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EOE

July 19, 2012

Pennington County Courthouse
101 Main Avenue North
Thief River Falls, MN 56701

Attention: Pennington County Board of Commissioners

Re: Pennington County, Minnesota – Facility Assessments Professional Service Proposal

Dear County Board:

Based on our meeting last week the primary items that the board wanted to review is to address the technology and layout of the courtroom and the possible use of the auditorium to make it assessable and to best utilize the available space. The other items that we discussed to be reviewed are the mechanical system for the courthouse, developing a conceptual plan for laying out human services and an estimated cost to demolish the ice rink.

The following is a breakdown of the steps that I am proposing to provide the board with a well developed assessment of each of the items.

1. **Scope of Project:**

   A. **Courtroom Technology & Planning Upgrades**
      1. Prepare existing courtroom plans per the existing conditions.
      2. Prepare proposed courtroom plan showing any changes to the bench area and possible assessable options
      3. Review meeting with building committee, building & grounds supervisor, courts and county attorney staff. (This meeting would involve our court technology consultant Gordy Fransen)
      4. BKV to issue for the County's Review
         i. Meeting Minutes
         ii. Concept Plan Options and interior elevations (to verify sight lines)
         iii. Data and cut sheets on any proposed court technology products.
         iv. Cost Estimate
      5. Review Meeting with County

   B. **Auditorium Assessment**
      1. Prepared proposed auditorium plan (showing incorporation of code and accessibility requirement and preliminary space utilization plan)
      2. Facility Audit
         i. BKV team visit site
         ii. Prepare architectural and engineering narrative of systems and proposed changes.
      3. Review proposed space utilization plan and configuration with county departments that could be relocated to this area, such as extension services and nursing.
      4. Issue cost estimate for all proposed changes.

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5. Review meeting with county building committee and other county staff.
6. Prepare an estimate for the demolition of the auditorium.
7. Evaluate the facilities existing utility cost and project estimated utility cost with new systems upgrades.
8. Incorporate any county review comments into the final assessment.

C. Courthouse Mechanical System Assessment

1. BKV engineers visit site and review systems with Jim Seibel.
2. Evaluate the facilities existing utility cost and project estimated utility cost with new systems upgrades.
3. Prepare narrative of proposed changes.
4. Prepare construction estimate for the proposed system.
5. Review information with building committee, building & grounds supervisor and county staff.

D. Human Services Plan

1. BKV to contact Ken Yutrzenka and staff to review department layout.
2. Prepare concept plan showing how the human services building could be remodeled if nursing is moved to the auditorium.
3. Code review and plan refinements per County comments

E. Demolition of the Ice Rink

1. BKV to prepare a concept site plan showing how the ice rink site could be laid out for increased parking area.
2. Prepare an estimate for the demolition of the ice rink.

F. Present and review all information to the County Board.

3. Fee Proposal

The attached fee calculation spread sheet shows the hours we anticipate for each task, the staff member involved and the staffing cost based on each employee's hourly billing rate. Our proposed fee for each of the proposed items is as follows:

A. Courtroom Technology & Planning Upgrades = $4,280
B. Auditorium Assessment = $7,775
C. Courthouse Mechanical System Assessment = $3,480
D. Human Services Plan = $1,335
E. Demolition of the Ice Rink = $1,015

Fee = $17,885

Reimbursable Expenses for travel, lodging, printing and shipping = $2,000

Our total proposed fee including reimbursable expenses is $19,885.

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If this is acceptable please sign this proposal and return a copy and we will schedule the start of the work as soon as possible. From the time of approval we anticipate a maximum of 6 weeks to complete the documents for task as referenced above.

Please feel free to contact me at your convenience should you have any questions about this proposal. Thank you again for the opportunity to be of service.

Sincerely,

Bruce Schwartzman, AIA, Associate Partner / Managing Architect

Attachment: 2 page fee calculation spreadsheet

Cc: Jack Boarman, Lois Nicolas, BKV Group

Signing below acknowledges and approves the information as stated in this proposal and is instructing BKV Group to proceed.

_____ _____

Approved by County Board Chair Date
Oliver Swanson

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Task	Managing Architect	Intern Architect	Mechanical Engineer	Electrical Engineer	Court Technology Consultant	
A. Courtroom Technology & Planning Upgrades						
1. Prepare existing courtroom plans per the existing conditions.	2	3				
2. Prepare proposed courtroom plan showing any changes to the bench area and possible assessable options	2	4				
3. Review meeting with building committee, building & grounds supervisor, courts and county attorney staff. (This meeting would involve our court technology consultant Gordy Fransen)	6					
4. BKV to issue for the County's Review						
i. Meeting Minutes	1					
ii. Concept Plan Options and interior elevations (to verify sight lines)	2	4				
iii. Data and cut sheets on any proposed court technology products.	1	1				
iv. Cost Estimate	2					
5. Review Meeting with County	*					
Estimated Staff Hour Totals	**16**	**12**	**0**	**0**	**0**	
	$2,000.00	**$780.00**			**$1,500**	
Fee Total for Task A						**$4,280.00**
B. Auditorium Assessment						
1. Prepared proposed auditorium plan (showing incorporation of code and accessibility requirement and preliminary space utilization plan)	2	10				
2. Facility Audit						
i. BKV team visit site	7		7	7		
ii. Prepare architectural and engineering narrative of systems and proposed changes.	3		3	3		
3. Review proposed space utilization plan and configuration with county departments that could be relocated to this area, such as extension services and nursing.	3	8				
4. Prepare and Issue cost estimate for all proposed changes.	3		3	3		
5. Review meeting with county building committee and other county staff.	*					
6. Prepare an estimate for the demolition of the auditorium.	2					
7. Evaluate the facilities existing utility cost and project estimated utility cost with new systems upgrades.	1		2	2		
8. Incorporate any county review comments into the final assessment.	2	2	1	1		
Estimated Staff Hour Totals	**23**	**20**	**16**	**16**		
	$2,875.00	**$1,300.00**	**$1,840.00**	**$1,760.00**		
Fee Total for Task B						**$7,775.00**

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Task	Managing Architect	Intern Architect	Mechanical Engineer	Electrical Engineer	
C. Courthouse Mechanical System Assessment					
1. BKV engineers visit site and review systems with Jim Seibel.	*		4	4	
2. Evaluate the facilities existing utility cost and project estimated utility cost with new systems upgrades.	1		2	2	
3. Prepare narrative of proposed changes.	1		3	2	
4. Prepare construction estimate for the proposed system.	3		3	2	
5. Review information with building committee, building & grounds supervisor and county staff.	3				
Estimated Staff Hour Totals	**8**		**12**	**10**	
	$1,000.00		**$1,380.00**	**$1,100.00**	
Fee Total for Task C					**$3,480.00**
D. Human Services Plan					
1. BKV to contact Ken Yutrzenka and staff to review department layout.	2				
2. Prepare concept plan showing how the human services building could be remodeled if nursing is moved to the auditorium.	3	6			
3. Code review and plan refinements per County comments	1	3			
Estimated Staff Hour Totals	**6**	**9**			
	$750.00	**$585.00**			
Fee Total for Task D					**$1,335.00**
E. Demolition of the Ice Rink					
1. BKV to prepare a concept site plan showing how the ice rink site could be laid out for increased parking area.	2	6			
2. Prepare an estimate for the demolition of the ice rink.	3				
Estimated Staff Hour Totals	**5**	**6**			
	$625.00	**$390.00**			
Fee Total for Task E					**$1,015.00**
F. Present and review all information to the County Board.	*				
Fee for All Task Listed					$17,885.00
Reimbursable Expenses for travel, lodging, printing and shipping					$2,000
Total Proposed Fee					$19,885