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John Bradley, Director  
Community Services  
110 S Center Street  
Santaquin, UT 84655

~~25 January 2024~~ 2 February 2024

Re. Santaquin Library Tenant Improvement Project, CRSA Design Fee Proposal

John,

We want to extend our sincere thanks for asking the CRSA team to continue to assist the city, as well as to provide a fee proposal for the upcoming work to complete the City Hall project by developing a destination City Library in the west wing. This week we were able to reach out to our consultants and have included their fee proposals, developed off the 2021 Conceptual Design Plan and the previous project cost estimate, which have been included for your review. The project is exciting and challenging and we are excited to tackle it with the city staff and the library team. As the city has not fully defined the scope of construction it would likely complete, we will use the first 8 weeks of the project to match the design to fund raising goals and successes. This effort will cast a wide net and consider all potential new construction activities that may need to take place. We will work directly with the library team destined to utilize the space, but also report back to city leadership at the kickoff, 50% and 90% marks to discuss priorities and decide on next steps. We know that you may want this project also to be a fast-paced effort, which we and the entire team are committed to shall you need it.

As you know, designing a library is a specialty in the architectural industry. There are systems, furnishings, technology, and processes that support the ease of operations, safety of patrons and deliver the services and programs your community has grown to expect. Our previous 2021 Conceptual Design effort focused on supporting your current collection size but planning for long-term growth of population and materials. This effort developed processes, supported by the architectural design, to assist your team in managing circulation demands with limited staff and space, thus making more room for patrons' access to library services. The next phase of work, architectural and engineering design, as well as the selection and procurement of furniture, fixtures and equipment, must all be well coordinated. Thus, it is imperative to have an experienced team dedicated to making the Santaquin Library work at move in, but also designing space and systems that will all of the flexibility and adaptability every library needs to work smoothly for decades to come. Lastly, safety is always on the minds of our team, we plan and build with the worst case in mind, because the last thing any municipality wants is a child injured during a seismic event, limited eyes on meeting spaces or corners of your library, or a slip and fall accident on poorly selected flooring. With dozens of library projects under our belt, from new builds to tenant improvement projects, to renovations in historic structures, we have the capacity to bring you a seasoned team of architects, interior designers, engineers, and support staff to make the project a success.

With delivering great service in mind, as well as planning to manage the city's valuable financial resources with care, we have developed an project approach based off CRSA's 2021 Conceptual Design plans. We have

used the DFCM fee schedule, for which the A/E design rate is 8.5% of the potential construction cost. I have defined all the project aspects we consider in the design effort as the basis for this fee proposal:

|                                  |                   |                        |
|----------------------------------|-------------------|------------------------|
| Estimated TI Construction Budget | \$ 1,293,360      | 10,778 SF @ \$120/SF   |
| Estimated Furniture Budget       | \$ 517,824        | 10,778 @ \$48/SF       |
| A/E Fee Design & CA Fee          | \$ 109,936        | 8.5% of Constr. Budget |
| FF&E Design & CA Fee             | \$ 41,426         | 8% of FF&E Budget      |
| <b>total fee proposal</b>        | <b>\$ 151,362</b> |                        |

Consultant's Fees are included in the A/E Fee above, but individually are:

|                                      |                         |
|--------------------------------------|-------------------------|
| CRSA Architectural Design            | \$ 59,796               |
| CRSA Interior Design                 | \$ 16,000               |
| CRSA FF&E Design/Specification       | \$ 41,426               |
| Dynamic Structures, Structural Engr. | \$ 2,000                |
| WHW Mechanical Engineers             | MEP \$ 12,500           |
|                                      | Fire Sprinkler \$ 1,500 |
| BHB Consulting Engineers             | Elec. \$ 9,894          |
|                                      | AV/IT \$ 6,596          |
|                                      | Accoustical \$ 1,649    |

Thus, **the CRSA fee proposal for the design phase is \$151,362**. We will extend a contract to our team of consulting engineers and specialists (structural, mechanical, electrical, interior design). We have selected your previous consultant team; they understand the systems that were selected and installed at the City Hall and will be assistive in making the most of existing conditions.

At this point we have not provided a price to modify any systems outside the building, assuming the previous team made provision for services, including mechanical, plumbing, electrical, landscape, etc. to serve the library. In addition, we understand there to be aspects of building security, lighting controls, etc. that have not been firmly defined. If and when these services are needed, we are happy to provide them on an hourly basis.

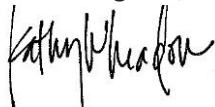
### Proposed Project Schedule

|                             |  |
|-----------------------------|--|
| Design Phase                | 16 weeks ( <i>as early as February 12 – May 31</i> ) |
| Bidding & Negotiations      | 4 weeks ( <i>month of June</i> )                     |
| Construction Administration | 24 weeks ( <i>July – November</i> )                  |

We are happy to review this fee proposal, anticipated effort, and deliverables with you to ensure we are all comfortable with the defined scope of work and project outcomes. Look it over and let us know if we can answer any questions. If you need a portfolio of our work to share with the city council, please ask and I'll send it your way.

Again, our thanks for this exciting opportunity to serve Santaquin City.

Warmest regards,



Kathy Wheadon, AIA  
Managing Partner | Vice President  
CRSA Architects