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FEE PROPOSAL FOR

**Architect Consultant Services**  
**MISSOULA CITY CEMETERY**

March 11, 2022

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City of Missoula – Public Works & Mobility  
Attn: Brett Gilman, Cemetery Superintendent  
2000 Cemetery Road  
Missoula, MT 59802

Re: Missoula City Cemetery – Fee Proposal for Professional Consultant Services

Dear Mr. Gilman,

Thank you for selecting our team for consideration of the Missoula City Cemetery architectural project.

**PROJECT UNDERSTANDING:**

As previously discussed, the requested Scope of Services focuses on the remodel or creation of a new office facility, and we have assembled a team that is highly experienced in government facilities as well as specific experience in cemetery facility design. Additionally, the City of Missoula would like us to assess the additional buildings on-site (chapel, shop, secondary storage), as well as the site itself, noting the current conditions and providing design recommendations. Missoula resident Jessica Holdren, PLA will be managing the project, with assistance from FourFront Design’s architects and MEP engineers, located in Rapid City and Helena. Additionally, our civil/structural subconsultant will be assisting with structural engineering and civil engineering as needed.

**PROPOSED SCOPE OF SERVICES:**

**1. PHASE ONE - Investigative Design:**

**a. On-site Meeting and Tour:**

The design team will be on-site to take an inventory of the existing conditions of the current office facility, chapel, shop, and secondary storage buildings. The site will also be inventoried. An in-person meeting with City Staff and the Cemetery Board will take place the same day. The goal of this meeting will be to further develop the goals and objectives of the design project.

**b. Facility Assessments:**

We will compile an analysis of the current conditions of the office facility, chapel, shop, and secondary storage buildings and provide a preliminary report.

**2. PHASE TWO - Concept Development:**

**a. Historic Preservation Coordination:**

We will coordinate with the appropriate entities regarding the historic designation of the site and applicable buildings to include in our recommendations.

**b. Code Review:**

Our analysis of the existing facilities will include a review to determine if building codes are being met adequately.

- c. **New Office Building Concept Plans:**  
Our team will create a conceptual building plan for a new office facility that meets your programmatic requirements, as determined in the Investigative Design Phase.
- d. **Renovation Office Building Concept Plan:**  
Our team will create a conceptual building renovation plan for the existing office facility that meets your programmatic requirements, as determined in the Investigative Design Phase.
- e. **Site Development Concept Plans:**  
We will create a conceptual-level site plan to address any future site development needs, as determined in the Investigative Design Phase.
- f. **Preliminary ROM Cost Estimate:**  
A Rough Order of Magnitude Cost will be developed, based on the Concept Designs for the new and renovated office facility options.
- g. **Recommendation Report of New vs. Renovated Facility:**  
We will present a report that summarizes our recommendations of building a new office facility vs. renovating the existing facility, based on the programmatic requirements, analysis of existing conditions, and conceptual plans.
- h. **Client/Board Meeting to Evaluate Concepts (Virtual):**  
Our project team will present the conceptual design and recommendations during a virtual meeting for the City Staff and Cemetery Board, taking comments and requested revisions for the next phase of design.

### 3. PHASE THREE – SCHEMATIC DESIGN

- a. **New -or- Renovated Facility Schematic Design Plans:**  
We will develop ONE set of Schematic Design-level plans for either the new or renovated office facility options, based on the feedback from the previous client/board meeting. Note that the schematic design will not include detailed structural design plans at this phase.
- b. **Schematic Design Site Plan:**  
Our team will create an SD-level site plan to show potential site improvements for building siting, signage, entrance design, fencing, etc.
- c. **Final Recommendations Report:**  
Our final report will compile the project activities to date and provide recommendations to the City for the next steps. This report will include a final and updated ROM Cost Estimate for the new or renovated office facility.
- d. **Client/Board Meeting to Present Final Design (Virtual):**  
The final report and design will be virtually presented to the City Staff and Cemetery Board.

#### **Additional Services**

This proposal includes services outlined in the Scope of Services above only, and does not include surveying, topographical maps, geotechnical investigations, specifications, or mapping of existing utilities. Additional services can be added via contract amendments as requested.

**Fee Estimate**

Total professional services fees proposed for the tasks above total \$57,512, which includes travel, printing, and reimbursables. See below for a breakdown of fees. Upon satisfactory completion of this project, our team would be ready to continue the project into Construction Documents in accordance with the City’s timeline.

PHASE	FEE
Investigative Design	\$11,931
Concept Development	\$15,042
Schematic Design	\$30,539
<b>TOTAL</b>	<b>\$57,512</b>

**Proposed Schedule**

Our team is prepared to begin work as soon as requested by the City. For planning purposes, we suggest the following timeline and approach:

1. Notice to Proceed: No later than April 11
2. Site Tour: Week of May 2
3. Investigative Design Phase: May 2 - 27
4. Concept Development Phase: May 30 – July 1
5. Schematic Design Phase: July 4 – August 26
6. Final Design and Report Due: August 26

This scheduled is proposed only, and is subject to change upon agreement and finalization.

Thank you for the opportunity to work with you on this exciting Missoula project. Please don't hesitate to contact me should you have questions or need clarification.

Thank you,

Jessica Holdren, PLA  
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