



DESIGN
WEST

March 23, 2018

Wayne Rush, Superintendent
Emmett School District No. 221
400 S. Pine Street, Suite #1
Emmett, Idaho 83617

Re: Architectural Services Proposal for Emmett Middle School Gymnasium Roofing Project

Dear Wayne,

Thank you for giving Design West Architects (DWA) the opportunity to work with the District on the Emmett Middle School Roofing Project. We look forward to working with the Emmett School District on this project.

The work associated with the Project include the following:

- A. DWA will coordinate and walk the EMS Gymnasium Roof with the School District's Representative to determine the Scope of Work.
- B. DWA will coordinate and walk the Project with our Structural Engineer to determine what, if any, structural improvements will need to occur to support the additional insulation, snow load, and PVC roofing system.
- C. DWA will prepare Contract Documents (plans and specifications) for the Project.
- D. DWA will coordinate and submit Contract Documents to the AHJ for approval.
- E. DWA will coordinate and Bid the Project to Contractors.
- F. DWA will perform Construction Administration on the Project.

For the work described above, we would propose to complete work on a fixed fee basis including reimbursable expenses, for a total of Seventeen Thousand, Eight Hundred Fifty Dollars and Zero Cents (\$17,850.00).

This fee does NOT include any permitting or plan review fees. Mechanical and Electrical engineering services are not included. Structural engineering fees beyond the scope described in Item B above, if necessary, will be billed to ESD on a time and materials basis utilizing the hourly rates below.

Additional Services, if requested by the District, will be billed based on the hourly rates listed below:

Project Architect:	\$160
Project Engineer:	\$160
Project Manager:	\$130
Production:	\$ 90
Clerical:	\$ 60

The general conditions of this Agreement are attached. If you are in agreement with the terms and conditions outlined herein, please sign and date below and on the attached general conditions and return the executed documents to our office. We look forward to working with you.

Sincerely,

Bill Hamlin
Project Architect

Signature

1-29-2019
Date

MERIDIAN, IDAHO
PULLMAN, WASHINGTON
KENNEWICK, WASHINGTON
ONTARIO, OREGON

DESIGN WEST
ARCHITECTS, P.A.

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**GENERAL CONDITIONS FOR AGREEMENT BETWEEN
OWNER & ARCHITECT FOR PROFESSIONAL SERVICES**

**Attachment to and part of Letter Proposal
Dated: March 23, 2018
Project: Emmett Middle School Gymnasium
Roofing Project
Owner: Emmett School District No. 221**

OWNER RESPONSIBILITIES:

The Owner will furnish to the Architect all pertinent data and required assistance to complete the project, including but not limited to:

1. Assigning a specific individual to act as the Owner Representative and identifying to what extent this individual has the ability to act and make decisions on behalf of the Owner.
2. Providing access to the properties; assistance in planning session(s) to include attendance at requested meetings, availability by telephone, fax and email
3. Providing as-built record drawings of existing facilities, topographic and legal surveys, geotechnical reports, etc., as project requires.

Fees for additional work not included in this scope of work shall be negotiated as additional services based upon standard hourly rates or stipulated sum. With regard to costs incurred, the Owner agrees to reimburse the Architect for all necessary expenses in connection with the project, including but not limited to costs for permits, fees, reproduction, postage, travel and mail expenses.

ARCHITECT'S RESPONSIBILITIES:

1. The Architect (DWA) shall perform the scope of services detailed in the proposal attached to these General Conditions.
2. The responsibilities of the Architect with respect to the subject projects do not include evaluation of the Owner's project budget, preliminary estimates of probable construction costs, or detailed estimates of construction costs (unless identified in the letter proposal). The Architect does not warrant or represent that bids or negotiated prices will not vary from the Owner's project budget.
3. The Architect shall not be responsible for the means, methods, techniques or procedures of construction selected by the Contractor or sub-contractors or the safety precautions and programs incident to the work of the Contractor or sub-contractors, or for any failure of the Contractor or sub-contractors to comply with laws, ordinances, rules or regulations applicable to the construction work.

MISCELLANEOUS PROVISIONS:

Standard of Care: In providing services under this Agreement, the Architect will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The Architect makes no warranty, either expressed or implied, as to the professional services rendered under this Agreement. The Owner acknowledges that the documents produced by the Architect and his consultants will not be 100% free from inconsistencies, conflicts or discrepancies and that the Architect does not guarantee such perfection.

Hazardous Materials: The Architect and Architect's consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form.

Professional Liability Limitation: Should DWA or any agents or employees be found to have been negligent in the performance of professional services from which the Owner sustains damages, the Owner will agree to limit recoverable damages from such liability, plus any claims for cost of defense or other incurred costs to an aggregate amount not to exceed our fee.

DESIGN WEST ARCHITECTS, P.A.

Bill Hamlin 03/23/2018
Signature Date

Bill Hamlin, Project Architect

EMMETT SCHOOL DISTRICT 221

Wayne L. Rush 1-29-2018
Signature Date

Wayne Rush, Superintendent