



July 23, 2020

Stacy Steffensen  
Commission Department Director  
520 3rd Street, Suite 210  
Brookings, SD 57006  
605-696-8205

Re: Brookings County Reception Desk Modifications Proposal

Dear Mrs. Steffensen

Thank you for the opportunity to provide this proposal for interior design services for the existing reception desks within the Brookings City & County Government Center. We understand the project consists of interviewing project stakeholders and generating conceptual options for modifications to the existing reception desk in the Finance Office that will provide additional safety to patrons and staff. We will provide contract documents and limited construction administration. It is our understanding that the County will work directly with Clark Drew Construction. The design and construction work is to be completed in the fiscal year of 2020.

#### **TEAM**

Architecture Incorporated will provide the architecture / interior design services for the project. Your team will include Principle Architect and Vice President, Andrew Eitrem and myself, Certified Commercial Interior Designer, Dallas Willman. Additionally, if other expertise is required our experienced team at Architecture Incorporated will be utilized.

Owners stakeholders include Stacy Steffensen and Commissioner Boersma.

We have not included any engineering or other consultants at this time. If it is determined that we need additional consultants we will provide an adjusted proposal at that time.

#### **SCOPE**

Professional Design Services include taking the project from Schematic Design through Design Development, Construction Documents and Specifications, and Construction Administration Phases of the project.

The scope of our services include:

1. We will prepare 2 - 3 design options with material options for the one office space including concepts for repairing damaged portions of existing reception desks. Will meet you to review those options.
2. We will revise the options per Owner feedback.
3. We will provide you with material comparison costs for the divider screens.
4. We will prepare final deliverables for the selected option in the Financial office, including;
  - a. Construction Drawings including
    - i. Floor Plan (s)
    - ii. Interior Elevations
    - iii. Section details

- iv. Specifications of materials and products
5. We will provide construction administration during the construction including reviewing submittals and shop drawings, attending on-site construction meetings and preparing a Substantial Completion review.

Our services do not include:

1. Detailed review of existing Mechanical / Electrical systems.
2. Detailed structural review of existing facility.
3. 3D renderings or visuals to aid conceptual development.

### **SCHEDULE & MEETINGS**

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We believe that the interior design services, including the scope described above, would take approximately 3-6 weeks for Schematic Design through Construction Documents. These approximated timelines are contingent on all stakeholders' schedules and commitment to design decisions. We anticipate this effort to require:

- one design meeting to review design options
- one to two on-site design meetings / conversations for modifications
- one on-site meeting for Substantial Completion review

### **FEES**

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We propose an hourly "not to exceed" of \$6,500 for the professional services described above. Reimbursable expenses will be billed at cost and are in addition to above. Reimbursable expenses include applicable sales tax, printing, and postage. Mileage is not a reimbursable expense and is included in the above fee.

We thank you for the opportunity to work with you on this project. If you have any questions, please feel free to contact Andrew Eitreim or myself.

Sincerely,



Dallas M. Willman, NCIDQ



Andrew D. Eitreim, AIA