



June 21, 2018

Attn: Tim McDermott
St John Lutheran Church
11400 West Panama Road
Crete, Nebraska 68333

RE: Preliminary Design for a Fellowship Hall Addition

Tim:

Thank you for this opportunity to submit a proposal for preliminary design services for the design of the Fellowship Hall addition. The following reflects our understanding of the Scope of Work and the Basic Services upon which our proposed Fee is based.

Scope of Work

Based on our site visit and meeting at the Church on 6/13/18 and the design sketches provided, we propose to provide preliminary site plan, floor plan(s) and exterior 3-D images for the addition to the existing church building. The addition will be approximately 3,000 square feet and may include a basement level if the functional layout requires.

Specific functional spaces will include: the fellowship hall with table seating for 150; storage for tables and chairs; a new kitchen with an optional commercial hood; additional ADA compliant restrooms (on each new floor); accessible entry from the exterior and through the existing building (with its varied levels); an accessible stair to the sanctuary balcony.

Site design will incorporate pedestrian access to the building along with adequate parking and vehicle maneuvering space.

Final presentation documents will include 3-D views of the church with the addition; an overall site plan and scaled floor plan(s). Printed and electronic copies of the illustrations will be available for your use for publicity purposes.

Basic Services:

1. Architectural services for this project will include Schematic (preliminary) Design of the building addition.
2. Design drawings will include: colored images, site plan and floor plan(s).
3. Approximately two (2) meetings with the Church to discuss the design and present it to the congregation as needed.
4. Preliminary budgeting for construction cost.

Proposed Fee:

We propose a Basic Services fixed fee for the preliminary church addition design of

THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,500.00)

1. An INVOICE will be prepared during the first week of each month for work completed during the previous month, and submitted to the Owner. Payment shall be made to the Architect within 30 days from the date of the INVOICE.
2. Reimbursable expenses will be indicated on the monthly invoice and include Owner requested drawings and copies of documents; delivery service fees; postage and other expenses listed on the attached schedule.
3. Additional Services requested by the Owner and other additional services due to changes in the Scope of the Work as described above, will require Owner's approval, and would be invoiced on an hourly basis as per the current hourly rates or a lump sum as agreed upon by both the Owner and the Architect. See the attached "2018 Hour Billing Rate Schedule" for hourly rates.

Full Design Documents:

If this project moves forward for full design for a building permit, we estimate our fee – including structural, mechanical and electrical engineering – would be about \$24,000. (This assumes a single level, slab on grade addition.)

Schedule:

We are able to begin work at any time to meet your schedule.

We look forward to working on this addition to your church. If you have any questions regarding this proposal, or need additional assistance, please don't hesitate to contact me.

Sincerely,



David Wiebe, AIA, LEED AP

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2018 HOURLY BILLING RATE SCHEDULE

ARCHITECTURAL DESIGN ASSOCIATES P.C.

Principal – Project Manager	\$175.00 per hour
Senior Architect/Designer	\$150.00 per hour
Project Architect	\$140.00 per hour
Project Manager	\$130.00 per hour
Intern Architect	\$100.00 per hour
Architectural Technician	\$ 90.00 per hour
Administrative Staff	\$ 75.00 per hour

ADA REIMBURSABLE EXPENSES

Copies of Drawings/Reproduction/Printing:	\$3.00 per print
Outsourced Printing:	At cost.
Black & White Copies in letter, legal or 11" x 17" format:	\$0.20 per page
Color Copies letter, legal or 11" x 17" format:	\$1.00 per page
Computer colored renderings:	Hourly rates plus printing cost.
Mileage:	Federal Mileage Allowance.
Deliver Fees (UPS, FedEx, etc.):	At cost.