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July 17th, 2024

Ms. Jenn Peter
Belmond Klemme Community School District
303 East Main Street
Belmond, IA 50421

RE: IASB ICAT Phase 1 Facility Assessment- scope & fee proposal

Ms. Peter,

On behalf of IASB, Estes Construction and the ICAT team we are pleased to submit the following proposal & scope of services for a Phase 1 Facility Assessment. Per your direction, the following locations are to be assessed:

1. Belmond Klemme High School
2. Richard O Jacobsen Elementary
3. District Athletic Fields

Below is the scope of services for the Phase I Facility Assessment. For the above facilities, it will take one day for the interviews and facility tours. We can discuss later what type of information we will need in advance, and who to include at the kick-off meeting the first day of the on-site visit. The scope of services includes a MEP consultant to assist with the evaluation (mechanical, electrical, plumbing).

Upon approval of this proposal, we will contact you to coordinate the on-site visit dates, times, and will begin to mobilize our team. Our team is usually comprised of about 3 to 5 members. Lastly, we will need an escort that can access all rooms in the buildings during the field analysis. Keep in mind that access to exterior areas of the facilities can be weather dependent.

Phase I (Basic) Facility Assessment Proposal (facilities as enumerated above):

- Mobilize ICAT/Estes Team for the facility assessment
 - On-site visit with a 3-5 person team
 - Download from staff current issues of the buildings (Principals, custodial, etc.)
 - Conduct a team tour of the buildings with district escort
 - Conduct an exit meeting with overview of findings & next steps
- Photographic evidence is used to document items found
- Evaluation of findings
- Cost opinions of findings based on recent history & similar project
- Recommendations
 - Provide draft assessment to the Superintendent for review and input
 - Make any changes and edits after review and produce final assessment deliverables
 - Present assessment findings, budgets and recommendations to the board
 - Be available for a board work session to conduct a "prioritization" exercise
 - Submit a proposal for next steps and Phase 2 (Construction)
- Cost = \$8,500

Add Mechanical, Electrical & Plumbing (MEP) Assessment (3+ buildings): IMEG

- Select and mobilize the MEP engineering team
- Incorporate the MEP team into the interview and tour process
- Coordinate the MEP team’s findings, cost opinions, and recommendations into the assessment
- Ensure the MEP team is available for follow-up as needed.

- Cost = \$2,500

Total Cost = \$8,500 + 2,500= \$11,000

- Estes Construction and consultants to provide requisite proof of insurance.
- Belmond Klemme School District may terminate this agreement with seven days written notice. In the event the agreement is terminated, all costs and expenses incurred by Estes Construction up to the date of termination will be paid by Belmond Klemme School District.
- All reimbursable expenses are included in the costs shown above.
- The work covered by this proposal will be completed on a date certain to be mutually established by the school district and Estes.
- The cost of this proposal is all inclusive including board communications, follow up, next steps, and continued support.
- Additional services offered for later consideration:
 - Architect selection process (ICAT Services Agreement, no additional cost)
 - Master Planning coordination (ICAT Services Agreement, no additional cost)
 - Building envelope review (fee for service)
 - Referendum support (ICAT services agreement, no additional cost)
 - Demographic Services coordination (fee for service)

We thank you for the opportunity to be of service and look forward to working with you and your staff. Should you have any questions or require additional information, please do not hesitate to contact me at (515) 210-4600, or by email: Calley@estesconstruction.com.

Sincerely,
Iowa Construction Advocate Team (ICAT)

Chad Alley-Project Executive

Accepted: **Basic Assessment** **Mechanical Engineer Evaluation**

By: _____

Date: _____

Limitation of Liability: Due to the limited scope and primarily visual nature of this Phase 1 Assessment your signature above signifies acknowledgment and acceptance that Estes Construction’s liability is limited to no greater than our fee on this project or \$10,000, whichever is less.