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Minneapolis

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opnarchitects.com

December 6, 2023

Amy Kortemeyer, Superintendent of Schools
Jon Galbraith, Chief Financial and Operating Officer
Linn-Mar Community School District
2999 North Tenth Street
Marion, Iowa 52302

RE: Letter of Intent: Programming, Schematic Design and Cost Estimation for the High School Indoor Activities Center Design Services

Amy and Jon:

Thank you for the opportunity to provide this Basic Services proposal for Schematic Design and Cost Estimation for the High School Indoor Activities Center. We are excited to continue our work with the district as a partner in fulfilling the next steps of your facility master plan.

We understand that the Indoor Activities Center will be adjacent to and accessible from the northeast corner of Linn-Mar High School. Through prior conversations with local authorities having jurisdiction, a storm shelter will be required with this addition. We further understand the desire of the district to expand the wrestling space, improve/expand the weight room, and improve locker room access to activity spaces. This agreement will cover the initial phases of design for remodel and new construction, including Programming, Visioning, Benchmarking, Schematic Design, and Cost Estimation.

Scope of Work:

Programming and Visioning:

- Meet with stakeholders to define needs
- Lead visioning exercises for spaces identified
- Coordinate a benchmarking trip to visit comparable spaces
- Prepare programming booklet

Schematic Design and Cost Estimation:

- Using program and priorities identified to develop up to three concepts
- Prepare Schematic Design deliverable for Cost Estimation
- Third-party cost estimator to develop and refine cost estimate(s)

**Design Team: Basic Services**

OPN Architects: Roger Worm, Principal in Charge
Josh Moe, Project Manager
Vicki Hyland, Learning Environment Planner
Other project team members as required

Design Engineers, MEPT Engineering: Jonathan Gettler, Principal in Charge

Civil Engineering, Hall & Hall Engineering: Brent Jackman, Principal in Charge

Structural Engineering, Structural Design Group, Dave Rasmussen, Principal

Third Party Cost Estimator, Stecker Harmsen, Lee Harmsen, Principal

Fee:

The design team proposes a Basic Services fee structure of 8.2% of initial estimated construction costs of \$15,200,000, for a total fee of \$1,246,400. For this Scope of Work through Schematic Design only, the design team fee will reflect roughly 20% of this total fee, broken down as follows:

OPN Architects, Programming	\$ 13,250
OPN Architects	\$ 154,738
Design Engineers	\$ 47,925
Hall & Hall Engineers	\$ 13,132
Structural Design Group	\$ 17,510
Stecker Harmsen	<u>\$ 4,700</u>
Total	\$ 251,255 Programming/ SD Phase

Any Additional Services or consultants required for this exercise will be mutually agreed to by Linn-Mar and OPN prior to incurring additional fees.

Should this project advance beyond the Schematic Design phase, the design will continue with the above noted fee structure, with a final fee adjustment reflecting the owners approved budget for construction at 65% Construction Documents.

Reimbursable expenses will be in addition to the services listed above, and would include mailing or shipping services, reproduction of project documents, printing, and mileage at the government standard rate.

The design team will meet a mutually agreed schedule to deliver the scope of work noted above.



Thank you for the opportunity to present this proposal. This signed Letter of Intent will serve as our agreement to execute this initial phase of work. When the district is ready to move forward with design and construction, an AIA B101 contract will be prepared and executed.

With Kind Regards,

A handwritten signature in blue ink, appearing to read 'Roger B. Worm'.

Roger B. Worm, AIA
Principal, OPN Architects

Proposal Accepted by:

Barry Buchholz, Board President