



October 8, 2024  
Town of Grand Lake  
c/o Mayor Steve Kudron  
1026 Park Ave. / PO Box 99  
Grand Lake, CO 80447  
[steve@togl.com](mailto:steve@togl.com)  
970-408-0448 Mbl.

RE: Letter of Agreement for Architectural Services  
TOGL Attainable Housing Project  
Parcel Number: 119305214001  
Site Address: 1128 Park Ave.  
Legal Summary Subd: GRAND LAKE Lot: 1 - 4 Block: 3

Dear Mayor Kudron:

MA Studios-AIA is pleased to submit this Letter of Agreement to provide architectural services related to the above referenced property. The purpose of this letter is to define the scope of work and the associated compensation.

#### **PROJECT SCOPE**

MA Studios - AIA understands you are requesting professional architectural services related a workforce housing project to include approximately 20 units located on property owned by the Town of Grand Lake (TOGL). Our Team will include Structural Engineers, Mechanical, Electrical & Plumbing Engineers, Civil Engineers, Building envelope / Water Proofing engineers and sound attenuation engineers. We will also coordinate with pre-fabrication / panelization companies as necessary. MA assumes the following design schedule for the project:

Owner/Architect Agreement signed – 2024-10-14  
Schematic Design Completed (SD) – 2024-12-23  
Design Development Completed (DD) – 2025-03-21  
Construction Documents Completed (CD)– 2025-07-25

#### **SERVICES NOT INCLUDED**

Assessment of hazardous materials  
Detailed Cost Estimating  
Geo-Tech reports

#### **COMPENSATION**

##### **Architectural and Engineering services fees are as follows:**

*An estimated lump sum fee of **\$595,000.00** billed per phase / percentage completion of each phase. MA will solicit consultant fees after SD has been completed and approved by the Owner. These fees are only estimated in the fee above.  
(\* MA will present a Standard form AIA Agreement between the Architect and Owner document after this agreement letter has been accepted)*

**REIMBURSABLE EXPENSES**

Expenses attributable to your project are in addition to the compensation and will be invoiced as a Reimbursable Expense at 1.10 times the item's expense. Expenses may include:

- a. Drawing Reproduction/Photographic Reproduction
- b. Copying
- c. Supplies
- d. Mailing/Express Mail
- e. Agency reviews and fees
- f. Other, approved, miscellaneous expenses required by the project

We estimate reimbursable expenses will not exceed \$3,000.00. We will only invoice for expenses incurred in the interest of the project and will provide back-up receipts with our invoicing as required. Any monies remaining within this estimate at the completion of the project will be returned to the client in full.

Please review this Letter of Agreement and if all is in order, return an executed original for our file. If you have any questions, do not hesitate to contact me directly.

Thank you for considering MA Studios for your project.

My best,



J. Scott Munn-AIA | NCARB  
Principal

**AUTHORIZATION TO PROCEED:**

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Mayor Steve Kudron – Town of Grand Lake

Date