



February 21, 2023

Kootenai County  
Attn: Kootenai County Commissioners  
PO Box 9000  
Coeur d'Alene, ID 83816-9000

**RE: Architectural and Engineering Services for Remodel to the  
Kootenai County Treasurer's Office  
451 Government Way  
Coeur d'Alene, ID 83814**

Dear Commissioners,

It is a pleasure to present the following proposal to Kootenai County for the proposed remodel to the Kootenai County Treasurer's Office. We met at the site with Steve Matheson and Greg Manley to review the scope of the project. The following is our fee proposal along with an outline of the scope of work for your review.

The remodel will consist of relocating the Treasurer into the office space that is currently occupied by the County Clerk. The County Clerk will be relocated to the current Treasurer's office. The County Clerk office space will be remodeled to create 3 enclosed offices, space for 5 cubicles, a front counter with 4 work stations of which two will be ADA accessible, a break room, a space for vault, and a meeting room that will accommodate 10 to 12 people. A secure waiting room may be part of the remodel concepts. The current reception security desk will most likely need to be revised to accommodate the remodel. Existing offices will need to be removed to create the open office area.

We understand that the building will be occupied during construction and the County Clerk's office will relocate temporarily to accommodate the remodel.

The following is a general description of the services we will provide.

**Schematic Design:**

1. We have some of the original drawings of the existing offices, but will need to take measurements of the offices to create a base plan for the project.
2. We will create a couple of sketches for the proposed remodel for review and approval.
3. Often ideas from more than one scheme may be selected and combined into one final plan.
4. We will prepare an estimate of probable cost for the project before proceeding onto construction documents.

We are proposing to provide Schematic Design services on an hourly basis. We estimate our services will be between \$2,500 and \$4,000, plus reimbursables. We will not exceed \$4,000 without your approval.

Our hourly rates are as follows:

|                    |             |
|--------------------|-------------|
| Principal          | \$150.00/hr |
| Project Manager    | \$100.00/hr |
| Intern Architect I | \$ 80.00/hr |
| CAD Technician II  | \$ 80.00/hr |
| CAD Technician I   | \$ 72.00/hr |
| Administration     | \$ 60.00/hr |

In addition, reimbursable expenses will be billed as follows:

Automobile travel at \$0.65 per mile.  
Large Format Copies/Plots at \$3.00 each.  
Copies at \$0.15 each.  
Color copies at \$0.30 each  
Consultants at 1.15%

Upon approval of the Schematic Design and the estimate of probable cost we will proceed onto the next phase of the project as follows. Typically, Construction Documents, Bidding and Construction Administration services for a project of this scope and size will be between 9% and 11% of construction costs. If our fee proposal is acceptable, we will prepare an AIA Owner/Architect agreement for signature. Schematic Design fees will be credited to the fee.

**Construction Documents:**

1. Architectural and Engineering drawings required for a building permit. Drawings will include demolition plans, floor plan, reflected ceiling plan, interior elevations and details as required.
2. We will provide electrical drawings showing the locations of devices and revised lighting.
3. A Project Manual with Bid specifications will be prepared.
4. We anticipate that a structural engineering will not be required for this project and have excluded structural from our services.
5. The mechanical system will require minor revisions to accommodate the floor plan revisions for the HVAC system and potentially adding plumbing for the break room.
6. The plans will be submitted for building permit and plan review to the City of Coeur d'Alene. Responses to review comments will be made to the city as required.

**Bidding:**

1. We will assist the County in distributing plans and specifications to bidders.
2. We will assist the County with soliciting bids from General Contractors.
3. We will answer contractor questions and provide information and clarifications to assist in obtaining bids.
4. We will assist the County in reviewing bids and bidder qualifications.
5. Addenda will be issued as required to clarify bid document questions.

**Construction Administration:**

1. For your project we would visit the site a minimum of once every two weeks and conduct a project meeting as required to answer questions about construction and to review the progress. Additional site visits will be made to the site as required or requested. Project meeting notes and construction observations will be written and distributed.

2. We will review pay requests for the Owner as requested.
3. We will attend Commissioner meetings as required to present pay requests, change orders, etc. as requested.
4. As-built drawings, O and M manuals and warranties will be reviewed as requested.
5. A punch list inspection will be conducted at the end of construction as requested to identify items that need to be finished for final completion.

Our current workload will allow us to begin this project immediately. We look forward to a favorable reply to our proposal and wish to thank you for considering LTA Architects for this project. Please call if we can provide any additional information or answer questions.

Sincerely,

**LTA Architects**



Cory D. Trapp, AIA, NCARB, CSI  
Principal

I have read the above proposal, fees and terms for the project noted above and they are hereby accepted. LTA Architects is authorized to commence work as specified and agreed to herein.

**Approved:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_