

November 12, 2015



Susan Hedrick, Waunakee Public Library Director  
710 South St., Waunakee, WI 53597

**RE: Fee Proposal for Architectural Services  
Programming Confirmation & Conceptual Design**

Daniel J. Thies, AIA  
Steven K. Knierim, AIA  
Bradd A. Brown, AIA  
Terry L. Gebard, AIA  
David J. Sorg, AIA  
Roger B. Worm, AIA  
Richard S. Seely, AIA  
Wesley T. Reynolds, AIA

Susan: Thank you for this opportunity to submit our services for Programming Confirmation & Conceptual Design for the new Waunakee Public Library. Based on conversations and our experiences with Programming and Planning efforts with library design in the Midwest, our recommended scope of services are summarized below and the associated fees. These fees correspond to our overall proposal letter submitted to you dated November 12, 2015 (Revision-1).

**A. Phase 1 – Programming Confirmation:**

1. **Programming Session:** It is our understanding that an initial program has been established for this project during a prior study. OPN will facilitate a series of programming meetings to confirm the current needs for the new facility. During these meetings OPN will determine the net square footage of individual spaces and a gross square footage for the overall size of the building. These sessions will be held with the representatives of all or some of the following; Library Board, Library Staff, Village Staff/Officials, and the Community.
2. We will work with the appropriate owner representatives to prioritize space needs and identify reductions for potential future value engineering.
3. **Final Deliverable:** OPN will provide an 8.5 x 11 bound packet documenting the updated programming of all spaces for the new facility.

**B. Phase 2 – Design Visioning:**

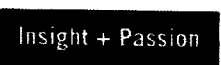
1. **Visioning Session:** OPN will facilitate a visioning session to determine the aesthetic preferences, customer personas, and goals/objectives for the project. This session can be held with the representatives of all or some of the following; Library Board, Library Staff, Village Staff/Officials, and the Community.
2. **Community Engagement:** OPN will work with the Library Board and Staff to outline the preferred method of community engagement. A single day

**Cedar Rapids**  
200 Fifth Ave SE, Ste. 201  
Cedar Rapids, IA 52401  
Phone (319) 363 6018

**Des Moines**  
100 Court Ave, Ste. 100  
Des Moines, IA 50309  
Phone (515) 309 0722

**Madison**  
301 N. Broom, Ste. 100  
Madison, WI 53703  
Phone (608) 819 0260

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series of working Charrette Sessions / Town Hall Meetings would be recommended for this project.

3. Final Deliverable: OPN will provide an 8.5 x 11 bound packet documenting the process with associated marketing materials.

C. Phase 3 - Site Evaluation Process:

1. OPN will prepare a site test-fit showing potential site layouts, parking arrangements, and site circulation.
2. Evaluate the current identified site for sustainable design initiatives, such as building orientation.
3. Evaluate the current identified site for appropriateness of the surrounding context.
4. Please note that our proposal does include minimal civil engineering services as the proposed site has an existing wetland that we will need to evaluate. Our hope is that the Village staff will be able to provide boundary/plot information, current easements, and access to utilities (gas, water, sanitary sewer, storm sewer, electrical, and cable/phone). If it is determined that these engineering services are required, we can add them to our team by addendum as necessary.
5. Final Deliverables: OPN will provide a color rendering of the preferred site plan option.

D. Phase 4 - Conceptual Building Design:

1. This phase is complementary to the site evaluation and is necessary to understand the overall project.
2. Conceptual Design Options: OPN will present multiple conceptual design options for consideration.
3. Design Refinement: OPN will present a refined solution for the preferred conceptual design option.
4. During this phase of the project OPN will provide a conceptual construction cost estimate for the project based on historical data from previous projects.
5. Final Deliverables: OPN will provide color renderings of conceptual floor plans and the exterior building massing. A minimum of 3 exterior rendered views will be provided for marketing material.

E. Proposed Fee:

To complete these services, OPN Architects proposes the following fixed fees:

1. Phase 1 Services: Programming Confirmation
  - a. Based on our proposed overall fee of 7.8% of the construction budget. Assumes at this time that the construction budget will be approximately \$13,000,000.
  - b. Breakdown of design fee by phase for this scope of services is 1% of the overall fee.
  - c. Fixed fee of *Ten Thousand one Hundred and Forty Dollars (\$10,140.00)*.
  
2. Phase 2, 3 & 4 Services: Conceptual Design
  - a. Based on our proposed overall fee of 7.8% of the construction budget. Assumes at this time that the construction budget will be approximately \$13,000,000.
  - b. Breakdown of design fee by phase for this scope of services is 1.5% of the overall fee.
  - c. Fixed fee of *Fifteen Thousand Two Hundred and Ten Dollars (\$15,210.00)*.

F. Reimbursable Expenses including printing, mileage, and meals will be invoiced at direct costs with a proposed limit of *Two Thousand Dollars (\$2,000.00)*.

Thank you again for reaching out to OPN Architects, Inc. for this project for the Waunakee Public Library. If this proposal is acceptable, please sign and return one copy to me for our records.

Regards,

OPN Architects, Inc.



Wesley T. Reynolds, AIA

Principal



Approved By:

12/14/2015

Date