

PROPOSAL FOR ARCHITECTURAL SERVICES

To: Mr. Henry Schantzen
Bluffview Montessori School
1321 Gilmore Avenue
Winona, MN 55987

Re: Maintenance/Storage Out Building

Mr. Schantzen,

Thank you for the opportunity to submit this proposal for architectural services for the above-referenced project. Following is our understanding of the scope of the work for which you are requesting services:

Project Scope of Work

The project consists of constructing a slab-on-grade, two story, wood-framed building of approximately 800 square feet per story. The building shall be located north, northwest of the existing school building opposite the fire lane in Winona, MN. The building's first floor shall provide maintenance and teaching work space. The building's second floor shall be exclusively storage. The building shall have a single story green house space along the east side of the building. The building shall be unconditioned but designed to be heated and cooled in the future. Dumpster storage shall be accommodated adjacent to the building. The existing storage shed shall be removed.

Architectural Services

Proposed services include the following:

Feasibility and Schematic Design phase:

- Field verify existing site conditions and dimensions as required.
- Meet with school staff to finalize programmatic requirements.
- Review applicable State Building Code and zoning requirements.
- Prepare schematic design options for your approval. Drawings are to include floor plans and exterior elevations.
- Prepare cost opinion of construction costs.

Schedule

Schedule has not been provided or determined at this time. Our understanding is that design of the project will continue through winter of 2019-2020 with budgeting or financing to occur in 2020 or later.

Sub-Consultant

None Included.

Fee Schedule – Basic Services

Our fees for the above services are as follows:

Fee: Compensation shall be based on direct expenses not to exceed **Two Thousand, Four Hundred Fifty dollars** (\$2,450.00).

We would bill monthly for services completed. If additional services are requested, or the scope of the project changes substantially, additional proposals will be submitted.

Our hourly rate schedule for this project is as follows:

Principal	\$95.00/hr.
Architect	\$95.00/hr.
Technical Staff II	\$65.00/hr.
Office Manager	\$46.00/hr.

Fee Schedule - Additional Services

The following itemized additional services, if approved, shall be cumulatively added to the basic services fee(s) above.

3D Digital Model: A three-dimensional, digital model shall be developed based upon approved schematic design documents. The model shall be used to generate conceptual images for public relations and fundraising. Compensation shall be based on lump sum fee of **One Thousand, Seven Hundred dollars** (\$1,700.00).

To include any additional service, indicate under Proposal Acceptance below or by separate written approval at a later date. OWA Architects, LLC reserves the right to adjust fee if approval is beyond ninety (90) days.

Clarifications

In proposing this fee, we are assuming the following:

- Structural engineering is not included.
- Opinion of probable construction cost shall be included. Costs shall be estimated by square foot costs and not component level estimating.
- Mechanical and electrical engineering is not included.
- Three design meetings are included in this proposal. Additional stakeholder meetings or presentations shall be considered additional services and any materials or deliverables required will be included in any additional services proposals.
- Construction document production, bidding, and construction administration services are not included.

rough cost prediction is included.

Insurance

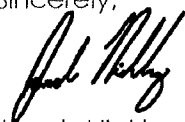
OWA Architects, LLC maintain professional liability insurance with The Hanover Company, in the amount of \$2,000,000 per claim per policy year, with a \$2,000,000 aggregate limit of liability per policy year.

The standard of care for all professional services performed or furnished by OWA Architects, LLC under this proposal will be the skill and care used by architects practicing under similar circumstances at the same time and in the same locality. OWA Architects, LLC makes no warranties, expressed or implied, under this proposal or otherwise, in connection with our services.

Closing

Thank you for your consideration of this proposal. Please call if you have any questions.

Sincerely,



Jacob Nicklay - Principal
OWA Architects, LLC

Proposal Acceptance

Your signature on a returned copy of this proposal is our authorization to proceed.

Title: _____

Printed Name: _____

Signature: _____

Date: _____

If you wish to include any additional services please indicate and approve with signature.

Additional Services: _____

Signature: _____