



May 3, 2024

Joshua Tetzlaff, City Administrator  
City of New Prague  
118 Central Ave. N.  
New Prague, MN 56071

Re: Police Facility Design  
Commission No. 222137

Dear Josh:

As we complete the current phase of design (Schematic Design), we would like to gain approval to proceed into the final design phases for this project. The next two phases of design would include Design Development and the Construction Documents phases of the work. In summary, these phases would develop the final design and bidding documents for the facility and allow us to get a final construction estimate from our cost estimator. We would also return to council as the design progresses at the end of Design Development and Construction Documents to seek approval to move into the next phase of work. Future phases for bidding and construction would follow once Council approves the project for construction. As outlined in our previous proposal letter, our typical fee structure would assign the following percentages for each phase of the work:

Schematic Design—15% (Complete)  
Design Development – 20%  
Construction Documents – 40 %  
Bidding – 5%  
Construction Administration – 20%

We are excited to continue with the work we started with you and look forward to helping the City with this important project. For this project that includes both additions and renovations, I propose a fixed fee of 7% of the agreed-on cost of construction. All engineering and consultants are included in our fixed fee.

**Police Facility Addition**

$\$10,000,000$  (approved construction cost)  $\times$  7% =  $\$700,000$  (Total Architectural Fee)  $\times$  60%  
(Design Development and Construction Documents) =  $\$420,000$  Total Architectural Fee.

Reimbursable expenses would be in addition to this fixed fee and are estimated to be around  $\$15,000$  for these phases.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "John McNamara", written over a white background.

John McNamara | AIA, LEED AP  
Partner

cc: Jake Wollensak, Wold Architects & Engineers  
Matt Mooney, Wold Architects & Engineers

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