

September 19, 2022

Dr. Jay Harris,
Superintendent of Schools
Platte County R-3 School District
998 Platte Falls Road
Platte City, Missouri 64079

Re: Northland Workforce Development Center Project
TCEP Proj. No.: 388-000-22

Dear Dr. Harris,

Per your request we are providing this fee proposal to assist Platte County R-3 School District with the professional architectural and engineering design services associated with the new Northland Workforce Development Center project. Our proposal is based on the assumptions presented in the following Scope of Services information.

Please review this proposal and let me know if you have any questions. We are definitely excited for the opportunity to work with the Platte County R-3 School District on this very exciting project.

Sincerely,



Rick Wise, AIA, LEED
Senior Principal
The Clark Enersen Partners

CC: File

Scope of Services

General Project Information

1. The project proposes to:
 - Consider potential sites for the proposed new facility
 - Assist in fundraising activities to secure additional dollars to support the new facility.
 - Complete programming, schematic design, design development, construction documents, bidding assistance and construction administration.
 - Providing estimates throughout the effort.
 - Assist in public engagement activities with various stakeholders.
 - Assist in entitlement and permitting efforts for Kansas City Missouri.
 - Attendance at all necessary meetings.
2. Clark & Enersen will provide the following design services on the project: architecture, interior design, landscape architecture, structural engineering, mechanical engineering and electrical engineering. Civil engineering design will be provided by Kimley-Horn.
3. The drawings for this project will be developed using Building Information Modeling (BIM) software. The software utilized for this project will be the 2022 version of Revit. Electronic copies of the BIM documentation or AutoCAD downloads will be provided to the Owner.
4. It is the intent to enter into a formal contractual agreement using AIA standard form of agreement.
5. We are prepared to commence with this project upon notice to proceed.

The following is a brief description of the Basic Services to be provided within the scope of our contract.

Basic Services

Fund-Raising and Grant Support

1. Work with Platte County R-3 School District to approach potential donors for project funding.
2. Develop and provide necessary fund-raising documents including; renderings, videos and printed material.
3. Explore grant opportunities and assist Platte County R-3 School District in grant opportunities.

Site Selection

1. Consider viability of potential sites for the proposed facility.
2. Develop a scoring matrix utilizing Owner determined scoring criteria to determine most appropriate site.
3. Developing site layouts for potential use of sites.

Program Verification

1. Meet with project stakeholders to understand space and systems needs for all areas of the facility.
2. Develop programmatic diagrams and spreadsheets documenting existing condition and proposed growth needs over the next 10 years.
3. Develop adjacency diagrams for all existing and proposed elements outlined in the programming effort.
4. Assist in public engagement process as directed by Owner.
5. Analyze viability of chosen site, building and systems for future renovation/expansion.
6. Provide a summary narrative of findings and recommendations for site, architectural, structural, mechanical and electrical systems.

Schematic Design

1. Develop schematic plans to a level of detail illustrating scale and relationship of project components. These plans and details will fix and define the total scope of work required.
2. Conduct routine design meetings with appropriate representatives.
3. Develop enlarged plan layouts as necessary for some of the primary building spaces.

4. Prepare preliminary code analysis in accordance with Local and National Building Codes.
5. Assist in public engagement process as directed by Owner.
6. Develop concept structural plans indicating proposed foundation and precast concrete framing systems.
7. Develop mechanical narrative and preliminary plans showing primary equipment and distribution concepts.
8. Develop electrical narrative and preliminary plans showing equipment locations, data closets, and power and lighting plans.
9. Work with the project Civil Engineer and C&E Landscape Architect in the development of a site layout plan showing extent of site improvements on selected site.
10. Prepare presentation drawings and renderings of the proposed new facility.
11. Present schematic design to Owner representatives, City Officials and Community groups as required for approval.
12. Prepare a basic design narrative outlining all design criteria and assumptions used in the development of the schematic drawings.
13. Begin site development and entitlement process with Kansas City, Missouri.
14. Maintain and update project schedule for all phases of programming and design.
15. Development of initial estimates of probable construction costs.
16. Present Schematic Design Package to Owner for review.
17. Attend Schematic Design Review meetings.

Design Development Phase

1. Incorporate all review comments from the Schematic Design Submittal.
2. Further develop and supplement the Schematic Drawings with additional plan drawings and details necessary to specifically define the total scope of work required. These plans will fix and describe the size and character of the entire project and further define the architectural, structural, mechanical and electrical materials and other elements as may be appropriate and required.
3. Conduct routine design meetings with project representatives.
4. Assist in public engagement process as directed by Owner.
5. Prepare outline specifications for materials and systems to be utilized on the project.
6. Update design narrative outlining design criteria used in the further development of the drawings in the Design Development Phase.
7. Update and modify renderings and other graphic images as required.
8. Update project schedule for the remainder of the design phases and the anticipated period of construction.
9. Work with the Construction Manager at Risk (if selected) in the preparation of a detailed estimate of probable construction cost. Review and modify list of potential project alternates (if required).

10. Maintain and update project schedule (Work Plan) for all phases of design and the anticipated period of construction.
11. Continue development of site for project and entitlement process with Kansas City, Missouri.
12. Submit Design Development Package to Owner for review.
13. Attend Design Development review meeting.

Construction Document Phase

1. Incorporate all comments from the Design Development Submittal.
2. Prepare detailed documents defining the scope of work to be used for bidding and constructing the project.
3. Conduct routine design meetings with project representatives.
4. Prepare final project specifications.
5. Submit 50% construction documents review owner review and comments.
6. Finalize renderings and other graphic images as necessary.
7. Update and finalize project schedule (Work Plan).
8. Work with the Construction Manager at Risk in the preparation of a final estimate of probable construction cost. Finalize any project bid alternates (if required).
9. Submit Final Construction Documents to Owner for review.
10. Attend Construction Document Review meeting.
11. Continue development of site for project and entitlement process/permitting process with Kansas City, Missouri.
12. Receive all final review comments and modify drawings and specifications as necessary.
13. Submit final construction documents for printing and permitting.

Bidding Phase

1. Attend and lead scheduled pre-bid conference.
2. Clarify questions that arise during the bidding process.
3. Answer requests for information and product substitutions.
4. Preparation of any bid addenda for distribution.
5. Attend Bid Opening.
6. Assist the Owner in the review of all bids and advise as to the lowest responsible bidders.

Construction Administration

1. If necessary, revise the Construction Document drawings and specifications to incorporate Addenda items generated during the Bidding phase and permitting.
2. Attend bi-weekly Project Progress Meetings.
3. Review and provide comments on shop drawings.

4. Review and provide comments on product substitutions.
5. Clarify and provide written responses to questions during the entire Construction Phase.
6. Conduct Site Observation Visits during construction. (two visits per month in basic services)
7. When necessary, we will inform the Owner in writing of any work by the Contractor and/or Subcontractors that does not conform to the Contract Documents.
8. When requested, we will provide interpretation of Contract Documents within 48 hours (excluding weekends and holidays).
9. We will provide the information necessary for the Construction Manager/Contractor to prepare change orders.
10. Prepare a complete punch-list of corrective items at the Substantial Completion Phase.
11. We will work with the Owner and Construction Manager (CM)/Contractor in determining the date of final completion.
12. Develop a record set of as-built drawings from information recorded by the Contractor during the construction phase.
13. Provide a post-occupancy walk through and evaluation at 10 months after occupancy.
14. Prepare a list of any warranty items requiring corrective measures.
15. We will provide both a reproducible photographic 4 mil Mylar set of drawings and an electronic copy of all drawings and specifications within 30 days of receipt of the marked up as-built drawings from the CM/Contractor.

Professional Fees

Basic Services Fee Structure

For the purposes of our fee proposal, we have estimated the cost of all elements of the proposed project and discussed above. These estimated construction costs serve as the basis of our proposed design fees. Our proposed compensation for the building is based on an assumed construction value of \$51,500,000.

All reimbursable costs are included in our fee.

We propose a **Basic Services fee of 7.08%** of the construction cost for the final design and documentation efforts on the new Northland Workforce Development Center Facility. Currently this equates to a Basic Services fee of **\$3,650,000**.

All reimbursable costs are included in our fee.

Based on this information, fees above are broken down by phase as follows:

Fund-raising and Grant Support:	5%	\$182,500
Program Verification & Schematic Design:	15%	\$547,500
Design Development:	20%	\$730,000
Construction Documents:	35%	\$1,277,500
Bidding:	2.5%	\$91,250
<u>Construction Administration:</u>	<u>22.5%</u>	<u>\$821,250</u>
Total Lump Sum Fee Proposed	100%	\$3,650,000

Basic Service Fee's do not include; (but optional at an additional cost)

- LEED certification
- Permitting costs
- Traffic Impact Studies
- Construction staking
- Wetland delineation
- Hydraulic modeling, FEMA CLOMR/LOMR or flood study
- Off-site or public improvement design
- Building Commissioning
- Special Inspections
- Furnishings Procurement
- Surveying, Geotechnical Investigation and Environmental Assessment
- Full time construction administration

Additional Services

For additional services directed by the Owner, compensation shall be on an hourly basis in accordance with the Schedule of Hourly Rates shown below. Where the Scope of Additional Services can be clearly defined, we will work on an hourly basis with a pre-defined, not to exceed lump sum limit.

Schedule of Hourly Rates

<u>Personnel</u>	<u>Rate/Hour</u>
Senior Principal – Architecture	\$315.00
Architect	\$165.00
Senior Architectural Staff	\$125.00
Architectural Staff	\$100.00
Engineering Principal	\$240.00
Senior Engineer	\$205.00
Engineer	\$170.00
Senior Engineering Staff	\$140.00
Engineer	\$120.00
Engineering Staff	\$90.00
Senior Interior Designer	\$185.00
Senior Construction Administrator	\$165.00
Graphic Design	\$100.00
Administrative Assistant	\$75.00
Intern	\$65.00