

**Cedar Rapids**

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Cedar Rapids, Iowa 52401  
(319) 363-6018

**Des Moines**

100 Court Avenue Ste. 100  
Des Moines, Iowa 50309  
(515) 309-0722

**Iowa City**

24 ½ S. Clinton Street Ste. 1  
Iowa City, Iowa 52240  
(319) 363-6018

**Madison**

301 N. Broom Street Ste. 100  
Madison, Wisconsin 53703  
(608) 819-0260

**Minneapolis**

323 N. Washington Avenue Ste. 200  
Minneapolis, Minnesota 55401  
(612) 468-6851

[opnarchitects.com](http://opnarchitects.com)

January 7, 2026

Jon Galbraith, CFO  
Linn-Mar Community School District  
2999 N. Tenth Street  
Marion, IA 52302

Jon,

OPN Architects is pleased to submit our proposal for professional design services for a new band room addition to the Oak Ridge Middle School. We appreciate the time we spent visiting with you and Travis walking the spaces involved. This addition will support the robust fine arts programs you have at Oak Ridge and allow for a more equitable space to Excelsior Middle School.

We have defined our scope of work below.

**Scope of Work:**

We understand the scope of work to be full design services for a band room addition to Oak Ridge Middle School. Proposed location for the addition is due east of the existing orchestra room. We understand that the design intent is to provide a larger rehearsal space that will accommodate the full grade level ensembles and provide equity with the band room at Excelsior Middle School.

In addition to the new band room, the scope will include some interior renovations of the existing Middle School to include instrument storage and two offices, as well as any other renovations required to provide access to the addition and meet code requirements.

We believe that the addition will require the incorporation of an ICC 500 storm shelter – to be confirmed with local code authorities having jurisdiction. We will confirm the final space requirements and related details as design progresses.

We understand this will be a design-bid-build project.

**Core Design Team:**

OPN Architects:	Roger Worm, Principal in Charge Joseph Tursi, Project Manager Vicki Hyland, K-12 Practice Leader
Design Engineers (MEPT):	Jonathan Gettler, Principal in Charge
Hall & Hall Engineers (Civil):	Brent Jackman, Principal in Charge
Structural Design Group:	Dave Rasmussen, Principal in Charge
Stecker Harmsen (Cost Est):	Lee Harmsen, Principal

**Schedule:**

Jan/Feb 2026	Programming/Concept Design
Feb 2026	Schematic Design
Mar 2026	Design Development
Mar 2026	Construction Documents
April 2026	Bidding
May 2026 – Dec 2027	Construction/Occupancy

**Fees:**

The design team proposes a fee structure as a percentage of the project Construction Costs. Prior to design, the project will require field verification and creating background drawings of existing conditions for use by the design team for areas to be renovated. We propose a fee of 9.2% of initial anticipated Construction Costs of \$2.0M. Final fees would be established upon the districts approved Construction Costs, prior to bidding, at the completion of 65% Construction Documents.

Specialty services will be provided by Lee Harmsen at Stecker Harmsen to generate a Cost Estimate at the 65% complete Construction Documents, for an additional lump sum amount of \$7,540.

Reimbursable expenses are in addition to the above fee and would include printing costs and mileage at the government standard rate.

Thank you for this opportunity to continue our partnership with the Linn-Mar Community School District!

If this proposal is acceptable, please sign and return a copy to me for our files.

With Kind Regards,

A handwritten signature in blue ink, appearing to read 'Roger B. Worm', is written over a horizontal line.

Roger B. Worm, AIA  
Principal, OPN Architects

Proposal accepted by:

Katie Lowe Lancaster, School Board President  
Linn-Mar Community School District