



CANNON MOSS BRYGGER ARCHITECTS
302 JONES STREET, SUITE 200 • SIOUX CITY, IA 51101 • (P) 712.274.2933

FEE PROPOSAL

For

Woodbury County Courthouse Exterior Physical Needs Assessment Woodbury County, Sioux City, Iowa 01/04/17

Mr. Kenny Schmitz
Woodbury County Building Services
401 8th Street
Sioux City, IA 51101

Dear Kenny,

Please consider this our proposal to perform an Exterior Physical Needs Assessment of the Woodbury County Courthouse. The Courthouse is a treasure not only for Sioux City and Iowa, but for the nation as such a unique example of Prairie Style architecture. An assessment of this nature is what we recommend to thoroughly categorize areas needing attention and restoration. This document will become the tool needed to guide the restoration and preservation in a logical way.

For this survey, CMBA intends to engage The Franks Design Group, PC as a consultant to perform the bulk of the work. This firm has a strong background in historic preservation and restoration projects and brings the level of expertise needed for such a significant building.

COMPENSATION – NEEDS ASSESSMENT

Proposed fees for the Needs Assessment are as follows:

For the agreed upon Scope of Work we propose working on an Hourly basis with a total fee including reimbursable expenses not to exceed fifty-seven thousand, two hundred, ninety dollars (\$57,290). This includes the following:

Franks Design Group fee	\$36,850
Franks Design Group reimbursable expenses	\$ 2,940
Andrew Tuckpointing dismantling/reconstruct allowance	\$ 8,000
CMBA coordination/limited structural review fee	<u>\$ 9,500</u>
Sub-Total, Not-to-Exceed	\$57,290

Additional anticipated project expense to the County:

Lift rental allowance	<u>\$10,000</u>
Total with lift allowance	\$67,290

Please see the attached proposal from The Franks Design Group PC that spells out the extent of the work.

CMBA will act as the direct contact with you as the Owner and will coordinate the work of Franks Design Group and attend meetings and provide reports of progress to you along the way.

Structural review will be limited to exploration of exterior features and components addressed in the needs assessment only. It will not include the structural review of the building in its entirety.

SCHEDULE

See the schedule included in the Franks proposal.

TERMS & CONDITIONS

Limitation of Liability: Neither the Architect, the Architect's consultants, nor their agents or employees shall be jointly, severally or individually liable to the Owner or any other person in excess of either the compensation to be paid pursuant to this agreement or One Hundred Thousand and No/100 Dollars (\$100,000.00), whichever is greater, for any claim arising out of or relating to any act or omission, including but not limited to breach of contract or negligence, except that this limitation shall not apply only to claims based on gross negligence or willful misconduct. This shall be the sole and exclusive remedy for any such acts or omissions and is in lieu of all other remedies. The Architect and the Owner acknowledge that this limitation of liability constitutes their negotiated allocation of risk of loss and that enforcement of this limitation is necessary to protect the parties' contractual expectations.

If you are in agreement with this proposal, please print, sign, and return one original of this letter to CMBA. Retain a second signed copy for your records.

CMBA thanks you for this opportunity to continue the work of preserving and restoring this treasure. If you have any questions, please call me at 712.224-3106

Sincerely,



Terry J. Glade, AIA
Principal Architect



Client Signature

1-17-17
Date

Matthew Ulag, Chairman
Client Printed Name

Proposal for Professional Services

The Franks Design Group, PC

**Woodbury County Courthouse
Building Exterior Physical Assessment
Sioux City, Iowa**

Architecture
Historic Preservation
Planning

CMBA Architects
Attn: Terry Glade, AIA
302 Jones Street
Suite 200
Sioux City, IA 51101



Statement #
Date:
FDG Project 161102

Professional Services & Consultant Services				
Dates	Description	Hours	Hourly Rate	Amount
FULL PROJECT DURATION	Architect/Principal -	182.00	\$ 110.00	\$ 20,020.00
FULL PROJECT DURATION	Architectural Technician I -		\$ 95.00	
FULL PROJECT DURATION	Architectural Technician II -	198.00	\$ 85.00	\$ 16,830.00
FULL PROJECT DURATION	Architectural Technician III -		\$ 70.00	
Professional Services subtotal				\$ 36,850.00

Reimbursable Expenses			
Description	Qty	Unit cost	Amount
Mileage - Franks Design Group -11 trips Glenwood to Sioux City	2574 miles	\$ 0.535	\$ 1,377.09
In-house printing - large format printing - Blackline 24" x 36" sheets	50 sheet(s)	\$ 2.00	\$ 100.00
In-house printing - medium format printing - Blackline 11" x 17" sheets	250 sheet(s)	\$ 0.25	\$ 62.50
In-house printing - small format printing - color	1000 sheet(s)	\$ 0.40	\$ 400.00
Allowance for other project-related expenses			\$ 1,000.00
Reimbursable Expenses subtotal			\$ 2,939.59

Professional Services	\$ 36,850.00
Reimbursable Expenses	\$ 2,939.59
Total Amount	\$ 39,789.59

	sched.	compl.	week begins	1/2/2017	1/9/2017	1/16/2017	1/23/2017	1/30/2017	2/6/2017	2/13/2017	2/20/2017	2/27/2017	3/6/2017	3/13/2017	3/20/2017	3/27/2017	4/3/2017	4/10/2017	4/17/2017	4/24/2017	5/1/2017	5/8/2017	5/15/2017	5/22/2017	5/29/2017
Formal Action by Board of Supervisors authorizing assessment work.	1/9/2017																								
PHASE ONE - Pre-visit research and documentation.																									
Organization and assessment of Owner-furnished project information.																									
Kickoff meeting with CMBA and County representative(s) at WCCH:	1/23/2017																								
PHASE TWO – Initial on-site observations and concept level project scoping and estimating.																									
Day One on-site observations - General Impressions	2/6/2017																								
Day Two on-site observations - Tower portion of massing	2/13/2017																								
Day Three on-site observations - Podium portion of massing	2/13/2017																								
Preliminary Concept-level scoping and estimating report	2/27/2017																								
PHASE THREE – On-site concealed conditions exploratory demolition and repairs.																									
Documentation of (exposed) concealed conditions & repairs affected	3/13/2017																								
PHASE FOUR – Detailed on-site assessment observations and collection of existing conditions documentation.																									
Day Four - Site Observations - East and South faces of tower portion of building	3/6/2017																								
Day Five - Site Observations - West and North faces of tower portion of building	3/6/2017																								
Day Six - Site Observations - East (alley) face of podium portion of building	3/13/2017																								
Day Seven - Site Observations - South (City Hall alley) face of podium portion of building	3/13/2017																								
Day Eight - Site Observations - West (Douglas Street) face of podium portion of building	3/20/2017																								
Day Nine - Site Observations - North (Seventh Street) face of podium portion of building	3/20/2017																								
PHASE FIVE – Building Exterior Physical Needs Assessment Report																									
Draft report for stakeholder review and comment	4/17/2017																								
Final report, incorporating feedback	5/1/2017																								
Attend a meeting with Board of Supervisors and other County representatives for summary and opportunity for Q&A.	5/8/2017																								

SCHEDULE

We have included a conceptual schedule for performing the services outlined above. We would note that Phase Two includes initial observation findings and the preparation of a preliminary submission in order for the Board of Supervisors to have preliminary cost estimate information needed for their FY 18 fiscal planning. We have included a project schedule that outlines the complete assessment process.

ASSUMPTIONS AND QUALIFICATIONS

The assessment strategies and any recommendations made will be consistent with the Secretary of the Interiors' Standards. We acknowledge that this building is an exceedingly important cultural asset. It is our understanding that this assessment

This assessment survey and report is limited to the building's exterior.

Observations will be made as close to the building's exterior surface as is practicable. The logistics of access will need to be talked through at the kickoff meeting with ongoing dialogue with CMBA and County representatives as the on-site work progresses.

We will make use of the scans of the original 1916 construction documents and the graphics in the report will include field sketches and annotated photographs, but not as-built drawings. If CMBA Architects intends to generate new drawings in anticipation of future projects, we would gladly utilize the drawings, however the assessment report can be complete without a set of as-built drawings.

Without knowing what issues might arise in this assessment, we anticipate CMBA's in-house structural engineering staff would be available to assist in analyzing any components or issues with structural causation.

We anticipate the need to recommend exploratory demolition (and immediate related repairs) in order to expose concealed conditions that may affect the assessment and/or recommendations for preservation and rehabilitation. We recommend Andrew Tuckpointing of Clarinda, Iowa to serve as a consulting masonry restoration vendor. We have known Warren Andrew and his crew for many years and they are highly recommended for the exploratory work that may be needed. Our proposal includes a limited amount of time to coordinate and direct the dismantling/reconstruction that might be needed. We recommend that Andrew Tuckpointing be considered a team member for this assessment enterprise. Since we don't yet know the location, specifics or extent of the exploratory work we would recommend that an allowance be included in the overall budget for their efforts. Whether they are working for CMBA or directly for the County is something that will need to be determined. We do not have an allowance for this work included in our fee proposal

CLOSING

Again, we are thrilled and humbled to have a hand in the preservation of this exceptional piece of architecture. Please contact me if there are any questions or concerns.

Thank You.



Peter G. Franks, AIA, NCARB, LEED AP
President, The Franks Design Group, P. C.

- Spreadsheet organized by area and building component with treatment recommendations and concept-level estimated costs. An example of the formatting is included with this proposal.
- Appendix A – Exterior Photographs, annotated with significant conditions issues identified in the Report and diagrammatic key plans/key elevations noting the location of the photographs.
- Appendix B – Field sketches and other miscellaneous supporting documentation.
- Appendix C – Explanation, and documentation, of concealed conditions exposed/repaired during the Assessment process.

We would note that this organization and format is similar to that used in Historic Structures Reports. This should allow the document to be appropriately accessible, with varying levels of detail, to multiple audiences including the Board of Supervisors, County Physical Plant staff, Iowa State Historic Preservation Office, and the Omaha regional office of The National Park Service.

COMPENSATION

We estimate a professional time commitment of 380 hours to accomplish the above tasks. We propose compensation to be on an hourly basis, with a not-to-exceed cap of \$36,850.00 for services. We estimate that reimbursable expenses related to these services will be \$2,939.59. With services and expenses combined, we proposed a total not-to-exceed cap of \$39,789.59.

In more detail, we estimate the following time commitments:

	hours		fee value		
	Principal	Arch Tech II	Principal	Arch Tech II	totals
PHASE ONE - Pre-visit research and documentation.	12	12	\$ 1,320.00	\$ 1,020.00	\$ 2,340.00
PHASE TWO – Initial on-site observations and concept level project scoping and estimating.	54	62	\$ 5,940.00	\$ 5,270.00	\$ 11,210.00
PHASE THREE (concurrent with phase four with schedule TBD – affected by weather, location, and logistics) – On-site concealed conditions exploratory demolition and repairs.	10	10	\$ 1,100.00	\$ 850.00	\$ 1,950.00
PHASE FOUR – Detailed on-site assessment observations and collection of existing conditions documentation.	60	84	\$ 6,600.00	\$ 7,140.00	\$ 13,740.00
PHASE FIVE – Building Exterior Physical Needs Assessment Report	46	30	\$ 5,060.00	\$ 2,550.00	\$ 7,610.00
ALL PHASES	182	198	\$20,020.00	\$16,830.00	\$ 36,850.00

The above estimate includes a 2-person team for the work. I will be substantially involved throughout the whole process, assisted by Matthew Miller, an architect-in-training, who is well equipped to support this assessment effort. I have also included a sample invoice which shows the calculation of reimbursable expenses.

PHASE THREE (concurrent with phase four with schedule TBD – affected by weather, location, and logistics) – On-site concealed conditions exploratory demolition and repairs.

- Recommending this be done with Andrew Tuckpointing of Clarinda, Iowa
 - Identify existing issues with concealed conditions warranting exploratory demolition and associated repairs
 - Logistics of access to identified areas/conditions
 - Documentation of (exposed) concealed conditions
 - Documentation of repairs to affected area(s)

PHASE FOUR – Detailed on-site assessment observations and collection of existing conditions documentation.

- Day Four - Site Observations.
 - East face tower portion above jail massing and sides of jail massing
 - South face of tower
- Day Five - Site Observations.
 - North face of tower
 - West face of tower
- Day Six - Site Observations.
 - East (alley) face of podium portion of building
- Day Seven - Site Observations.
 - South (City Hall alley) face of podium portion of building
- Day Eight - Site Observations.
 - West (Douglas Street) face of podium portion of building
- Day Nine - Site Observations.
 - North (Seventh Street) face of podium portion of building

PHASE FIVE – Building Exterior Physical Needs Assessment Report

- Draft report for stakeholder review and comment
- Final report, incorporating feedback
- Attend a meeting with Board of Supervisors and other County representatives for summary and opportunity for Q&A.

BUILDING EXTERIOR PHYSICAL NEEDS ASSESSMENT REPORT

The final work product of these efforts will be a Building Exterior Physical Needs Assessment Report.

The report will include and be formatted as follows:

- Executive Summary
- Administrative Data
- Summary of Developmental History as it relates to the existing conditions
- Conditions Assessment
- Treatment Recommendations
- Written observations and recommendations for preservation/rehabilitation tasks to be considered for implementation

03 January 2017 – via Email

The Franks Design Group, PC

Terry Glade AIA, LEED AP
CMBA ARCHITECTS
302 Jones Street, Suite 200
Sioux City, IA 51101 Dear Lana and Helen,

RE: Woodbury County Courthouse Exterior Needs Assessment

Dear Terry,

The Franks Design Group, PC is thrilled and humbled to have a role in support of the anticipated exterior preservation and rehabilitation of the Woodbury County Courthouse building. As you know, the building is a National Landmark and, arguably, Iowa's most important building. We understand that our firm will be serving as a consultant to CMBA Architects. This proposal outlines our services including the preparation of a Building Exterior Physical Needs Assessment Report.

SCOPE OF SERVICES AND PROJECT APPROACH

PHASE ONE - Pre-visit research and documentation.

- Organization and assessment of Owner-furnished project information.
- Kickoff meeting with CMBA and County representative(s) at WCCH:
 - Review related efforts to-date (building projects executed in recent decades, other studies, etc. . .), inventory existing building-related documents in the County's possession, discuss scope and approach, lay out schedule and critical path.
 - Discuss access logistics – interior and exterior.

PHASE TWO – Initial on-site observations and concept level project scoping and estimating.

- Day One on-site observations
 - General building configuration
 - Available Access
 - Form general impressions of condition and initial expectations of gathering and organizing site information
- Day Two on-site observations
 - Tower portion of massing
 - Initial documentation of existing conditions
 - Initial assessment of physical condition and restoration/rehabilitation needs
- Day Three on-site observations
 - Podium portion of massing
 - Initial documentation of existing conditions
 - Initial assessment of physical condition and restoration/rehabilitation needs
- Preliminary Report
 - Establish preliminary quantity take-offs for estimating
 - Prepare a concept-level set of cost estimates based on initial observations and a tiered good-better-best level of intensity for restoration/rehabilitation work indicated by condition.
 - Prepare an initial report summarizing the concept level scoping and estimating for the County's use in fiscal planning.
- Identify existing conditions with concealed issues that warrant exploratory investigation work to be executed in Phase Three.