



www.svpa-architects.com  
Phone 515.327.5990

1466 28th Street, Suite 200  
West Des Moines, Iowa 50266

October 26, 2022

## TYLER BUILDING RENOVATION FEE PROPOSAL

Iowa City Community School District  
Duane Van Hemert & Jeff Barnes  
Director, Facilities Management  
1137 South Riverside Drive  
Iowa City, IA 52246

Dear Board of Education,

On behalf of SVPA Architects Inc., we would like to thank you for the ongoing opportunity to work with the Iowa City Community School District. We are pleased to submit this proposal for architectural and engineering services for the proposed renovations at the newly purchased Tyler Building, located at 301 ACT Drive in Iowa City. We value the working relationship we have developed with the Iowa City School District and look forward to providing client-focused professional design services.

### PROJECT SCOPE

The Tyler building is situated on the ACT campus and was purchased from ACT in 2022. The building is 3 stories with the lower level below grade and the first level partially below grade. The building is around 140,000 s.f. The first phase of this project includes renovation to the first floor (middle level) including, but not limited to the following:

- Office Renovation – East Area (approx. 14,000 S.F.)
- Conference/Training Center Renovation – West Area (approx. 15,000 S.F.)
- South entrance interior renovation to provide necessary security to other parts of the building.

The design phase for the project will commence immediately and Construction Documents shall be completed to allow for bidding in March of 2023. Construction will start in the Spring of 2023 with a goal to have substantial completion by August of 2023.

### PROJECT BUDGET

A budget has not been established or shared with SVPA at this point. Based on preliminary feedback from Design Engineers and historic \$/SF tenant improvement costs we would anticipate a construction cost in the range of \$2.5 M to \$3.0M.



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## SCOPE OF SERVICES

SVPA Architects Inc. proposes to provide complete basic services including: Schematic Design, Design Development, Construction Documents, Bidding/Negotiation and Construction Administration phases for the architectural, interior design, structural engineering and mechanical/electrical engineering consulting scope of work for the project described herein. The following is a list of design services and the consultants that are proposed for inclusion in our prime Agreement for complete Basic Services with the Owner:

- Architecture and Interior Design: SVPA Architects Inc.
- Structural Engineering: Raker Rhodes Engineering
- Mechanical, Electrical, Plumbing & Technology Engineering: Design Engineers

## FEE STRUCTURE

SVPA Architects Inc. proposes to establish Basic Compensation for the design services listed above as a fixed fee of **\$142,500**. We have done a very preliminary budget opinion based on other TI costs and estimate the project to be in the range of \$2,500,000 to \$3,000,000. The fee does not include any FFE or AV specifications. Based on the scope of work and budget assumptions listed above the breakdown of the total fees per design phase will be as follows:

### Schedule of Fees per Design Phase

Test Fit/Programming		Completed as hourly project
Schematic Design	15%	\$21,375
Design Development	20%	\$28,500
Construction Documents	40%	\$57,000
Bidding & Negotiation	5%	\$7,125
Construction Administration	20%	\$28,500
<b>Total:</b>	<b>100%</b>	<b>\$142,500</b>

## FEE STRUCTURE & FORM OF CONTRACT

We propose to utilize a Standard Form of Agreement Between Owner and Architect AIA Document B101 (2017 edition). Monthly invoices will be submitted based upon the percentage of work completed per the Design Phase Fee Schedule listed above. Invoices are due to be paid within 30 days; prompt payment is always appreciated. If Additional Services are requested beyond the scope of basic services as outlined in the Standard AIA Form of Agreement Between Owner and Architect, they will be billed per SVPA's standard hourly rates. Reimbursable expenses for items such as printing, shipping and long-distance communications are in addition to basic services and will be billed at 1.0 times cost directly to the Owner.



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### HOURLY RATES & REIMBURSABLE EXPENSES

Compensation for Designated Services shall be at a fixed rate per hour, effective January 1, 2022 through December 31, 2022 as follows:

- Principal \$180/hr.
- Associate Architect \$135/hr.
- Associate Interior Designer \$135/hr.
- Senior Architect \$130/hr.
- Architect \$115/hr.
- Intern Architect \$95/hr.
- Senior Interior Designer \$130/hr.
- Interior Designer \$115/hr.
- Intern Interior Designer \$95/hr.
- Project Coordinator \$85/hr.
- Senior CAD Technician \$90/hr.
- Architectural Technician \$80/hr.

Reimbursable expenses are in addition to Basic, Supplemental and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the project. These will be billed at 1.0 times cost directly to the Owner.

- ~~1. Transportation and authorized out-of-town travel and subsistence~~
2. Long-distance services, dedicated data and communication services, Project websites and extranets
3. Permitting and other fees required by authorities having jurisdiction over the Project
4. Printing, reproductions, plots and standard form documents, excluding printing for SVPA office use
5. Postage, handling and delivery
6. Outsourced renderings, animations, mock-ups, physical models and photography requested by Owner
7. If required and approved by the Owner, the additional expense of professional liability insurance dedicated exclusively to this Project in excess of coverage or limits normally maintained by the Architect
8. Taxes levied on professional services and reimbursable expenses for this Project.

In The Interest of Service,

Vitus Bering, AIA  
SVPA Architects, President

DocuSigned by:  
*Ruthina Malone*  
Accepted By: \_\_\_\_\_  
53F94000062D426...

Name & Title: Ruthina Malone, Board President

CC: Meaghn Vogl, SVPA

Date: 11/15/2022



8801 PRAIRIE VIEW LANE SW, SUITE 200  
CEDAR RAPIDS, IOWA 52404 – 4850  
TEL: 319.841.1944 [www.designengineers.com](http://www.designengineers.com)

## CONSULTANT SERVICES PROPOSAL

October 25, 2022

Sara Herman  
S V P A Architects Inc.  
1466 28th Street, Suite 200  
West Des Moines, Iowa 50266

Project: Iowa City Community School District  
Tyler Building Renovation

Dear Sara,

We are pleased to offer our services as Mechanical and Electrical Consultants for the project noted above. Our interpretation of the scope of the project is as follows:

### PROJECT DESCRIPTION

- A. Interior renovation of the main level (ie. middle floor) of the Tyler building. Project is anticipated to be split into two deliverables to expedite construction efforts. Deliverable #1 will be drawings/specs for the east half of the building (office/admin). Deliverable #2 will be drawings/specs for the west half of the building (conference/training).
  1. Deliverable 1, Office/Administration:
    - a. Anticipated renovation area: 14,000 square feet
    - b. Anticipate MEP Construction Budget: \$225,000
    - c. Construction Documents issued: Early January 2023
    - d. HVAC systems are anticipated to remain as-is, with minor modification of VAV's and branch ductwork. New VAV's and CO2 sensing for conference rooms. Electrical feeds will be modified to accommodate revised cubicle furniture layouts. Lighting will remain as-is with minor modifications for the two conference rooms.
  2. Deliverable 2, Conference/Training:
    - a. Anticipated renovation area: 15,000 square feet
    - b. Anticipated MEP Construction Budget: \$450,000
    - c. Construction Documents issues: As Early as possible, February 2023
    - d. HVAC system is anticipated to be adequate for conversion of open office to divisible/combinable training rooms. Area is served by AHU-2W, replacement of AHU-2W is not included in the current scope. HVAC adjustments will include heavier branch ductwork modifications to accommodate the increased people load. Electrical will be new lighting, power and fire alarm systems to accommodate the new floorplan.

## BASIC SERVICES

- A. Design Phase:
1. Provide plumbing, fire protection, HVAC, electrical and telecommunications drawings for inclusion in construction contract documents.
    - a. Plumbing services include design for building systems only.
    - b. Telecommunications services include pathway only. The Owner will provide A/V and structured cabling design. Access control and security cameras will be included within Design Engineers scope.
    - c. Basic services include design related to equipment and systems provided within the construction contract only. Design for systems and equipment provided outside the construction contract shall be considered an additional service.
  2. Provide mechanical and electrical specifications for inclusion in construction contract documents.
  3. Prepare an opinion of probable construction costs at completion of schematic design. Coordinate with Architect's cost consultant on subsequent cost estimates.
  4. Field questions and prepare addendum items as necessary during bidding stage.
- B. Construction Administration Phase:
1. Review shop drawing submittals for conformance with design concepts of the work, and with information given in the Contract Documents.
  2. Provide clarification of construction drawings and/or specifications as to design intent.
  3. Conduct on-site observations and attend contractor meetings appropriate to the stage of construction. These observations are not meant to be exhaustive or continuous but to become generally familiar with the progress and quality of the work and to determine in general if such work is proceeding in accordance with Contract Documents.
  4. The Engineer shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the Work, or for failure of any of them to carry out the Work in accordance with the Contract Documents.

## COMPENSATION

- A. Basic Services:
1. We propose to provide the services indicated for a total fixed fee of sixty-thousand-seven-hundred-fifty dollars (\$60,750.00) as follows:
    - i. Schematic Design: (15%) \$9,112.50
    - ii. Design Development: (25%) \$15,187.50
    - iii. Construction Documents: (30%) \$18,225.00
    - iv. Bidding and Negotiation: (5%) \$3,037.50
    - v. Construction Administration: (25%) \$15,187.50
  2. The project will be invoiced monthly for the work completed that month.
- B. Additional Services:
1. To be negotiated as a fixed amount or invoiced on an hourly basis at the consultants standard hourly rates.

## TERMS OF AGREEMENT

- A. Terms are net 30 days, however, it is understood that we will not be paid until the owner has paid you. If this occurs after 30 days from date of invoice, we shall be paid within three (3) days of receipt of payment from owner. If after 60 days we have not been paid, 1-1/2% per month will be added to the unpaid balance.

**OTHER CONSIDERATIONS OR SERVICES**

- A. The following will be needed from you:
1. Baseline drawings of the floor plan on electronic media.
  2. Electronic check sets of all Architectural drawings.
  3. Furniture layout.
  4. HVAC and electrical requirements for special systems.

We look forward to working with you on this project.

Respectfully submitted,

DESIGN ENGINEERS, (Consultant)



Jonathan C. Gettler, PE  
Principal

JCG/

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Encs.