



EXHIBIT A

March 8, 2016
Rev: October 11, 2016

Mr. David Jones
City Manager – City of Ankeny
410 West First Street
Ankeny, Iowa 50023

RE: Ankeny Library and Community Facility – Prairie Trail
Preliminary Fee Proposal

David:

We would like to thank you for the opportunity to learn more on potential plans to consider a new library and multi-use spaces for the community based on the previous design efforts put on hold in 2010.

As we discussed, the new building will be sited in a similar prominent location in Prairie Trail but is anticipated to provide for the Library, multi-use spaces for the community, and Council Chambers. As you will find in the following proposal, with our previous design work as our starting point, this will allow the City significant savings in the design services necessary to adapt the previous design to meet your current needs.

We offer the following as our understanding of the Scope of Work base on our recent discussions and include a Summary of Fees for our professional services for your review:

Anticipated Scope of Work shall include:

- A new building on previously anticipated site in Prairie Trail and similar in characteristics to the previous design prepared in 2010.
- Facility will be reduced in size with the elimination of city offices and is now anticipated to be 50,000 – 60,000 sf and will provide space for the library, multi-use spaces for the community, and Council Chambers.
- Project delivery will be a design-bid-build process typical of requirements for publicly bid projects.
- Professional Services for the design of the building will now include a typical design team including architecture, structural engineering, and MEP engineering.
- Sustainable design strategies will be considered throughout the design process. Formal submission in the LEED program to the USGBC is not anticipated.

Project Team:

Rick Seely AIA	OPN Principal-In-Charge
Brett Mendenhall AIA	OPN Project Manager and Project Representative
Structural Engineering	Shuck Britson Engineering
MEP Engineering	Design Engineers
Civil Engineering	Niles Engineering
Cost Estimation	Stecker Harmsen

Daniel J. Thies, AIA

Steven K. Knierim, AIA

Bradd A. Brown, AIA

Terry L. Gebard, AIA

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Richard S. Seely, AIA

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Services by Phase:

PreDesign Services – abbreviated services

- Review previously prepared Building Program Requirements and update this to reflect current needs with city and building occupants to confirm expectations and Scope of Work.

Schematic Design Services – abbreviated services

- Adapt previous design to address new Building Program Requirements
- Provide new design concepts incorporating portions of previous designs as possible and meet with the owner to review the preliminary design solutions and discuss options.
- Provide conceptual site plan, building plans, and exterior images of proposed designs for use in pre-referendum efforts with the community.
- Prepare Schematic Design estimate of probable construction cost

Design Development Services – abbreviated services

- Development of approved schematic plans.
- Use previously prepared portions of designs and construction drawings to inform new design as possible.
- Preliminary meeting with regulatory agencies on building code requirements.
- Meetings with owner as necessary to advance and inform the design.
- Update estimate of probable construction cost.

Construction Document Services – abbreviated services

- Prepare construction drawings and specifications for a single bid based on approved Design Development drawings.
- Use previously prepared portions of construction drawings as possible.
- Meet with the Owner to review final construction documents.
- Prepare an Opinion of Probable Cost for construction.
- Submit documents to appropriate regulatory agencies.

Bidding Phase Services

- Prepare construction documents for bid release.
- Attend pre-bid meeting.
- Prepare responses to bidder's questions.
- Prepare addenda.
- Review requests for product substitutions.
- Attend bid opening.
- Assist in the review of bids and construction contract.

Construction Administration Services

- Attending a pre-construction meeting.
- Shop drawing review.
- Responses to Contractor RFI's.
- Review Change Order requests.
- Payment application review and certification.
- Attend monthly project construction progress meetings and prepare minutes and a site observation report for each visit.
- Attend a final project review meeting and facilitate the preparation of a punch list.

Final Drawings

- Provide electronically updated Record Drawings. Final Documents to be prepared in AutoCad or Revit.

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Assumptions:

- The preliminary budget assumes that the building construction cost is \$12,500,000 in 2015 dollars and is based on a two story building approximately 50,000 sf in size. With escalation to the Q1 2017 anticipated construction start and design contingency the estimated construction cost for this proposal is assumed to be approximately \$14,950,000.
- Professional Fees reflect the time necessary to prepare documents and provide services to address a project of this assumed size and scope.
- Four estimates of probable cost will be prepared. One at Schematic Design, Design Development, 50% Construction Documents and 95% Construction Documents.
- MEP, fire protection engineering, and typical telecommunication system pathway design are included in our anticipated services. Telecommunication equipment and security system design is not included at this time.
- Survey, ~~Civil Engineering services~~, Soil Borings, and Soil testing are not included in this proposal at this time.
- Assistance from The Weidt Group or utility provider is not included at this time but can be added if appropriate to the project.
- A Life Cycle Cost Analysis if required by the State is included.
- Project Delivery does not anticipate coordination with Construction Management firm retained by the owner.
- Record drawings are to be prepared for the work based on contractor's mark ups.

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Proposal Summary:

Schedule: The OPN team is prepared to begin the investigation immediately. To address your unique scheduling requirements associated with your desired referendum dates and construction start, we suggest segmenting the traditional design process into two parts. Phase I will allow adequate planning to prepare for a bond referendum and Phase II will take the project forward post-referendum and thru construction completion. The following suggested dates and phases comprise our preliminary schedule:

Phase I – Programming, Schematic Design and Bond Referendum Preparation

Apr 2016	Nov 2016	Restart project and confirm Program and Scope of Work
May 2016	Dec 2016	Preliminary concepts for consideration & Finalize Schematic Design
Jun 2016	Jan 2017	Preparation of concept Presentation Material

Phase II – Referendum and Design Services, Design Development thru Construction

Oct 2016	Jan 2017	Start Design Development
May 2017	Feb 2017	Start Construction Documents
Nov 2017	May 2017	Construction Documents Complete
	May 2017	Bond Referendum
Dec 2017	Jun 2017	Release for Bid
Jan 2018	Jul 2017	Award of Bid
Feb 2018	Aug 2017	Construction Start [21 months]
Oct 2019	May 2019	Construction Complete

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Compensation: As previously noted, this proposal anticipates advancing and adapting our previous design work for this facility. In doing so we are certain there is a significant cost savings to the City due to the knowledge we currently carry on the project and the abbreviated services we can provide in the first 4 phases of the project. The value of this savings will be dependent on the redesign concept selected as we work through preliminary planning and the Schematic Design phase.

We estimate a cost savings to the City of 333,000 to 415,000 in Design Fees

Professional fees to update programming, adapt our previous design and provide construction services as outlined for each phase of service in this proposal will be a stipulated sum as follows:

Primary Project Scope

Architectural Services – OPN Architects / Shuck Britson / Design Engineers

A. Basic Services:

Schematic Design [abbreviated]		\$	89,933
Design Development [abbreviated]	\$ 186,916 to	\$	198,672
Construction Documents [abbreviated]	\$ 263,479 to	\$	322,260
Bidding Assistance		\$	63,507
Construction Administration		\$	317,535

B. Additional Services:

Update Programming		\$	9,000
Cost Estimation		\$	36,670
Civil Engineering		\$	39,100
Landscape Architecture		\$	13,400
Record documents		\$	3,000

Professional Fee [with savings]	\$ 1,022,540 to	\$ 1,093,078
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Estimated Reimbursable Expenses		\$	50,350
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Total Fee & Expenses	\$ 1,072,890 to	\$ 1,143,428
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Architectural Fee is a 22% to 28% discount below a competitive fee based on application of our previous design work.

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Suggested Phasing of Architectural Services Noted Above

Phase I – Programming, Schematic Design and Bond Referendum Preparation

Update Programming	\$	9,000
Schematic Design [abbreviated]	\$	89,933
Schematic Design Cost Estimate	\$	4,940
Schematic Design Civil	\$	3,500
Schematic Design Landscape Architecture	\$	2,000
Estimated Reimbursable Expenses	\$	5,700
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Phase I - Professional Fee & Expenses	\$	115,073

Phase II – Design Services

Design Development [abbreviated]	\$ 186,916	to	\$ 198,672
Construction Documents [abbreviated]	\$ 263,479	to	\$ 322,260
Bidding Assistance			\$ 63,507
Construction Administration			\$ 317,535
DD and CD Cost Estimates			\$ 31,730
Civil Engineering			\$ 35,600
Landscape Architecture			\$ 11,400
Record documents			\$ 3,000
Estimated Reimbursable Expenses			\$ 44,650
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Phase II - Professional Fee & Expenses	\$ 957,817	to	\$ 1,028,354
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Total Fee & Expenses	\$ 1,072,890	to	\$ 1,143,428

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Reimbursable expenses include travel, courier services, express mail, plan review fees, reproduction of project documents, photography, out-of-house digital processing, and mileage.

OPN will invoice monthly based on a percentage of work completed-to-date. Payment is due the Architect within (30) days from the date the invoice.

Form of contract we recommend is the *AIA B101 – 2007, Standard Form of Agreement Between the Owner and Architect.*

Again, we thank you for offering us the opportunity to present our proposal. We are thrilled at the possibility of this project restarting and we look forward to working with you and your staff in the near future. We are certain the proposed project will be a welcome addition to the community and further establish Prairie Trail as your new city center.

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If you find you have any questions or desire additional information, please do not hesitate to call. Should you find our proposal acceptable, I would welcome the opportunity to schedule a start date and formalize our agreement.

We thank you for considering OPN Architects and I look forward to your response.

OPN ARCHITECTS

A handwritten signature in black ink, appearing to read 'Rick Seely', written in a cursive style.

Rick Seely, AIA
Principal

Cc: Proposals

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