

February 16, 2024

Mr. Robert Wilson  
Cass County Administrator  
211 9<sup>th</sup> Street S  
Fargo, ND 58103

Re: Architectural/Engineering Services  
Cass County Courthouse – West Addition Courtroom Remodel  
Fargo, ND

Dear Mr. Wilson,

We appreciate the opportunity to submit a fee proposal for Architectural and Engineering services for the West Addition Courtroom Remodel at the Cass County Courthouse.

**Work Scope**

- Remodel approximately 3,800 square feet portion of the 2nd floor of the west addition. Remodel would turn current IT department into a new courtroom along with judge's chambers and associated required corridors.

**Scope of Design Services:**

Design services include architectural and engineering services to create drawings and specifications as required for bidding. From project conception through design, construction and beyond, our design team will provide you with immediate, knowledgeable, and personalized support. Below is our proposed engineering team associated with the work:

**Design Phases Include:**

Schematic Design:

- Finalize requirements of the project – based on feasibility study.
- Develop floor plans
- Perform code review
- Develop initial concepts for mechanical and electrical systems

Design Development:

- Review and refine user requirements of the project
- Refine floor plans
- Develop reflected ceiling plans / roof plans
- Develop building sections
- Provide code data plans
- Refine construction cost estimates
- Review selected material and finish options with Owners and Users

Construction Documents:

- Provide working drawings and details as required for bidding
- Update construction cost estimates
- Select final materials and finishes
- Create final specifications

Bidding:

- Issue addendum's if required
- Assist with bid opening
- Examine bids for adherence to specifications

Construction Administration:

- Visit site periodically to ensure adherence to plans and specifications
- Attend construction progress meetings as needed
- Review and approve contractors' shop drawings
- Prepare any proposal requests and change orders that are required
- Review and authorize contractor payment requests

- Conduct pre-final and final inspections
- Review final close-out documents

**Proposed Fee:**

Based on all of the information that we have at this time for this project, we propose to provide architectural, interior design, mechanical and electrical engineering design services for a **lump sum**:

Schematic Design through Bidding: **\$80,000**  
Construction Administration: **\$20,000 Or Hourly** (See attached rates).

Structural Engineering to be provided as an additional service on an hourly basis for the limited building modifications with approx. budgeted fee of **\$4,000**.

We anticipate this work to take approx. 8-10 weeks to prepare all documents for bidding procurement.

**Services not included:**

Please note that our fees do not include: room signage design, furnishings, site survey, geotechnical report, soil exploration, landscape architecture, LEED Design Services or special inspection services (testing agencies, compaction test, etc.). If requested to provide any additional services not identified in this proposal, we propose to negotiate that additional time on an hourly basis.

Should you wish to proceed and are in agreement with the description of work and the proposed fee, simply sign this document and return a copy to me and we will continue with our work. If you have any questions, comments or concerns, please do not hesitate to contact me. Thank you for the opportunity to submit this proposal.

Sincerely,



Steve Skoblik, AIA  
Principal/Project Manager  
Foss Architecture & Interiors

Cass County

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Robert Wilson, County Administrator

Date: \_\_\_\_\_

cc: File

**Foss Architecture + Interiors - 2024 Hourly Rate Schedule**

Principal-in-Charge/Project Manager.....	\$160.00 - \$200.00/Hour
Project Architect.....	\$120.00 - \$160.00/Hour
Intern Architect/Job Captain.....	\$80.00 - \$120.00/Hour
Interior Designer.....	\$160.00/Hour
Cost Estimator/Specifier.....	\$160.00/Hour
Construction Administrator.....	\$180.00/Hour
Clerical.....	\$80.00/Hour

**Reimbursable Expenses:**

Printing – 8.5" x 11".....	\$.20/Sheet
Printing – 11" x 17".....	\$.30/Sheet
Printing – 24" x 36".....	\$2.50/Sheet
Printing – 30" x 42".....	\$3.00/Sheet
Printing – 24" x 36" Foam Core Presentation Board.....	\$150.00/Board*
<small>*Materials &amp; Printing only – does not include time for graphics and design</small>	
Postage and Courier.....	At Cost
Code Review Fees.....	At Cost
Travel – Mileage.....	\$.67/Mile