



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 begin construction for this project, we would like to gain approval for our remaining fees for the project, which includes the bidding phase, and now, the construction phase. 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% (Completed)  
~~Design Development~~ — 20% (Completed)  
~~Construction Documents~~ — 40% (Completed)  
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 our proposal was based on a fixed fee of 7% of the cost of construction. All engineering and consultants are included in our fixed fee.

**Police Facility Addition**

$\$8,000,000$  (construction cost)  $\times$  7%  $\times$  25% (Bidding & CA) = **\$140,000 Total Architectural Fee for BD-CA.**

Reimbursable expenses would be in addition to this fixed fee and are typically around \$2,500 per million of construction and are estimated to be approximately \$5,000 for this phase of work.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

John McNamara | AIA, LEED AP  
Partner

cc: Jake Wollensak, Wold Architects & Engineers

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