

August 16, 2021

Mr. Bruce Outka
Lawrence County – Lawrence County Attorney
90 Sherman Street
Deadwood, SD 57732

Re: Professional Services
Owner Representative – Steve Williams
Lawrence County – Public Safety & Services Center #20-32

Dear Bruce,

Following is a proposal to provide consulting architectural services to Lawrence County during the development of the Lawrence County Public Safety and Services Center. I understand my participation will entail offering architectural/construction insight and suggestions to the county during completion of design, bidding, and construction.

I further understand the time frame of my participation will continue forward from today to final occupancy of the building. I have used the proposed schedule presented by Elevatus dated April 27, 2021 as the duration of services.

I anticipate involvement to include the following:

- Continued participation in design meetings
- Continued participation in the Schematic Design Committee
- Offering recommendations to the Architect of Record (Elevatus) during construction document preparation.
- Participation during bidding and contractor selection.
- Participation during construction as an owner representative.
 - Attend construction progress meetings
 - Liaison to Elevatus Architecture to confirm on site conditions.
 - Update Commissioners on progress
 - Weigh in on change requests
 - Review architect approved Applications of Payment
 - Minimum bi-weekly site inspections
 - Review of Change Orders
 - Participation during project close out/final inspections

Given the above understood scope please consider the following estimate of effort and corresponding professional fee. Please note this schedule suggests an additional 23 months to project completion.

DESIGN

- Schematic Design Completion					
	• 2 weeks	@	4 hours/week	=	8 hours
- Design Development (2 months)					
	• 8 weeks	@	4 hours/week	=	32 hours
- Construction Documents (4 months)					
	• 16 weeks	@	3 hours/week	=	48 hours
	• Review of 90% Construction Documents				16 hours
- Bidding (1.5 months)					
	• 6 weeks	@	3 hours/week	=	18 hours
- Construction (13 months)					
	• 52 weeks	@	4 hours/week	=	208 hours
	• Project close out/inspection				<u>24 hours</u>
					354 hours
	354 hours	@	\$150/hour	=	\$53,100
- Administrative Assistance					
	80 hours	@	\$50/hour	=	<u>\$ 4,000</u>
					\$57,100

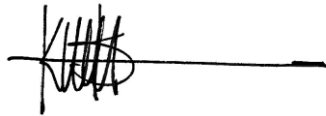
PROPOSED FEE \$57,100

We will track my time hourly and only invoice time spent directly related to the project. If less time is necessary our fee will be less. If it becomes apparent that more time is necessary, I request that we have the opportunity to discuss additional compensation. We will invoice monthly.

Thank you for allowing me to be involved in this important project. My goal and effort will be to represent the counties interests in receiving services and a building that represents fairness and ongoing value to the citizens of Lawrence County.

Please do not hesitate to contact me with any questions..

Respectfully Submitted,



Steven K. Williams, AIA

SKW/je

cc: Linda Williams (Williams & Associates)
Mindy Roberdeau (Williams & Associates)
Jason Roberdeau (Williams & Associates)
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