



December 17, 2015

Sue Ponder, Director  
100 E. Fifth, Box 113  
Prairie City, IA 50228

Re: Architectural Proposal for Library Addition

Dear Sue,

I would like to take this opportunity to thank you for your proposal request regarding the proposed library project in Prairie City. You have requested a fee proposal for the services required to review the current program and create design solutions to gain public support.

#### I. PROJECT DESCRIPTION

This proposal is based on providing architectural services for an addition to the existing library building. This location is the site where previous decisions have been made to accommodate such an addition.

You have a program created by George Lawson, library consultant, for our use.

The anticipated addition size is 3,600 square feet.

The anticipated budget has not been set.

#### II. SCOPE OF WORK

Following approval of the agreement, Design Alliance will provide architectural services including the following:

##### Pre-Funding Phase:

1. Schematic Design: Design Alliance will develop the schematic design including the floor plan and exterior elevations, to coincide with the building program. We will review the information provided, interview appropriate entities, and finalize any necessary changes.
2. Solutions created will be presented to library officials, city council, and public as necessary to gain support. Site plan, floor plan, exterior elevations, and perspective will be offered.

##### Post-Funding Phase:

1. Design Development: Following the owner's initial review, we will utilize their comments to refine the schematic design, verify code compliance, and initiate City building code review discussions. During this phase, we will involve and coordinate with civil, our mechanical and electrical engineers, and our structural engineering consultant to make the necessary design decisions relating to their work.

2. Construction Documents: We will prepare documents in Revit document software. Typical drawings are as follows: site plan, floor plan, reflected ceiling plan, roof plan & details, exterior and interior elevations, wall sections and details, and applicable project specifications to be included in the Project Manual.
  - a. The structural engineering will be accomplished by our selected consultant working for Design Alliance.
  - b. Design Alliance will coordinate between our engineering consultants and the owner's geotechnical and civil engineering consultants to provide a single set of documents.
  - c. We will continue conversations with review authorities and revise the drawings accordingly.
3. Bid/Negotiations: Design Alliance will work with the owner to identify quality contractors, answer bidding questions, provide clarifications, review product substitutions, and issue addenda items as necessary.
4. Contract Administration: Design Alliance will assist the contractor providing clarification to construction details during construction, review shop drawings, and visit site periodically to review construction progress and evaluate compliance with contract documents.
5. Design Alliance will conduct an 11 month review to identify non-compliant items needing contractor attention prior to expiration of the one year warranty.

### III. FEES

#### Phase 1 Fee:

We propose a lump sum fee to accomplish the above phase 1 architectural services. Our fee is based on an hourly spread sheet of what it will take to provide the needed scope of work.

The fee is \$ 9,541.

#### Phase 2 Fee:

The phase 2 fee shall be based on a per cent age of construction contract amounts. The fee shall be 7 ½%.

Fees for reimbursable expenses will be limited to the costs of city submittal fees and the printing and distribution of the construction documents. These are to be as follows:

City Review Fees	1.0 x City Fee
Dry Image Copies	\$0.05 each
Blue Line or Black Line Prints	\$0.06/sq/ft.
UPS charges	Design Alliance cost

#### IV. TIMING

All design services shall be completed and provided to you within your schedule after receiving Notice to Proceed. Meetings shall be scheduled timely to accommodate the project schedule. Any changes in the schedule for architectural services will be worked out between Design Alliance and the City of Prairie City.

If you have any questions or clarifications please feel free to call. We look forward to the opportunity to work with you on this significant project.

Thank you for your consideration.

Sincerely,

DESIGN ALLIANCE, INC.

A handwritten signature in blue ink that reads "Jerry Purdy". The signature is written in a cursive style with a large initial "J" and "P".

Jerry Purdy, AIA  
President

---

City of Prairie City

**Work Element Study**  
 Prairie City Library Addition  
 December 17, 2015

<b>Architectural Tasks</b>	<b>Principal</b>	<b>Architect</b>	<b>Senior Designer</b>	<b>Clerical</b>	<b>Expenses</b>
<b>Predesign/Schematic Design</b>					
Initial Meetings	1	2		1	
Prepare Building Model			8		
Field Investigations		1	1		
Generate Options	10	12	16		
Meeting	1	1	1	1	
Revisions		4	8	1	
Meeting	1	1	0		
Revisions	1	2	2	1	
Meeting	1	1	0	1	
	15	24	36	5	\$0
Rate	\$175	\$124	\$100	\$68	
	\$2,625	\$2,976	\$3,600	\$340	\$0
<b>Architectural Subtotal</b>				<b>\$9,541</b>	<b>\$9,541</b>

Fee for Construction documents created after scope of work defined in Schematic Phase with budget.