

PROPOSAL FOR SERVICES
WALKER HACKENSACK AKELEY
BUS GARAGES



TWM Architecture

11443 Co. Rd. 77 SW – Nisswa, MN 56468

Dated: 5-26-26

Kevin Wellen

Proposal for Architectural & Mechanical Engineering

TBD Hwy 34

Walker, MN

Dear Mr. Wellen,

Thanks for the opportunity to work with you on the design and permitting documents for the new bus garage and maintenance shop for the Walker Hackensack Akeley school district. Please see below for a summary of my services.

Scope of Work

2 buildings to be constructed to be used for heated storage of busses and commuter vans for the school district. The building will be post-frame constructed, metal panel siding and roof, and have interior metal roof and walls except for the bathrooms and other smaller rooms. RAM Buildings will be the supplier and Baratto Brothers will be the general contractor. RAM buildings will be providing their own structural engineering.

Building 1 will be a 3-stall maintenance shop with a storage room, break room, mechanical room, and bathrooms. This building will be approximately 50'-0" x 72'-0" with 14' sidewalls. This building will be used to work on busses and storage.

Building 2 will be a 10 to 12 stall building for storage of busses and vans. There will be an addition stall that will be used as a wash bay, that will be separate from the other areas of the building. This building

will be approximately 176'-0" x 55'-0" with 14'-0" side walls. Since this building is larger than 5,000 s.f. we will need to design fire walls to create a fire barrier to eliminate the need for fire sprinklers.

Both buildings to be heated with in-floor heat and supplemental heating quick response heating. Lighting to be high bay interior lighting and exterior wall packs. Venting / exhaust to be provided mechanically. Each bay to have a floor drain.

Architect's Deliverables:

Our scope of work includes the following architectural services for your project:

- Preliminary Design
- Construction / Permitting Documents
- Design Meetings
- Code Analysis (Building code and ADA accessibility codes)
- Construction Administration for shop drawing review
- HVAC Design - Consultant
- Plumbing Design
- Electrical Design

Architects Responsibilities:

The Architect shall provide architectural services for the project as described in this agreement in manner consistent with locally accepted standards for professional skill and care.

Upon approval of the preliminary drawings, we will proceed to do construction drawings that would be utilized to get permitting and show all the detail and code information required to accurately bid, permit, and complete the construction of the project

Owners Responsibilities:

The owner shall provide full information about the objectives, schedule, constraints, and existing conditions of the project, and shall establish a budget that includes reasonable contingencies and meets the project requirements. The owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the project. The Architect shall be entitled to rely on the accuracy and completeness of the owner's information.

Use of Documents:

Drawings, specifications, and other documents prepared by the Architect are instruments of the Architect's services and are for the Owner's use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of

the project or termination of this agreement, the owner's right to use the instruments of service shall cease. When transmitting copyright-protected information for use on the project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the project.

Termination, Suspension, or Abandonment:

In the event of termination, suspension, or abandonment of the project by the Owner, the Architect shall be compensated for Services performed. The owner's failure to make payments in accordance with this agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this agreement after giving no less than seven days' written notice if the project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this agreement.

Fee Structure

Our fees are proposed as a lump sum fee based off the following breakdown:

1. Architectural	
▪ Preliminary Design	\$4,000
▪ Construction Drawings	\$7,000
▪ <u>Construction Administration</u>	<u>\$2,500</u>
Subtotal	\$13,500
2. Mechanical & Electrical Engineering (HVAC, Plumbing, and Electrical)	
▪ <u>Lum Sum</u>	<u>\$29,000</u>
<u>Total fees for design services:</u>	<u>\$42,500</u>

Not included:

Permitting Fees (City or State) including Plan Review Fees
Geotechnical Investigations
Civil Engineering
Grading Plans
Site Planning
Structural Engineering
Site Visits

Please see attached fee schedule for summary of other services and reimbursable rates if additional services are required.

Thanks for the opportunity to work on this project. Please feel free to contact us with any questions.

Reimbursable Expenses:

At the request of the owner, the Architect shall provide services not include in this proposal for additional compensation. Such services may include providing and coordinating services of consultants not identified above; revisions due to changes in the scope, quality or budget, evaluating changes in the work and contractors request for substitutions of materials or systems.

Please see attached fee schedule for summary of other services and reimbursable rates.

Thanks for the opportunity to work on your Project. If you would like to have us get started, please sign and date this proposal and we will proceed with the work as outlined above.



Travis Miller, AIA

Date 5-26-26

Kevin Wellen

Dated:

TWM ARCHITECTURE

FEE STRUCTURE 2026



Architectural Services

Licensed Architect - \$140 per hour

Architectural Designer - \$110 per hour

Architectural Drafter - \$90 per hour

Consulting Services Not Included in Contract

Consulting Engineers, Soil Boiling Services, Wetland Specialist, Surveyors – Billed at Cost of the work + 5%

Reproduction Costs

11 x 17 Paper - \$1.00 per sheet

24 x 26 Paper - \$5.00 per sheet

Reimbursable Expenses

Shipping and Handling – At Cost

Variance application – At Cost

Building Permit application – At Cost

Travel time will be charged one way at regular hourly rates

Payment

Statements will be due upon receipt and issued monthly or at time of completion of work phase

Accounts will be overdue 30 days past the stated billing date, unless agreed upon in writing, and be charged at a rate of 1% interest per month.