



Xcel Sports Complex



4860 Highwood Circle • Middleton, Wisconsin 53562 • 608-279-6960

Proposal for [Opening Design's](#) Architecture & Engineering Services

Firstly, we would like to thank you for the opportunity to submit our proposal for Xcel's projected sports complex. We are excited about the project and look forward to the potential of working together.

As we understand it, the project will include an approximate 35,000 SF sporting facility that will house the following major functions.

- Turf area with Batting Cages
- Running Track
- Basketball Court(s)
- Fitness Center
- Aerobic Area(s)/Classrooms
- Lockers/Restrooms
- Indoor Golf Simulator/Range
- Offices and various auxiliary functions

Based on similar projects, we anticipate the cost of construction ranging from (\$90-150/SF) or (\$3.15 to \$5.25 Million)

The following is a high-level breakdown of the scopes of services we plan on providing for your project.

Scope of Services

- **Phase 1 - Programming**

(approximate duration: 2 weeks / Approximately 5 % of overall fee)

- Conduct zoning and building code analysis & summary.
- Draft relationship/flow diagrams of the various functional spaces/rooms for both the building and site.
- Work with GC (Krause Custom Builders) on overall construction schedule.
- Work with GC to refine construction cost estimate.
- Assemble site utility and survey data
- Coordinate with geotechnical/civil engineer on soil boring report.

- **Phase 2 - Schematic Design**

(approximate duration: 4 weeks / Approximately 15 % of overall fee)

- At the beginning of this phase, we will take the agreed on program and functional layout and provide a number (2 or 3) design approaches. These design studies will address varying approaches in the following criteria.
 - Site restrictions/setbacks
 - Material Approach in Building Envelope
 - Structural Approaches
 - Mechanical Approaches
 - Existing Building Precedents
 - Major Equipment
 - Acoustical
 - Code requirements
- Concepts will be presented in the following formats
 - 3-dimensional Renderings/Sketches
 - Floor Plans
 - Site Plan
 - Elevations
 - Sections
- Work with GC to further refine the construction costs estimate.
- Continue researching applicable building code requirements.
- Develop site plan along with input from the civil engineer, the municipality, and any other necessary parties.
- Coordinate with the various engineering disciplines (Structural, Mechanical, Electrical, Plumbing, Fire Protection, Civil)

- **Phase 3 - Design Development**

(approximate duration: 4 weeks; Approximately 15 % of overall fee)

- After sharing design concepts, we will work with Xcel to dial into one design by either refining one of the proposed designs and/or combining desired aspects of the other design(s) proposed.
- Will refine and develop the following drawings...
 - Floor Plans
 - Site Plan

- Elevations
 - Sections
 - Specifications
- Work with GC to further refine the construction costs.
 - If applicable, share/coordinate plans with metal building manufacturer to get more accurate cost estimates.
- Propose, select and refine (exterior/interior) materials and finish options
- Coordinate with the various engineering disciplines
- **Phase 4 - Construction Documents**
(approximate duration: 8 weeks; Approximately 35 % of overall fee)
 - We, along with our consultants, will draft and compose the following drawings for permit and construction:
 - Site Plans
 - We are assuming the Civil Engineer will do the following drawings:
 - Stormwater Management
 - Grading
 - Utilities
 - Erosion and Sedimentation Controls
 - Architectural
 - Floor Plans
 - Reflected Ceiling Plans
 - Roof Plans
 - Building Elevations
 - Interior Elevations
 - Building Sections
 - Wall Sections
 - Details - Exterior/Interior
 - Door/Window/Finish Schedule
 - Structural Plans
 - Continue to refine cost estimate.
 - Coordinate with the various engineering disciplines and consultants.
- **Phase 5 - Bidding and Construction Contract Negotiation**
(approximate duration: 2 week; Approximately 5 % of overall fee)
 - Submit/manage any municipal plan reviews and/or permits.
 - Answer subcontractor's bid questions, issue clarifications.
 - Review bids.
 - Modify drawings, if over budget.
- **Phase 6 - Construction Administration**
(Anticipated duration: n/a; Approximately 20 % of overall fee)
 - Weekly site visits
 - Respond to RFIs (request for information)
 - Review shop drawings and submittals
 - Review substitutions
 - Review change orders

- Develop punch list
- If applicable, review application for payments

As is typical with the initial phases of a building project, the design is often too nebulous to determine a realistic 'lump-sum' and/or not-to-exceed maximum fee. In that light, we propose a two part fee contract whereby the first part will be an hourly rate proposal for approximately a fifth (1/5th) of the project's schedule—that is, the early programming and schematic design phases of the project (approx. 4 to 6 weeks). For the second part, when the extent of the scope is better defined, we propose to continue with our hourly fees, but amend the contract by adding a not-to-exceed maximum fee. This fee will be a fixed percentage of final construction costs.

Having said that however, to give Xcel ballpark figures, with this type of project under 'normal/average' professional services, maximum fees will most likely be around the following ranges.

- Architecture - 5% to 7% of final construction costs
- Engineering (Structural) - 1% to 1.5% of final construction costs.

Percentages cited from [A Guide to Determining Appropriate Fees for the Services of an Architect Consultants](#). Estimated percentages do not include reimbursable expenses

Billing Rate Schedule

-	Architecture	Structural
Level 1	\$85/HR	\$150/HR
Level 2	\$60/HR	\$80/HR
Level 3	-	\$70/HR
Level 4	-	-
Level 5	-	-
Level 6	-	-

Additionally, the following list of consultants may be required during this project. Their associated billing rates would be accounted for in the overall not-to-exceed A/E fee.

- Building Envelope Specialist

- Building Performance and Energy Modeling
- Specification Writer
- Door Hardware Consultant
- Lighting Consultant

Consultant expenses will include an additional 10% to cover in-house administration, handling, financing, and insurance costs.

Fee, not-to-exceed.

<<< This section will be amended at a later date—approximately at the beginning of the Design Development (DD) phase >>>

Reimbursable expenses include:

- transportation in connection with the project for travel authorized by the client (transportation, lodging and meals).;
- communication and shipping costs (long distance charges, courier, postage, dedicated web hosting, etc.)
- reproduction costs for plans, sketches, drawings, graphic representations and other documents
- Renderings, models, prints of computer-generated drawings, mock-ups specifically requested by the client
- Certification and documentation costs for third party certification such as LEED®
- Fees, levies, duties or taxes for permits, licences, or approvals from authorities having jurisdiction.
- Additional insurance coverage or limits, including additional professional liability insurance requested by the client in excess of that normally carried by the architect and the architect's consultants.
- Direct expenses from additional consultants not specifically outlined in this proposal.

Reimbursable expenses include an additional 10% to cover in-house administration, handling and financing.

Services *not* included in Proposal

The following list is ordered roughly in how likely it would be to that such services/consultants would be engaged during this project.

- Civil Engineering
- HVAC Engineering
- Electrical Engineering
- Plumbing Engineering
- Fire Protection
- Fire Alarm

- Site Surveying
 - Audio/Visual Consultant
 - Security Systems
 - Furniture, Fixtures & Equipment (FF&E) services
 - Landscape Design
 - Environmental Studies and Reports
 - Legal Survey
 - Signage Design/Layout
 - Acoustical Engineer
 - Closeout Record Documents
 - LEED Design
 - Environmental Studies
 - Commissioning Services
 - Post-occupancy Evaluation/Studies
 - Maintenance and Operational Programming
 - Building Maintenance Manuals
 - Post-occupancy Evaluation
 - Kitchen Design Services
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Boilerplate

- OpeningDesign will prepare invoices on a monthly basis or upon completion of services or upon completion of phased services and are due/payable within 30 days of receipt. Invoices overdue past (90) days will be interpreted as an order to stop work on the project.
 - This proposal is valid for 90 days.
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We ([OpeningDesign](#)) sincerely appreciate the opportunity to provide you with this proposal and look forward to the potential of a fruitful collaboration in the future.

If the terms of this proposal are acceptable please sign in the space offered below.

Finally, please don't hesitate to contact me (Ryan Schultz) should you have any questions or require additional information.

Kind Regards,

Ryan Schultz
OpeningDesign

Authorized by:

- Signature

- Title

- Date

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