Schematic Design:**

1. Attendance at two (2) meetings (maximum) is included.

**Customer Provided Information**

- Access to the site to take existing photographs.
- Access to the various spaces for visual verification.
- Existing departmental location plans.

**Fee**

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Site Survey/ Documentation	\$
Schematic Design	\$
Reimbursable expenses (Phase I - III)	\$
<b>TOTAL</b>	<b>\$</b>

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Sincerely,  
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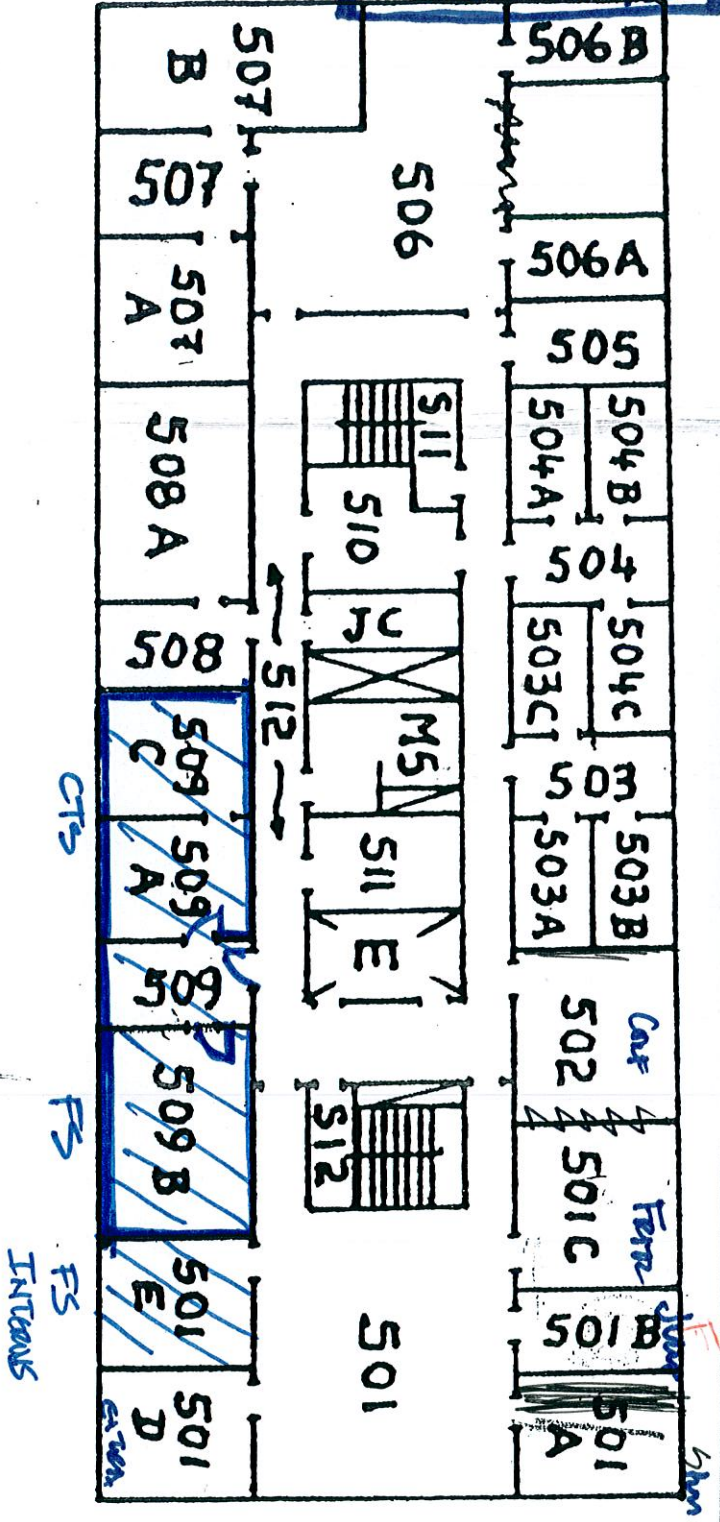
Principal, College/University Design Studio

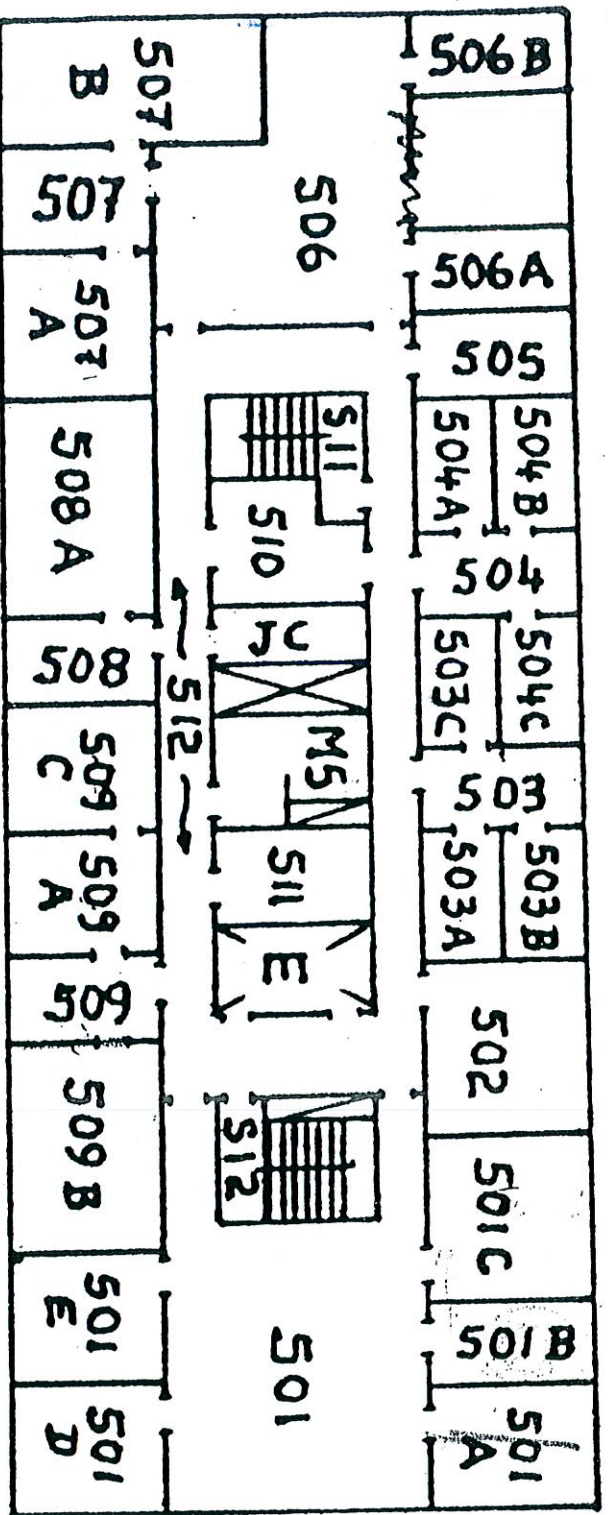
cc: B. McCubbin, Bergmann Associates

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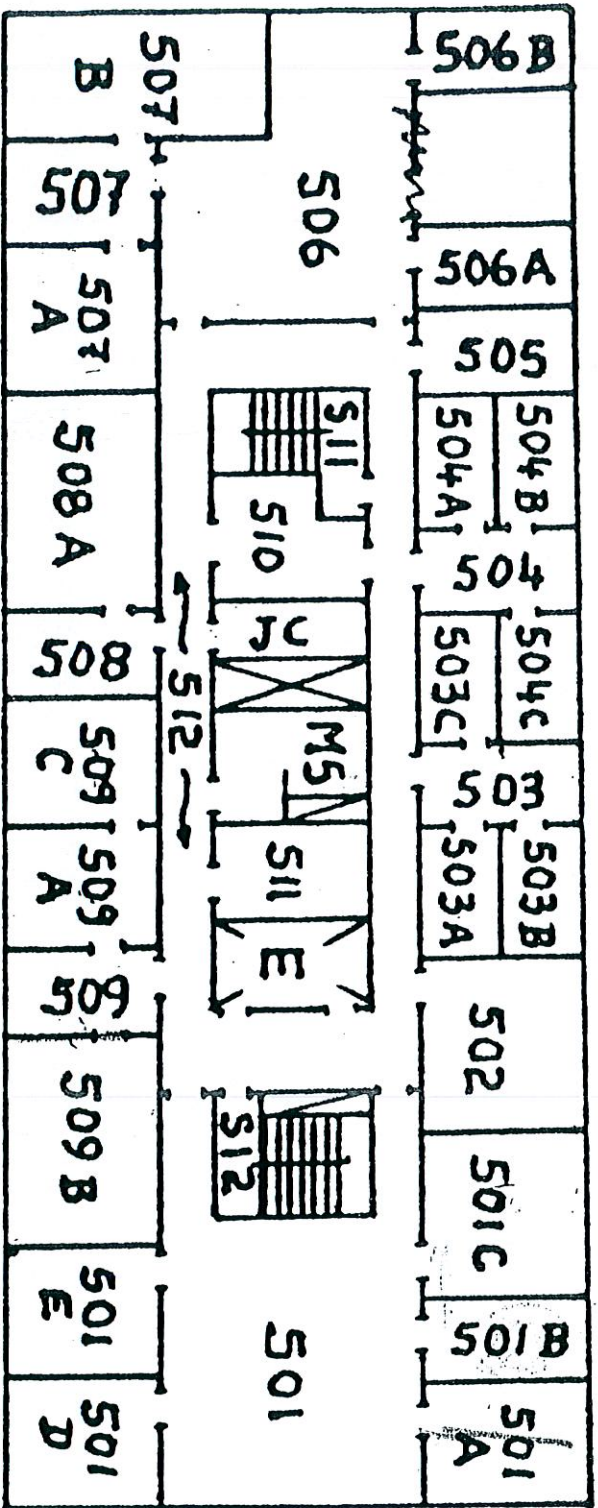


CUKIN MOVES









RE: Culkin 2<sup>nd</sup> Floor Estimate

Tom,

Based on the concept drawings that I reviewed and the following scope I came up with an estimate (labor and material) of about \$474,000. The 2<sup>nd</sup> floor is about 9100SF. The technology portion is part of the need to consolidate update the technology distribution in the building. We need to do this work to allow for this renovation and the other renovation/moves that will be coming.

Scope:

New carpets, painting, ceilings and lights throughout the second floor makes up the majority of the work and budget. Electrical upgrades including a new panel box are included. New construction included 5 new doors and about 80' of new wall construction. Demolition was figured at 2 weeks labor.

Estimate:

Carpet (\$5/SF)	45,000
Ceiling and Lights (\$20/SF)	180,000
Paint (\$2/SF using 3xFlr Area)	55,000
Electrical	20,000
New Construction	20,000
Demolition	20,000
Contingency (10%)	30,000
Furniture (\$1,000 per office)	25,000
Waiting Room	<u>6,000</u>
Technology Consolidation	<u>74,000</u>
Total	474,000

2)

Steve  
Challenges



RE: Culkin 2<sup>nd</sup> Floor Estimate

Tom,

Based on the concept drawings that I reviewed and the following scope I came up with an estimate (labor and material) of about \$400,000. The 2<sup>nd</sup> floor is about 9100SF.

JOHN, TO DO OPTS  
FOR 2  
VENUEALS

Scope:

New carpets, painting, ceilings and lights throughout the second floor makes up the majority of the work and budget. Electrical upgrades including a new panel box are included. New construction included 5 new doors and about 80' of new wall construction. Demolition was figured at 2 weeks labor.

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Paint (\$2/SF using 3xFlr Area)	55,000
Electrical	20,000
New Construction	20,000
Demolition	20,000
Contingency (10%)	30,000
Furniture (\$1,000 per office)	25,000
Waiting Room	<u>6,000</u>
Total	400,000

CULMIN SPACE  
PLAN

ZONE PLANS  
FOR ALL FLOORS

OTHER POLICIES

• ORGANIZATIONAL  
NEEDS

2015

JOB  
BOARD

PERGER

5) JUDICIAL AFFAIRS - REWORK

ASC - MOVE DOWN

CTS NETWORK ROOM

4) RESULTS OF 2 OPTIONS

2) • HUMAN RESOURCES CONFIG <sup>MAN</sup>

• STUDENT ACCOUNTS CONFIG

(FINANCIAL AID) THRESH

(PUBLIC AFFAIRS) EXPANDED NEEDS

JULIE  
LORRIE { • MARKETING  
• INTEGRATED COMMUNICATIONS

Room	Assignment/Scheduling	Capacity	Layout	Technology Display	Size Sq Ft
706D	President's Exec Conference Room	17	Formal Table/Chairs	Technology Display Panel	480 sq ft
702	Provost's Conference Room 701	12-14	Formal Table/Chairs	Technology Display	325 sq ft
711	Student Affairs Conference Room 712	12-14	Formal Tables/Chairs	Requested Install of Display Project Scheduling	325 sq ft
610A	Academic Affairs Conference Room	8-10	Formal Table/Chairs	No Fixed Display, Drop Screen	240 sq ft
502	Student Affairs/Judicial Affairs and Human Resources	8-10	Formal Tables/Chairs	Technology Display Panel	225 sq ft

### *Discussion on...*

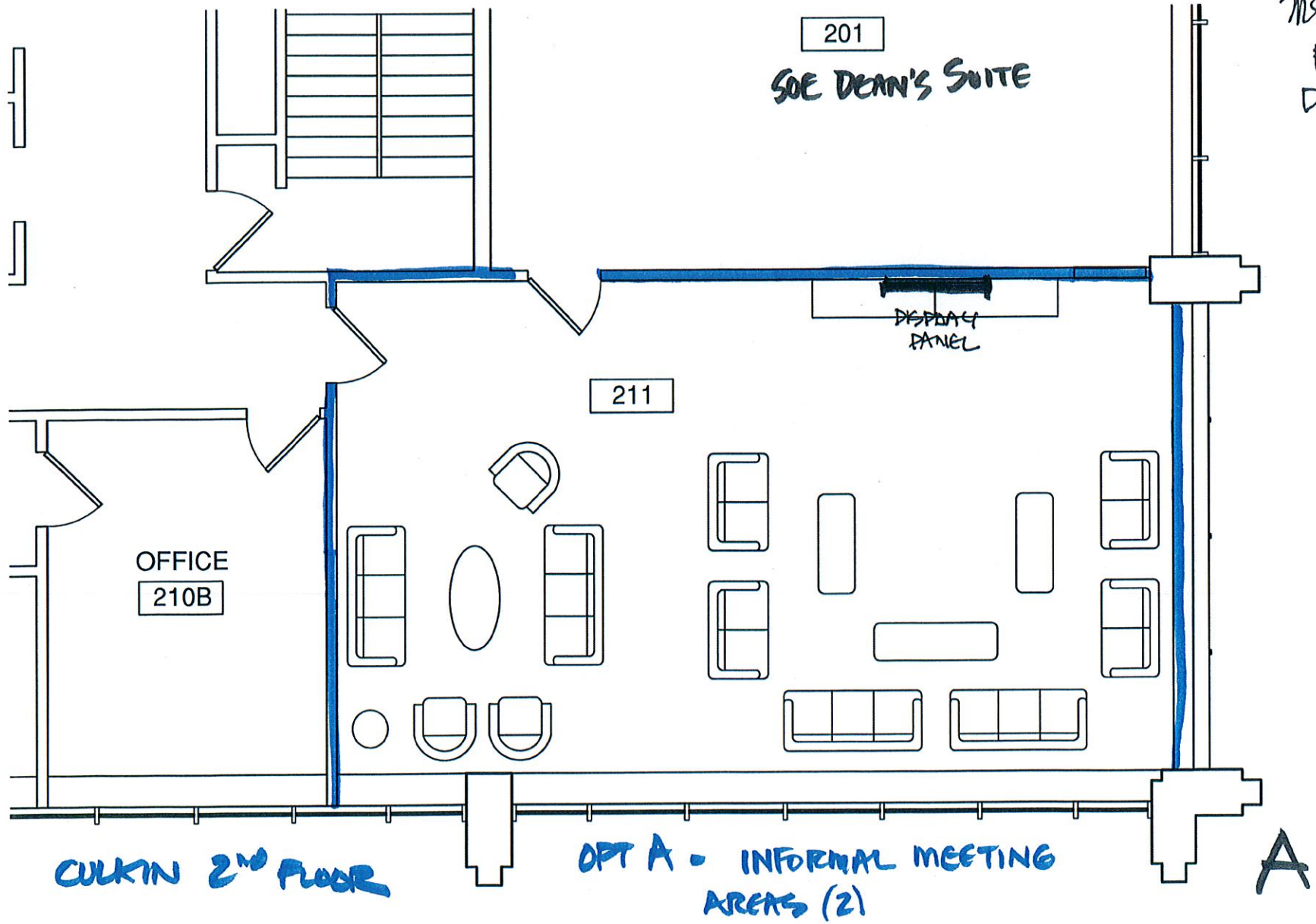
211 "New" layout for old Admissions large reception area ?

- Very Large Area 640 sq ft
- Is there a need for a different type of meeting space / visitor use space in Culkin Hall?
- Formal vs Informal (soft seating) layout?
- Academic Affairs to schedule via relocated adjacent SOE Dean's Suite
- See Layout Concepts attached for establishing theme for use...



2.14.11

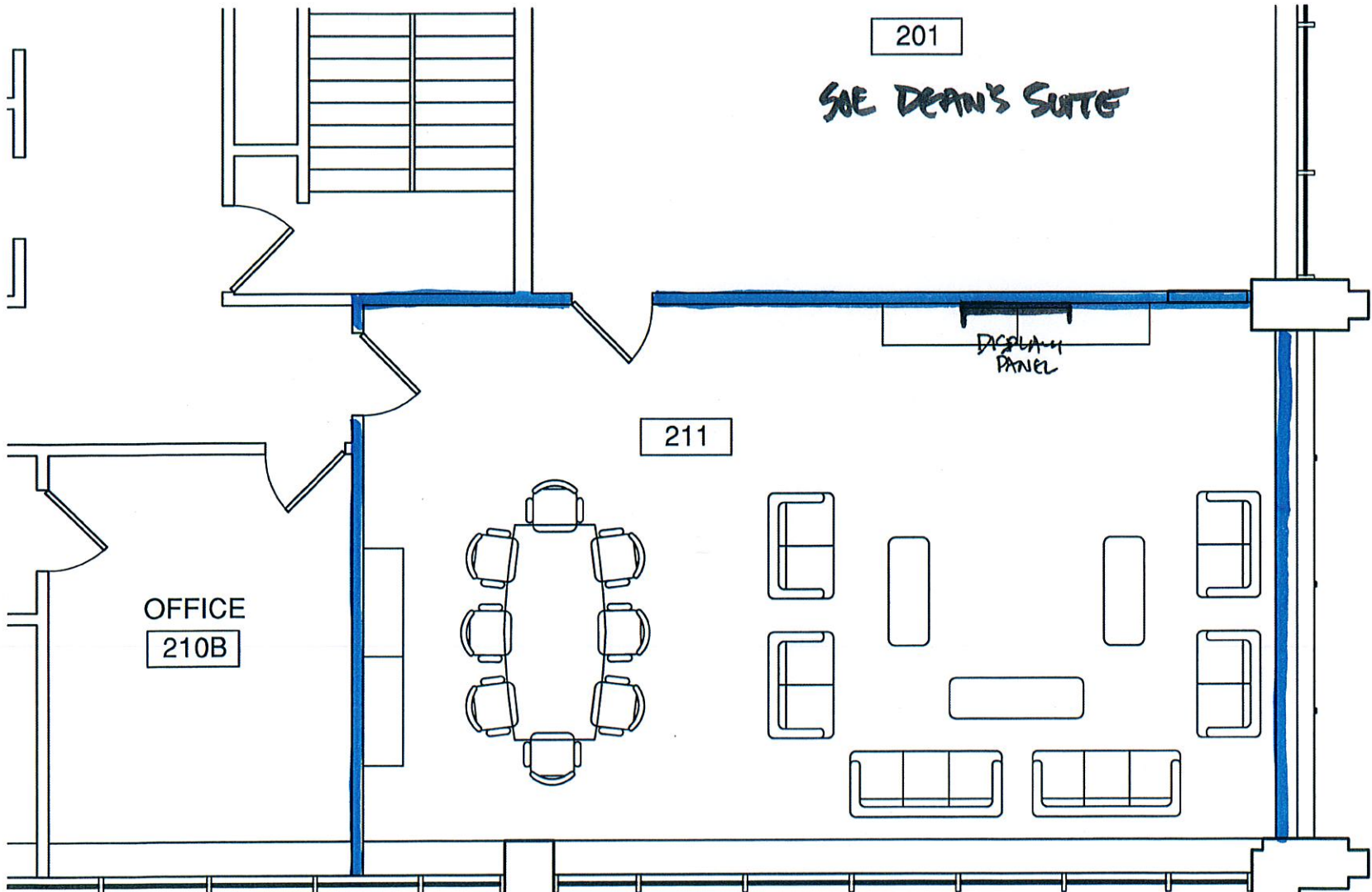
MS Concepts  
For  
Discussion



CULKIN 2<sup>ND</sup> FLOOR

OPT A - INFORMAL MEETING  
AREAS (2)

A



201

SUE DEAN'S SUITE

211

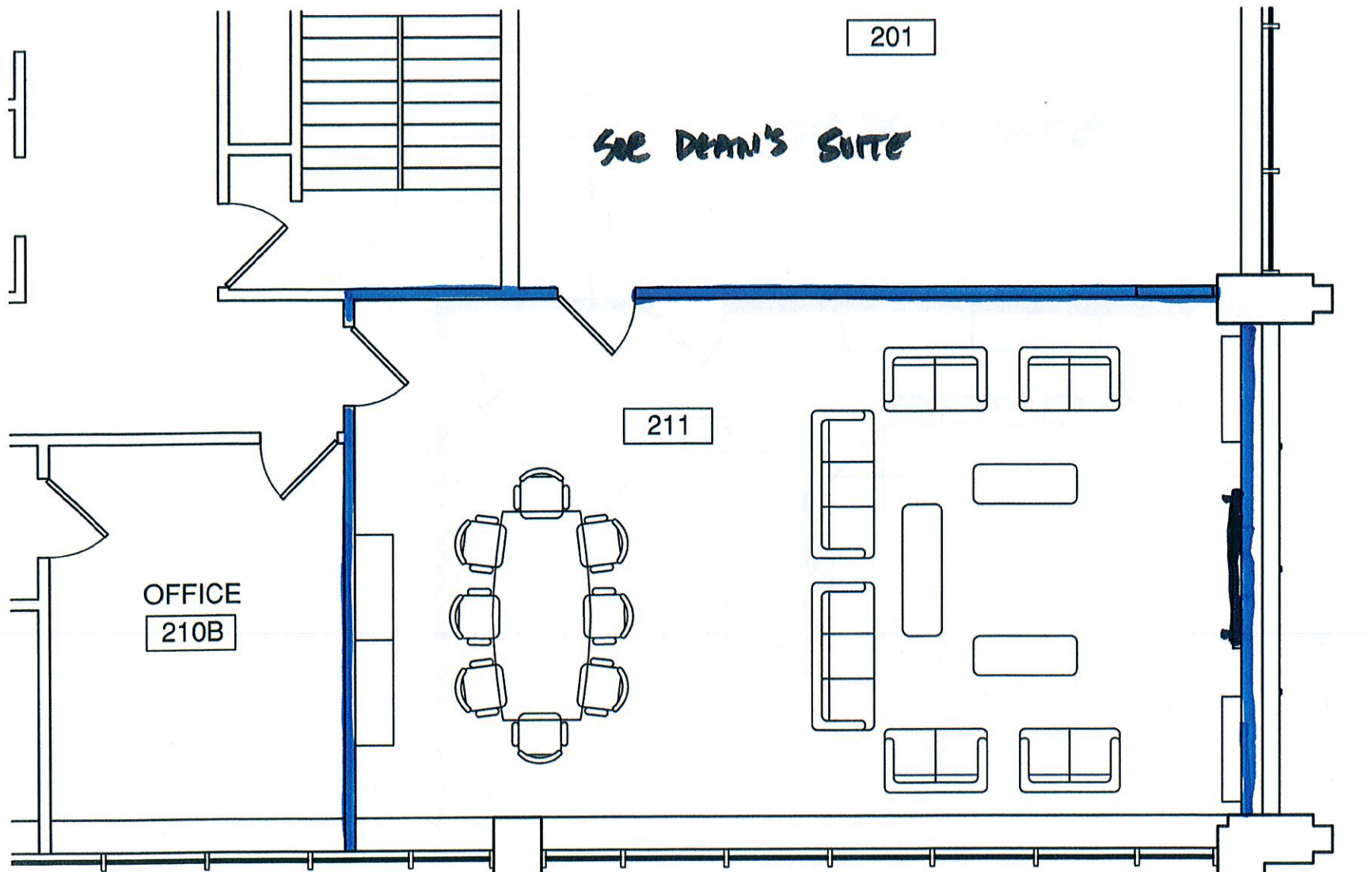
OFFICE  
210B

DISPLAY  
PANEL

CULKIN 2<sup>ND</sup> FLOOR

OPT B - SMALL CONFERENCE AREA &  
LARGE INFORMAL AREA.  
NORTH ORIENTATION

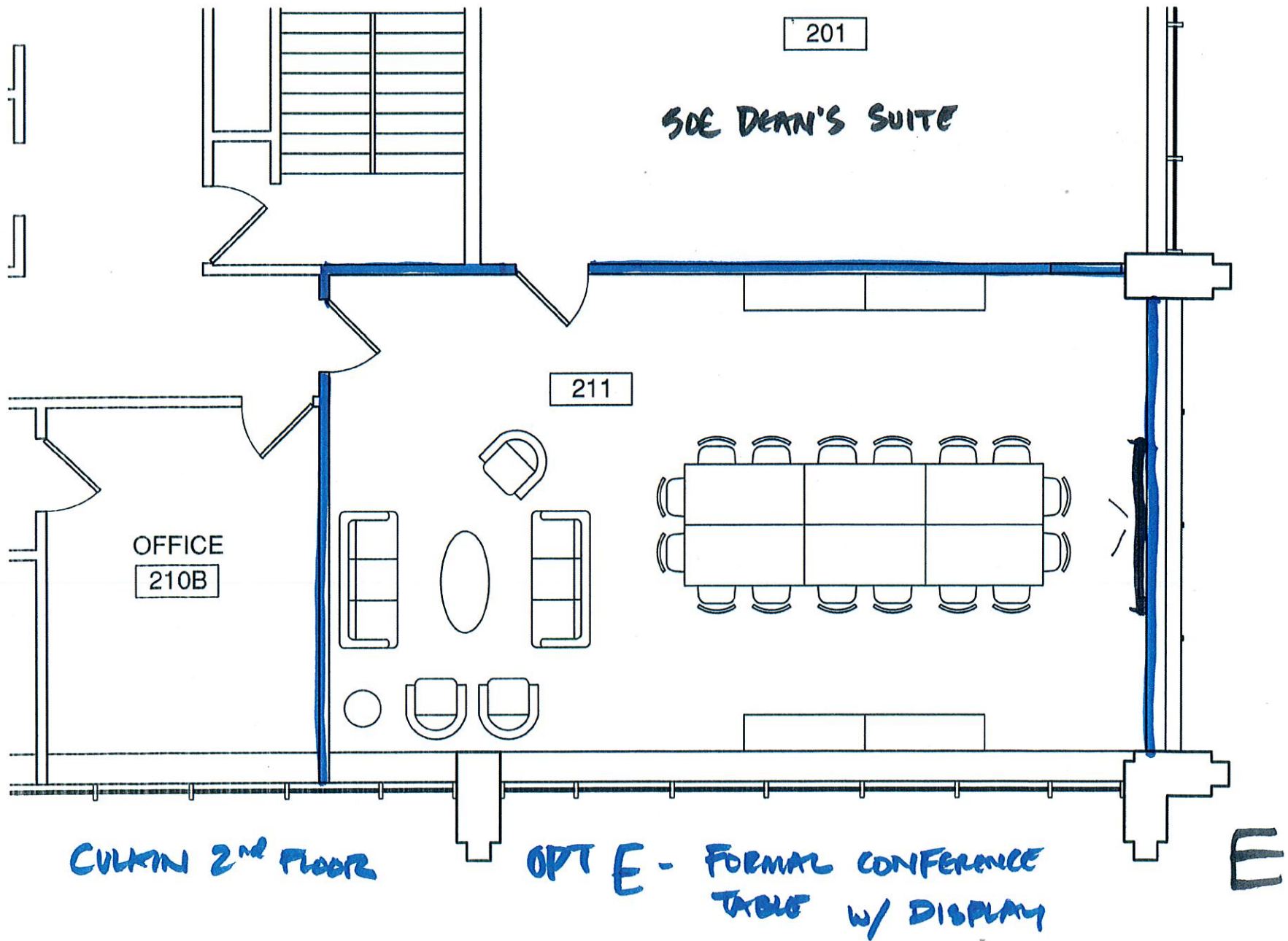
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CULKIN 2<sup>ND</sup> FLOOR

OPT C - SMALL CONFERENCE AREA  
& LARGE INFORMAL AREA  
EAST ORIENTATION





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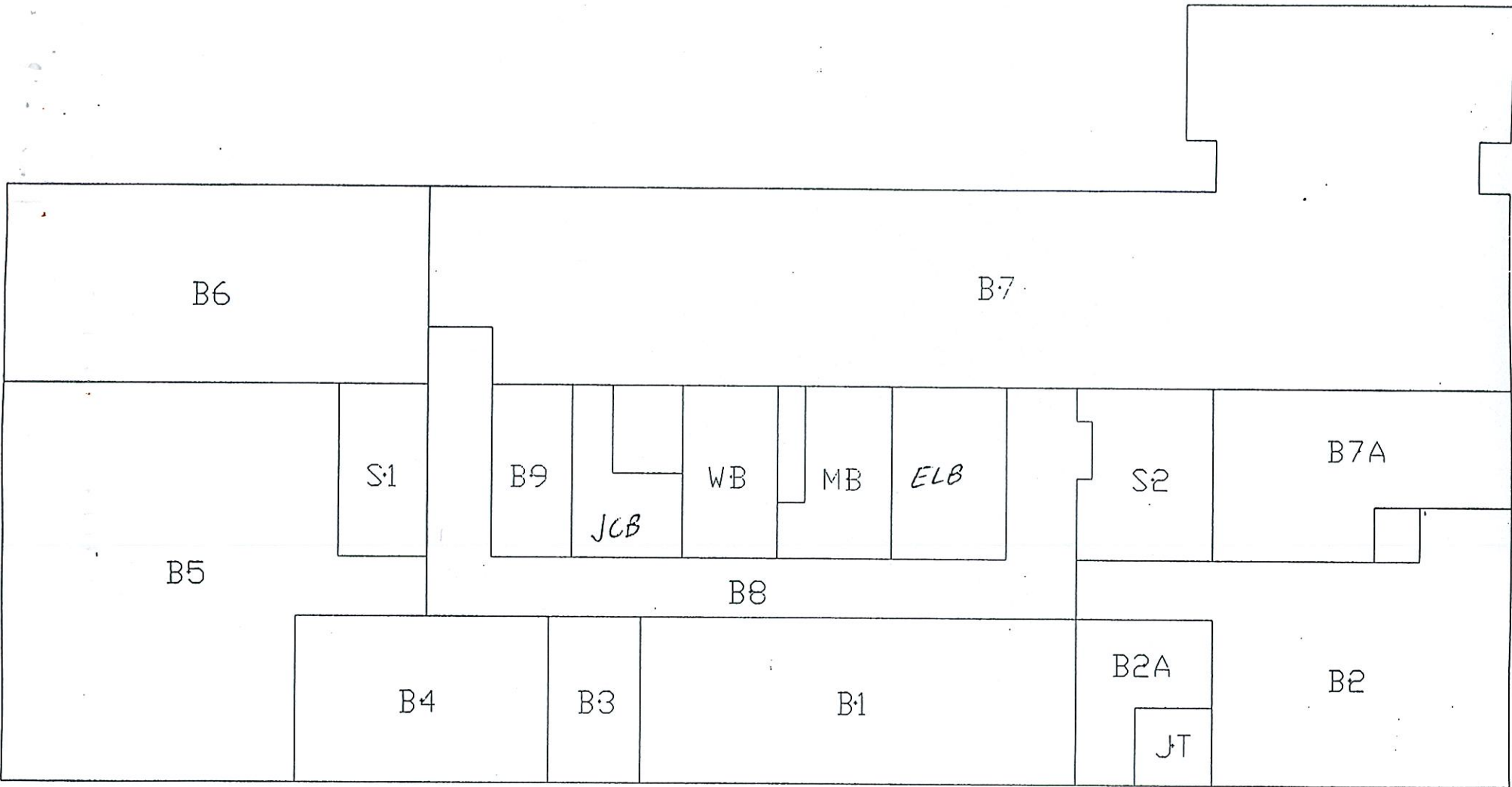
STATE OF  
NEW YORK

**PURCHASE ORDER**



Orig. Campus Code 28230	Date (MM/DD/YY) 4/13/09	Federal Tax Exemption Number 14740026K	Comptroller's Contract No.	Commodity Group No. 79999 00	Purchase Order No. 000036W				
Originating Campus SUNY OSWEGO			P.O. NO. MUST SHOW ON ALL BILLS AND CORRESPONDENCE						
Vendor BERGMANN ASSOCIATES 200 FIRST FEDERAL PLAZA 28 EAST MAIN STREET ROCHESTER NY 14614 Payee ID 251407718 14614			Ship To STATE UNIVERSITY COLLEGE <del>CENTRAL RECREATING</del> Purchase Order No. 000036W <del>JOHNSON ROAD</del> OSWEGO NY 13126 null1						
Unless Otherwise Indicated, All Prices are F.O.B. Destination			Bill To STATE UNIVERSITY COLLEGE ACCOUNTS PAYABLE 000036W 401 CULKIN HALL OSWEGO NY 13126 null1						
Discount Terms % Days									
Vendor: Direct Questions To <b>R. MARK COLE PURCHASING ASSOCIATE</b>									
SHIP ATTN OF									
Item No.	Description of Material/Service		Quantity	Unit	Price	Amount			
1	Architectural, Culkin Hall space study per proposal dated 3/24/2009		1	LOT	32,520.00	32,520.00			
			GRAND TOTAL:			\$ 32,520.00			
PO/Contract	Line	Act	Amount		Dept	Cost Center	Var	Yr.	Object
000036W	1		\$ 32,520.00		28	323238	0R	08	56990
REQUISITION NUMBER			SUNY ACCOUNT	SUB	OBJECT				
020608W			910620	03	558130				

Rec. Date \_\_\_\_\_ Rec. Authorized Signature \_\_\_\_\_  
 Campus Use  Brenda  Seymour   
 Initialed By: RMC



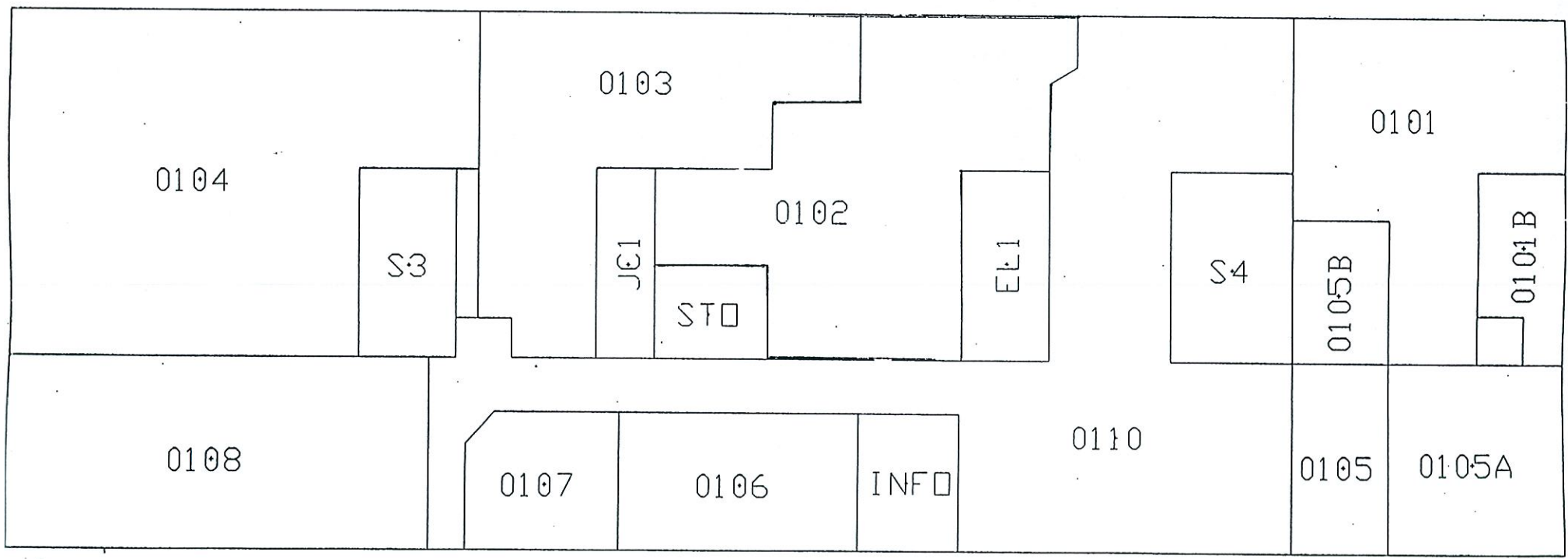
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UPDATE  
08/19/80

SUNY OSWEGO  
CULKIN HALL-BASEMENT  
10026BA.DWG

NORTH

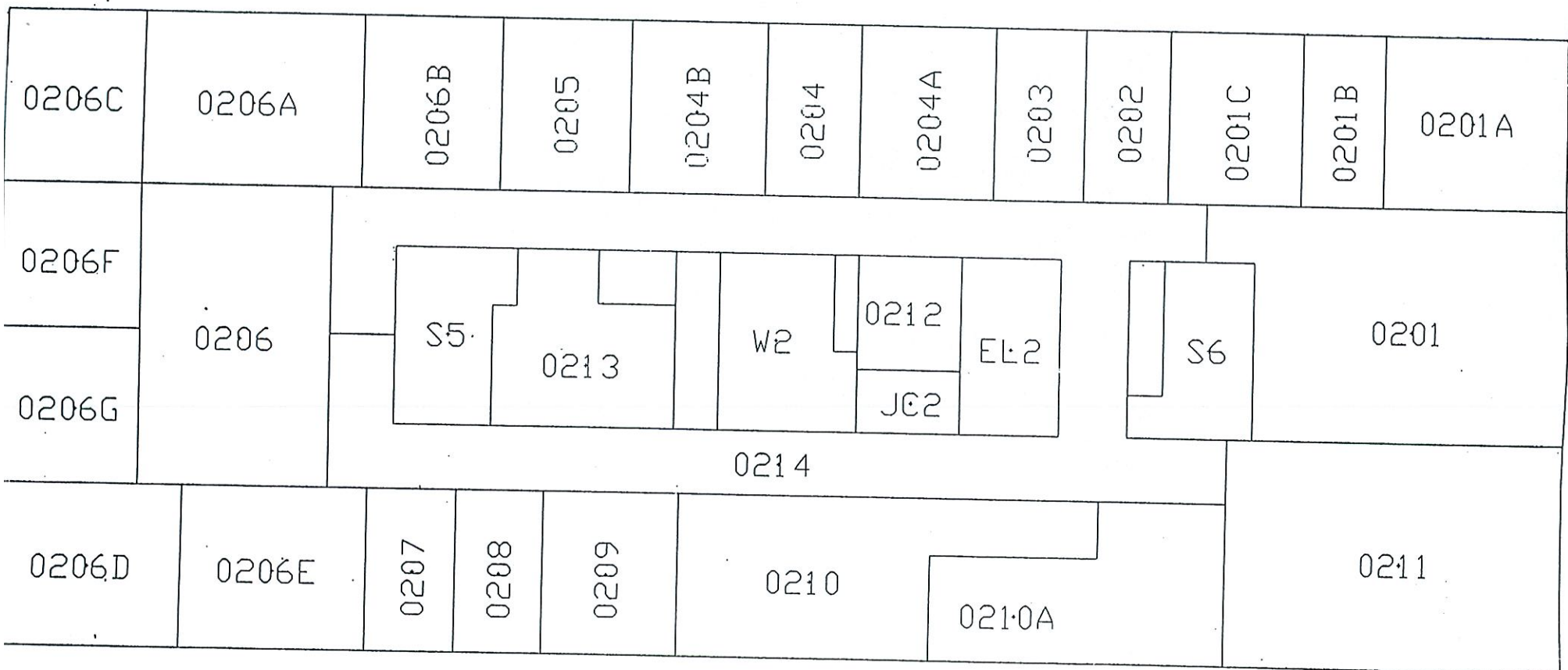




UPDATE  
08/19/97

SUNY OSWEGO  
CULKIN HALL-FLOOR 1  
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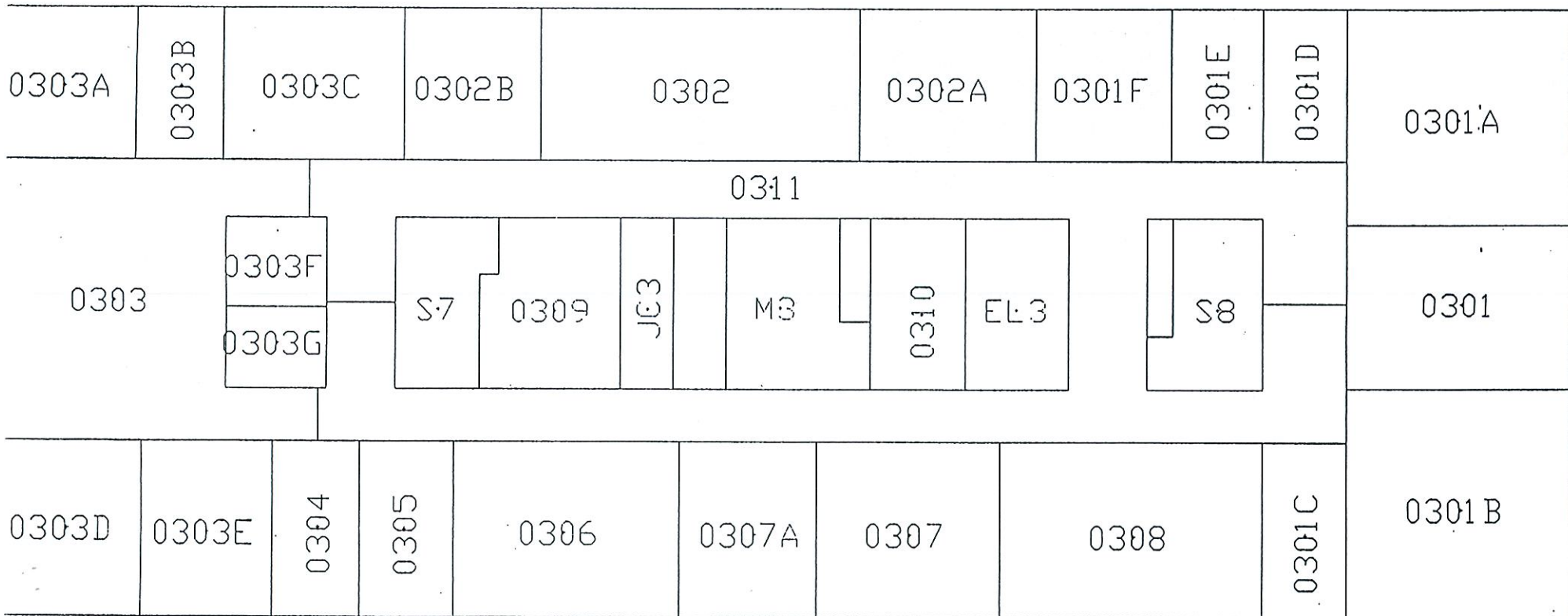
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UPDATE  
08/19/97

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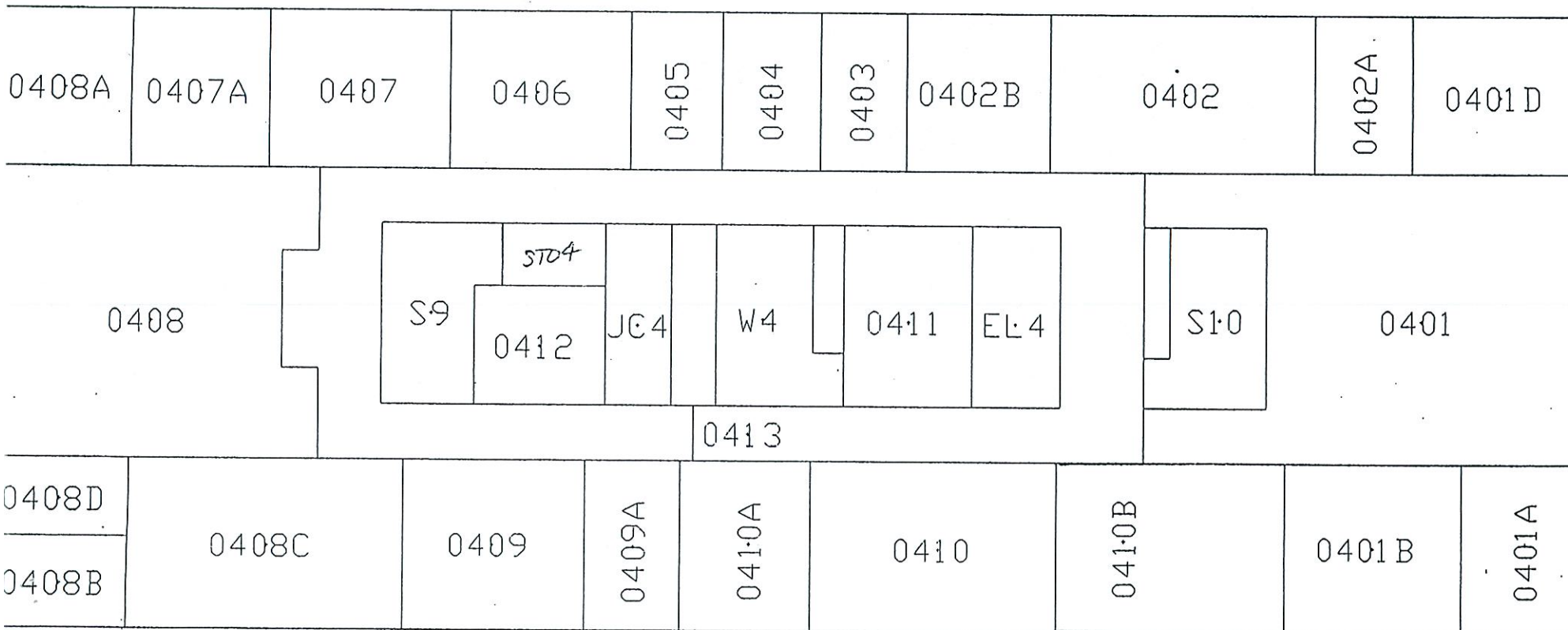
NORTH



SUNY OSWEGO  
 CULKIN HALL-FLOOR 3  
 1002402 DWG

NORTH

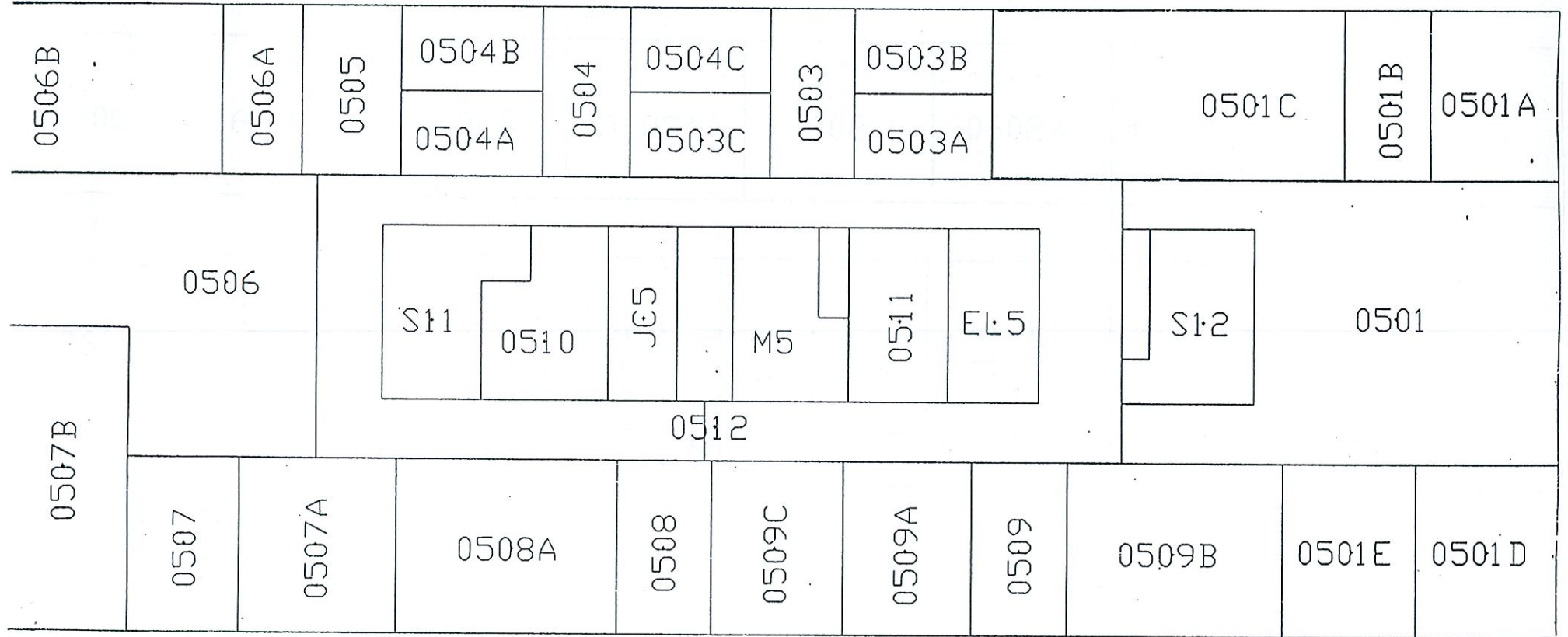




UPDATE  
08/19/97

SUNY OSWEGO  
CULKIN HALL-FLOOR 4  
1002604 DUC

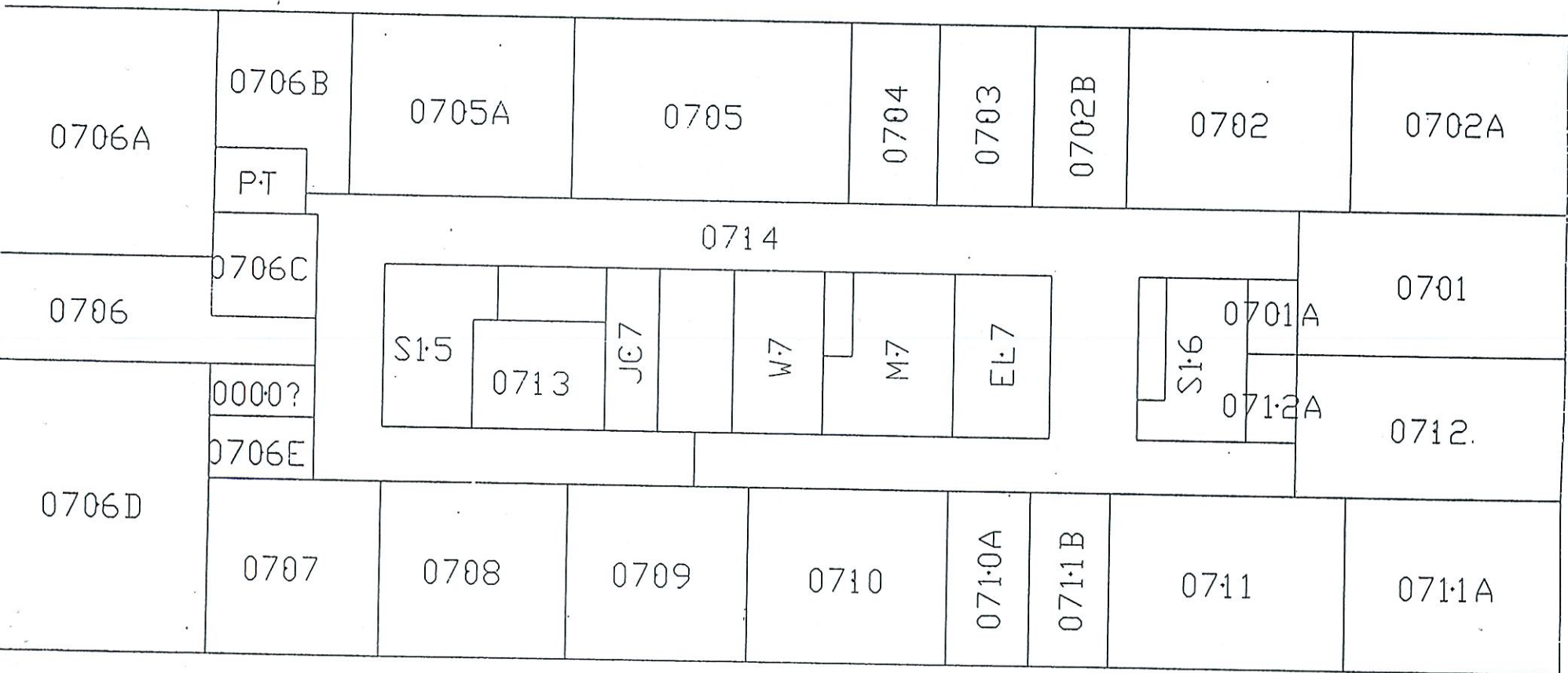
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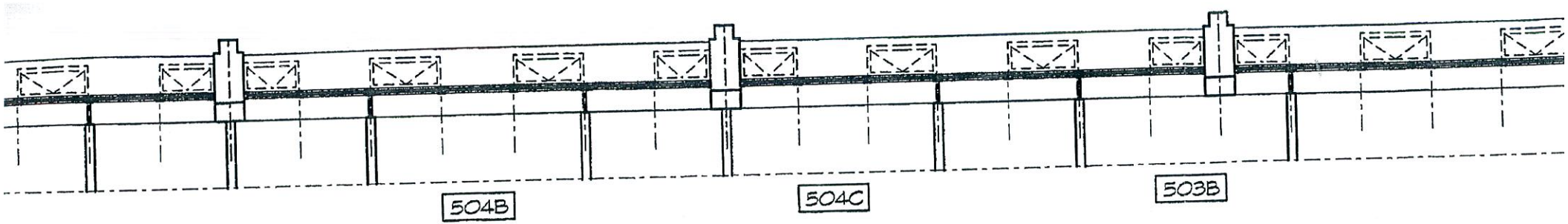
DATE  
08/19/97

SUNY OSWEGO  
CULKIN HALL-FLOOR

NORTH

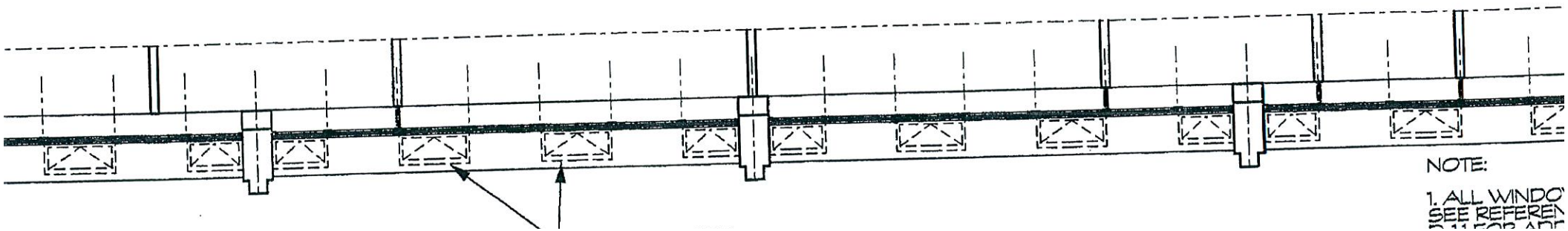






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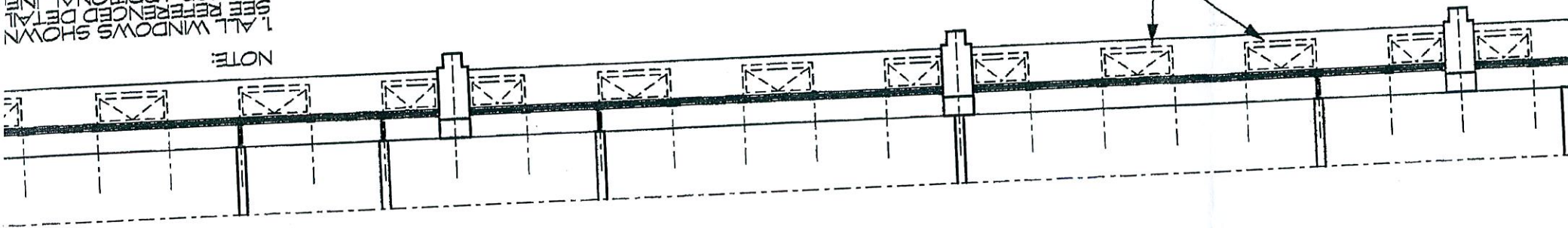


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WINDOW INDICATION

NOTE:  
1. ALL WINDOWS SHOWN  
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D-11 FOR ADDITIONAL INFO



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# ACADEMIC PROJECTS SUMMER 08





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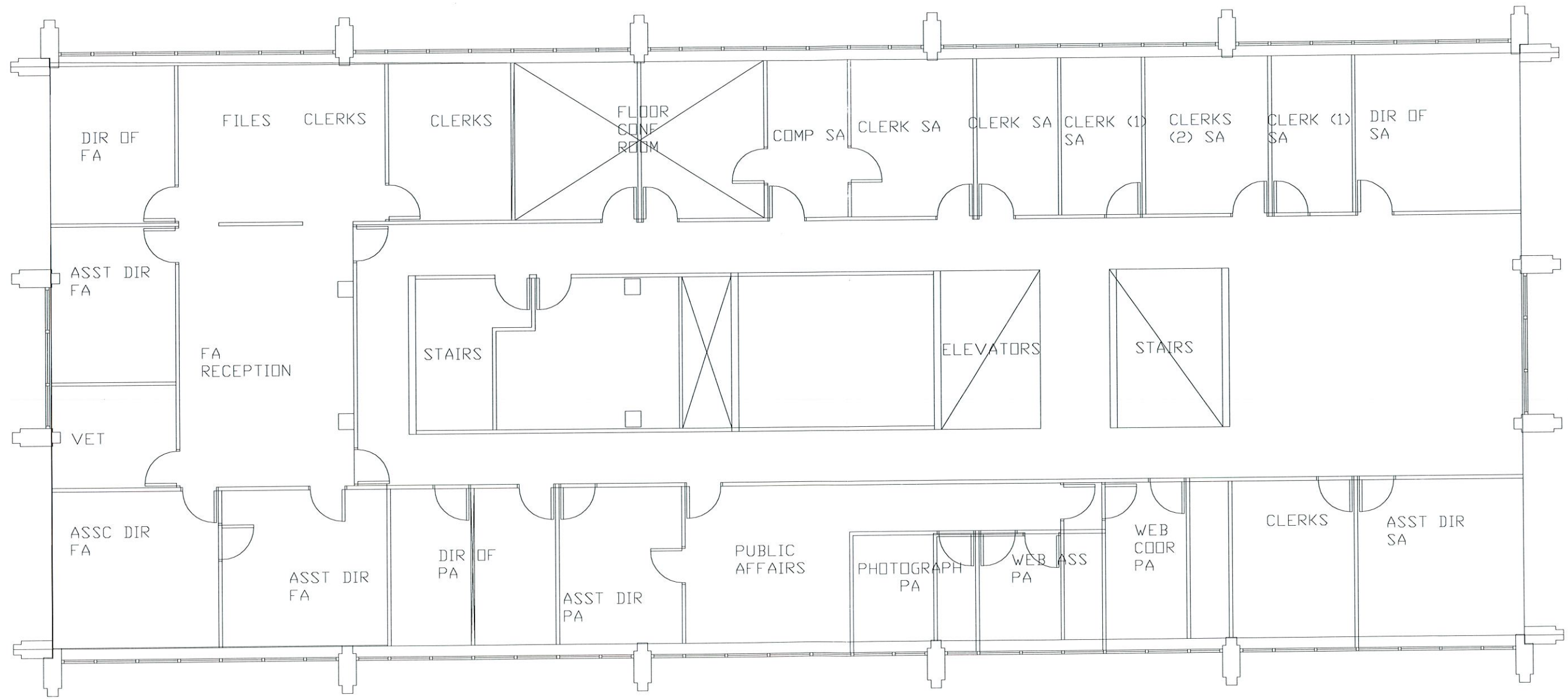
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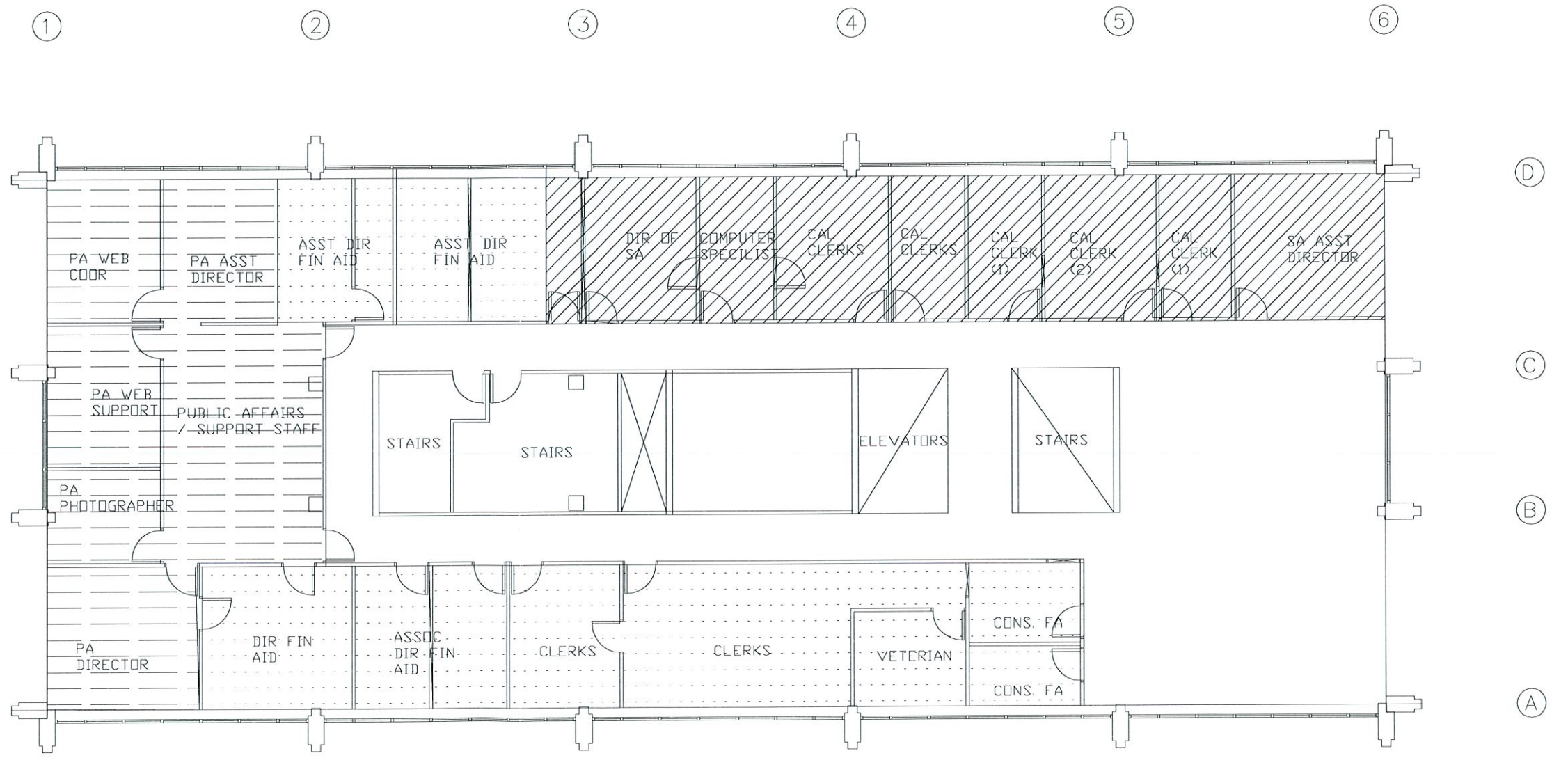
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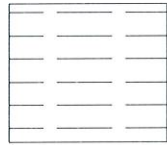
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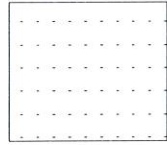




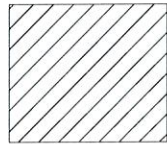
PUBLIC AFFAIRS



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PA WEB COOR

PA ASST DIRECTOR

ASST DIR FIN AID

ASST DIR FIN AID

DIR OF SA

COMPUTER SPECIALIST

CAL CLERKS

CAL CLERKS

CAL CLERK (1)

CAL CLERK (2)

CAL CLERK (1)

SA ASST DIRECTOR

PA WEB SUPPORT

PUBLIC AFFAIRS / SUPPORT STAFF

PA PHOTOGRAPHER

STAIRS

STAIRS

ELEVATORS

STAIRS

PA DIRECTOR

DIR FIN AID

ASSOC DIR FIN AID

CLERKS

CLERKS

VETERIAN

CONS. FA

CONS. FA