



6265 Riverside Drive Suite, 2N
Dublin, Ohio 43017-5508

February 9, 2017

Eric Fischer
Director of Planning
Village of Minerva Park
2829 Minerva Lake Road
Columbus, Ohio 43231

Re: Potential Village Hall Relocation
Feasibility & Design Documents
Proposal

Dear Mr. Fischer:

Horne & King Architects is pleased to provide this proposal for preparing an analysis of the feasibility of the proposed office building to accommodate council, administration and police operations as well as subsequently to provide documents for design and construction. We would very much appreciate the opportunity to assist such an important endeavor.

The Village of Minerva Park can be assured of a thorough and enthusiastic response. We appreciate the interest expressed in our firm. Please call if there are any questions and we would be pleased to meet in person to review.

Thank you.

Respectfully submitted,

David H. King, AIA
President



PROJECT GOAL

The goal of the feasibility phase is to:

- Evaluate the proposed office building
- Explore together the most efficient and beneficial means to accommodate the current and future physical needs of Village departments including the Police Department and Mayor and City Council activities and operations at the best possible value considering available financial resources
- Explore options to determine the best possible strategy to accommodate needs within the proposed office building
- Provide information to department, administrative and elected officials that will facilitate thoughtful discussions and decisions in order to effectively provide for intended operations

PROJECT SCOPE

Our understanding of the proposed scope is summarized as follows. Based on our conversation we have organized your Primary Project steps into two phases.

PHASE 1

1. Program interviews and documentation
 - Interview key individuals
 - Document and discuss their input
 - Become familiar with operations
2. Field measure office building and prepare CAD file
3. Evaluate the office building for organization and code impact
 Evaluation of building systems is being separately provided
4. Provide report including conceptual layout of uses

PHASE 2

1. Design and Construction Documents for purpose of:
 - Ensuring organizational viability
 - Establishing project cost estimate/budget
 - Construction permitting
 - Construction
 - Construction Contract Administration
 - Response to RFI's, Pay Applications, etc.
 - Field Visits including Field Reports

Meetings Allowance

- Phase 1 would include approximately 4 meetings
- Phase 2 would include approximately 8 meetings

PROJECT SCHEDULE

Both phases time lines would be determined once we have a more detailed discussion of the project scope.

PROJECT FEE

Fees for both phases are based on your Primary Project steps and our conversation as well as on our extensive experience with public projects including police operations and renovation/space reallocation. These fees may be adjusted once we have had more detailed discussion of the project scope and requested services.

Basic Services for the study is proposed as a fixed not-to-exceed fee based on the scope of service as previously outlined.

Phase 1 Proposed fee:	Five thousand two hundred dollars	\$ 5,200
Phase 2 Proposed fee:	Ninety thousand dollars	\$90,000

Additional Services including extensive meetings, extensive cost estimates, evaluation of other sites or facilities not initially identified or other identified and approved services would be provided on an hourly rate basis.

Hourly rates:	David King	\$80
	Sharon Jurawitz	\$65
	Cheryl Susi	\$50

The scope of services associated with the Construction Phase as listed under Phase 2 could be provided as an additional service on an as-needed, on-call basis at hourly rate.

