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January 29, 2016

The Honorable Robert Clinard
Benton County Judge
215 E. Central Avenue
Bentonville, Arkansas 72712

RE: Fee Proposal
Scope Definition and Referendum Support
Benton County Courthouse Expansion

Judge Clinard:

We are grateful for the opportunity to serve the people of Benton County for this important and historic project.

Background-

The project is a replacement of the existing courthouse in Bentonville. The project will provide modern, secure, courtrooms, offices, and support space for the County justice system. It will also consolidate court operations from various locations into one location. Basic court needs have been analyzed and long-term growth projected in a previous study. This will form the basis of our study which will include program development, concept development, and analysis of two sites in Bentonville. Once the concept has been refined and estimated, a funding mechanism will be developed- likely a tax. A final building size or budget has not been determined at this point.

Services-

Our team will provide a study that will determine the functional requirements, size and configuration, cost, and location for the new facility. Two sites have been identified that will be included in the study. The report will include:

Phase 1

- Site Due Dilligence
- Program Development
- Concept Development
- Cost Estimates
- Concept Evaluations
- Energy Modeling (Optional)
- Existing Courthouse Reuse (Optional)
- Courthouse Building Tours (Optional)
- Final Report

Phase 2

- Graphics Development
- Social Media Support (Optional)
- Assistance with Public Outreach (Optional)

A more detailed description of each piece of the work is attached. Our services include an estimated (5) workshops and (2) programming meetings during Phase 1.

Schedule-

We understand that if a tax referendum is required that it is preferred to occur with the general election in November of 2016. Our final Phase 1 report is scheduled to be complete in early July so that there is ample time for a campaign in support of a potential referendum. Phase 2 will align with the period from report completion of November vote, if required. A detailed schedule is attached.

Fee-

The fees for the services as outlined herein are as follows:

Phase 1	\$235,000	lump sum
Phase 2	\$25,000	lump sum

The fee does not include work items listed as Optional or traditional reimbursable expenses (outlined below).

Although we do not know enough yet about the scope of the project to develop a comprehensive fee for the design and construction phases of the work, we anticipate that our fee would be 7-9% of construction cost.

Reimbursables-

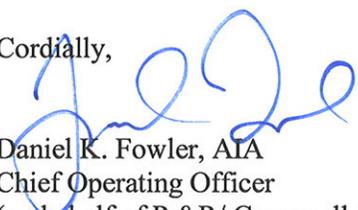
Traditional reimbursable expenses include printing/ repro, travel, and site diagnostics (may not be required). We anticipate a budget for these to be \$33,000. We will bill these expenses at 1.1X actual expenses.

Terms-

We can develop an standard AIA or similar contract once this proposal is accepted. If the project is terminated at any point the County is only obligated for work completed at that moment.

Thanks again for the opportunity to serve the people of Benton County. Please let me know if you have any questions or concerns.

Cordially,



Daniel K. Fowler, AIA
Chief Operating Officer
(on behalf of P &R/ Cromwell JV and its associates)

Cc: James Damron, P & R
Michael LeBoeuf, Dewberry

Attachments: Scope of Work dated 12.18.2016
Schedule dated 1.28.16



CROMWELL

January 18, 2016

Benton County Courthouse – Scope of Work P+R/Cromwell/Dewberry

PHASE ONE – Definition of Scope (includes 5 workshops)

1. Site Due Diligence
 - a. Survey
 - b. Utilities
 - c. Jail base drawings
 - d. Traffic
 - e. Zoning
2. Programming – determine BGSF size and operational models – Does this include JPA/Cliff Woodard
 - a. Meetings with users
 - b. Office standards
 - c. Detailed architecture program
 - d. Relationship diagrams
 - e. Room data sheets
3. Concepts - 2 concepts/site locations
 - a. Scaled blocking and stacking
 - b. Site plan and organization
 - c. Floor plans with gross area take off
 - d. Massing studies
4. Cost - 2 concepts/site locations
 - a. Construction cost
 - b. Soft cost
5. Concept Evaluations - 2 concepts/site locations
 - a. evaluation criteria (pros and cons)
 - b. Workshops
6. Final Report – summary of phase one
 - a. Program summary
 - b. Drawings and graphics
 - c. Narratives
 - d. Energy studies
 - e. Cost
 - f. Evaluation and recommendations

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Optional Items

7. Energy Modeling - optional
 - a. Site and massing orientations
 - b. operational modeling
 - c. Return on investment

8. Existing Courthouse Reuse
 - a. Identification of departments or agencies (excludes programming)
 - b. Deployment scaled blocking and stacking
 - c. Site plan and organization/demolition
 - d. Floor plans with gross area take off
 - e. Cost
 - f. Evaluation and recommendations

9. Courthouse Building Tours
 - g. Instate
 - h. Out of state

PHASE TWO – Referendum Preparation (includes 2 workshops)

1. Preparation Of Graphic Materials
 - a. Narrative – message to the public
 - b. 30 x 40 display boards
 - c. 11" x 4" information hand out

Optional Items

2. Assistance With Social Media Content
 - a. Website and content
 - b. Press releases
 - c. Twitter
 - d. Facebook

3. Assistance With Public Out Reach
 - a. Board meetings
 - b. Communities meetings
 - c. other

