



1795 St. Clair Avenue
St. Paul, MN 55105
(651) 696-5186
www.oertelarchitects.com

Date: May 10, 2021

To: Steve Meyer – Wright County Highway Maintenance Superintendent

From: Thomas Stromsodt

RE: Professional Services Proposal – Otsego Truck Station Improvements

We have based our scope and fee on previous working knowledge of the scope and requirements, discussions with staff, and the following resources:

- Preliminary Layout Concept(s)
- General Background Information for Facility
- CAD Background Files

PHASE ONE - Preliminary Design

Oertel Architects based our scope of work on the following general assumptions:

- The building materials and systems will be consistent with existing construction.
- The building addition will include the following components:
 - Warm storage shop addition (Two options: 20'-0" x 80'-0" and 48'-0" x 88'-0")
 - Required egress components
 - Space for mechanical and electrical infrastructure as required to achieve programmatic elements.

PROPOSED SERVICES

Preliminary Design:

- Review and verification of the County's space needs, site and traffic flow, furniture/equipment lists, and initial design concepts
- Review of base code, planning, and agency requirements (the building was permitted under a previous code edition)
- Cost Estimating

Scope/Deliverables:

- Concept Design Program and Narrative
- (2-3) plan layouts for discussion/review
- Architect Opinion of Cost



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Meetings:
Meeting with Staff (1)

Fee -
Preliminary Design Phase:

Architectural: \$2,100

*Any/all modifications to the contract will be billed per the attached billable rates

PHASE TWO – Construction Documents

PROPOSED SERVICES

Construction Documents Phase:

- Preparation of documents as required for bid procurement. Documents include plans, specifications (Division 2-12 and 21-28 as required), and submittal for related approvals.
- Progress drawings for County review and approval

Scope/Deliverables:

- 75% and 95% Progress Review Submissions
- Final Bid Documents
- Architect Opinion of Cost

Meetings:
Meeting with Staff (3)

Fee -

Architectural:

Senior Architect III	(48) @ \$130	\$6,240
Designer III	(160) @ \$85	<u>\$13,600</u>
<i>Subtotal:</i>		<i>\$19,480</i>

Engineering:

Civil	\$6,500
Structural	\$4,500
MEP	<u>\$11,500</u>
<i>Subtotal:</i>	<i>\$22,500</i>

TOTAL: \$41,980

*Any/all modifications to the contract will be billed per the above rates



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PHASE THREE - Optional Bidding/Construction Phase:

Bidding:

Coordinate with the County to:

Receive and evaluate the Bids and Alternates

Review and verify Bidder Qualifications

Forward recommendation of the award of the contract.

Construction Administration:

Services Include:

Conformed Drawings and Project Manual.

Progress meeting minutes

Pre-Installation meeting minutes.

Jobsite Observation Reports.

Log of Construction Submittals and electronic copies.

Equipment and Systems Tests and Reports.

Maintenance Materials Transmittals.

Contractor's Close Out Manuals.

"As-built" Drawings and Project Manual.

Project Documentation and Records including ASI's, RFI's, Proposal Requests, and Construction Change Directives.

Fee -

Proposed budget = \$9,800

This phase to be billed hourly not to exceed.

Fee Totals -

PHASE ONE – Preliminary Design	\$2,100
PHASE TWO – Construction Documents	\$41,980
PHASE THREE – Construction Administration	\$9,800
Total (Not to Exceed Fee)	\$53,880

In addition, please provide a total of \$500 for reimbursable expenses (mileage, printing, etc.) Reimbursables will be billed based on the attached rates.



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Thank you for the opportunity. If you have any questions regarding this fee, need more detail, or require more information, please do not hesitate to contact me for any additional needs.

We look forward to working with you.

Thank you.

Thomas Stromsodt, AIA, Principal
Oertel Architects, Ltd.

Virgil Hawkins VIRGIL HAWKINS
Signature Name Printed

COUNTY HIGHWAY ENGINEER 6/29/2021
Title Date

Signature Name Printed

COUNTY ADMINISTRATOR
Title Date