



May 13, 2021

Jay Shekleton, Building Official  
City of Oelwein  
20 2nd AVE SW  
Oelwein, Iowa 50662

**Re: New Homes for Iowa Home**

Dear Jay,

It was good to meet with you yesterday May 11, 2021 and tour the Homes for Iowa home the city built last year. It sounds like this is a good program to provide good housing alternatives for lower income home buyers.

Based on our meeting and phone conversations, the following description is my understanding of the scope of the project and the services I propose we provide.

**Project Scope:**

My understanding of the project is that the City of Oelwein has purchased a Homes for Iowa home that is scheduled for delivery at the end of August. The home comes complete including the mechanical, electrical, and plumbing systems installed. The house is designed to be set over either a crawl space or basement. It is my understanding that the City will be installing the home over a basement. The house is 24'x50'.

As part of the construction, the City will need to provide electrical and plumbing services to the home along with all site related needs. A site-built garage attached to the home is also desired along with a possible mud room. Other items that will need to be addressed is HVAC ductwork to supply conditioned air to the basement, egress windows in the basement, plumbing stub in for bathroom in the basement, smoke detectors, and minor electrical modifications to accommodate lighting in the basement.

It is anticipated that the cost of the construction, excluding the purchase and setting of the home will be under the public bidding threshold.

### Scope of Service:

I propose that we provide you with the following services assuming that the cost of work is under the threshold for public bidding requirements.

- Construction Drawings
  - Dimensioned site plan showing the location of the house on the lot and related site work required including sidewalks and drives. *It is assumed that the city will provide a dimensioned survey and topo of the site.*
  - Dimensioned foundation plan for both the house and garage.
  - Dimensioned garage floor plan.
  - Exterior elevations of garage including how it sits in relation to the owner provided house. The house will be shown in silhouette only.
  - Identification of products on the drawings.
  - "Front end specifications" that include quoting requirements and standard construction requirements.
  - Detail of house to foundation connection.
- Construction bidding and administration
  - Assist the city in soliciting competitive quotes from contractors and reviewing quotes.
  - Letter of recommendation of contractor to the City for award.
  - Attend monthly on-site meetings to observe work completed and answer questions.
  - Answer questions as they arise during construction.
  - Review monthly applications for payment and change orders.
  - Facilitate substantial and final punch list inspections.

Items not included in this proposal but can be provided as needed at additional cost.

- Survey/Topo of site.
- Full public bidding including pre-bid meeting and public bid opening.
- Any review of Owner provide house for applicable codes and standards.
- Full exterior elevations showing of owner provide house beyond silhouette.
- Construction document reproduction.

Compensation:

For the above listed services, I propose a fixed fee of \$12,000.00. This fee will be billed as the project progresses.

Sincerely,



Mike Tucker, Senior Project Manager  
**MARTIN GARDNER ARCHITECTURE, P.C.**  
**Strawberry Point Office**