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April 17, 2024

Mary Nicol, City Clerk
City of Douglas
P.O. Box 1030
101 North 4th Street
Douglas, WY 82633



RE: RFQ – Community Facility

Dear Mary and members of the selection committee:

Amundsen Associates is pleased to submit the following fee proposal for the Community Facility Design project. The project is a 36,000 square foot facility which will contain three multi-purpose courts, including seating and an elevated walking track, commons, community room, meeting room, restrooms, and administrative area.

We understand our scope of work includes the following:

- Collaborate with staff and council to develop a final design
- Meet with staff and council in person and some virtual meetings
- Submit Construction Drawings to the City of Douglas Community Development Department and the State Fire Marshal for Review
- Write bid documents to be posted by the City of Douglas
- Perform Construction Administration services
- Warranty phase services
- 11-month walkthrough

Our design team includes the following consulting services – Architectural, Recreation and Wellness Consultant, Landscape Architecture, Interior Design, Structural, Mechanical/Electrical/Plumbing, Civil Engineering, Surveying, Geotechnical Engineering, Acoustic Consultant, and Estimating.

Amundsen Associates will perform the above scope of services for a fixed fee as described below:

Design Phase	Design Fees
Schematic Design	\$ 112,300.00
Design Development	\$ 203,750.00
Construction Documents	\$ 326,800.00
Bidding	\$ 32,950.00
Construction Administration	\$ 152,300.00
Reimbursables	\$ 6,500.00
Total Fee	\$ 834,600.00

Qualifications to our proposal:

The following services are excluded - Materials testing, construction staking, special inspections, environmental survey, traffic studies, LEED design, Energy Star, and multiple redesigns.

The fee includes a pre-engineered metal building structure for the gym/track area and conventional post and beam construction for the commons/lobby/restroom portion of the building.

The duration of Construction Administration and OAC meetings is twelve months.

We will provide (1) Substantial completion punch list and (1) final completion punch list.

The above fees includes providing review and bid documents as PDF documents.

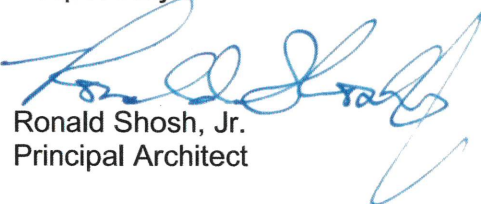
The following items are excluded, but could be included for an additional fee if necessary:
Short circuit study, arc flash analysis, fire pump design, performing commissioning or coordinating with the owner's Commissioning Agent.

Geotechnical Engineer intends to provide eight borings at the building location and site.

Work beyond the above scope or additional work will be based on our hourly rates or a negotiated fee.

In closing, thank you for the opportunity to submit our fee proposal. Our team is committed to collaborating with your outstanding team. If you have any questions regarding our proposal, please feel free to contact me at 307.234.9999 or via email at rshosh@amundsenassociates.com.

Respectfully,



Ronald Shosh, Jr.
Principal Architect

Week 5 – Draft Document

Prepare preliminary report

- ✓ Compile all information and studies
- ✓ Complete final site plan, floor plans, elevations, and sections
- ✓ Print draft copies

City of Douglas Reviews Preliminary Draft

- ✓ Provide Draft Feasibility Study to City of Douglas

Week 6 – Prepare final document

Compile final document (Deliverables)

- ✓ Revise draft document based on City of Douglas' review comments
- ✓ Print final copies for City Council and Steering Committee members and provide a digital copy
- ✓ Prepare display board for use in presentations (and fundraising if necessary)

Final presentation

- ✓ Public presentation with City of Douglas, staff and community to present final document

Beyond the Concept Design.....

Construction Documents – 7 to 8 months based on the complexity of the facility after Concept Design

- ✓ Multiple meetings with City of Douglas staff to refine the design and select finishes
- ✓ Plan review meetings as necessary
- ✓ Deliverables include review and final copies for Owner and Code Officials as well as a digital PDF copy for the Owner and Bidders.

Bidding – 1 month

- ✓ Advertise
- ✓ Prebid meeting
- ✓ Bid Opening

Contract Negotiations – 2 – 4 weeks

- ✓ Draft contract
- ✓ City Council Approval

Construction – 12 to 14 months

- ✓ Pre-construction meeting
- ✓ Submittal and shop drawing reviews
- ✓ Owner / Architect / Contractor meetings (usually weekly or bi-weekly)
- ✓ Substantial completion punchlist
- ✓ Final completion
- ✓ Project closeout

After construction

- ✓ Warranty assistance
- ✓ 11-month walkthrough

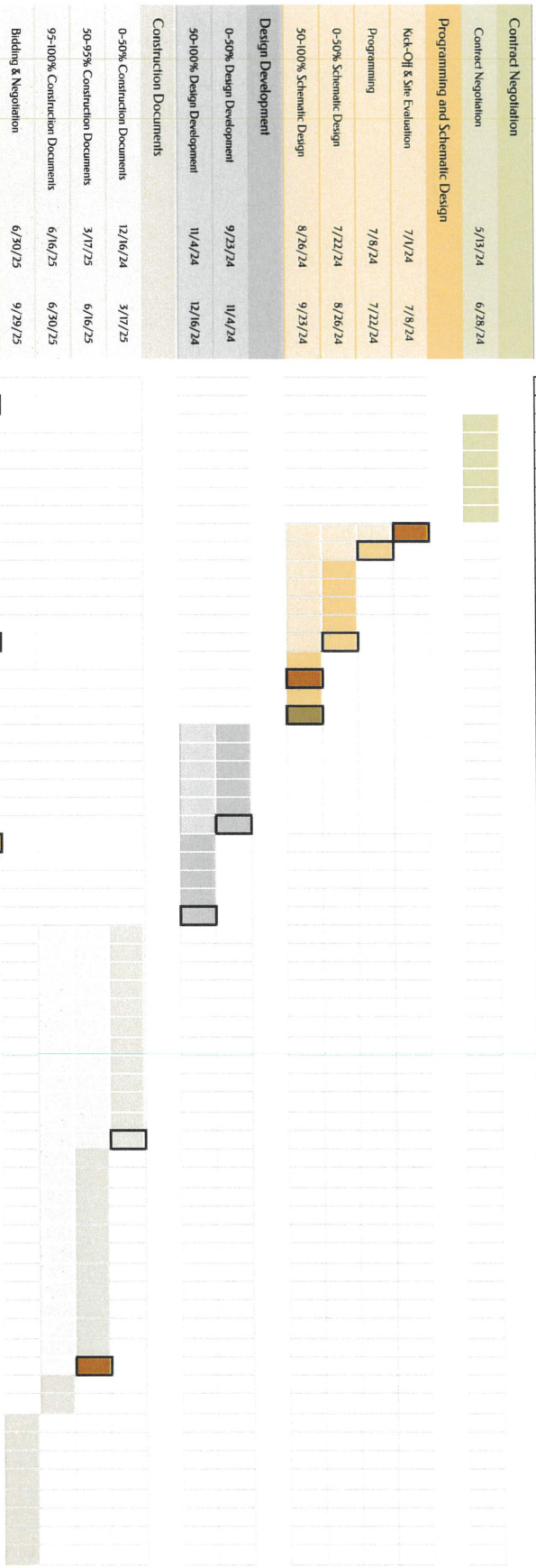
PROPOSED FEES

DISCIPLINE	CONSULTANTS	ESTIMATED FEE	FEE PERCENTAGE
Architecture & Interior Design	FDL Consulting	\$ 485,000.00	4.85%
Survey	FDL Consulting	\$ 10,000.00	0.10%
Civil Engineering	Terra Site Design	\$ 45,000.00	0.45%
Landscape Design	Terra Site Design	\$ 35,000.00	0.35%
Geotechnical Report	Inberg-Miller Engineers	\$ 22,000.00	0.22%
Structural Engineering	Martin/Martin Wyoming	\$ 83,000.00	0.83%
Mechanical, Electrical, Plumbing Engineering	Engineering Design Associates	\$ 265,000.00	2.65%
		\$ 945,000.00	9.45%
ESTIMATED CONSTRUCTION BUDGET		\$ 10,000,000.00	

All Fees are based on the estimated construction budget. If construction budget is adjusted up or down, Proposed Fee will adjust per fee percentage in accordance with the new construction budget.

FDL

PROJECT SCHEDULE

[illegible]

Progress Report for City Review

Public Participation

City Council Worksession

Construction

TASK

START

END

Contract Administration (construction)

Construction

Occupancy

9/1/25

8/3/26

8/3/26

9/28/26

September	October	November	December	January	February	March	April	May	June	July	August	September	October														
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

- Schedule begins on date of contract signing
- Schedule is dependent on City review period durations

FIXED FEE PROPOSAL FOR REQUESTED SERVICES & DELIVERABLES: (Interior Design Included)

Program Review	\$ 12,790
Schematic Design	\$ 143,140
Design Development	\$ 193,905
Construction Documents	\$ 241,625
Bidding	\$ 34,255
Construction Administration	\$ 178,895
Base Services Total	\$ 804,610

ADDITIONAL SERVICES:

Site Survey	\$ 6,600
Geotechnical Investigation	\$ 14,575

Additional Services Total \$ 21,175

ALL SERVICES TOTAL \$ 825,785

Reimbursable Expenses (estimate only) \$ 4,500

All reimbursable expenses are billed at direct invoice value plus a 10% administrative fee. Mileage rate is the standard government rate at the time incurred.

GRAND TOTAL \$ 830,285

POTENTIAL ADDITIONAL SERVICES:

Warranty Service	Hourly (TBD)
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Note: This proposal is based on an anticipated twelve-month construction duration, extended construction duration may incur additional charges.

Please call to discuss any questions at your convenience. We are always willing to negotiate fees and scope to suit the best interests of the project.

Sincerely,



James Holloway, Principal/CEO

GSG Architecture, Inc.

1042 S David St., Casper, WY 82601 | 307.234.8968

jholloway@gsgarchitecture.com | 307.259.8630

PROJECT COSTS

RESPONSE TO RFQ, EVALUATION OF COMMUNITY RECREATION
GSG Architecture Proposal for Architectural & Engineering Services

April 17, 2024

EXPLANATION OF FEES:

GSG Architecture provides this proposal in response to the City of Douglas RFQ for the new Douglas Community Center Facility. GSG Architecture has reviewed the documentation provided, including the preliminary program and concept design documents and Q&A Document dated April 10, 2024. We understand the facility to be an approximately 30,000-SF recreational facility. The primary structure is anticipated to be a PEMB which will be the field house and supporting functions such as reception, lobby, restrooms, and community rooms to be housed either within the PEMB or in and adjacent and connected stick-built structure.

General Assumptions:

- This project will be delivered via the Design-Bid-Build delivery method.
- The City of Douglas will provide all previous design studies and programming documents to the A&E team for review.
- The City of Douglas administrative staff and user groups will be available to provide input during design.
- The City of Douglas will allow the A&E team access to the existing site for field verification, as required, to produce base drawings.
- Utilities are present at the existing site and are sufficient to support the work of this project.

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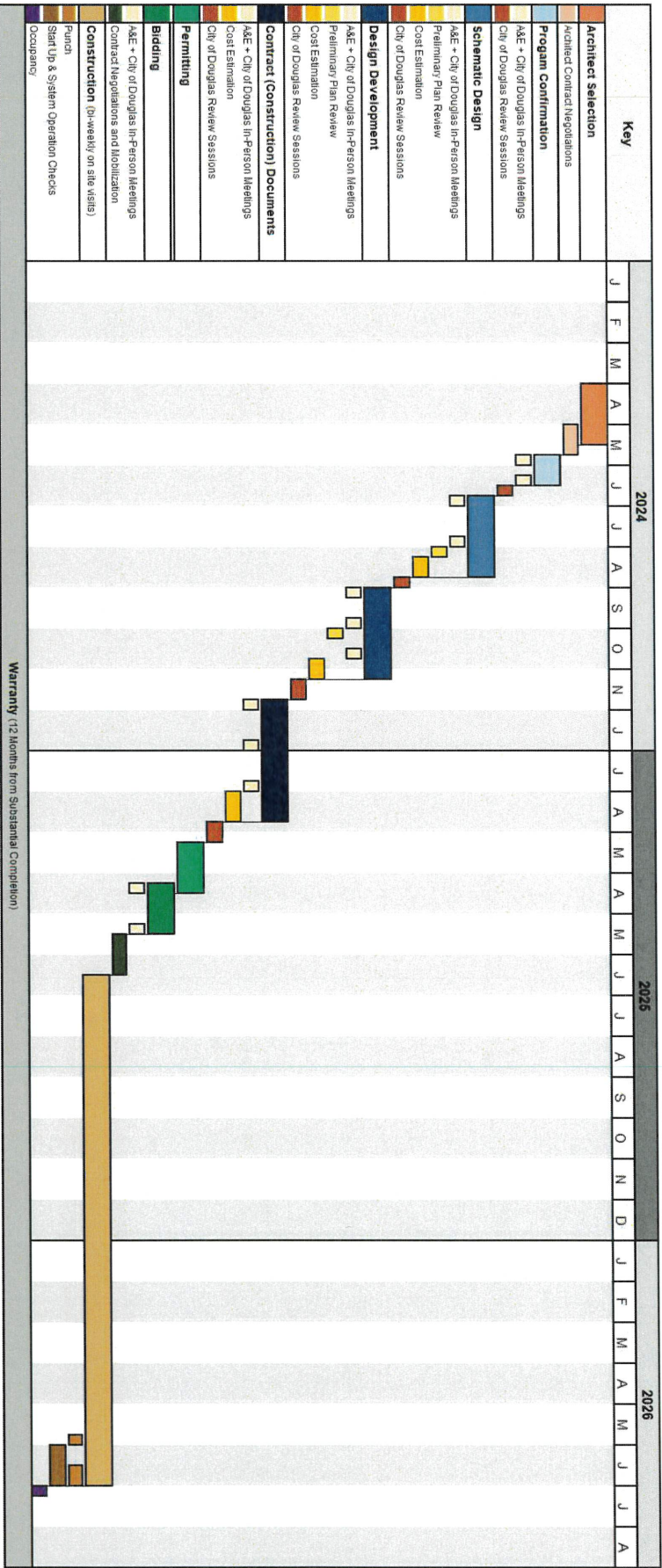
General Exclusions:

(GSG Architecture is prepared to deliver any of the services listed below at an additional negotiated fee, if desired.)

- Hazardous Material Investigations and Abatement.
 - Off-site utility and infrastructure development.
 - Design of Cogeneration Systems (solar, wind, geothermal, and others).
 - Backup generator design.
 - Energy modeling and life cycle cost analysis beyond that required by code.
 - Acoustical engineering.
 - Lighting design.
 - Low voltage design.
 - Fire suppression design *(we will provide a performance specification for this system with design by contractor).*
 - Construction Materials Testing.
 - Plan Review and Permitting fees.
 - LEED Design, Registration, and Certification.
- Inclusions:
- Architectural & Interior Design.
 - Structural Engineering.
 - Civil Engineering.
 - MEP Engineering.
 - Landscape Architecture.
 - Professional Third-Party Cost Estimation.

DESIGN SCHEDULE

The RFPQ notes a design timeline of between ten-twelve months. We believe this is easily achievable. The schedule we have developed shows design completion in approximately nine months, and it allows for considerable review time for the City at each phase. This time frame will provide us with the necessary opportunities to work with City staff and the public to achieve a design solution that is unique to and supported by the Douglas community. Of course, this schedule was completed without your input, and we look forward to restructuring this to accommodate your availability and the best interests of the project.



April 17, 2024

Mrs. Mary Nicol
City Clerk
City of Douglas
101 North 4th Street
Douglas, WY 82633



MOA ARCHITECTURE

RE: New Douglas Community Facility – Douglas, WY

Dear Mary and the Selection Committee,

MOA ARCHITECTURE (MOA) is pleased to provide the following fee proposal for your new Douglas Community Facility that will be located within City property located at Meadow Acres #2 Subdivision in Douglas, Wyoming as follows:

PHASE	SERVICE DESCRIPTION	Fee per Phase
1	Programming Verification, Conceptual Design, Site Survey	\$31,000
2	Schematic Design	\$212,000
3	Design Development	\$370,000
4	Construction Documents	\$560,000
5	Advertisement and Bidding	\$35,000
6	Construction Administration (16 months)	\$525,000
7	Post-Construction Administration (1 month, 11-monthly Warranty Walk-thru)	\$20,000
	Total Stipulated Fee, including all subconsultants and Reimbursable Expenses	\$1,753,000

While we have included qualifications in our RFQ responses for Advanced Geotechnical Services (AGS), our recommended Geotechnical Engineer, we recommend that the Owner contract with geotechnical engineer outside of the design agreement to mitigate conflicts of interest between the design team and the geotechnical engineer's recommendations while offering savings on the markup of those services. Our team has extensive experience collaborating with AGS successfully as an integrated member of the team in this arrangement on multiple past projects. The fee proposed by AGS for the subsurface exploration and geotechnical report scope of services is \$17,990.00. The geotechnical consultation scope will be billed at \$150 per hour. AGS estimates this scope may have a total of approximately \$4,000.00.

This scope includes the following subsurface explorations:

- Five (5) test borings within the building footprint to depths of approximately 25 feet
- Two (2) borings will be performed to 50 feet or the top of bedrock, whichever is encountered first.
- Five (5) borings within the proposed parking and drive areas, to a depth of approximately 5 feet.
- Seven (7) Dynamic Cone Penetration (DCP) tests will also be performed to help define the subgrade strengths for pavement section design. Each of the pavement borings will be paired with a DCP as well as two of the borings within the building footprint.

Thank you for the opportunity to submit this fee proposal. If you have any questions or require additional information or clarifications, please contact me.

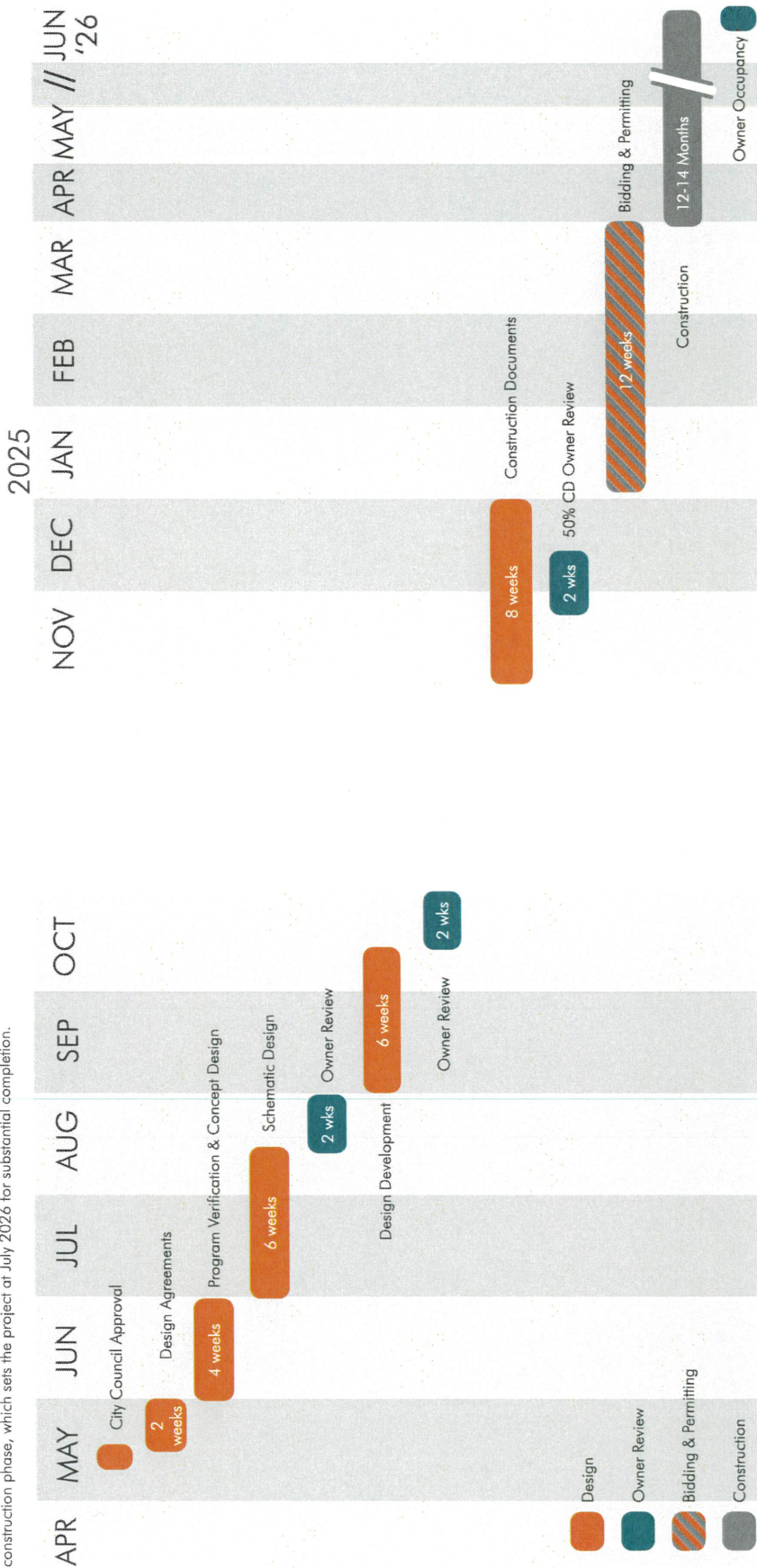
Sincerely,
MOA Wyoming Inc. dba MOA ARCHITECTURE

Brandon Daigle, AIA
President, MOA Wyoming

Attachments: Attachment "A" – Standard Hourly Billable Rates 2024

Proposed Schedule

The below provides a high-level look at our proposed schedule, organized into overall phases, breaking out cost estimate development and owner review periods. We estimate a 12-14 month construction phase, which sets the project at July 2026 for substantial completion.





6. PROJECT COSTS

Opinion of Probable Costs

The following Opinion of Probable Costs is based on the assumption of a 37,750 SF new building, and the approximate lot size of 6.3 acres located at Meadow Acres #2 Subdivision Block 3.

Description	Unit Costs	Units (sf)	Subtotal
Estimated Land Purchase Price	\$0.00	274,428	\$0
Site Work and Utilities Infrastructure	\$17.50	274,428	\$4,802,490
Building Construction Costs - New Construction	\$522.00	37,750	\$19,705,500
Construction / Project Contingency	12.50%		\$2,463,188
Professional Services A&E, Consultants, Reimbursables	6.50%		\$1,753,127
Development Costs Geotech Investigation, 3rd Party Materials Testing, Permits, Traffic Engineer			\$105,000
Building Commissioning (3rd Party by Owner)			\$65,000
Owner Costs Management, Legal, Moving	1.5%		\$332,530
Furnishings Desks, tables, chairs, workstations, etc			\$150,000
Special Equipment Some Reuse of Equipment expected	2%		\$443,374
Technology Equipment Telecom, computer, AV, etc.	1%		\$221,687
Owner Contingency during Construction	5%		\$1,348,559
Total Estimated Project Costs			\$31,390,455

8 | FEES

Dear Members of the Selection Committee:

Plan One/ Architects is pleased to have the opportunity to provide you with this conceptual fee proposal for the new Douglas Community Center project. Based on information included in the RFQ and the work our firm has previously accomplished, we feel we have an understanding of your professional service needs.

For the basis of this fee, we are assuming the total construction cost to be estimated at \$16M. We feel this is a good starting point based on what we know about the project. This will be adjusted as the project progresses.

Fee Proposal: We propose an architectural fee of 6.6% (with civil engineering fees being separate) based on the total estimated construction cost. This number matches what is shown in RS Means, an industry standardized building cost database (see clip below). We feel that this number is competitive and illustrates our desire to be awarded this project.

Reimbursable expenses are assumed to be approximately \$25,000 and will include travel expenses and printing costs. Any reimbursable expense not used will be returned to the Owner.

R011110-10 Architectural Fees

Tabulated below are typical percentage fees by project size, for good professional architectural service. Fees may vary from those listed depending upon degree of design difficulty and economic conditions in any particular area.

Rates can be interpolated horizontally and vertically. Various portions of the same project requiring different rates should be adjusted proportionately. For alterations, add 50% to the fee for the first \$500,000 of project cost and add 25% to the fee for project cost over \$500,000.

Architectural fees tabulated below include Structural, Mechanical and Electrical Engineering Fees. They do not include the fees for special consultants such as kitchen planning, security, acoustical, interior design, etc.

Civil Engineering fees are included in the Architectural fee for project sites requiring minimal design such as city sites. However, separate Civil Engineering fees must be added when utility connections require design, drainage calculations are needed, stepped foundations are required, or provisions are required to protect adjacent wetlands.

Building Types	Total Project Size in Thousands of Dollars						
	\$100	\$250	\$500	\$1,000	\$5,000	\$10,000	\$50,000
Factories, garages, warehouses, repetitive housing	9.0%	8.0%	7.0%	6.2%	5.3%	4.9%	4.5%
Apartments, banks, schools, libraries, offices, municipal buildings	12.2%	12.3%	9.2%	8%	7%	6.6%	6.2%

Schematic Design (15%)	=	\$158,400
Design Development (20%)	=	\$211,200
Construction Documents (35%)	=	\$369,600
Bidding (5%)	=	\$52,800
Construction Administration (23%)	=	\$242,880
Close Out (2%)	=	\$21,120
*Total Fee	=	\$1,056,000

*Excludes civil engineering and reimbursable expenses.

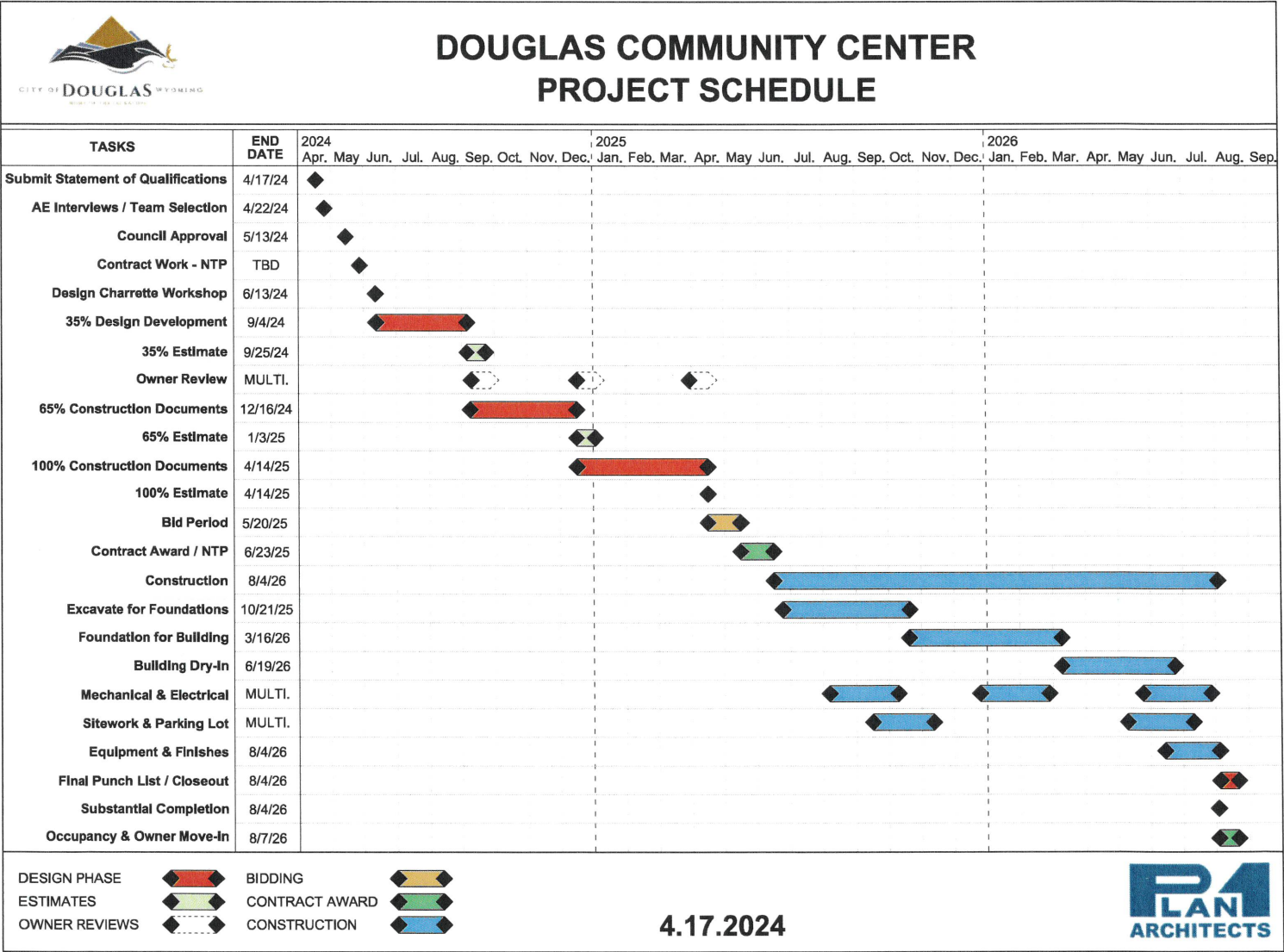
*May be adjusted based on assumed construction costs and/or project scope.

CONSTRUCTION SITE PRESENCE:

Plan One believes that a continued guiding presence during the construction period is the key to success. We are at your project site every week to meet with you and the CMAR in person. After each Owner/Architect/Contractor (OAC) meeting, we produce a detailed Construction Observation Report and distribute it to all parties. This makes everyone aware of current issues and responsibilities, and prompts quick action in order to keep the project moving ahead. The report contains numerous photographs of construction progress, and is also commonly distributed to Board Members and other interested parties to keep them informed of the current project status.

AVAILABILITY AND ABILITY TO MEET THE SCHEDULE:

Plan One/Architects is a large architectural firm, and has the staff needed to meet any project schedule. We have the staff available right now to move the project efficiently from the design phase into the construction documents, bidding phases, and actual construction of the project in an orderly and timely fashion. We are committed to the timely delivery of your project. We have included a proposed project timeline later in this proposal.





FEE PROPOSAL

April 17, 2024

City of Douglas
Attn: Mary Nicol, City Clerk
101 North 4th Street
Douglas, WY 82633

Re: Request for Qualifications Regarding Community Facility Design in Douglas, WY.

Ms. Nicol and other members of the selection committee:

Please see below for the breakdown of our fee proposal as well as possible additional services.

Programming and Conceptual Design - \$67,432.00
Schematic Design - \$166,189.00
Design Development - \$214,258.00
Construction Documents - \$356,623.00
Bidding - \$44,691.00
Construction Administration and Project Closeout - \$159,244.00
Total Design Fee - \$1,008,437.00
Reimbursable Expenses - \$13,800.00
Total Fixed Fee with expenses - \$1,022,237.00

Other Services not included in Fixed Fee above:

GeoTechnical Testing - \$13,250.00 (Quoted by Inberg-Miller Engineers)
Site Survey - \$6,000.00 (Quoted by Inberg-Miller Engineers)
AV Design - \$15,780.00 (Quoted by Geiler and Associates))

Thank you for your consideration, Stasis Design and other Team Members look forward to helping move this project forward through completion.

Sincerely,

A handwritten signature in black ink that reads "Joshua M. Schmidt".

Joshua Schmidt, Principal, AIA, NCARB
Stasis Design, P.C.

WYOMING

2232 Dell Range Blvd, Suite 303
Cheyenne, WY 82009
Phone 307.632.3144

www.stasisdesignwyo.com

COLORADO

1110 38th Avenue, Suite 1, Room 9
Greeley, Colorado 80634
Phone 970.541.4431

PROPOSED PROJECT SCHEDULE

Council Approval - May 13, 2024

Kickoff Meeting - Week of May 16, 2024

1. PROGRAMMING

Programming - May 16th through June 6th

- Stakeholder Visioning and Goals - May 16, 2024
- Stakeholder Program Review - May 24, 2024
- Finalize Program - June 6, 2024

Design Charrette (Public) - June 7, 2024

2. CONCEPTUAL DESIGN

Conceptual Design - June 8 through July 8, 2024

- Present concept design to stakeholders - June 17, 2024
- Present single concept to stakeholders - June 24, 2024
- Final Concept - July 8, 2024

3. SCHEMATIC DESIGN

Schematic Design - July 9 through September 9, 2024

- Stakeholder kick-off meeting - July 9, 2024
- Design Review - August 12, 2024
- Design Review - August 19, 2024
- Final Schematic Design - September 9, 2024
- Cost Estimate - September 23, 2024



HOLLAND AQUATIC CENTER



4. DESIGN DEVELOPMENT

Design Development - September 30 - December 2, 2024

- Stakeholder kick-off meeting - September 30, 2024
- Design Review - October 21, 2024
- Design Review - November 11, 2024
- Final DD deliverable - December 2, 2024
- Cost Estimate - December 16, 2024

5. CONSTRUCTION DOCUMENTS

Construction Documents - January 2 through April 2, 2025

- Stakeholder kick-off meeting - January 6, 2025
- Design Review - February 17, 2025
- Design Review - March 3, 2025
- 95% Page turn with owner - March 17, 2025
- Cost Estimate - March 31, 2025
- 100% CD deliverable - April 2, 2025



ESTES PARK COMMUNITY CENTER