



January 11, 2024

Mr. John Storms  
Oklahoma City Department of Airports  
7100 Terminal Drive, Unit 937  
Oklahoma City, OK 73102

RE: Federal Inspection Services Facility  
Additional Services Request (ASR 01): Furniture, Fixtures, and Equipment Package

Dear Mr. Storms,

FSB is pleased to present this Additional Services Request to develop the Furniture, Fixtures, and Equipment (FF&E) Package for the Federal Inspections Services Facility at Will Rogers World Airport. This proposal includes the services listed below for all spaces in the project that are necessary and required by United States Customs and Border Protection (CBP) to be furnished and supplied by the Airport.

## **CONTRACT DOCUMENTS PHASE**

### **Documentation**

To kick-off the FF&E Package design, FSB will conduct meetings with Airport staff and CBP to clarify and document accurate FF&E requirements and conceptual furniture layouts for each programmed space included in the FF&E Package. FSB will guide the Airport and CBP through selection of furniture design, appearance, and level of quality.

### **Design**

FSB will develop the furniture and equipment plans using information gathered during the Documentation Phase of the FF&E Package. Furniture selections and fabrics from multiple vendors will be documented that would be functional, durable, attractive, and value priced. Requirements for electrical power and data will be coordinated with the overall build-out package.

### **Cost Analysis**

FSB will prepare Basis of Design (BOD) furniture illustration sheets with images, model numbers and descriptions of each piece of furniture in order to solicit budgetary pricing from vendors. The BOD selections will set the minimum performance and aesthetic criteria required for vendors to submit equal items for consideration. Pricing from multiple vendors will be documented for FF&E items. A budgetary cost estimate for procurement and installation of the FF&E Package will be developed using this information and provided to the Airport.

### **Preliminary Presentation**

FSB will conduct a Preliminary FF&E Presentation to Airport and CBP staff that will include the proposed furniture available from multiple vendors, as well as the associated furniture plans for review and approval. The Cost Analysis document will also be presented and reviewed at this time.

### **Cost Analysis – Revised**

Based on feedback from Airport staff received during the Preliminary Presentation, FSB will prepare final furniture plans and BOD illustration sheets with images, model numbers and descriptions of each piece of furniture based on updated selections. FSB will update the budgetary cost estimate using updated pricing from vendors for selected FF&E items.

### **Final Presentation**

FSB will conduct a Final FF&E Presentation to Airport and CBP staff that will include the Final furniture selections with corresponding finish selections, as well as the associated furniture plans for review and approval. The Revised Cost Analysis document with updated pricing will also be presented and reviewed at this time.

### **FF&E Binders and Procurement Sheets**

Once final basis of design selections have been made, FSB will prepare FF&E Binders. FF&E Binders will include FF&E floor plans, itemized room subtotals, procurement sheets and budgetary pricing. FSB will deliver digital FF&E Binders to the Airport.

### **BID AND AWARD**

FSB will assist the Airport in providing information for the solicitation of vendor bids for the FF&E Package. FSB will also review vendor bids once received and assist the Airport in evaluating items submitted by vendors as equal to the BOD to determine if they meet the requirements set forth in the BOD package. FSB will provide recommendations to the Airport on vendor selection.

### **CONSTRUCTION ADMINISTRATION**

FSB will provide revised FF&E Binders illustrating the final FF&E selections to be installed and include manufacturer warranty and contact information to assist Airport operations personnel with maintenance after occupancy. As construction progresses, FSB will coordinate furniture delivery and installation dates with vendors, the Airport, CBP, and the FIS Build-out Package Contractor. FSB will be present for delivery of products to observe proper room placement and note condition of items received. FSB will also perform a final punch list inspection to verify items ordered were received and note any shortages or damages.

Below is a breakdown of the fee associated with each phase of this effort.

| Phase                           | Hours | Fee      |
|---------------------------------|-------|----------|
| Contract Documents              | 208   | \$21,304 |
| Bid and Award                   | 40    | \$4,252  |
| Construction Administration     | 124   | \$13,156 |
|                                 |       |          |
| Labor Subtotal                  | 372   | \$38,712 |
|                                 |       |          |
| Estimated Reimbursable Expenses |       | \$1,000  |
|                                 |       |          |
| Total                           |       | \$39,712 |

Sincerely,

FRANKFURT SHORT BRUZA ASSOCIATES, P.C.



JR Day  
Project Manager