



# Browning Public Schools – A/V Improvements

Scope and Fee Letter

Prepared by:  
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December 19, 2023



**LPW Architects**

Attn: **Tim Peterson**  
15 Fifth Street South  
Great Falls, MT 59401

RE: **Browning Public Schools – A/V Improvements**  
*Engineering Scope and Fee Letter*

**Dear Tim,**

Thank you for the opportunity to submit this proposal. We have completed dozens of K-12 projects throughout Montana and will be apply all that experience into this very meaningful project. We have included our proposed scope of work and fees for the following engineering disciplines and services:

- Information and Communications Technology (ICT)

**PROJECT DESCRIPTION**

1. Our scope is based on our virtual meeting with the District on 12/8/23.
2. The areas to be included in the project are the gyms at Browning Middle School and Browning High School.
3. A construction budget has not been established.
4. Design is scheduled to be completed by February of 2024, at which time construction documents will be issued for bidding. Construction will commence and be completed as soon as possible.
5. The project will follow the Design/ Bid/ Build delivery method.

**SCOPE OF SERVICES**

**General Scope Items**

1. Revit will be used for building information modeling and to produce building drawings.
2. Select the project's primary engineering systems per the objectives and goals of the Owner, Browning Public Schools.
3. Provide specifications in PDF format.
4. Participate in one in-person design coordination meeting as requested by the Owner.
5. Develop and update the Engineer's opinion of probable cost of construction.
6. Engineer will provide a set of drawings and specifications to the Owner for their reference.

**EXCLUSIONS**

1. Design and documentation of multiple systems or bid alternates beyond the schematic design phase of the project.



2. Redesign of our work resulting from additions to the square footage, volume, layout, or programming of the project, which vary during design that are caused by other parties or factors that are not within our direct control.
3. Site visit with the Owner, design team, and Contractor after the project has been completed and is operational. This visit is commonly referred to as a 1-year or warranty walkthrough.
4. Incorporating value engineering recommendations after bidding that would require us to redesign our work.

#### *OWNER AND ARCHITECT RESPONSIBILITIES*

1. The Owner shall pay any permitting fees.
2. The Architect shall furnish all front-end boilerplate documents and Revit models for the project.

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## **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

### *DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS PHASE*

1. Provide design of gym A/V systems, which includes sounds systems and video projection.

### *PERMITTING AND BIDDING*

1. Respond to bidder questions via addenda as required during the bidding phase.
2. Attend pre-bid meeting.

### *CONSTRUCTION ADMINISTRATION*

1. Respond to Contractor questions and requests for information.
2. Review shop drawings and submittals for the ICT scope of work.
3. Complete a maximum of (2) site visits during construction, including the following efforts.
  - a. Participate in preconstruction meetings as requested, which involve ICT-related trades.
  - b. Participate in Owner/Architect/Contractor meetings when requested by the Architect and/or the Owner.
  - c. Perform site visit to observe ICT-related construction progress and document our observations in site visit report.
  - d. Complete a substantial observation inspection and punch list that identifies any deficiencies.

### *EXCLUSIONS*

1. We have not included the design of any system except Gym A/V systems.

## **COMPENSATION**

The following tables show our proposed lump sum fees to perform our scope of services for each discipline, broken down by phase of the project.



Basic Service Fees						
Discipline	Project Phase					
		Design Development	Construction Documents	Permitting & Bidding	Construction Administration	Total
ICT		\$3,700.00	\$4,900.00	\$600.00	\$1,950.00	\$11,150.00
					<b>Total</b>	<b>\$11,150.00</b>

Travel and Expenses Fees						
Discipline	Project Phase					
		Design Development	Construction Documents	Permitting & Bidding	Construction Administration	Total
ICT		\$2,470.00	N/A	N/A	\$650.00	\$3,120.00
					<b>Total</b>	<b>\$3,120.00</b>

We look forward to furthering discussions about the Browning Public Schools – A/V Improvements project. We feel the project aligns well with our vast K-12 experience and we are certain we can design and deliver systems that will meet the needs of the school for many years to come. Once we receive your approval of this proposal, we will develop an Agreement and begin work on the project. This proposal is valid for up to 60 calendar days after the date of this letter. After 60 days, the proposed fees listed may be subject to increases based on changes in our cost of labor and expenses.

Sincerely,

Pete Weber, RCDD

*Project Manager*

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