

To: Kevin Case, Superintendent
Douglas School District
Project: Douglas School District – OLDCC III Grant Summary Contract
Location: 420 Patriot Dr, Box Elder, SD 57719
Date: August 21st, 2026

RE: Contract for Architectural & Engineering Services

Dear Mr. Case,

CO-OP Architecture is pleased to submit a contract agreement for entering the next phase of its ongoing facilities planning efforts. The District has completed Phase I of its Facilities Master Plan, establishing a prioritized roadmap for addressing current and future facility needs. With the recent federal funding appropriation supporting the construction of Elementary School #1, the District now has greater clarity regarding its immediate facilities priorities and can move forward with implementation while continuing to address the broader facility needs created by continued community and student growth. The anticipated expansion of Ellsworth Air Force Base and the B-21 mission is expected to create significant additional demand on District facilities. Continued facilities master planning is therefore necessary to ensure continuity of operations, address changing programming needs, improve safety and security, and provide the information necessary to support sound financial decision-making. CO-OP Architecture is pleased to continue its ongoing partnership with Douglas School District in supporting this next phase of facilities planning. The following tasks build upon the work completed through the Facilities Master Plan and are focused on moving identified priorities forward through construction documentation, programming and needs assessment, existing facility evaluation, and targeted facility improvements.

Project Tasks:

Task 3: Francis Case Secure Point of Entry Construction Documents

Move From Schematic Design & Design Development to Completion of Construction Documents to design a Secure Port of Entry. This aligns with recommendations from the Facilities Master Plan I. As of February 2026, DSD 51-1 has secured funding to proceed with construction of Elementary School #1. During Phase I of the Facilities Master Planning Process in 2025, the committee and architect explored two basic expansion and renovation options for Francis Case. The decision point for those two options centered around receiving funding for Elementary School #1 and current and expected elementary building capacity. Ultimately concerns were raised regarding the need for a secure port of entry at Francis Case. The committee and architect explored some initial schematic design and design development of this concept and decided it was fiscally responsible to wait until we knew the status of Elementary School #1 funding before proceeding to create construction documents for the secure port of entry. Given the fact that funding has been secured, the district is now at a point where construction documents for that proposed renovation would support continued student growth, improve staff and student safety and security, and move the district toward having secure ports of entry at all district facilities.

- a. Estimated Construction Cost Of Project = \$1,062,500
- b. Total AE Design Fee = 6% of Total Cost = \$63,750
- c. ~~SD 15% of Design Fee = \$9,563 Completed~~
- d. DD 20% of Design Fee = \$12,750
- e. CD 40% of Design Fee = \$25,500
- f. Total of SD, DD, and CD (75% of \$63,750) = \$47,813

NOTE - USED 2,500 ft² and no remodel space for cost estimate. Note: Item e. is not included as it was completed as part of Facilities Master Planning Phase I.

Task 3 Fee: \$38,250

Task 4: Badger Clark Secure Point of Entry Construction Documents

Move From Schematic Design & Design Development to Completion of Construction Documents to design a Secure Port of Entry. This aligns with recommendations from the Facilities Master Plan I. As of February 2026, DSD 51-1 has secured funding to proceed with construction of Elementary School #1. During Phase I of the Facilities Master Planning Process in 2025, the committee and architect explored two basic expansion and renovation options for Francis Case. The decision point for those two options centered around receiving funding for Elementary School #1 and current and expected elementary building capacity. Ultimately concerns were raised regarding the need for a secure port of entry at Francis Case. The committee and architect explored some initial schematic design and design development of this concept and decided it was fiscally responsible to wait until we knew the status of Elementary School #1 funding before proceeding to create construction documents for the secure entry. Given the fact that funding has been secured, the district is now at a point where construction documents for that proposed renovation would support continued student growth, improve staff and student safety and security, and move the district toward having secure ports of entry at all district facilities.

- a. Estimated Construction Cost Of Project = \$1,062,500
- b. Total AE Design Fee = 6% of Total Cost = \$63,750
- c. SD 15% of Design Fee = ~~\$9,563~~ Completed
- d. DD 20% of Design Fee = \$12,750
- e. CD 40% of Design Fee = \$25,500
- f. Total of SD, DD, and CD (75% of \$63,750) = \$47,813

NOTE - USED 2,500 ft2 and no remodel space for cost estimate. Note: Item e. is not included as it was completed as part of Facilities Master Planning Phase I.

Task 4 Fee: \$38,250

Task 5: Douglas High School CTE Programming, Needs Assessment, & Facility Design to Construction Documents

Move From Schematic Design & Design Development to Completion of Construction Documents to design a CTE Addition and Remodel. This aligns with recommendations from the Facilities Master Plan I. Given our expected student growth throughout the district, our current CTE programming and facilities are not equipped to support additional students, current workforce trends, and/or current and future programming needs. Existing facilities are dated, undersized, spread throughout the building in former non-CTE classrooms, and do not meet current code or support current, in demand STEAM pathways that align with South Dakota labor needs. Staff, students, and district patrons will be involved in exploring future programming and facilities renovation and expansion planning. Decision making will take into account the district's strategic direction and recently completed Portrait of a Graduate profile to support collaboration and alignment with current South Dakota labor needs. Facilities upgrades are needed to better support recruitment and retention of existing families, especially military families who are coming from schools with more robust CTE programs and facilities. Approximately 42% of the students in CTE Programs are Military Connected.

- a. Estimated Construction Cost Of Project = \$2,500,000
- b. Total AE Design Fee = 6% of Total Cost = \$150,000
- c. SD 15% of Design Fee = \$22,500
- d. DD 20% of Design Fee = \$30,000
- e. CD 40% of Design Fee = \$60,000
- f. Total of SD, DD, and CD (75% of \$150,000) = \$112,500

Programming Planning and Development Process: Provide systematic, process oriented, intentional, opportunities for stakeholder input to make informed decisions regarding CTE needs, programming, and current workforce trends.

- a. 4 Days On Site Consulting & Planning = \$12,000

Task 5 Fee: \$124,500

Task 6: Existing Facilities Next Steps

Now that the district has secured federal funding for Elementary School #1, there are two support buildings (Technology & Central Office) and a student site (Carrousel School which provides special education services to pre-k students where programming, space utilization, work flow constraints, expansion possibilities, deferred maintenance, and potential decommissioning of the building need to be considered.

a. Carousel School

(43% of our Special Education Early Childhood students are military connected.)

Feasibility Study & Scenario Building to consider options to evaluate existing & future programming costs associated with expanding, remodeling, upgrading, or rebuilding existing facility; or exploring the possibility of decommissioning the building.

Cost of Feasibility Study:

1. Cost analysis for remodel/expansion/new build, existing facilities use, building programming, future facility needs, and evaluation of critical systems life span (\$31,000)

b. DSD Central Office

Develop plans to the Construction Document Phase to support the growing needs of the district.

Existing facilities are currently at capacity, poorly laid out, and do not support quality work flow and collaboration. Given our anticipated growth due to the B-21 Mission, our need for additional district level staff will continue to increase to support growth. Initial conversations regarding potentially leasing office space were held with a developer in 2024. This option is not viable given the fact that the developer is no longer actively pursuing building in the area. The technology department is currently in a modular building that is outdated. The current plan is to move the technology department into the existing Central Office once Central Office has a new location.

i. Estimated Construction Cost Of Project = \$2,550,000

ii. Total AE Design Fee = 6% of Total Cost = \$153,000

iii. SD, DD, & CD = 75% of Design Fee = \$114,750

Task 6 Fee: \$145,750

Task 7: Patriot Elementary Playground Drainage Study

This aligns with recommendations from the Facilities Master Plan I.

The existing playground area at Patriot Elementary has reached its life expectancy and is in need of updating. As is, the playground also has major drainage issues that will need to be resolved to ensure student safety and increase the life span of the equipment and facilities. Basic information regarding the existing facility, grade, and existing soil type will assist in long term planning.

i. Estimated Construction Cost Of Project = \$1,000,000

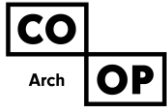
ii. Total AE Design Fee = 6% of Total Cost = \$60,000

iii. SD 15% of Design Fee = \$9,000

iv. DD 20% of Design Fee = \$12,000

v. Total of SD & DD (35% of \$60,000) = \$21,000

Task 7 Fee: \$21,000



Fee Summary

<u>Task</u>	<u>Description</u>	<u>Fee</u>
Task 3	Francis Case Secure Point of Entry Construction Documents	\$38,250
Task 4	Badger Clark Secure Point of Entry Construction Documents	\$38,250
Task 5	Douglas High School CTE Programming, Needs Assessment & Facility Design	\$124,500
Task 6	Existing Facilities Next Steps	\$145,750
Task 7	Patriot Elementary Playground Drainage Study	\$21,000
TOTAL TASKS 3–7		\$367,750

Total Proposed Fee: \$367,750

Proposed Base Fee: CO-OP Architecture will provide full architectural design services for a lump sum fee of **\$367,750** as outlined above. Should the scope increase to include other areas, additional services can be negotiated and only begin upon written approval from the owner.

Scope of Services:

We will provide as basic services, the following:

Architecture	CO-OP Architecture
Civil Engineering	TBD – FMG, DGR, or TDG
Landscape Architecture	Tallgrass Landscape Architecture
Structural Engineering	Albertson Engineering, Inc./Respec
Mechanical & Electrical Engineering	West Plains Engineering

We will work with Douglas School District from start to finish, attend regular design & progress meetings review schedule and hold consultants to schedule to milestones.

Timing:

- Scope of work will be completed by May 15, 2028

Future Contract:

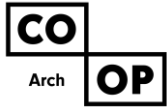
Future Contracts for bidding/negotiations, and construction administration are contingent on funding. The above fee summaries are based on 75% of construction costs, and future contracts would anticipate covering the final 25% of design fees based on those estimated construction costs.

Basis for proposal: Lump Sum fee, billed monthly as a progress payment submittal. Services required over and above this contract will be billed on an hourly basis, after approval from owner. Sales tax will be added if applicable. Owner will provide any necessary civil, geo-technical information, environmental assessments, including survey and plat.

Acceptance of Contract and Authorization to Proceed

If this contract is acceptable, please return one signed original as our authorization to proceed. An additional AIA contract may be prepared to be included as part of this contract.

We look forward to working with you,



CO-OP Architecture

Douglas School District

A handwritten signature in black ink, appearing to read 'Jared Carda'.

Jared Carda, AIA
Associate Principal Architect

Date: _____
Representative

Acceptance of Contract and Authorization to Proceed

If this contract is acceptable, please return one signed original as our authorization to proceed. An additional B101/B132 AIA contract (or equivalent AIA contract) will be prepared to be included and must be a part of this contract.

Basis for contract: Lump Sum fee, billed monthly as a progress payment submittal. Services required over and above this proposal will be billed on an hourly basis, after approval from owner. Sales tax will be added if applicable. This contract assumes no changes in floor plan location after 40% Construction Document submittal. Modifications thereafter shall be charged at 6.5% of the construction cost of the change, unless mutually agreed on differently in writing.

Adjustments, Changes or Additions: Changes or additions may be necessary during construction, and industry standard is 3% of the cost of construction. A contingency fund (typically at least 5%) shall be maintained until construction is completed to pay for field changes, adjustments, or increased scope items. All change order amounts requested by contractors shall be submitted to Architect for review prior to being approved. Architect shall not be responsible for any cost that provides added value to Project.

Photography: Architect shall have access to photograph completed work.

Construction Means and Methods: Architect shall not be responsible for, nor have control over or charge of, construction means, methods, sequences, techniques, or procedures, or for any health or safety precautions. Neither Client nor Architect shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events.

Billing/Payment: Invoices for Architect's services shall be submitted on a monthly basis and payable within 30 days of invoice date. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5. In event a bill remains unpaid 120 days after the billing, Architect may stop all services at no liability or cost to Architect until overdue charges are paid.

Exclusions & Owner Expenses: Topographic/boundary surveying, geotechnical exploration/testing & soil borings, environmental testing, traffic studies, permitting approvals and coordination, platting, wetland 404/CLOMR permitting, public meetings/public group coordination, electrical/mechanical/structural engineering, private utility design (power, gas, cable TV, phone, etc.), LEED/Green Globes/WELL sustainability planning & certification, life cycle cost estimating, site inspections beyond stated in proposal, construction staking, and illustrated 3D illustrations of the site.

Renderings: 5 interior and 5 exterior visual renderings (10 total) are included as standard Architect design services. Any additional renderings of the project are \$800/per (+tax).

Furniture Design & Procurement: Furniture design and procurement is not included in Architect's standard services and must be identified in the proposal or AIA contract as an additional service.

Schedule: Revisions to the estimated/tentative schedule must be agreed upon by Architect. The Architect is not responsible for Owner decision-making delays and Owner may be subject to additional design and construction schedule extensions and additional fees by the Architect.