



September 10, 2026

Steve Mitzel, Executive Director of Operations
Ashland School District
885 Siskiyou Boulevard
Ashland, Oregon 97520

Re: Ashland School District
Seismic Retrofit Project
Helman Elementary School
Recommendation to Award Contract for Design Services

Dear Steve,

After careful review and consideration, the Design Services Scoring Committee and HMK Company recommend the Ashland School District Board of Directors] take action to award a Contract for Design Services to arkitek: design&architecture for the Seismic Retrofit Project at Helman Elementary School.

This recommendation is based upon a comprehensive Design Services selection process for the project. A request for proposals (RFP) was issued on July 24, 2026, and closed on August 20, 2026, for the Seismic Retrofit Project at Helman Elementary School. Three firms submitted proposals: arkitek: design&architecture, BBT Architects, and IMEG. Following a comprehensive evaluation, the Design Services Scoring Committee chose arkitek: design&architecture to be the top-ranking firm.

HMK Company finalized the fee negotiations and is recommending award in the amount of \$147,770.00. The fee is 9% of the established project Maximum Allowable Construction Cost (MACC) of \$1,800,000.00. Their fee is in line with Design Services fees we have seen with similar projects.

The firm represented above is of good reputation and have committed the necessary resources to accomplish the Ashland School District project goals.

Sincerely,

A handwritten signature in cursive script that reads 'Joshua Whitaker'.

Joshua Whitaker
Regional Director
HMK Company

Att: Scoring Tally
arkitek: design&architecture Fee Proposal



ASHLAND SCHOOL DISTRICT
HELMAN ELEMENTARY SCHOOL
SEISMIC DESIGN SERVICES REQUEST FOR PROPOSAL
Tuesday, August 25, 2026

	arkitek: design&architecture						BBT Architects						IMEG					
Criteria	1	2	3	4	5	Total	1	2	3	4	5	Total	1	2	3	4	5	Total
Average Score	P	24.33	29.67	20.00	25.00	99.00	P	24.00	26.67	19.33	25.00	95.00	P	21.67	25.00	16.00	25.00	87.67

<u>Criteria</u>	<u>100 Possible Points</u>
1	Cover Letter: (P/F)
2	Company Overview: (25 Points Max)
3	Project Approach (30 Points Max)
4	Performance History (20 Points Max)
5	References (25 Points Max)

HELMAN ELEMENTARY SCHOOL BUILDING A SEISMIC RETROFIT

09/02/26

PROJECT FEE ANALYSIS

TOTAL PROJECT FEE	16800	\$8.80	\$147,770	
--------------------------	--------------	---------------	------------------	--

ITEM	AREA (SF)	\$/SF	FEE	NOTES
ARCHITECTURAL			\$80,500.00	
Multipurpose Room/ Stage	5700	\$3.00	\$17,100.00	
Music Room	950	\$3.00	\$2,850.00	
Mechanical Room	640	\$7.00	\$4,480.00	
Offices, Restrooms, Ect.	7410	\$7.00	\$51,870.00	
Outdoor Covered Area	2100	\$2.00	\$4,200.00	
STRUCTURAL	LS		\$29,270.00	CIOTA ESTIMATE
MECHANICAL/ PLUMBING	LS		\$10,000.00	MFIA ALLOWANCE
ELECTRICAL	LS		\$10,000.00	DOUGLAS ALLOWANCE
CIVIL/ LANDSCAPE	LS		\$18,000.00	POWELL/ ARKITEK ALLOWANCE

HOURLY RATES:

Architect: Arkitek: design&architecture

Principal, Project Architect	\$185
Project Manager	\$125
Technician	\$85