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## Our Proposal

A&E Design  
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**John Adams, Brownfields Administrator**  
Community Planning, Development & Administration  
City of Missoula  
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**Mel Fisher, Strategic Initiatives Manager**  
Missoula County  
406-258-3399  
[mfisher@missoulacounty.us](mailto:mfisher@missoulacounty.us)

RE: Missoula Federal Building, 200 E. Broadway, Missoula, MT  
Master Plan and Schematic Design

John and Mel,

Thank you for the opportunity to collaborate with you both and your teams on the Missoula Federal Building Master Plan Project. This proposal outlines our team’s process for developing a Master Plan and Schematic Design involving both City and County government. At the completion of this process, we will provide a Design Development Document that reflects your goals and vision, Space Needs and Program, Schematic Design, and Phased Development Plans that include code reviews and budgets. This information allows you to move forward with future phases of work that include final Design Development plans, Construction Documents, and Construction.

Our Design Team includes:

Civil	WGM Group
Structural Engineer	DCI Engineering, Missoula & Bozeman
Mechanical Engineer	JM Engineering, Missoula
Plumbing Engineer	JM Engineering, Missoula
Electrical Engineer	Maxus Consulting Engineers, Missoula
Lighting Designer	Mazzetti, Denver

This Master Plan and Schematic Design process includes restoration and renovation planning, phased development planning, and coordinating with the City & County on capital improvement planning for the Federal Building. The final document will summarize current and future space needs for the City of Missoula and Missoula County’s occupancy of the building. The work of our team will include problem solving Master Plan and Schematic Design infrastructure improvements necessary to address:

- Building Code & Condition Assessment Deficiencies
- Federal & State Historic Preservation Compliance as a National Monument (HSPP statutory language)
- Compliance with Building Covenants & Historic Preservation Plan & Use Plan



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- Space Needs & Programming / Grouping Departments for Efficiency
- Analysis of Potential Solutions & Emergent Considerations
- Phased Development Planning
- Building Codes including Seismic Requirements
- Base Building Systems (MEP, Fire & Life Safety)
- Egress, Public Safety, Security, ADA Compliance & Accessibility
- Pedestrian Access, Street Scape & Connections to Downtown/Courthouse
- Transportation, Parking, Crosswalks, & Street Improvements
- Use & Preservation Plans
- Sustainability & Energy Use Intensity (EUI) Goals including Decarbonizing Opportunities/Carbon Neutrality Goals
- Plumbing Fixture Requirements, Water Conservation & Touchless Controls
- Energy Conservation (Roof PV array/Changeover to electrical utility vs. natural gas)
- Electrical, IT, & Data
- Lighting Design
- Mechanical Design including Energy Conservation, Comfort, Controls, & Indoor Environmental Air Quality
- Site Drainage Conditions/Basement Moisture Issues
- Brownfields (environmental)
- Energy Rebates
- Third-Party Commissioning (mechanical, electrical, lighting)

We understand an in-depth programming and needs assessment is needed for specific City and County departments including:

- Central Services (City)
- City Attorney
- City Clerk
- City Council
- Community Planning, Development & Innovation
- Facility Maintenance (City)
- Financial Services (City)
- Human Resources (City)
- Information Technologies (City)
- Mayor's Office
- Missoula Redevelopment Agency (MRA)
- Municipal Court
- Parking Commission
- Parks & Recreation (City)
- Public Works & Mobility (City)
- Application Development & Administration (County)
- (County) Auditor's Office
- (County) Commissioner's Office
- Communications (County)
- Community and Planning Services (CAPS)
- Central Services (County)
- Clerk & Recorder/Treasurer
- Development Districts
- Facilities Management (County)



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- Financial Services (County)
- Grants and Community Programs
- County GIS Services
- Human Resources (County)
- Risk & Benefits
- Superintendent of Schools
- (County) Surveyor's Office
- (County) Technology
- U.S. Post Service Office

### Scope:

#### Master Plan Project Kick-off – **Let's Get Started**

A kick-off meeting with the City-County Leadership Team and Stakeholders will provide an opportunity to discuss project goals, objectives, and key issues. We will coordinate with you to verify a work plan, schedule, user groups, key stakeholders, related constituencies, reporting structure, and any other process issues for the project.

#### The following items will be developed:

- Agenda for Subsequent Workshops
- Mission Statement, Project Goals, Objectives, & Key Issues
- Validate Existing Space Needs Planning Efforts
  - *City of Missoula Space Needs Assessment Project (2018)*
  - *Missoula County Space Needs Assessment (2019)*
- Condition Assessment Recommendations
- Current & Emerging Industry Standards & Trends
- Applicable Code Requirements & Compliance
- Accessibility & ADA Requirements
- Interiors & Goals
- Environmental Graphics & Autonomy Goals
- Sustainability & Energy Use Intensity (EUI) Goals
- Decarbonizing Opportunities/Carbon Neutrality Goals
- Cost Effectiveness of Renovation
- Project Work Plan & Schedule
- Historic Preservation Plan & Use Plan
- Covenants & HPO/SHPO/NPS Concurrence
- Grants & Opportunities

#### Estimated Hourly Breakdown:

- Principal 26 hours
- Preservation Architect (V) 194 hours
- Project Architect (Arch V) 136 hours
- Designer (III) 72 hours
- Clerical 30 hours



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### Potential Growth Projections – Anticipate the Future

We will meet with the City-County Leadership Team and Stakeholders to explore and identify potential opportunities. Growth projections will be based on historical data, user trends, and anticipated community growth and future space needs.

#### Key criteria to be evaluated include:

- Validate Community Growth & Future Space Needs Projections
- Peer Facilities
- Current & Emerging Industry Standards & Trends
- As-Built Documents
- Phase I Environmental Site Assessment
- Structural Investigation & Analysis
- MEP Systems and EUI Goals
- Interiors/Furnishings
- Cost Budget Targets
- Phased Development / Phased Occupancy / Phasing Impacts & Schedule
- Preservation Plan and Use Plan
- Grants & Opportunities

#### Estimated Hourly Breakdown:

- Preservation Architect (V) 104 hours
- Project Architect (Arch V) 116 hours
- Designer (III) 96 hours
- Clerical 8 hours

### Preliminary Programming – What are User Needs and Goals?

At this stage, we'll hold interactive workshops with user groups to discuss and identify your needs and desires, formalize goals and objectives, and create an over-arching project vision. These collaborative sessions are your opportunity to dream big so that all potential needs can be identified and satisfied.

#### Workshop Deliverables:

- Assessment of User Needs
  - *City of Missoula Space Needs Assessment Project (2018)*
  - *Missoula County Space Needs Assessment (2019)*
- Preliminary Program
- Site Improvements
  - *Foundation Drainage*
  - *East Parking Lot*
  - *Courtyard*
  - *Sidewalks & Landscaping*
- Initial Department Adjacencies
  - *Co-located City and County departments*
  - *Collaborative City and County departments*
- Initial Environmental Graphics Integration & Autonomy
- Initial Site and Landscaping Improvements
- Summary of Workshops & Feedback
- Functional Floor Plan Templates & Use Diagrams
- *Secretary of the Interior's Standards (SOI) for Historic Rehabilitation Compliance*
- Evaluation Criteria for Subsequent Design Alternatives



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- Narrative MEP Options
- Sustainability & Energy Use Intensity (EUI) Integration
- Decarbonizing Opportunities/Carbon Neutrality Integration Opportunities
- Building Code & Plumbing Fixture Summary
- Structural Summary & Impacts
- Phase II Environmental Site Assessment - Building Materials Inspection Report

### Estimated Hourly Breakdown:

- Preservation Architect (V) 232 hours
- Project Architect (Arch V) 204 hours
- Designer (III) 80 hours

### Concept Design – Final Programming

Based on the Preliminary Program, we will complete a Concept Design to graphically illustrate the potential scenarios, which include building standards and principals guiding design decisions. This work will incorporate user needs, adjacencies, and program scope as determined during preliminary programming exercises. We typically identify three or four potential Concept Designs that correspond with phasing, needs, adjacencies, and budgets. During this work, we'll use the Functional Floor Plan Templates to develop Concept Designs that illustrate key features of program requirements.

### Final Program Report:

- Building Code Review & Compliance
- ADA Compliance
- Program Summary
- Concept Design Floor Plans – General Lay Out, Spatial Arrangements, Functional Adjacencies
- Environmental Graphics Options & Autonomy
- Interiors - Suggested Materials & Finishes
- MEP Concept Plans & Narratives
- Sustainability & Energy Use Intensity (EUI) Narrative
- Decarbonizing Opportunities/Carbon Neutrality Narrative
- Site & Landscaping Improvements
- Preservation and Use Plan Impacts
- *Secretary of the Interior's Standards (SOI) for Historic Rehabilitation* Compliance
- Revised Phased Development / Phased Occupancy / Phasing Impacts & Schedule

### Estimated Hourly Breakdown:

- Preservation Architect (V) 80 hours
- Project Architect (Arch V) 80 hours
- Designer (III) 56 hours

### Concept Estimating and Probable Costs

Based on the Preliminary Program and information gathered thus far in the process, we will complete a final Concept Design that graphically illustrates the rough order of magnitude (ROM) scope of work for the project. Working with the General Contractor/Construction Manager, we'll assist in development of estimated probable costs for scenarios including phased development, alternatives, value-engineering opportunities, allowances, and cost phasing impacts, and schedule.



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### Probable Cost Summary:

- Summary of Rough Order of Magnitude (ROM) Costs

### Estimated Hourly Breakdown:

- Preservation Architect (V) 48 hours
- Project Architect (Arch V) 56 hours
- Designer (III) 24 hours

### Schematic Design – **What It Looks Like**

This phase is all about collaboration. We'll meet with you and your team to review Concept Design plans. We will identify a specific scenario and building standard meeting your goals and overall vision; we will move that document forward. With your feedback, thoughts, and ideas on Concept Design plans, we'll prepare Schematic Design drawings and gather other documents to illustrate the scale and relationship of project components.

### Deliverables

These documents include:

- Preliminary Site Plan
- Conceptual Floor Plans – General Lay Out, Spatial Arrangements, Functional Adjacencies
- Computer Generated 3D Renderings
- Interiors Integration
- Environmental Graphics Integration
- Building Standards – Product Cut Sheets

### Estimated Hourly Breakdown:

- Preservation Architect (V) 42 hours
- Project Architect (Arch V) 52 hours
- Graphics Designer (III) 19 hours
- Designer (III) 74 hours
- Clerical 1.5 hours

### Final Master Plan Report – **Putting Everything Together**

The Design Team will create a final Design Development Document that summarize project planning and develop that informs Schematic Design documents for the City of Missoula and Missoula County's occupancy of the building. The Project Team will include Concept Plans, meeting summaries, narratives, Phasing Plans, budgets, and schedules that describe infrastructure improvements necessary to address your needs. This final Design Development Document will be the Master Plan that guides future project planning and development.

### Final Master Plan Report:

- Summary of Master Plan Process
- Potential Growth Projections
- Program & User Needs & Desires
- Key Connections & Adjacencies, Physical & Visual
- Recommended Priorities
- Environmental Graphics & Autonomy
- Schematic Design Documents
- Concept Site Plan



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- Concept Design Plans
- Interiors, MEP, & Building Standards
- Final Sustainability & Energy Use Intensity (EUI) Integration
- Final Decarbonizing Opportunities/Carbon Neutrality Opportunities
- Final Preservation Plan & Use Plan
- Computer Generated 3D Renderings
- Phasing and Sequencing Plans
- Schedule
- Magnitude Costs & Estimates

### Estimated Hourly Breakdown:

- Preservation Architect (V) 24 hours
- Project Architect (Arch V) 36 hours
- Graphics Designer (III) 28 hours
- Designer (III) 12 hours
- Clerical 14 hours

### Website Design & Maintenance – Public Engagement

A&E Design will publish publicly accessible documents related to the process including assets developed during the Master Planning efforts.

### Potential Project Website:

- Public Website Development, Virtual Engagement, and Maintenance

Based on the scope of work outlined above, we estimate a professional fee budget at:

PHASE	FEE
<b>Basic Services</b>	
Architectural/Historic Preservation	\$286,580.00
Structural	\$41,800.00
Mechanical & Plumbing	\$55,000.00
Electrical	\$39,070.00
Printing	\$2,040.00
<b>BASIC SERVICES SUBTOTAL</b>	<b>\$424,490.00</b>
<b>Additional Services</b>	
Initial Brick Testing (access required)	\$24,000.00
Final Brick Testing (access required)	\$36,000.00
Lighting Design	\$19,350.00
Civil Site Survey & Landscaping/Streetscape	\$16,000.00
Building Energy Modeling	\$7,500.00
Interiors	\$65,000.00
Environmental Graphic Design	\$9,900.00
Website Design & Maintenance	\$10,500.00
<b>ADDITIONAL SERVICES SUBTOTAL</b>	<b>\$188,250.00</b>



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**TOTAL**

**\$612,740.00**

If you approve of this proposal, we will work with you to develop an industry-standard AIA Agreement which outlines our role in greater detail. This Agreement eliminates any potential “surprises” throughout the project and creates a mutual understanding of expectations between you, the Owner, and us, the Architect. If you have any questions about what you’ve read in this proposal, don’t hesitate to reach out for further discussion.

We are excited to work with you. Thank you for this opportunity!

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Filicetti', with a stylized flourish at the end.

**PAUL FILICETTI**

AIA

preservation architect | associate

cc Jason Hauser, Ethan Redfern