



Cedar Rapids

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Madison, Wisconsin 53703
(608) 819-0260

opnarchitects.com

January 19, 2021

Chris Bergman, Superintendent
Clarinda Community School District
423 East Nodaway
Clarinda, IA 51632

RE: CCSD Ag/CTE Building - Professional Service Agreement - OPN Architects

Chris:

OPN Architects is pleased to provide this summary of professional design services for the Ag/CTE Building Renovation project. The renovation of the former Shopko building will be a transformational project for the school district. We are very excited for the opportunity to work with Clarinda Community School District.

Project criteria

Based upon our conversations, we have developed our scope of services and preliminary fees upon the following criteria:

Site Location: Former Shopko Building, Clarinda IA

Project's physical characteristics: Existing single story commercial retail building.

Building Program: Educational programs for Ag and CTE – specific programs located in the renovated building will be confirmed as a part of this project.

Project Delivery Method: Design-Bid-Build with Construction Manager as Advisor (CM)

Owners Estimated Construction Budget: One Million Dollars (\$1,000,000.00)

Project Schedule

OPN will meet a mutually agreed upon schedule for the delivery of documents. Timely receipt of information and feedback from the Owner is critical. Our initial schedule includes the following timeframes:

Schematic Design	4 weeks
Design Development	4 weeks
Construction Documents	6 weeks
Bidding	4 weeks
Construction	4 - 6 months (to be confirmed with CM)



Project Team

OPN Architects, Inc. includes the following consultant team within our Scope of Work:

Architect	OPN Architects, Inc. Kristin Lewis, Associate Principal Ken Hagen, Project Architect
MEPT Engineer	Modus Engineering Chris Deal, PE

Scope of Services

Our scope of services includes milestone documents at the conclusion of schematic design and design development as well as bid documents at the conclusion of construction documents. Our scope also includes assistance with bidding the project including assistance with bidder questions, attendance at the pre-bid meeting, evaluation of substitution requests, and evaluation of bids received. Our scope also includes construction administration. During construction administration we will make regular visits to the site, answer RFIs, review shop drawings, and complete a punch list walk through at substantial completion.

- Deliverables: Progress sets at the conclusion of schematic design, design development, and 65% construction documents, and final bid documents.

Compensation

The professional fee for developing the scope of services outlined in this proposal will be a lump sum fixed fee of **One Hundred Thousand Dollars (\$100,000.00)** plus additional services or reimbursable expenses if necessary. Our fee is based on a percentage of the construction cost at 10%. This fee includes Architecture and MEP Engineering.

It is anticipated civil engineering will not be required and is not included in our fee proposal. Should we discover civil engineering is required, we will work with the school district to solicit proposals for that scope of work.

It is anticipated minimal structural engineering will be required and at this time, the scope of structural engineering is unknown. We recommend engaging a structural engineer on an hourly not-to-exceed basis if and when we understand any scope required for the project. We recommend carrying an allowance of \$15,000 to cover any structural engineering needs.

This fee will cover services and activities required to accomplish the scope of work within a time frame of 12 months. Should the project timeframe extend beyond this, as a result of conditions not under the control of OPN, fees may be adjusted to align with the effort extended.

The project will be invoiced monthly as a percentage of work completed and commensurate with the work plan schedule. Any services if required beyond those described within the Agreement will be reviewed with the client to understand impact to scope of work or related fees.

Refer to attachment for standard hourly rates.



Reimbursable Expenses

Reimbursable expenses are in addition to the above fee and will be invoiced at 1.0 times actual cost. Reimbursable expenses include: authorized out-of-town travel, courier services, express mail, plan review fees, reproduction of project documents, photography, out-of-house digital processing, physical models, meals and mileage at the government standard rate.

Estimated Reimbursable Expenses = **\$15,000.00**

Exclusions and Additional Services – Available Upon Request

FFE Design/Selection and Procurement Services

LEED Design Services

Signage Design

Commissioning

Civil Engineering

Geotechnical Services

Site Surveying

Advanced Audio / Video Consulting

Acoustical Consulting Services

In addition to the exclusions and additional services listed above, we can provide master plan/assessment and bond referendum support. A brief description of these services is listed below. If interested, we would be happy to tailor the scope to meet your needs and provide a fee proposal based on that scope.

Master Plan / Assessment:

- Understanding the District, Community and Needs
- Qualitative Data – Surveys, Listening Sessions, Community tours to gather experiential data
- Physical Assessment – Engineers/Architects walk facilities to gather quantitative data and conditions of systems, finishes, assemblies, ADA, security
- Site Assessment – Athletic/activity centers, parking, drainage, accessibility, etc.
- Review Demographic Data
- Review district maintenance data – Roof reports, hazardous materials surveys (lead, asbestos)
- Educational Data
 - Technology Integration; curriculum delivery
 - Programs offered
 - Programs served outside the district
 - Any collaborative agreements with other districts and/or colleges
 - Plans for expansion of programs (CTE, project-based curriculum)
 - Building and room capacities
 - Spaces currently used for delivering content that are not suited for the delivery
- Developing Concepts – High level needs identification and cost estimates for addressing priorities. Conceptual plans/renders.



Bond Referendum Support (if a project requires a GO Bond):

- Community Engagement
- Design of materials for publicizing and informing the public (digital content and printed material)

Contract Agreement

This Letter of Proposal is intended to document the primary issues concerning our Agreement Between Owner and Architect. Once details of this proposal are confirmed, we will provide you with the AIA B132 – 2019, Standard Form of Agreement Between the Owner and Architect, Construction Manager as Advisor Edition. Should you desire a different form of agreement the Architect will assist in the preparation of the agreement at our standard hourly rates.

All of us at OPN are extremely excited to work on this fantastic project. Together with you, we look forward to transforming the existing building into a dynamic center for Ag and CTE. Please review this proposal and let me know if you have any questions.

Thank you.

A handwritten signature in black ink that reads 'Kristin Lewis'. The signature is fluid and cursive, with the first name 'Kristin' and last name 'Lewis' clearly distinguishable.

Kristin Lewis, AIA LEED AP
Associate Principal



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OPN ARCHITECTS

Hourly Rates - 2021

Principal	\$260
Associate Principal	\$180
Associate	\$155
Senior Project Manager/Senior Project Architect	\$140
Project Manager/Project Architect	\$120
Architect	\$105
Intern Architect 3	\$90
Intern Architect 1-2	\$75
Senior Interior Designer	\$100
Interior Designer	\$85
Construction Administrator	\$105
Architectural Technician	\$80
Directors of Business Support	\$125
Business Support Specialist	\$85
Marketing Specialist	\$80
Administrative Support	\$60
College Interns	\$45