

March 22, 2024

**Matthew Holmes P.E.**

Hyrum City Engineer - Zoning Administrator  
(435) 245-6033  
mholmes@hyrumcity.com

Mr. Holmes,

**SUBJECT: Hyrum City - Misc Office Renovations  
Architect/Engineer Fee Proposal**

We appreciate the opportunity to submit a fee proposal for your project and look forward to working with you on this project. Design West Architects proposes to provide the architectural design and specifications services outlines below for the scopes of work described below. Any modifications or changes to the proposed scope of work may require this fee to be adjusted accordingly.

**PROJECT SCOPE - Hyrum City - Misc Office Renovations:**

The project Scope of Work will consist of the following:  
Renovations of two areas of City Offices. One area on the main level of the City Office Building and one area in the Public Works Building. The City Office Building will reconfigure the Court Clerk Office and the existing Breakroom area to create 2 offices, a uni-sex restroom and a smaller Breakroom area. The Public Works Building will have minor adjustment to 3 office spaces and the refresh of the finishes in the restroom. There will also be minor revisions to one office on the lower level of the City Office Building to create a transaction window in one existing office.

**BASIC SERVICES**

This Basic Services Fee Proposal includes the following and will be provided by:

Architecture  
Mechanical & Plumbing Engineering  
Electrical Engineering

Design West Architects  
Van Boerum & Frank Associates, Inc.  
Sine Source Engineering

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**Basis of Compensation (Hourly, Not-to-Exceed):**

*We propose providing the following services on an "Hourly Rate Basis" with a "Not-to-Exceed" Cap. Hourly Rates for Design West and its Consultants are listed at the end of this Proposal.*

*We propose a **Not-to-Exceed** amount of **\$18,500.00** (Eighteen Thousand Five Hundred Dollars).*

*(If it appears that the fees for the Basic Services rendered in the interest of the Project are approaching the Not-to-Exceed amount, the Architect will notify the City and discuss a mutually agreeable path forward.)*

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**Design Services Shall Include:**

**Field Verification**

Existing drawings will need to be provided. Verification of these drawings will be done in the field, as needed.

## **Schematic Design**

This floor plan defines the architectural space and illustrates which areas are to receive which finishes. To include the following:

- Architectural schematic floor plan with photographic details (if needed).

## **Design Development**

Upon approval of schematic design, Design West will provide drawings & documents to establish the final relationships, sizes, scope, and appearance of the project, including major dimensions, fixtures, materials and finishes. To include the following:

- Based on approved schematic design and budget develop design development set to further define project detail, materials, construction, fixtures, etc.
- Provide details and outline specifications.
- Meeting to review design development and independent cost estimate based on design development set. Evaluate and align scope and budget as desired.
- Specifications to be coordinated with owner for fixtures and finishes. Architect to select finishes based on standard office finishes. Owner to provide direction and approval of finishes. Digital sample board and/or physical samples to be provided if requested.

## **Construction Documents**

Upon approval of Design Development, design details are developed and finalized. Creation of Drawing Documents (including specifications, details, schedules, and necessary notes for the field). To include the following:

- Based on approved and aligned design development set, Design West will provide a bid/construction set of drawings.
- Specifications to be coordinated with owner for fixtures and finishes as it relates to the scope of work. Architect to select, review and owner to provide direction on fixtures and finishes.

## **Bidding and Negotiation**

- Upon completion of 100% construction documents, digital media files will be delivered by Design West to the owner for bidding purposes. Remote printing costs are not the responsibility of Design West.

## **Construction Administration**

Project Implementation Phase – work with the construction team to realize the client's vision. To include the following:

- Review and coordination of submittals and shop drawings pertaining to the architectural, systems.
- Answers and coordination of Requests for Information
- Answers and coordination of Supplemental Information
- Requests for Proposals brought on by changes in design and/or scope
- Coordination with Contractor on Change Order Requests
- Punch List, Substantial Completion Certificate, Close-out
- Design West will be available to attend on-site construction meetings as needed.
- Design West's Consultants will provide site visits during construction as needed.

## **Additional Services:**

Any Additional Services or meetings not included in this scope of work and as directed by the owners will be billed at the hourly rates as noted below.

Items specifically not included but can be added for an additional cost:

- Landscaping Design, Irrigation Design, Civil Engineering Design.
- Civil and Structural Engineering.
- Geotechnical Engineering and reports, Civil survey for utilities and grading. Subsurface conditions or soil issues
- Purchasing and Procurement. Permit Fees, Taxes related to design fees.
- Site Visits, beyond those listed as included. Will be billed at the hourly rate outlined below.
- Renderings, other than those required for Design Review with AHJ.
- City Fees, Bidding Services, Cost Estimating
- Remote printing costs (out of house). Printing expenses.

Reimbursable expenses and Consultant Hourly rates will be billed at cost +10%

Hourly and additional services will be charged at the following rates.

Category	Hourly Rates	Category	Hourly Rates
<i>Architectural Hourly Rates</i>		<i>Structural Hourly Rates (IF NEEDED)</i>	
Category	Hourly Rates	Sr. Principal	\$ 225.00
Principal III	\$ 200.00	Principal	\$ 210.00
Principal II	\$ 190.00	Sr. Project Structural Engineer	\$ 195.00
Principal I	\$ 180.00	Project Structural Engineer	\$ 185.00
Project Architect III	\$ 150.00	Project Engineer	\$ 172.00
Project Architect II	\$ 130.00	Structural Designer	\$ 152.00
Project Architect I	\$ 115.00	Sr. BIM Specialist/Drafter	\$ 116.00
Project Manager II	\$ 155.00	BIM Specialist/Drafter	\$ 105.00
Project Manager I	\$ 120.00	Office Manager	\$ 90.00
Landscape Architect II	\$ 130.00	Clerical	\$ 70.00
Landscape Architect I	\$ 100.00		
Interior Designer III	\$ 110.00	<i>Mech/Plumb Hourly Rates</i>	
Interior Designer II	\$ 100.00	Sr. Principal	\$ 230.00
Interior Designer I	\$ 80.00	Principal	\$ 215.00
BIM IV	\$ 100.00	Sr. Associate/Associate Engineer	\$ 175.00
BIM III	\$ 95.00	Associate	\$ 160.00
BIM II	\$ 90.00	Project Engineer / Project Manager	\$ 160.00
BIM I	\$ 80.00	Sr. Designer / Sr. Engineer	\$ 140.00
Clerical	\$ 85.00	Designer / Engineer	\$ 135.00
		CADD Professional	\$ 135.00
<i>Electrical Hourly Rates</i>		Entry Level Engineer	\$ 120.00
Principal Engineer	\$ 195.00	Entry Level CADD	\$ 105.00
Staff Engineer	\$ 150.00	Intern	\$ 70.00
Designer	\$ 110.00		
Drafter	\$ 85.00		
Clerical	\$ 50.00		

We thank you for the opportunity to provide you with this proposal and look forward to working with you on this project. Design West can give your project our attention as soon as an agreement is reached. If this is satisfactory to you, please let us know and we will begin preparing a contract.

Sincerely,



**Ryan W. Lemon, AIA, NCARB**  
PROJECT ARCHITECT | STUDIO MANAGER

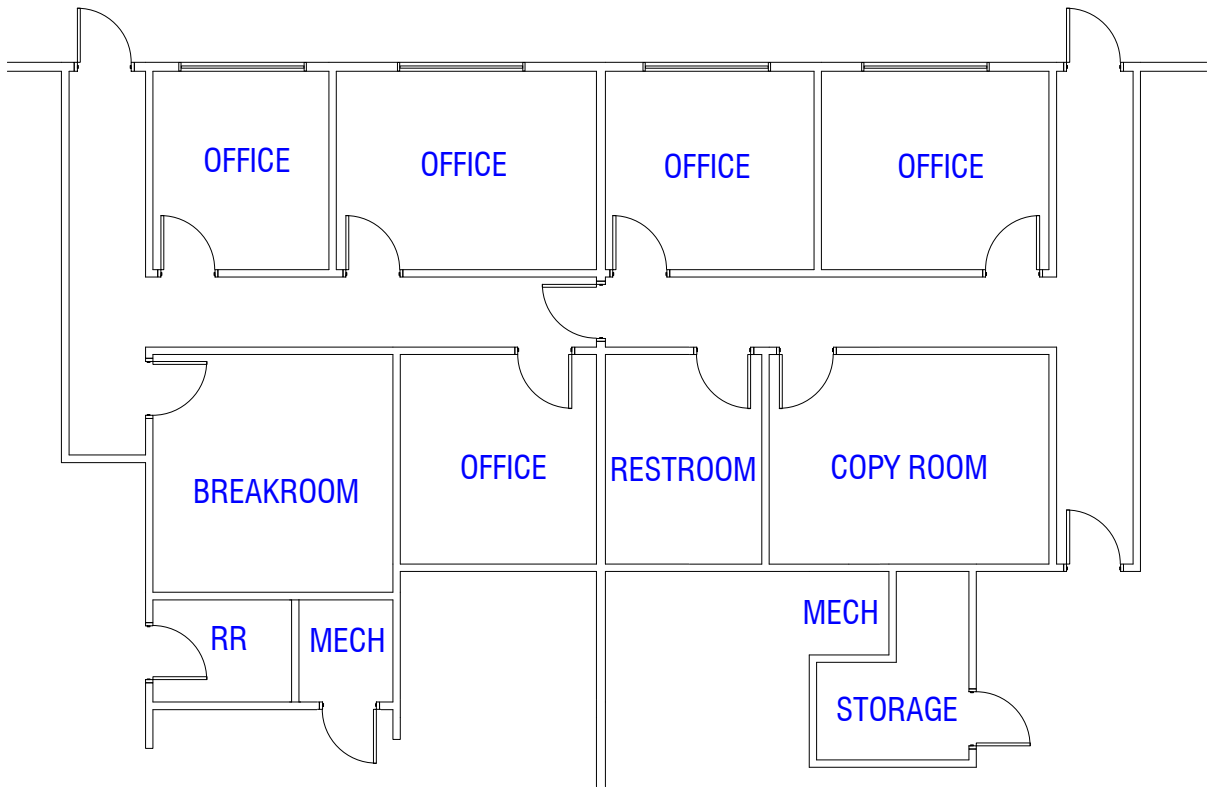
**design west** | architects

255 S 300 W, Logan, UT 84321

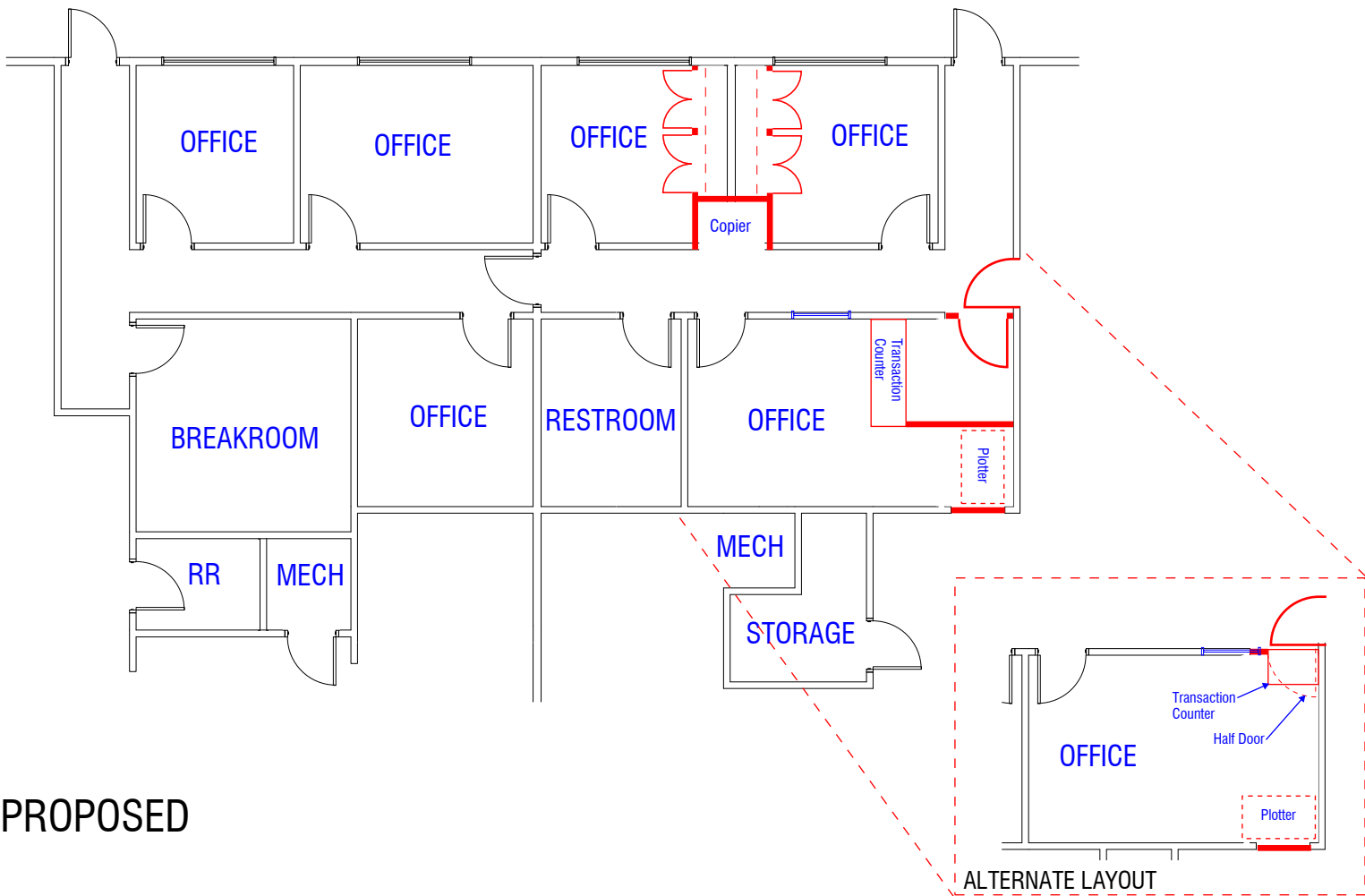
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Ryan with Design West has provided the following cost for the improvements to the City buildings.

The improvements are expected to be in the \$140,000 to \$160,000 range. These costs would include the mechanical, electrical, and plumbing as well. Over all the total would be \$160-180k.

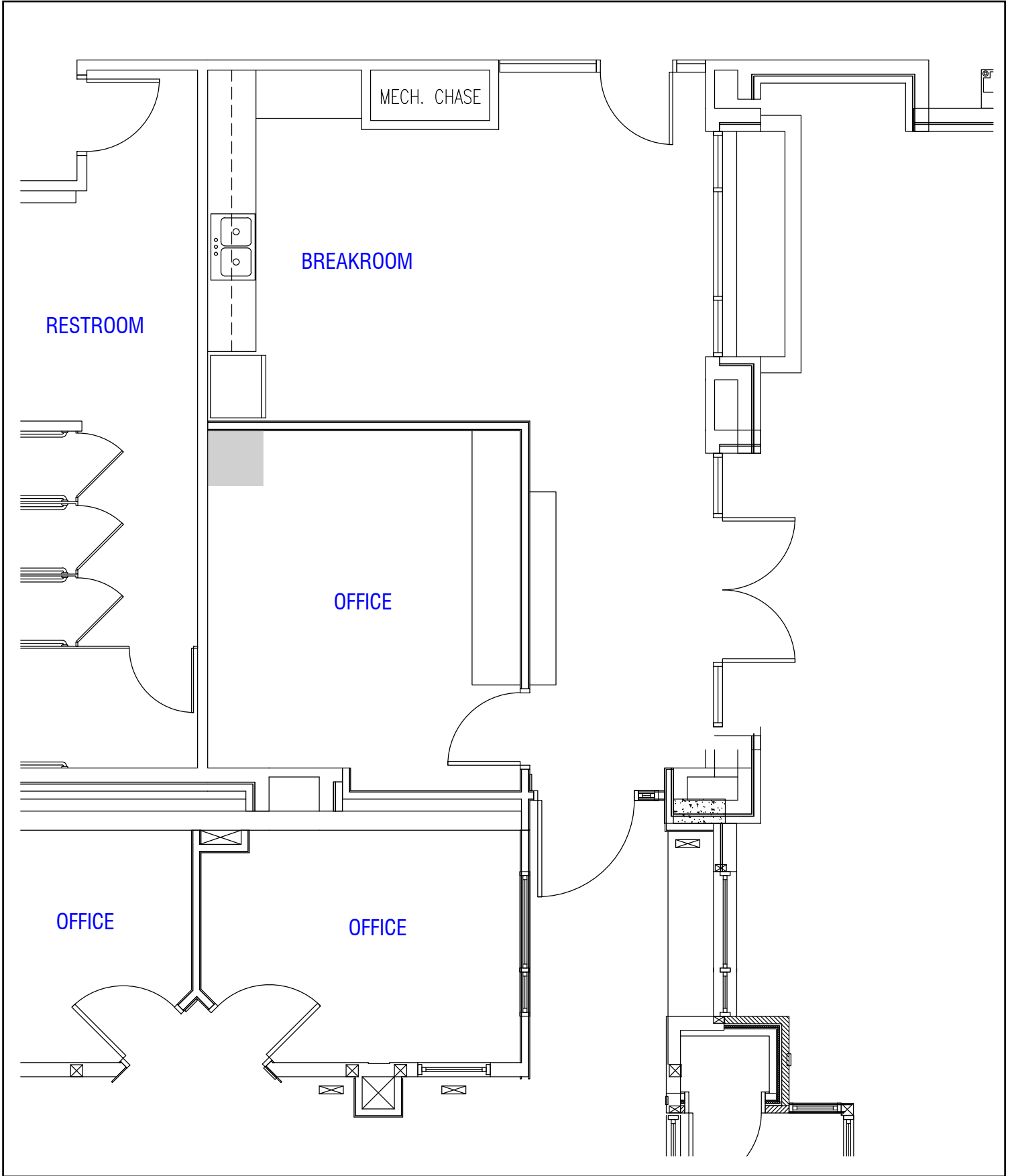


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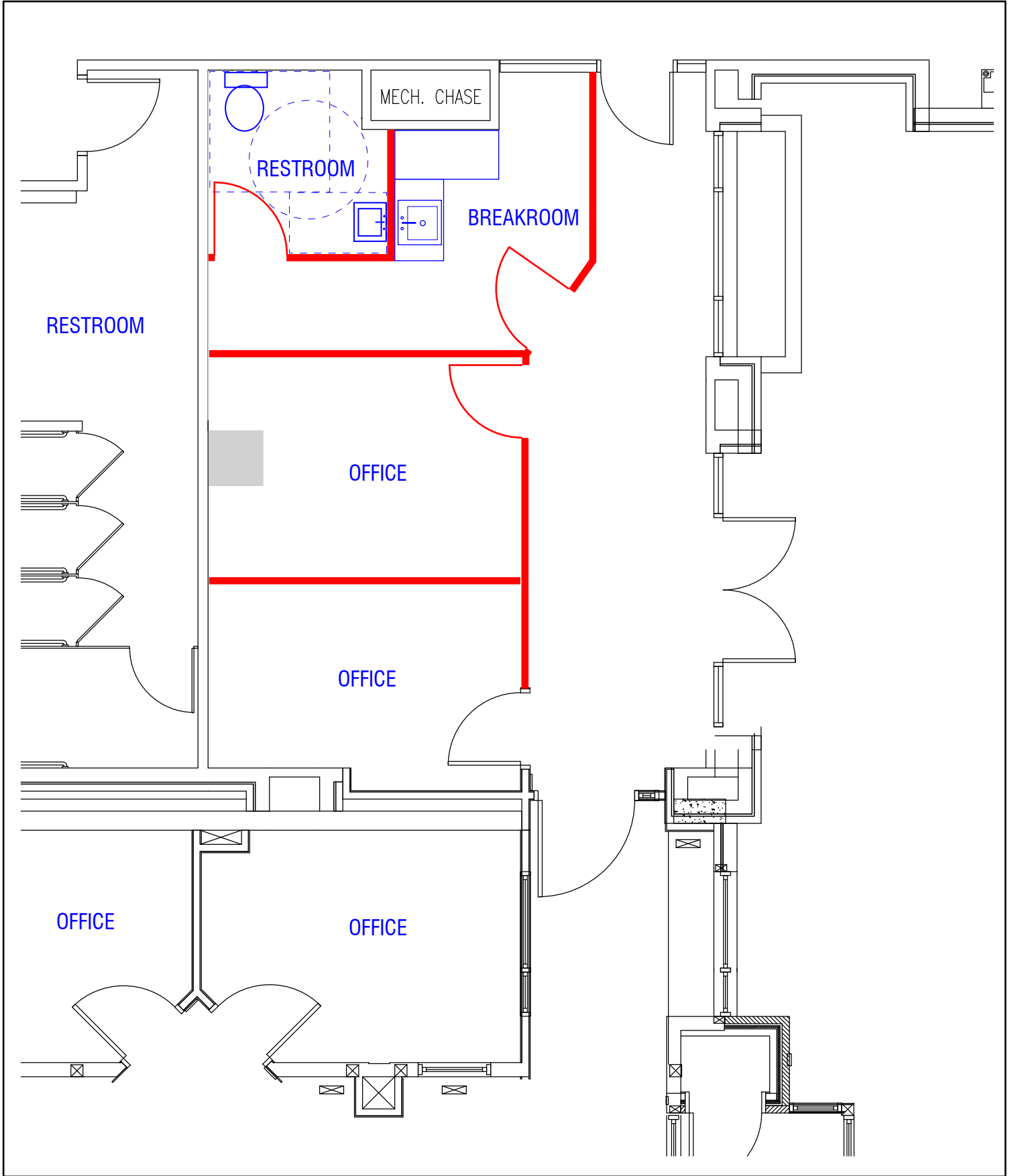


PROPOSED

ALTERNATE LAYOUT



EXISTING LAYOUT



OPTION #1