



October 22, 2018

Mr. Brett Burditt
Business Manager – Meade School District 46-1
1230 Douglas Street
Sturgis, SD 57785

Re: Sturgis Williams Middle School – Grunwald Gymnasium locker room renovations

Dear Mr. Burditt:

Thank you for the opportunity to provide this proposal for a preliminary study for your locker room renovations at Grunwald Gymnasium. We understand the project consists of gutting the existing boys and girls locker rooms, reconfiguring the layout of the spaces, ensuring they comply with applicable accessibility standards and building codes, and providing a detailed cost estimate for the district to set appropriate capital outlay funds for the construction project. Since no existing drawings of the space are currently available, Architecture Incorporated will need to field measure and document the existing spaces to create the necessary drawings to complete the study.

The scope of our services will include:

1. We will sit down with the building committee to determine a program which will identify the room types, sizes, and quantities.
2. We will prepare various design options and will meet with you to review the options.
3. We will prepare an existing floor plan from field measurements and photographs of the existing spaces.
4. We will prepare a schematic floor plan of the chosen design option.
5. We will prepare a statement of probable cost of the selected design.

We propose a fixed fee for this study of \$7,500. This fee will be broken down as \$6,000 to complete the schematic study and \$1,500 to field measure, document, and create an existing plan for working drawings. If Meade School District can provide plans of the existing spaces we can eliminate the portion of the fee to field measure and document the existing spaces. Reimbursable expenses will be billed at cost and are in addition to the study fee. Reimbursable expenses include applicable sales tax, printing, and postage.

Once an option is selected and the scope of the work is more fully known, we will provide you with a proposal for Professional Design Services to take the project from Schematic Design through Design Development, Construction Documents, Bidding and Negotiation, and Construction Administration Phases of the project.

If you decide to proceed with the project we will credit this study fee toward the total architectural and engineering fee.

We thank you for the opportunity to work with you on this project. If you have any questions, please feel free to contact me.

Sincerely,

Jordan Burbach, AIA, LEED Green Associate