



RE: PARTNERSHIP DEVELOPMENT AGREEMENT  
FACILITY PLANNING + PRE-REFERENDUM SERVICES  
WATERVILLE, MN

John,

As Waterville-Elysian-Morristown ISD #2143 (District) looks to improve its facilities in Waterville, Minnesota, ISG stands eager and ready to assist. Backed by our in-house, multi-disciplinary professionals, vast planning and referendum success, and a sound project understanding, ISG proposes to provide the following scope of services to meet your project needs.

## SCOPE OF SERVICES

### Phase 1: Facility Long-Range Planning

ISG will provide services to long for the District's future. To do so, our team will:

- Review of existing facilities information
- On-site assessment & interview of facility maintenance staff & key stakeholders
- Staff engagement
- Develop updated facility assessment
- Attend, lead and participate in meetings with District and the community
- Initial design and cost development
- Key messaging for proposed projects
- Facilitation of community taskforce
- Development and deployment of community survey
- Data analysis of community survey results and project recommendation
- Coordinate community engagement sessions
- Facilitation of referendum information campaign

### Phase 2: Design + Engineering Services

ISG will provide all architectural design and professional engineering services during project design and construction.

## COMPENSATION

ISG aims to be a valued District partner and ensure a successful process start to finish. Our goal is to create the best project, one that will garner support from the district and at the voting polls. We are confident that our proprietary process and survey methods will ensure a successful vote.

ISG proposes to provide the services outlined in Phase Two for a fee **of 8% of Construction Costs plus 0.25%** for the services provided in Phase 1.

We see this process as the beginning of a strong partnership with the district. Upon completion of Phase One, the District understands and agrees that for Phase Two, **the District shall issue a contract to ISG for all architectural and engineering professional services** required to implement the long-term plan.

*Note: Printing and postage costs for the survey and referendum information campaign are the responsibility of the district.*

Sincerely,



Kevin Bills, AIA, LEED AP BD+C  
Project Executive

[Kevin.Bills@ISGInc.com](mailto:Kevin.Bills@ISGInc.com)



Sue Peterson  
Education Consultant

[Sue.Peterson@ISGInc.com](mailto:Sue.Peterson@ISGInc.com)

## APPLICABLE CONTRACT

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJDC Contract that will govern the project.

↖ [bit.ly/termsconditions\\_isg](https://bit.ly/termsconditions_isg)

## ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Company: \_\_\_\_\_  
Print

Name: \_\_\_\_\_  
Print

Title: \_\_\_\_\_  
Print

Signature: \_\_\_\_\_

*This proposal is valid for 30 days.*