



Principal-In-Charge
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16 May, 2025

Jesse Prins, Facility Manager
Nova Classical Academy
1455 Victoria Way
Saint Paul, MN 55102

**Re: Nova Classical Academy (NCA) Expansion:
Construction Documents (CD) and Construction Administration (CA) Services
Proposal**

Dear Jesse,
Per your request we are providing this Professional Services Proposal.

All work will be performed in accordance with the AIA B101, Standard Form of Agreement between Owner and Architect. Fees are based on the current estimated construction cost of \$10,500,000.

The attached proposal outlines our approach, project understanding, qualifications, and scope of services. Please don't hesitate to reach out with any questions or requests for additional information. Thank you for engaging Bloom Hay Dobbs for this critical initiative.

Respectfully Submitted,
Bloom Hay Dobbs

Thomas E. Dobbs, RA, CID, NCARB, LEED-AP
Vice President

Project Understanding

Nova Classical Academy plans to design and build an expansion and renovation of their current Facility. Based on the current Design Development Documents prepared by Bloom Hay Dobbs, the estimated construction budget is approximately \$10,500,000.

The budget is exclusive of soft costs, FF&E, extensive sight improvements, IT/AV systems, utility upgrades or items not discussed to date in current feasibility study by Bloom Hay Dobbs.

Nova intends to **start construction as soon as possible, assuming required financing is in place.** Nova is pursuing and Construction Manager as Advisor (CMA) or Construction Manager at Risk (CMaR) delivery method. Bloom Hay Dobbs will begin by incorporating the work to date, programming and site concepts design to enable the A/E team to align itself with community inputs and design expectations to date. This information will remain a touchstone throughout the design process.

KEY SCOPE ITEMS:

- Provide all design and engineering services for project delivery.
- Use current Design Development package as a starting point for Construction Documents.
- Attend project meetings as required.
- Assist Nova Classical Academy and Construction Manager (CM) in the establishment of the overall master budget and overall project schedule.
- Collaboratively work with the CM to provide cost-benefit analysis, life cycle analysis, building system analysis, to provide the most economical, high-quality, sustainable facility possible for Nova Classical Academy.
- Provide documents for estimating purposes at the various stages of design
- Provide/present material selections and finishes.
- Provide documents for various jurisdictional reviews.
- Assist with coordination with all utility companies for utility relocations, disconnects for building demolition, and connections to new buildings.
- Coordinate FFE and IT/AV items with end users and project leadership.
- Confirm parking/access and parking needs.
- Work with CM to provide potential alternatives that can be utilized during bidding as enhancement to the facilities or ensure compliance with the project budgets.
- Provide construction administration services until the project is completed.
- Provide verification of punch list completion, review as-builts and operation and maintenance manuals, and coordinate with the test/balance and commissioning service for a complete close-out process.

We understand that **Nova Classical Academy will:**

- Coordinate the municipal entitlement process (variances, vacations, plats, etc.) with assistance from Bloom Hay Dobbs
- Promptly pay invoices from consultants
- Pay directly for the drawings and reproduction for bidding
- Contract and bill vendors for testing and special inspection services required during the project

Design and Collaboration

Our Team believes that the Client is an integral part of the design team. We enjoy and value organized focus-group interviews and workshops that facilitate engaging and informative design charrettes. In conducting participatory meetings, we build trust by soliciting constructive inputs and feedback, retaining stakeholder support, maintaining transparency, promoting understanding, and sustaining a good neighbor policy within the community. We are dedicated to demystifying the discovery, programming, design and project realization processes.

What differentiates the Bloom Hay Dobbs team is our ability to introduce creative firepower while meeting project budgets and schedules resulting in a high performance facility for Nova Classical Academy. This approach is based on listening carefully to clients to determine priorities and needs. We then bring our full array of professional expertise to bear to ensure the project is designed and engineered to meet these client needs.

Specifically, our approach will be grounded in four key areas:

- Providing for a high performance fire department facility
- Maintaining the project schedule
- Aligning the project program, opportunities, constructs, scope and budget
- Building consensus and delivering a valuable end product

Working Process

Thomas Dobbs will be the Principal-in-Charge; Adam Aalgaard will be the Design Architect for the project and Julia Roessler will be the project manager. Bloom Hay Dobbs staff will support the project and Adam will oversee and coordinate the consulting subcontractors. We will initiate a start-up meeting immediately upon the Notice to Proceed in order to keep the project moving rapidly.

The process will be collaborative, yet focused, and our team will work closely with Nova Classical Academy stakeholders to quickly confirm the work to date, finalize the project schedule and begin detailed facility conditions analysis. The process will center on actively engaging stakeholders from project start-up through design completion. The team will utilize a workshop format allowing for input through-out the process.

The Bloom Hay Dobbs Team will meet with the Nova Project Manager to develop a list of stakeholders. We will confirm with the Nova Project Manager how we expect these stakeholders to participate in the process. We envision this stakeholder group functioning as an Advisory Committee working in focused, intensive workshops in order to meet the project schedule. This involvement will be balanced with the schedule to ensure design/engineering/budget/scope/program decisions are made in a timely fashion.

Communication and Management

At the outset of the Construction Documents phase, Bloom Hay Dobbs, in conjunction with the Nova Project Manager, will develop a protocol for Management and Administration of the technical, communication and contractual objectives. This includes the review of the project schedule, project team and development project meetings, identifying project stakeholders, confirming the budget, process for program and scope and reviewing staff allocations, work assignments and progress.

Monthly progress billing reports with detailed documentation of professional services to-date, status narratives, reimbursable expenses and other project costs will be prepared.

Our Team will review the project schedule with the Nova Project Manager. The schedule will include work plan task start and end dates, milestone dates, meeting dates and a description of the design related activities and duration. It will also identify Nova review time-frames, Jurisdictional Approval Entity meeting dates, approval time frames and associated tasks.

Construction Documents: (4-6 Months)

Based on the accepted Design Development Documents, CM defined bid packages and any further adjustments in the scope or quality of the Project necessary to maintain the Construction Budget, Bloom Hay Dobbs will prepare, for review and acceptance by Nova Classical Academy, documents consisting of Drawings and Specifications and other Bidding Documents, the Conditions of the Contract, and the forms of the agreements between Nova Classical Academy and the CM for the Project, setting forth in detail the requirements for the construction of the Project.

Bloom Hay Dobbs will meet with Nova Classical Academy Project Manager and stakeholder groups in up to 5 meetings. This may include: Athletics/PE Stakeholders, SPED, Parents/Students, Community Members or others. We will attend up to 4 additional progress meetings to review the work at 50 and 95% completion, and prepare alternatives and/or make revisions as directed by the Project Manager. Bloom Hay Dobbs will incorporate any changes in requirements or in construction materials, systems or equipment as the Drawings and Specifications are developed.

Bloom Hay Dobbs will act as the agent of Nova Classical Academy in regards to all aspects of Design, and Construction as specified within the scope of services including coordination with jurisdictional authorities.

Bloom Hay Dobbs will provide complete engineering and design services and **we will provide bid-ready, reproducible technical drawings and specifications as outlined herein.**

This phase will end with the acceptance of the construction documents and CM estimate by Nova Classical Academy's Project Manager.

Key Outcomes:

- Align scope and budget
- Fix size and configuration of building and site plan, and building volumes
- Determine construction type, assemblies and material techtonics
- Determine finishes, fixtures, window and door types, structural sizes, MEP systems
- Preliminary approvals by jurisdictional authorities

In addition to the written narrative describing the project elements the outline technical specifications and updated cost estimate, Design Development drawings will include but are not limited to the following:

- | | |
|--|---|
| 1. Title Sheet | |
| 2. Quantity Sheet | |
| 3. Code Plan | |
| 4. Site Plan Certification | |
| 5. Phasing Plan | |
| 6. Site Plan | 24. MEP Schematics |
| 7. Grading & Erosion Control Plan (SWPP) | 25. Mechanical Plans |
| 8. Utility Plans for Storm, Sanitary and Water | 26. Electrical Plans |
| 9. Paving Plan | 27. Lighting Plans (Parking and Interior) |
| 10. Civil Detail Plans | 28. Photometric Lighting Plans showing light levels at facility |
| 11. Landscape Plan | 29. Power and Alarm Plan |
| 12. Architectural Floor Plans | 30. Electrical Riser/Panel Boards Plans |
| 13. Architectural Roof Plans | 31. Electrical Schedules |
| 14. Exterior Elevations | 32. Electrical Details |
| 15. Interior Elevations | 33. Illustrative FFE Plans |
| 16. Building Sections | |
| 17. Wall Types & Sections | |
| 18. Detail & Schedule Sheets | |
| 19. Structural Notes | |
| 20. Foundations Plans | |
| 21. Structural Plans | |
| 22. Structural Sections | |
| 23. Structural Details | |

The information will be provided in PDF format and will include full size drawings as well as specifications and narrative.

This phase will end with the acceptance of the Construction Documents and receipt of the CM Cost Estimate

Bidding Phase: (1-2 Months)

We understand that Nova Classical Academy intends to use a CM delivery method. Bloom Hay Dobbs will assist Nova Classical Academy and CM in obtaining bids and this will participate in a pre-bid meeting facilitated by the CM. This will also include rendering multiple interpretations and clarifications of the Drawings and Specifications in written form, preparation of any required addenda, and assisting in the evaluation of bids and pre award conferences. We will also attend the bid opening facilitated by the CM.

Construction Phase: (8-12 Months estimated)

The Construction Phase will commence with the multiple prime contracts awarded to contractors by the CM/Nova Classical Academy. Bloom Hay Dobbs will advise and consult with CM and Nova Classical Academy during the Construction Phase. Bloom Hay Dobbs will have authority to act on behalf of Nova Classical Academy only to the extent provided in the Contract Documents.

Bloom Hay Dobbs will provide that level of regular on-site inspections that Bloom Hay Dobbs determines will provide a reasonable assurance that the Work is being performed in a manner indicating that, when completed, will be in accordance with the Contract

Documents. This will include no less than 10 meetings and/or site visits. Architects and engineers that Bloom Hay Dobbs deems to be of appropriate discipline will perform such regular on-site inspections. Bloom Hay Dobbs represents that the level of staffing will be adequate to perform Bloom Hay Dobbs's responsibilities.

On the basis of the regular on-site observations, Bloom Hay Dobbs will keep Nova Classical Academy informed of the progress and quality of the Work, and the results of Bloom Hay Dobbs' on-site observations. Bloom Hay Dobbs will endeavor to guard Nova Classical Academy against defects and deficiencies in the work of the contractors. Although nothing will render Bloom Hay Dobbs responsible for the errors or omissions of any contractor, or any agent or employee of a contractor, or any other persons performing any of the Work, or for the failure of such person to carry out the Work in accordance with the Contract Documents, Bloom Hay Dobbs will be responsible for reporting any errors or omissions of which it becomes aware, or reasonably should have become aware, to Nova Classical Academy.

Bloom Hay Dobbs will coordinate with the CM to arrange for, and attend regular on site construction meetings as deemed necessary. Bloom Hay Dobbs will always have access to the Work wherever it is in preparation or progress.

Bloom Hay Dobbs will not be responsible for, nor have control, or charge of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs about the Project. The CM and respective prime contractors will have control, or charge of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs about the Project. Bloom Hay Dobbs is responsible for dimensional consistency in the Plans and Specifications. Further, Bloom Hay Dobbs is responsible to coordinate the physical organization of the Work shown on the Plans and Specifications. Bloom Hay Dobbs is responsible for review and approval of the Shop Drawings for the dimensional consistency and the physical organization of the work shown on the Plans and Specifications.

Continued,

Construction Phase Continued,

Upon request of the Contractor or Nova Classical Academy, Bloom Hay Dobbs will render interpretations, with respect to the requirements of the Contract Documents, necessary for the proper execution or progress of Work with reasonable promptness and in accordance with agreed upon time limits. All interpretations and decisions of Bloom Hay Dobbs will be consistent with the intent of, and reasonably inferable from, the Contract Documents, and will be in writing or in graphic form.

Bloom Hay Dobbs will have authority to reject work which does not conform to the Contract Documents and whenever, in Bloom Hay Dobbs's reasonable opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, Bloom Hay Dobbs will have authority to require special inspection or testing of work in accordance with the provisions of the Contract Documents, whether or not such work be then fabricated, installed or completed; but, Bloom Hay Dobbs will take this action only after written authorization from Nova Classical Academy.

Bloom Hay Dobbs will receive CM/Contractors' submittals such as Shop Drawings, product data and samples from the Contractors, suppliers and vendors and will review or take other appropriate action upon them. Such action will be taken with reasonable promptness to cause no delay and in accordance with the Project Schedule requirements. Bloom Hay Dobbs will formulate and make recommendation to Nova Classical Academy or take other appropriate action on Change Orders for Nova Classical Academy's acceptance in accordance with the Contract Documents.

Bloom Hay Dobbs will recommend to the CM/Contractor appropriate minor changes in Work not involving an adjustment in the contract sum or an extension of the contract time and which are not inconsistent with the intent of the Contract Documents. Only a written Change Order will affect such changes.

Bloom Hay Dobbs will attend the walkthroughs where the punch list would be created with items that the contractor would need to correct, as well as making sure Nova Classical Academy receives a Certificate of Occupancy per deadline.

Project Close-Out Phase: (1 month)

Bloom Hay Dobbs will receive, review and forward to Nova Classical Academy written warranties, equipment manuals and related documents assembled by the contractors. Nova Classical Academy will, if reasonably requested by Bloom Hay Dobbs, require shop drawings provided by the applicable Contractor to be certified for conformity with all applicable laws and codes by a professional engineer who is licensed in Minnesota.

Final Commissioning will be conducted by CM/Third Party.

If requested by Nova Classical Academy as a supplemental service, Bloom Hay Dobbs will prepare final record drawings incorporating Contractor's as-built set, documenting alternations in the work that have occurred during construction. We will provide PDF's of CAD files and one full-size paper copy of record drawings

The Bloom Hay Dobbs team's compensation goals are to establish fees that are fair and reasonable for the required services. Our priority is the achieve our client's goals while assuring that both our client and our firm are treated fairly for the services and expertise best suited for the project. To meet this goal, we strive to establish a well-defined project understanding and scope of services. While we will meet with Nova Classical Academy's core team to review and verify the scope of services needed, we believe that the scope outlined in the aforementioned work plan is appropriate for the Project's needs.

FEE OUTLINE ASSUMPTIONS:

Total Estimated Construction Budget: \$10,500,000

The budget is exclusive of soft costs, FF&E, extensive sight improvements, IT/AV systems, utility upgrades or items not discussed to date in current feasibility study by Bloom Hay Dobbs.

Construction Documents Schedule: +- 4-6 Months

Construction Schedule: +- 11 Months

BASIC SERVICES (7% Fee):

<i>Schematic Design:</i>	<i>Completed</i>
<i>Design Development:</i>	<i>Completed</i>
<i>Construction Documents:</i>	<i>\$294,000</i>
<i>Bidding/Negotiation:</i>	<i>\$36,750</i>
<i>Construction Contract Administration:</i>	<i>\$147,000</i>
Total Basic Services Fees :	\$477,750

REQUIRED ADDITIONAL SERVICES:

<i>Construction Staking:</i>	<i>By Construction Manager</i>
<i>Commissioning:</i>	<i>By Construction Manager</i>
<i>Special Testing:</i>	<i>By Owner</i>
<i>ICC 500 Shelter On-Site Review/Sign-off:</i>	<i>\$7,900</i>
<i>ICC 500 Third-Party Document Review:</i>	<i>\$5,500</i>
<i>Final Variances/Approvals Coordination:</i>	<i>\$9,700</i>
<i>City Required as-built Survey for Permits/Variances:</i>	<i>\$4,000</i>
<i>Registered Landscape Arch. Landscape Design:</i>	<i>\$27,700</i>
Total Required Additional Services Fees:	\$54,800

Total: \$532,550

Estimated reimbursable expenses for local travel and printing is \$5500. However, we only invoice for actual expenses incurred with no administrative mark ups. We invoice monthly for work performed the prior month.

OPTIONAL SUPPLEMENTAL SERVICES:

- a. Furniture Selection/Coordination
- b. Specialized Equipment Selection/Coordination
- c. Signage Design/Coordination
- d. Environmental Graphics Design/Coordination
- e. IT/AV/Security Systems Design/Coordination
- f. Public Relations/Social Media Management/Content Development

EXCLUDED SERVICES:

- a. Geotechnical Services - Boring, Soils Engineering, Reports, etc.
- b. Site Surveys, services or reports
- c. Special studies such as Traffic, Noise, Utility, Acoustical or Environmental Studies
- d. Off Site Improvements
- e. Hazardous materials identification, storage, or abatement
- f. Roofing or waterproofing inspection
- g. Confirmation/verification of accuracy of documents/information from others
- h. Storage or Racking Design
- i. Acquiring/Paying for Building Permit or other Special Permits
- j. LEED or B-3 Certification

APPROACH TO FEES

Our approach to a fee structure is to provide a complete and comprehensive total fee without surprises during the project. If during the course of the project the Nova Classical Academy requests a change that requires a significant number of modifications to the documents that were previously approved, we would work with the Nova to identify a reasonable amount of time required to make the changes requested and only proceed once Nova has given authorization.

EXPIRATION:

The Scope, Basic Services Offered, and corresponding fees are valid for ninety (90) days from the date of this proposal. Should the project be awarded after ninety (90) days from the date of this Proposal, Bloom Hay Dobbs reserves the right to revise the durations and fees specified herein.

ACCEPTANCE:

As described in the entire proceeding document, I hereby accept this proposal. I understand that upon acceptance of the proposal, Bloom Hay Dobbs will generate a formal AIA Contract between Owner and Architect, of which this proposal will become an exhibit. Terms and Conditions of the Contract will supersede any presented within this proposal.

Nova Classical Academy


Signature:

Date:

Thank you for this opportunity and we look forward to working with you.

Respectfully Submitted,

Bloom Hay Dobbs



Thomas E. Dobbs
Vice President

End of proposal.