

October 15, 2025

John Hood  
Superintendent  
Okemos Public Schools  
4406 N. Okemos Rd.  
Okemos, MI 48864

Re: Pre-Bond and Implementation Services – anticipated 2027 Bond

Dear John:

Thank you for selecting our firm to continue on with Pre-Bond and Implementation Services for your 2027 Bond issue. On behalf of TowerPinkster, we are pleased to present the following proposal for professional design services to assist you and your team. The following is an understanding of the project and a description of our services.

**I. PROJECT UNDERSTANDING**

Okemos Public Schools desire to undertake pre-bond planning, bond campaign and implementation services to improve sites and buildings within your school district within the understood range of \$80,000,000 to \$120,000,000. We will work with the selected Construction Manager, The Christman Company, and Owner's Representative – The Veridus Group to develop solutions for the district's approval.

**II. SCOPE OF SERVICES**

TowerPinkster will provide Pre-Bond Services as described below. Implementation Services will only be provided after a successful Bond vote. The services provided in this proposal are as follows:

Pre-Bond Services

- Update to previously completed Facility Assessment documents
- Meetings/presentations to Administration, Bond Committee, School Board and Community
- Master planning and design concepts
- Coordination with construction manager as they develop the project budgets
- Informational campaign materials
- Benchmarking Tours (As desired and approved by Okemos PS)
- Community Survey Assistance (Optional Service) – assist with developing sample questions
- Coordination with construction team, demographer, financial planner, and bond attorney
- Preparation and submittal of Preliminary Qualification of Bond Application to Department of Treasury
- Attendance at the Department of Treasury meeting (if required)
- Informational Bond Campaign assistance including:
  - Proposed site plans and floor plans for display

3D Renderings of key bond components to portray improvements to Community  
Bond committee assistance, including committee organization and “tool kit”  
Assist with developing Frequently Asked Questions  
Presentation Tools – PowerPoint, brochure, poster, etc.  
Newsletter articles, letters to the editor, etc.  
Website/Facebook Assistance – assist with initial materials and content  
Assistance with developing an informational video

## Implementation Services (after successful election)

The following services as outlined below are intended to implement the projects identified in the Preliminary Qualification of Bond Application (or the final pre-bond cost estimate). All costs to implement these projects will be included in the bond costs, including our pre-bond fees. Our services will include programming, schematic design, design development, construction documents, bidding, construction administration and a 1-year follow up meeting. Specialty consultant allowances (i.e. food service, civil engineering, acoustical engineering, etc.) will be included in the bond costs as allowances.

The TowerPinkster services include:

- Architecture – architectural plans, elevations, sections, details, schedules, and specifications
- Interior Design – interior plans, elevations, material palette, finish schedule, and specifications
- Mechanical Engineering – HVAC system design, documentation, and specifications
- Electrical Engineering – power distribution, lighting design documentation and specifications.
- Plumbing Engineering – plumbing system design, documentation, and specifications
- Structural Engineering – footings, foundations, and structural system documentation
- Landscape Architecture – site plan, sections, details, schedules, and specifications
- Technology design services
- Furniture selection and specification
- Code Review and Documentation – includes life safety code requirements. Provide code reviews with City officials during the design process for input and feedback
- Construction Administration – participate in bidding process, select post-bid interviews, bi-weekly Client construction meetings

## III. **PROPOSED SCHEDULE**

TowerPinkster understands that the school district desires to place this vote on the ballot in May or November of 2027. However, that date is subject to change.

Once the bond passes, our team will work with your Construction Manager and Owner’s Representative to develop a detailed design and construction schedule that works for the school district, and phasing to accommodate students.

## IV. **COMPENSATION**

### Proposed Fee Structure

**1. Pre-Bond Services**

We understand that it is challenging for school districts to pay upfront for pre-bond services. Given our desire to continue a long-term relationship with your district, we are willing to defer our pre-bond costs. You will not owe us anything until your district passes a bond or you choose to work with another architect / engineer. In either case, you would only owe us for the pre-bond services rendered to date.

TowerPinkster will send quarterly statements of our deferred pre-bond labor and costs to keep you informed as they are incurred. This balance will also be discussed during the current project Owner-Architect meetings. The cost for pre-bond services is accounted for in the A | E Costs (Reimbursables) Budget, in the bond proceeds.

**2. Implementation Services**

Based on the scope and scale of the proposed projects, we will provide the professional services described above at the following percentage fees, plus reimbursable expenses.

All projects at 6.0% of the cost of work

This fee proposal is made with the following assumptions:

1. Pre-Bond fees and reimbursable expenses are in addition to the above-listed percentages. (Accounted for in A | E Reimbursables)
2. Our work will be performed as a continuation of those services described in the American Institute of Architects Document B132 – Agreement Between Owner and Architect, Construction Manager as Adviser which has previously been executed with Okemos Public Schools for the 2022 Bond.
3. The definition of the Cost of the Work is the total cost to the Owner to construct all elements of the Project and shall include Construction Managers' fee, general condition costs, and contingency. We will not charge fee on Construction Manager pre-bond fee, profit, or reimbursables. If all Construction Manager fees and costs are to be excluded from the final Cost of Work definition, add 0.05% to Implementation fee and 0.0% to Architect reimbursables.
4. TowerPinkster will not charge a fee on unused contingency, or for Owner direct purchases such as busses, furniture, technology, etc.
5. TowerPinkster will return any unused Architect Reimbursables.
6. Fees will be lump sum based on State of Michigan Bond Application Forms or in the absence of a State Qualified Bond the final schematic design cost estimate. Any additional modifications to the standard agreement may involve a modification to our fee.
7. Our fee does not include the costs of providing the normal types of Owner provided information such as site surveys, soil borings, testing for hazardous materials and construction testing. Site survey will be provided to TowerPinkster in digital CAD file format (.dwg) at the commencement of this agreement. Soil borings will need to be completed prior to the start of Schematic Design.

Reimbursable expenses are in addition to the compensation for the professional services and include actual expenditures incurred by TowerPinkster in connection with the project. Expenses will be invoiced using a multiplier of 1.1 to cover costs of administration. These expenses may include:

1. Pre-bond labor and costs (excluding multiplier/markup)
2. Transportation in connection with the project, authorized out of town travel, and subsistence. (excluding multiplier/markup)
3. Reproduction, postage and handling of drawings, specifications, reports and other presentation and review documents, not including final bid documents.
4. Renderings, marketing materials, models and mock-ups requested by the Client.
5. Fees paid for securing approval of authorities having jurisdiction over the project. (excluding multiplier/markup)
6. Three-dimensional building scanning including existing building modeling
7. Additional Consultants other than those specified in the proposal.
8. Informational Pre-Bond Video by a consultant up to \$5,000

We estimate A | E Reimbursables Costs at approximately 1.50 % of the Cost of Work. Any unused portion of the budget will be retained by the Owner.

## V. TERMS & CONDITIONS

The terms and conditions of this proposal are as follows:

- All permit and agency review fees are paid by Others and not included in this proposal.
- Site is properly zoned for proposed use. No variances, rezoning or Special Use Permits are required to complete this project.
- TowerPinkster will be provided information regarding the facility which shall include site survey (w/ topography and utilities), existing PDF or hard-copy drawings for all disciplines including architecture, structural, mechanical, electrical, plumbing, civil engineering, and a site plan.
- Services not provided in this proposal:
 

<ul style="list-style-type: none"> <li>- Topographic or boundary surveys (in A   E Reimbursables)</li> <li>- Geotechnical survey and borings (in A   E Reimbursables)</li> <li>- Demolition Documentation</li> <li>- As-built drawings after construction</li> <li>- LEED Services and fees</li> <li>- Commissioning Services</li> <li>- Civil Engineering (in A   E Reimbursables)</li> <li>- Cost Estimating (general and detailed)</li> <li>- Traffic Engineering and Impact Studies</li> </ul>	<ul style="list-style-type: none"> <li>- Food Service (in A   E Reimbursables)</li> <li>- Asbestos and other environmental remediation</li> <li>- Technology Design</li> <li>- Sound system or communications</li> <li>- Signage design (interior and exterior)</li> <li>- Artwork selection and procurement</li> <li>- Fire suppression design (layout)</li> <li>- Renderings, animations, or other marketing/presentation material</li> </ul>
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- All work product is copyrighted by TowerPinkster and may only be used with specific written consent.

- If the Client suspends the Project, TowerPinkster shall be compensated for services performed prior to notice of such suspension.
- Termination. Either party may terminate this letter agreement between the parties upon seven (7) days written notice to the other party without cause, and without penalty regardless of the phase of the process. All fees and costs incurred and earned prior to the date of termination shall be paid in full to TowerPinkster.

Thank you for the opportunity to present this proposal for your consideration. If it meets your approval, please sign, and return one copy to our office. We appreciate your selection of our TowerPinkster team for your professional design needs and look forward to continuing the work with you on these transformational projects. Please contact me if you have any questions.

Sincerely,

TowerPinkster



Jason Novotny, AIA LEED AP NCARB  
Principal + VP of Design



Ed Talaga  
Senior Project Manager

Attachment: 2025 Hourly Rates

I hereby authorize Tower Pinkster Titus Associates, Inc to provide the professional services as described above. This proposal will serve as the agreement between the Okemos Public Schools and TowerPinkster.

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Authorized Signature for Okemos Public Schools

Date

cc: Matt Wakely, TowerPinkster  
Bjorn Green, TowerPinkster  
Adam Doubblestein, TowerPinkster  
Jill Overacker, TowerPinkster  
Allison Duncan, The Veridus Group

## HOURLY RATE SCHEDULE

January 2025

Hourly rates used in computing fees for professional services:

JOB CLASSIFICATIONS	RATES
Principal I	\$ 265
Principal II	235
Director   Manager	205
Project Management I	200
Project Management II	190
Senior Professional Staff Level I	190
Senior Professional Staff Level II	175
Professional Staff	155
Senior Technical Staff Level I	165
Technical Staff Level I	145
Technical Staff Level II	120
Technical Staff Level III	90
Support Staff	100

These rates are subject to change at the beginning of each calendar year.