

August 21, 2017

Doug Nefzger
Director of Business Affairs
1002 West 1st Street
Cedar Falls, IA 50613
Doug.nefzger@cfschools.org

RE: CF High School Design Services Letter of Understanding – Pre Referendum Planning

Doug:

We are pleased to present this design services proposal and agreement for the project described below. This proposal provides a process for engaging the community to inform decision making for the initial design of a potential new high school for the City of Cedar Falls.

Project Scope

The project reviews the long term options for accommodating 1400 students, 10th-12th grades in a new building. Work will also involve the evaluation of uses for the existing high school site. The primary objective of this phase of pre-referendum work is to provide the next level of design detail for the project as well as engaging the community in the process to obtain feedback.

This letter is meant to form a framework for the effort moving forward.

Design Team

Our primary team will include INVISION as the lead architect.

We recommend the inclusion of David Jakes Designs on the team as well. David is not an architect but a lifelong educator who we have successfully worked with in the past. He has significant national experience providing thoughtful and independent community/staff engagement as well as hands on experience with the implementation of 21st century education. General information has been submitted to you. We can have a conference call with David and make a final decision as we move forward. An estimate of his services is included in this proposal at this time.

This phase may require some preliminary discussions with civil, mechanical and electrical engineers or costing by an outside source. We will evaluate the need for these as the process evolves. At this point we have included minimal allowances for these based upon our previous discussions. We will work with you to evaluate when and if these resources are appropriate to engage in the process.

We welcome the desire to bring a construction manager on board as part of the team to provide pricing, sequencing and construction input. We will assist in the selection of the construction manager.



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DES MOINES
WATERLOO
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Scheduling Goals

The goal for pre referendum study is to finish by summer of 2018 for a vote late that year or early 2019. More specific initial goals are outlined in the work plan. These will certainly change but will hopefully serve as a good starting point for these sequencing discussion.

Budget Goals

Budget is unknown at this time. The primary goal of the study is to develop the design in more detail to give the community a better understanding of what they are getting while also providing more certainty in the costing exercise. Construction manager will be brought on board to providing pricing for the project.

Design Services Scope

Services for a full schematic design on a project of this scale would be approximately \$300,000. It is a big project. We are doing most of these services as outlined but understand the desire to not invest too much given the uncertainty of voting. As a result we propose to work on an hourly basis to attempt to reduce time to meet this goal. We have taken a shot at a more detailed scope with associated time so you can review our recommended steps to avoid rework later. The obvious thing that comes to mind is the deliverable of drawings when most people think about this process. The more important and time consuming steps involve the process of understanding "the why" and also the community engagement and communication pieces.

The work plan currently shows an estimated amount of \$150,000 for the pre referendum work. This work will generally include a broad schematic design along with town hall meetings that engage the community. Schematic design deliverables would include: floor plan diagrams, site plan and exterior three dimensional images of the building. Scope along with scheduling goals are noted in the attached work plan. The submitted scope of services work plan is preliminary but will serve as the basis of the agreement. Significant changes in scope and or hours committed to a certain task will be negotiated and performed on an hourly basis. All schematic design deliverables submitted to the administration or Board of Education become the property of the Cedar Falls Community School District and may be used in any manner that is in the best interest of the District.

Anticipated Reimbursable Expenses

Reimbursable expenses would be limited to printing, out of state travel and associated expenses.

At INVISION, we have a passion for informed planning efforts that lead to great solutions. Please contact me if you have any questions regarding this proposal. We appreciate this opportunity to continue working with Cedar Falls Community Schools.

Sincerely,



Brad Leeper, AIA
Principal

Authorized Signature, Cedar Falls Community Schools

Date

EXHIBIT A
INVISION Architecture

2015-2016 HOURLY BILLING RATE SCHEDULE

PARTNER	\$250
PRINCIPAL	\$180
SENIOR ARCHITECT	\$135-\$160
PROJECT MANAGER II	\$110-\$145
PROJECT MANAGER I	\$75-\$115
INTERN ARCHITECT	\$65-\$75
STUDENT INTERN	\$55
INTERIOR DESIGNER	\$80-\$90
MEDICAL PLANNER	\$140-\$145
STANDARDS AND MODEL CONTENT MANAGER	\$100
SPECIFICATION WRITER	\$135-\$140
GRAPHIC DESIGNER	\$85
DRAFTPERSON	\$70-\$80
ADMINISTRATIVE	\$55-\$145

Services provided on an hourly basis shall be performed in accordance with the Standard Hourly Rate Schedule in effect at the time of performance. This schedule is updated annually and will be adjusted with normal review practices.

CFCS 2017 High School Pre-Referendum Work Plan

Cedar Falls, IA INVISION#: 17---	Team Member:	B. Leeper	B. Sanderm.	M. Bechtel	Support	Consultants		Subtotal	2017												2018												
						D. Jakes	Consult.		Jun	Jul	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul	Aug	Sep	Oct.	Nov.	Dec.						
									Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Phase: Planning	Billing Rate \$:	\$225	\$155	\$155	\$65	\$150	\$150		SUMMER - HS STAFFOUT												SUMMER - HS STAFFOUT												
PRE PLANNING TASKS									PRE PLANNING TASKS																								
Meeting - Kick-off Meeting with Administrative Team	Meeting Duration	2 hrs.	3	3	0	0	0	0	6	Administrative																							
Pre meeting preparation			0	0	0	0	0	0	0																								
Define project scope			0	0	0	0	0	0	0																								
Determine contract deliverables			0	0	0	0	0	0	0																								
Document meeting and distribute			0	1	0	0	0	0	1	T O D A Y																							
Refine project work plan			8	2	0	0	0	0	10	T O U R S																							
Review project work plan with design team			0	0	0	0	0	0	0																								
Verify cost to complete the project			0	0	0	0	0	0	0																								
Negotiate, prepare and complete contracts and fees with client and consultants			2	0	0	4	0	0	6																								
Refine preliminary project schedule			0	0	0	0	0	0	0																								
Construction manager selection										Construction manager selection																							
Request for proposal / questions / tours			4	8	0	0	0	0	12																								
Interviews / selection			8	8	0	0	0	0	16																								
Documentation - prepare background planning graphics and documentation										Documentation - prepare background planning graphics and documentation																							
Current Aerial photograph			0	1	0	4	0	0	5																								
existing building/site diagrams - no 3D			1	2	0	12	0	0	15																								
3-D site model of new site (dome, WRC, roads including Greenhill exp.)			1	2	0	24	0	0	27																								
3-D program elements			2	2	0	12	0	0	16																								
3-D entourage - draw what we know now (parking, grade, access, etc.)			2	2	0	12	0	0	16																								
	subtotal		31	31	0	68	0	0	130																								
			\$6,975	\$4,805	\$0	\$4,420	\$0	\$0	\$16,200																								
Deliverables: contracts, project organization, existing conditions baseline drawings for final report.																																	
DISCOVERY									DISCOVERY																								
DATA COLLECTION	Meeting Duration									DATA COLLECTION																							
Gather exist. Info. - surveys, geotechnical, utilities, grading, environmental			0	2	0	2	0	0	4																								
Coordination with City of Cedar Falls (2) - shared facilities, roads/infrastructure, etc.			4	4	0	0	0	0	8																								
Coordination with Cedar Falls Utilities (2) - Utilities, solar, wind partnering, etc.			4	4	0	0	0	0	8																								
Coordination with University of Northern Iowa (2) - solar, utilities, bridge/tunnel, etc.			4	4	0	0	0	0	8																								
Tours (Olathe, Joplin, Johnston, or Minnesota...?) 1 primary trip assumed w/ multiple visits			16	16	16	0	0	0	48																								
Student engagement - Day in the life student shadowing			1	8	0	4	8	0	21																								
Community / staff engagement - focus groups			8	8	0	8	40	0	64																								
Prepare questionnaire for distribution by district.			4	4	2	4	8	0	22																								
Obtain feedback on reasons for previous bond failure / misinformation (from questionnaires +)			0	0	0	0	0	0	0																								
Receive questionnaire responses?			0	0	0	0	0	0	0																								
Summarize questionnaires?			0	0	0	0	0	0	0																								
Data / Diagrams / infographics to clarify voter misinformation			8	8	0	50	0	0	66																								
	subtotal		49	59	18	70	56	8	260																								
			\$11,025	\$9,145	\$2,790	\$4,550	\$8,400	\$1,200	\$37,110																								
Deliverables: survey and focus group data and analysis, constituent priorities, base line knowledge.																																	
ESTABLISH THE VISION									ESTABLISH THE VISION																								
Meeting - Project Initiation - visioning / goals session	Meeting Duration	8 hrs.	8	8	8	8	8	0	40	Project initiation with committee																							
Pre meeting preparation			8	16	8	24	4	4	64																								
Travel									0																								
Kick-off									0																								
Set direction and vision (superintendent)									0																								
Review vision and goals to measure success of project									0																								
Review roles and responsibilities of project participants									0																								
Review immediate and long-term project priorities									0																								
Review Budgeting opportunities and limitations									0																								
Review Preliminary Info-graphics									0																								
Educational trends - What we have - what others are doing									0																								
Visioning exercises									0																								
Visions of 2027									0																								
Spectrum study									0																								
Hopes-fears									0																								
Post meeting follow up			4	4	2	8	2	0	20																								
QUANTIFY THE VISION									QUANTIFY THE VISION																								
Meeting - Programming	Meeting Duration	4 hrs.	4	4	4	4	4	0	20	Meeting - Programming																							
Pre meeting preparation			2	2	1	0	1	0	6																								
Previous meeting summary									0																								
New H.S. program verification & refinement									0																								
Existing H.S. program analysis and diagrams									0																								
Meeting minutes - finalize program									0																								
cost evaluation			4	4	1	2	0	8	19																								
Post meeting follow up			1	1	1		1		4																								
	subtotal		31	39	25	46	20	12	173																								
			\$6,975	\$6,045	\$3,875	\$2,990	\$3,000	\$1,800	\$24,685																								
Deliverables: Existing and proposed space program, project goals and drivers.																																	

DRAFT

Cedar Falls, IA		Consultants								
INVISION#: 17--	Team Member:	B. Leeper	B. Sandern	M. Bechte	Support	D. Jakes	Consult.			
Phase: Planning	Billing Rate \$:	\$225	\$155	\$155	\$65	\$150	\$150	Subtotal	2017	
	Hours	Hours	Hours	Hours	Hours	Hours	Hours		2018	
STRATEGY - DEVELOP THE VISION	Meeting Duration									
Meeting - plan and site plan development charrette (design team only)	8 hrs.	8	8	8	8	8	8	48	Meeting - plan and site plan development charrette (design team only)	
Pre meeting preparation		8	8	8	8	8	4	44		
Post Meeting										
Refine plan diagram		8	8	24	40	8	4	92	Refine plan diagram	
Develop 3d massing model		2	2	4	8	1	0	17		
cost review (evaluation by Cma)		2	2	2	0	0	0	6		
Meeting - Plan / Site Review and feedback meeting with committee	4 hrs.	4	4	4	4	4	0	20	Meeting - Plan / Site Review and feedback meeting with committee	
Travel		0	0	0	0	6	0	6		
Pre meeting preparation		0	0	0	0	0	0	0		
Document meeting and distribute		1	2	1	1	1	0	6		
cost review (evaluation by Cma)		1	1	1	0	0	0	3		
Exterior Design									Exterior Design	
Exterior development		4	4	30	30	0	0	68		
Design review internal		2	2	4	4	2	0	14		
cost review (evaluation by Cma)		1	4	1	4	0	8	18		
Pre meeting preparation		2	0	0	0	2	0	4		
Document meeting and distribute		1	4	1	1	1	0	8		
Meeting - Exterior design Review and feedback meeting with committee	4 hrs.	4	4	4	4	0	0	16	Meeting - Exterior design Review and feedback meeting with committee	
Travel						0		0		
Refinements post meeting		2	2	10	10	2		26		
Deliverable. Presentation floor plans/diagrams, site plan and exterior three dimensional images of the building										
subtotal		51	59	110	138	44	24	426	Contingency	
		\$11,475	\$9,145	\$17,050	\$8,970	\$6,600	\$3,600	\$56,840		
COMMUNICATE THE VISION	Meeting Duration									
Extent of presentations to community or other groups, in addition to above, is unknown at this time so we will work hourly for this and related work if it is determined to be important. Generally these would include Brian and/or Brad. David Jakes would have more time for travel (Chicago) if needed. His attendance would likely not be required except for special community presentations if we decide they are appropriate. If the presentations are by steering committee members (our recommendation) and after work hours, INVISION will donate time associated with being at the meeting and answering questions.										
		2	3	0	0	0	0	5	COMMUNICATE THE VISION	
We may want to consider special events like a key community leader dinner or other to distribute knowledge.										
subtotal		2	3	0	0	0	0	5		
	\$ per mtg	\$450	\$465	\$0	\$0	\$0	\$0	\$900	Bid 1 year following bond passage	
No deliverable. It is assumed District staff will take formal notes.										
subtotal		0	0	0	0	0	0	0	Construction estimated 3 years	
		\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	total time (hours)	162	188	153	322	120	44	989		
	total time (days)	20.3	23.5	19.1	40.3	15.0	5.5	123.6		
	Total amount \$	\$36,450	\$29,140	\$23,715	\$20,930	\$18,000	\$6,600	\$134,900		
	Contingency 10%	\$3,645	\$2,914	\$2,372	\$2,093	\$1,800	\$660	\$13,490		
	Total	\$40,095	\$32,054	\$26,087	\$23,023	\$19,800	\$7,260	\$149,000		
Notes										
Work is proposed to be completed on an hourly basis not to exceed the maximum amount listed.										
Reimbursable expenses would be limited to reproduction of presentation boards, books and costs associated with overnight stays (food/hotel) if required.										